



ADM-POL012

CHILD SAFE ENVIRONMENTS POLICY

JUNE 2021

Purpose

The purpose of this policy is to:

- Provide a statement of Hockey SA's commitment to Child Safety; and
- Set out Hockey SA's Child Safe Environments processes.

Scope

This policy applies to:

- All participants, parents, spectators, contractors, officials (including, but not limited to technical officials, umpires, umpire managers, competition and team managers, judges), coaches, visitors, volunteers, and staff involved in, attending or associated with any Hockey SA event or activity or its day-to-day operations including the operation of the State Hockey Centre.

Child safety is a shared responsibility between Hockey SA and its staff, affiliates, suppliers, associates, parents, guardians, spectators, volunteers and all members of the Hockey SA community. Everyone who participates in Hockey SA's activities is responsible for the care and protection of Children, and reporting information about Child Harm. All Affiliates to adopt this Child Safe Environments Policy at their level.

Statement of Commitment to Child Safe Environments

Hockey SA has zero tolerance of harm or risk of harm to a child or young person. Hockey SA will provide child safe environments inline with the provision of the **Children and Young People (Safety) Act 2017**

- Hockey SA will actively work to listen to, respect and empower children and young people, and to encourage their participation in Hockey;
- Has established policies and procedures that seek to protect Children and young people from harm and risk of harm, and will take all allegations and concerns very seriously and will respond to them consistently, in line with relevant policies and procedures, including this policy;
- Is committed to regularly training and educating its Staff and Volunteers about the risk of harm to children and young people.

Children & Young People's Participation

Hockey SA is committed to involving and listening to the young people involved in the sport of Hockey, the following tools and methods are used

- Age appropriate language is used in all communications
- Policy to be shared on Hockey SA Website and all forms of Social Media
- Kids Helpline posters to be displayed at SA Hockey clubs and promotion of Kids Helpline across Hockey SA website and social media sites
- Clubs to have clear processes on how children and young people can report any concerns and provide feedback and display process at clubrooms
- Feedback is requested from individuals at the conclusion of each Hockey SA program
- Feedback is requested from individuals (children & young people are encouraged to respond) at the conclusion of State Team/National Championships
- Annual surveys run by Hockey Australia, data reported to Hockey SA

Codes of Conduct

Hockey SA ensures our organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children and young people involved in hockey, especially those in our care. These codes of behaviour will set out professional boundaries, ethical behaviour and unacceptable behaviour. Failure to comply with the codes of conduct will be treated with the utmost urgency and dealt with in line with the severity of the breach. Any matter that relates to risk of harm or actual harm to a child or young person, must be reported to the Child Abuse Report Line in the first instance 13 14 78. If the child or young person is in imminent Danger, then the SA Police must be contacted 000

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Hockey SA has a selection of staff and board members that have completed the Member Protection Information Officer training and are accessible via the Hockey SA office.

Codes of Conduct are embedded within the Hockey Australia Member Protection Policy (2015) and adopted by Hockey SA.

- Coaches/Managers/Team Officials
- Officials
- Players
- State Team Athletes
- Administrators
- Board Members
- Parents/Guardians
- Spectators

Recruitment Practices

Recruitment

To ensure Hockey SA meets the requirements of the **Child Safety (Prohibited Persons) Act 2016** the minimum standard for background checks of Staff and Volunteers of Hockey SA is the law

as it applies in South Australia. Hockey SA may, in its discretion, require additional reference checks for its Staff and Volunteers, as it thinks fit.

- Hockey SA undertake a comprehensive recruitment and screening process for all Staff and Volunteers before their engagement, which aims to:
 - Promote and protect the safety of all children and young people who participate in the activities of Hockey SA;
 - Identify and recruit the most suitable candidates who share Hockey SA's values and commitment to protect children and young people; and
 - Prevent a person from working at Hockey SA if they pose an unacceptable risk to children or young people.
- As part of the screening and recruitment process, an applicant must provide appropriate evidence, including but not limited to a WWCC issued by the Screening Unit of the Department of Human Services (or a DCSI clearance until it expires then a valid WWCC must be held) or other state equivalent to show that they are suitable to work with Children and young people in a recreational setting.
- The following personnel over the age of 14 years must have a valid WWCC or other State equivalent
 - All Hockey SA Staff;
 - Those paid by Hockey SA for their services (including State or Zone roles where an individual is paid a gratuity payment for their services).
 - Volunteers;
 - Suppliers and service providers who may have access to Children and young people; and
 - Anyone else required by Hockey SA to obtain a WWCC due to the nature of the work that they are undertaking for Hockey SA.
- Hockey SA will provide all Staff and Volunteers it engages with access to this policy, and Staff and Volunteers must read it and acknowledge their understanding of this policy.
- Hockey SA requires Affiliates to ensure that:
 - All of their staff, officials, coaches, parents, committee members, managers, members and Volunteers participating in 'child related work' have a current WWCC at all times; and
 - A process for monitoring this is implemented.

Supervision, Training and Education

Hockey SA will ensure that:

- The Board and all HSA Staff undertake training in relation to identifying risks of harm to children and young people and how to manage them, understanding varying cultures and the importance of ensuring culturally safe environments, and the importance of understanding safe environments for Children with a disability.
- It provides ongoing via Hockey Australia Safe Hockey Program for the Board, Hockey SA Staff and for its Volunteers, including Staff and Volunteers who are working with junior players at any level (including junior players in senior teams).

Recognising and reporting a reasonable suspicion of harm or risk of Harm to a child or young person

A person may, in the course of participating in the sport or other events, activities or the day to day operations of Hockey SA or in carrying out their work, suspect that a child or young person is at risk of, or being, harmed.

- **If there is suspicion of abuse or harm to a child or young person, the Child Abuse**

Report Line (CARL) should be contacted on 13 14 78

- If a person is concerned about an immediate risk to a Child or young person's safety, the person must phone SA Police on "000" as soon as practicable.
- Additionally, if a person suspects that a child or young person is at risk of, or being, harmed, the person may report the belief to any Staff or Volunteer, including the Hockey SA CEO, the Hockey SA Member Protection Information Officer or via the Hockey Australia Safe Hockey Framework, link to CHILD ABUSE INCIDENT REPORT FORM below.
<https://cdn.revolutionise.com.au/cups/hockeyaus/files/mmgu7vjccqjfir1.pdf>
- If a person is a Mandatory Reporter, then he or she must report as soon as practicable, and after each occasion where they become aware of harm or risk of harm.
- Reasonable grounds to notify can include:
 - A Child or young person states that they have been harmed; in which case it is not necessary to question the Child further;
 - A Child or young person states that they know someone who has been harmed (sometimes the Child or young person may be talking about themselves;
 - Someone who knows a Child or young person states that the Child/young person has been harmed;
 - Professional observations of the Child or young person's behaviour or development leads a professional to form a belief that the Child/young person has been harmed or is likely to be harmed; or
 - Signs of harm lead to a suspicion that the Child or young person has been harmed.
- If a person receives information that leads them to believe that a child or young person is at risk of harm the person has a legal obligation to disclose that information to the Child Abuse Report Line 13 14 78 as soon as it is practicable. Individuals who fail to comply with this obligation will be in breach of the Safety Act and may be subject to a fine or court proceedings.
- Hockey SA supports and encourages a person to make a report to the Police or the Child Abuse Report Line if they believe a child or young person is at risk, that a child or young person is in need of protection, or they are concerned about the safety, health or wellbeing of a child or young person.
- If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child or young person, they may speak to the Child Abuse Report Line to gain professional guidance. The Hockey SA CEO or the Hockey SA Member Protection Information Officer can be contacted for direction and information.

Supporting children, young people and their families

If support is required for children, young people or their families Hockey SA and its affiliates can provide support by referring the involved parties to appropriate services such as;

- Kids Helpline 1800 55 1800
- Youth Helpline 1300 13 17 19

Children and young people are educated on where to go for assistance via the Hockey SA Website and social media sites. Posters are displayed at SA Hockey Clubs providing information

on how and where to get help. Access and links to the posters is provided to all SA Hockey Clubs and Association by Hockey SA.

Response to a Report of Harm to a child or young person

Hockey SA will:

- Refer the report or allegation to the Child Abuse Report Line – 13 14 78 or SA Police if there is a concern about an immediate risk to the Child or young person's safety;
- Withdraw the accused person from active duty where they are a Hockey SA Staff member or Volunteer;
- Deal with the report or allegation in a confidential manner to the greatest extent possible;
- Cooperate with the Police and/or Department of Child Protection in relation to any investigation conducted by these authorities; and

Risk Management and Policy Review

The Board and management staff of Hockey SA will ensure:

- They take a leadership role in ensuring the safety of children and young people is of paramount importance within Hockey SA and the wider Hockey community;
- They have read, understand and review this policy annually,
- That this policy and any updated policy is published at a location that is easily accessible by all Affiliates and their members, parents, spectators and Hockey SA Staff and Volunteers;
- That risks of harm to children and young people are adequately identified and managed.

Communication

Policy updates and Child Safe Procedures are communicated directly to club officials for distribution and action across all Clubs and Associations affiliated with Hockey SA, format used to ensure maximum exposure include

- Direct email to club officials
- Hockey SA Website
- Appropriate Social media channels
- Electronic Direct Marketing to Hockey SA database

The Hockey SA Child Safe Environments Policy is available upon request in line with the Children and Young People (Safety) Act 2017.

Hockey Australia has a full suite of policies, procedures and resources that are used to direct Hockey SA in delivering our Child Safe Environments Policy, material is accessible from Hockey SA or online at <https://www.hockey.org.au/integrity/#Safe>

Specific Guidance for Juniors' Teams

- **Change Rooms** - Adult officials and Volunteers, regardless of gender, should only enter

change rooms with a child or young person if accompanied by another adult. Prior to entering change rooms, officials should notify the people in the change room of their intended entrance. For the avoidance of doubt this requirement does not apply to parents/legal guardians in a room with their child, unless other children or young people are present in the change room at the same time.

- **Hotel rooms and other accommodation and general proximity** - No official or Volunteer should be alone in the room of a child or separate the child from the group by a noticeable distance without the presence of another adult. The doors should always be open and the official and/or Volunteer within sight. Should it be necessary for an Official or Volunteer to be alone with a child, the Team Manager or other responsible official must be informed. For the avoidance of doubt this requirement does not apply to parents/legal guardians in a room with their child unless other children are present in the change room at the same time.
- **Travel** - All team members over 18 years of age retain an overriding responsibility for the safety and welfare of all children they accompany during team travel activities.
- **Sexual Relationships**— It is strictly prohibited for any officials, team managers, coaches, physios, umpires, Volunteers, or any other person, including when they are travelling with a team that includes a child or young persons to engage in any conduct of a sexual nature with any child or young person. Conduct of a sexual nature by any such person includes, but is not limited to the following:
 - Inappropriate conversations of a sexual nature;
 - Obscene language of a sexual nature;
 - Suggestive remarks or actions;
 - Jokes of a sexual nature;
 - Obscene gestures;
 - Unwarranted and inappropriate touching;
 - Sexual exhibitionism;
 - Use of any device to show/watch offensive material; or
 - Any other action that could lead to a Child or young person being physically, emotionally or psychologically harmed.
- **Coaches** - All coaches must ensure that any physical contact with children and young people that occurs in relation to coaching is appropriate for the situation. It is strongly recommended that:
 - Coaches ensure that there are other adults present whenever coaching;
 - Coaches take care to explain the procedure to the child prior to beginning any physical contact; and
 - Coaches obtain consent from the athlete prior to beginning any physical contact.

Hockey SA's Child Safe Processes: Breach of this Policy

Hockey SA takes any breach of this policy very seriously. In determining an appropriate sanction for a breach, Hockey SA may refer to and adopt any process or sanction from any of the following, depending upon the nature and severity of the breach:

- a) HA Member Protection Policy;

- b) Hockey SA's Rules and Regulations.

Privacy

Hockey SA is committed to respecting the privacy of all individuals, including of Staff, Volunteers, Affiliates, parents, spectators, suppliers Children and young people, unless there is a risk to someone's safety.

Related Documents & Legislative Requirements

This policy should be read in conjunction with:

- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016
- Hockey SA Privacy Policy;
- Hockey SA Constitution;
- Hockey Australia Member Protection Policy;
- Hockey SA's Rules and Regulations; and
- Codes of Conduct

Version Control Notes

Version	Affected topics	Changes
ADM-PRO002 Child Safe Procedure – June 2017	ADM-PRO002 Child Safe Procedure – June 2017	Redundant
ADM-POL012 Child Safe – June 2017	ADM-POL012 Child Safe	ADM-POL012 Child Safe Environments Policy – June 2021 Note: the new ADM-POL012 Policy is a consolidation of ADM-PRO002.
ADM-PRO002 Child Safe Procedure – June 2017 ADM-POL012 Child Safe – June 2017	Children's Protection ACT 1993.	Child Safety (Prohibited Persons) Act 2016 Children & Young People (Safety) ACT 2017.
ADM-PRO002 Child Safe Procedure – June 2017 ADM-POL012 Child Safe – July 2017	Change from National Police Checks	Working with Children Checks
ADM-PRO002 Child Safe Procedure – June 2017	Removed references to Sexting.	

ADM-POL012 Child Safe – June 2017.		
ADM-PRO002 Child Safe Procedure – June 2017. ADM-POL012 Child Safe – June 2017.	General language use (used words like abuse and neglect have changes to harm and risk of harm)	Changes to reflect the lower threshold under the current legislation.