



**Progress** the game, so **everyone** can share in its **heritage** and **possibilities**.

## **AFL Safeguarding Children and Young People Complaints & Reporting Procedure**

### **1. PURPOSE**

This Safeguarding Children and Young People Complaints and Reporting Procedure (**Complaints and Reporting Procedure**) sets out the steps that all AFL People must follow to meet their responsibilities in relation to identifying, reporting, and responding to any concerns about, or incidents of, child abuse or other inappropriate behavior towards children or young people in our sport. The Complaints and Reporting Procedure was issued in connection with the Child Safeguarding and Wellbeing Policy (**Policy**). The definitions set out in the Policy apply to this Complaints and Reporting Procedure.

### **2. IMMEDIATE RESPONSE**

Overriding any practical requirements outlined through this procedure, if a child or young person is at imminent risk of harm or in immediate danger, all AFL People are required to report the situation directly to the Police - CALL '000' (within Australia).

### **3. WHAT IS TO BE REPORTED**

The following types of behaviors, including observed or suspected abuse, in relation to any child or young person involved in AFL activities, programs or services must be reported in the manner described in this Complaints and Reporting Procedure:

- child abuse, harm, neglect or any other form of inappropriate behavior such as grooming or bullying to a child or young person (emotional or psychological, physical or sexual, racial or religious); and
- any breaches of the Policy or Code of Conduct.

## 4. MINIMUM REQUIREMENTS WHEN RESPONDING TO DISCLOSURES OF CHILD ABUSE

When a disclosure of (suspected) child abuse or harm is made, the following points should be considered and utilised.

LISTEN	REASSURE	RESPECT
<b>DO</b>	<b>DO NOT</b>	
✓ Actively listen to the child or young person	Ask leading questions	
✓ Reassure the child or young person that they have done the correct thing by reporting	Make your own judgement or assessment	
✓ Respect the child or young person may only reveal some details	Press for detail, a minimal account will suffice	
✓ Let the child or young person use their own words in their own time - be patient	Make promises you cannot keep	
✓ Ask open ended questions	Make your own enquiries/investigations in relation to the allegations made	
✓ Explain to the child or young person that other people may need to be told	Share information with others <i>*Excl. Police, Child Protection, AFL ISD, Manager</i>	

## 5. HOW TO MAKE A REPORT & OBLIGATIONS

### 5.1 Overview

AFL People must report child abuse and other inappropriate behavior in relation to a child or young person that they are informed of, observe or suspect. A summary of the Incident Reporting Process that all AFL People must follow is set out at Appendix 1 to this Complaints and Reporting Procedure.

Immediate action will be taken in relation to any matter reported to the AFL. The AFL will act with integrity, provide strong leadership and make decisions that are child centered, trauma focused, legal, ethical, accountable and transparent whilst meeting national legislative requirements.

### 5.2 Reporting Person's Obligations

- **Step 1:** If the child or young person is in imminent risk of harm or immediate danger, the reporting person is required to report the situation directly to the police - CALL '000'.
- **Step 2:** Regardless of whether the matter is reported to the police, it is imperative that the reporting person immediately contacts their AFL Manager.
- **Step 3:** When practical, the reporting person must make a report on the AFL's online reporting platform. In some circumstances, the reporting person's AFL Manager may take a statement and formally record the statement on the online reporting platform. The online reporting platform can be accessed via this link:

<https://eafl.austfoot.com.au/afl-makeareport/#/landing>

Further information in relation to the AFL's on-line reporting platform is set out in paragraph 9 of this Complaints and Reporting Procedure. All AFL People retain the right to report directly to relevant authorities, such as police or child protection, any concerns they may have in relation to the safety and welfare of a child or young person, regardless of whether or not they have also reported the matter internally.

### 5.3 AFL People Reporting Obligations

When an AFL Manager is notified by a reporting person (subject to Step 2 of section 5.2) of an incident, they must;

1. ensure the reporting person makes an online report as per Step 3 of section 5.2;
2. provide advice and guidance as per the step-by-step process detailed in section 5.2, being mindful of requirements set out in section 4 of how to respond to a disclosure;
3. provide general advice and guidance on 'what' to report and the Policy's purpose;
4. notify the AFL Integrity & Security Department by email of the notification as soon as possible to ensure the report is received by the AFL Integrity & Security Department; and
5. not provide investigative advice to the reporting person unless consent is provided from the AFL Head of the Integrity & Security Department or nominated delegate.

In taking a report or disclosure of an incident from others, the reporting person or AFL Manager is not to assess the validity of such allegations or concerns, but to report all allegations as described in the step-by-step process outlined in section 5.2.

## 6. REPORTING TIMEFRAMES

Reports and notifications must be made as soon as practicable and no later than before ending that person's shift or session of work.

## 7. WHAT HAPPENS TO A REPORT

### 7.1 AFL Integrity & Security Department's Obligations

The AFL Integrity & Security Department (ISD) will:

- receive the online report through its secure Incident Management System (IMS);
- contact the reporting person;
- conduct an assessment of the disclosed information;
- ensure adequate support services are provided to all relevant persons; and
- notify the relevant Law Enforcement agencies if criminality has been identified, pursuant to mandatory reporting compliance.

### 7.2 Mandatory Reporting Provisions

In Australia, each state and territory have child safety laws that set out mandatory reporting responsibilities and timelines for both organisations and individuals who work or have contact with children and young people.

The following link will direct you to the responsibilities associated with each state and territory -

[Mandatory reporting of child abuse and neglect | Child Family Community Australia \(aifs.gov.au\)](https://aifs.gov.au/child-family-community/mandatory-reporting-child-abuse-neglect)

## 8. WHO INVESTIGATES THE REPORT

Complying with legislative and policy requirements, the ISD are bound to ensure that one (1) or more of the following entities will investigate the report or disclosure;

- State or Federal Law Enforcement Agency (i.e. Police) *\*Where Required*

- Child Protections Services or State equivalent *\*Where Required*
- AFL Integrity & Security Department
- Relevant regulatory/oversight bodies in states and territories that administer mandatory reporting schemes
- (Where the report or disclosure does not relate to the AFL or AFL People) Independent League / Administration through the engagement of independent investigative and welfare services.

**NOTE:** At no stage will the ISD investigate in parallel to a State or Federal Law Enforcement Agency (i.e. Police) investigation. The ISD, will only investigate once they have received confirmation and permission in writing from the relevant Law Enforcement Agency (i.e. Police) that their investigation is completed.

The investigation reporting process is set out in Appendix 2 to this Complaints and Reporting Procedure.

## **9. REPORTING PLATFORMS**

As part of the AFL's procedures for responding to reports or allegations of child abuse and other inappropriate behavior, the AFL has developed an online reporting platform for reports in relation to children and young people safeguarding matters. This platform is to be used by all AFL People to document and report any allegation, disclosure, incident or concern regarding Child Abuse or other inappropriate behavior in relation to a child or young person.

To prevent access by unauthorised persons to any documents or reports, the ISD will oversee the creation of a secure case entry on the IMS that will contain;

- the completed online report and its particulars; and
- any other documentation (physical or electronic) relating to the allegation.

The ISD will be responsible for maintaining and regularly monitoring the relevant records using the IMS (Case Management) processes to ensure that they are responded to effectively in accordance with this procedure and that requirements for reporting to external authorities are complied with.

## **10. CONFIDENTIALITY & PRIVACY**

The ISD maintains the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the welfare of the child or young person and/or investigation of the allegation.

The AFL Head of Integrity & Security will be responsible for the authorisation of the disclosure and sharing of any information relating to any incident reported pursuant to this procedure.

## **11. MONITORING**

All reports recorded on the IMS will be reviewed by the AFL Head of Integrity & Security. As part of the AFL's commitment to continuous improvement in child safety practices, incident data will be reviewed on a regular basis to identify any trends and act accordingly.

The AFL Head of Integrity & Security (or a nominated delegate) is the only person authorised to close a case and will ensure all relevant persons have been informed of the outcome.

## **12. DEBRIEF SUPPORT FOR AFL PEOPLE**

It is acknowledged that disclosures of harm and/or abuse can be traumatic for every person involved. If an AFL person requires assistance or support to debrief about an incident, allegation and/or disclosure they are encouraged to discuss this confidentially with their manager and/or access the Employee Assistance Program (EAP) to speak with a counsellor (EAP Tel: 1300 687 327).

## APPENDIX 1 – INCIDENT REPORTING PROCESS

### AFL Safeguarding Children and Young People – Incident Reporting Process

#### WHAT to report

- **Observed abuse, harm or neglect** – (Emotional, Physical, Sexual)
- **Potential abuse, harm or neglect** – (Emotional, Physical, Sexual)
- **Any suspicion of abuse, harm or neglect** – (Emotional, Physical, Sexual)
- **Breaches of the AFL Child Safeguarding and Wellbeing Policy and/or Code of Conduct**



#### HOW to make a report

**STEP 1** – If a Child or a Young Person is in any imminent risk of harm or in immediate danger – call “000”

**STEP 2** – Immediately consult your AFL Manager

**STEP 3** – When practicable, make a report on the AFL’s online reporting platform – No later than the end of the reporting persons shift

<https://eafl.austfoot.com.au/afl-makeareport/#/landing>



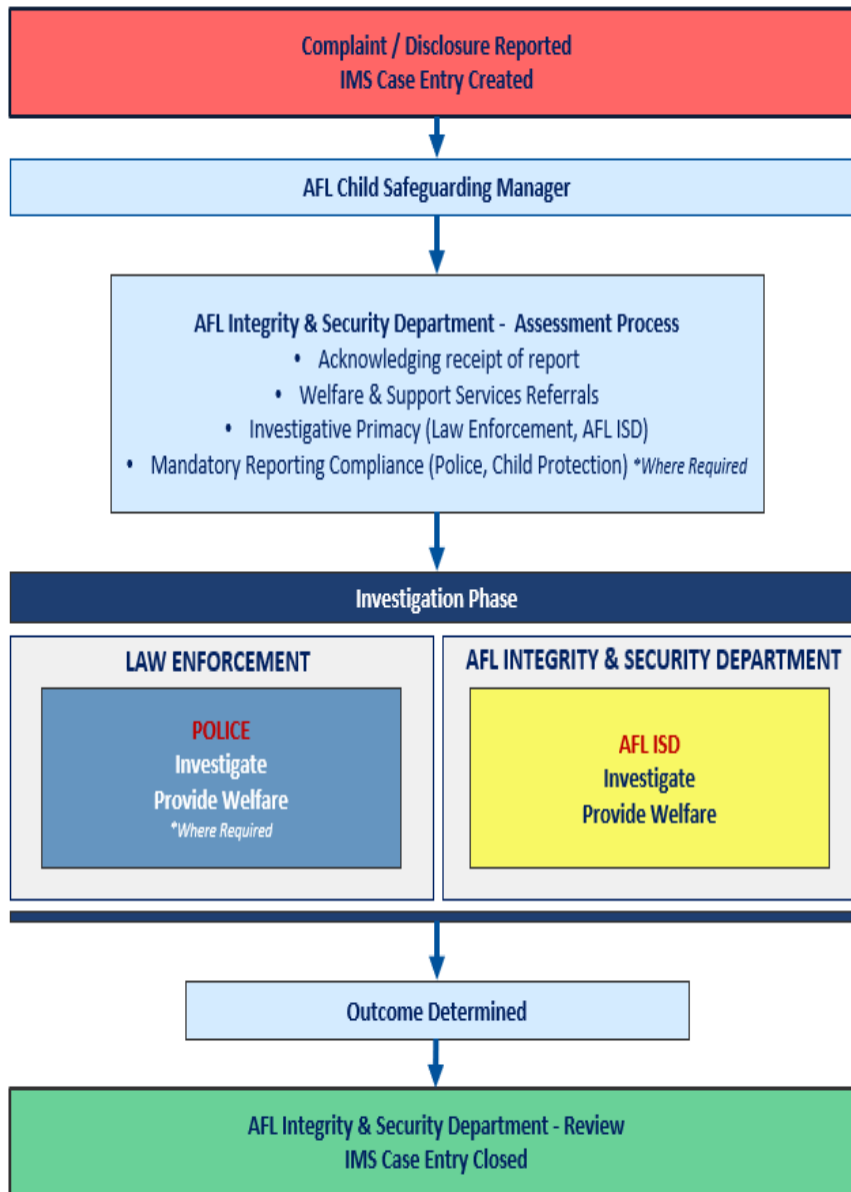
#### WHAT HAPPENS to the report

##### AFL Integrity and Security Department

- **Conduct an assessment of the report for investigation allocation (Police, AFL Integrity Team)**
- **Provide welfare and support service referrals**
- **Consider mandatory reporting requirements (Police, DFFH, other)**  
*\*where required*

If a child or young person is in any imminent risk of harm or immediate danger – call 000

## AFL Safeguarding Children & Young People Policy Investigation Process



If a Child or Young Person is in any imminent risk of harm or in immediate danger - CALL '000'



## **Werribee Centrals Football Netball Club**

### **CHILD SAFETY AND WELLBEING POLICY**

#### **1. PURPOSE**

- 1.1 The purpose of this policy is to educate all members, staff, supporters and spectators of the **Werribee Centrals Football Netball Club** on their responsibilities when interacting with children and young people at our Club and to familiarise members, staff, supporters and spectators with the Club's processes for its response to any concerns, incidents or allegations of harm or abuse to children and young people.

#### **2. POLICY STATEMENT**

The **Werribee Centrals Football Netball Club**:

- 2.1. is committed to creating a safe, inclusive and welcoming environment for all children and young people who participate in football and umpiring activities at our Club;
- 2.2. is committed to implementing child safe practices in accordance with the Victorian Child Safe Standards (Appendix 1);
- 2.3. has zero tolerance for any form of child abuse or harm and will act quickly to protect children and young people should an incident occur. All complaints will be treated seriously, fully investigated and handled confidentially;
- 2.4. is committed to the active participation of children and young people at the Club, ensuring all children and young people know their rights, have their views taken seriously and involve them in decisions that may directly affect them and their peers at the Club;
- 2.5. recognises the important role families play in supporting children and young people to participate in Australian football and values the input of families in decision making at our Club;
- 2.6. recognises the particular needs of Aboriginal and Torres Strait Islander children and young people and will promote their cultural safety within the Club environment;
- 2.7. All children and young people have equal rights to protection from harm and abuse regardless of their race, religion, age, disability cultural background, gender, sexual orientation or family/social background. Our Club considers that the health, safety and wellbeing of children and young people take priority over all other competing considerations.
- 2.8. The safety and wellbeing of all children and young people at our club is a shared responsibility between the Club, its staff, contractors, associates, parents/carers, coaches, spectators, volunteers and members of our Club community.

#### **3. SCOPE**



- 3.1. This Policy applies to everyone involved at our Club including (but not limited to) participants, parents, spectators, contractors, officials, coaches, and board/committee members.
- 3.2. This Policy should be read in conjunction with Club's related policies and procedures, the Victorian Child Safe Standards (Appendix 1) and Commonwealth and Victorian legislation and (Appendix 2).
- 3.3. Our Club is committed to continually reviewing its policies and practises to protect the safety and wellbeing of all children and young people. This policy will be reviewed on a regular basis in consultation with all Club participants including children, young people, parents/carers, board/committee members and other interested parties.

#### 4. DEFINITIONS

- 4.1. **Child and Young Person** means a person under the age of 18 years.
- 4.2. **Child Abuse** includes all forms of physical, emotional, psychological, verbal and/or sexual abuse. Child abuse also includes sexual exploitation, neglect or negligent treatment, grooming, harassing behaviour, bullying or other exploitation of a child or young person and includes any actions that results in actual or potential harm to a child or young person. Child abuse can be a single incident or take place over time.
- 4.3. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- 4.4. **Club** is the name of the Club outlined in the header of this Policy document.
- 4.5. **Family violence** occurs when children and young people are forced to live with violence between adults in their home. Family violence includes violence between members of a family, or extended family, or those fulfilling the role of family in a child or young person's life. It can include witnessing violence or the consequences of violence. Exposure to family violence places children and young people at increased risk of injury and harm and has a significant impact on their wellbeing and development.
- 4.6. **Grooming** is a term used to describe what happens when a perpetrator builds a relationship with a child or young person with the intent to abuse or harm them. Perpetrators may also groom parents/carers by forming relationships of trust with parents/carers before harming a child or young person. Grooming can take place over a long period of time before abuse occurs or the abuse can happen relatively quickly. Grooming can take in physical (face-to-face) environments or online.
- 4.7. **Harm** can be any action that may have a significant impact on a child or young person's physical, psychological or emotional wellbeing. Harm can be caused by:
  - Physical, psychological or emotional abuse or neglect;
  - Sexual abuse or exploitation;
  - Family violence;
  - a single act, omission or circumstance; and
  - a series or combination of acts, omissions or circumstances.
- 4.8. **Sexual abuse or exploitation** is any act which exposes a child or young person to or involves them in sexual acts beyond their understanding or contrary to accepted





community standards. Sexual offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, grooming, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It also includes engaging a child or young person to participate in sexual conversations online.

4.9. **Concerns and complaints** include any issue that an adult or peer considers may negatively impact on the safety or wellbeing of a child or young person.

## 5. EXPECTED BEHAVIOUR AT OUR CLUB

5.1. All participants, parents, spectators, contractors, officials, coaches, and board/committee members have responsibilities in relation to the safety and wellbeing of children and young people at our Club and are expected to:

5.1.1. understand the definitions of child abuse and harm and act on anything that they hear or see;

5.1.2. understand the rights of children, as appropriate to their role and cause no harm to a child or young person;

5.1.3. value equity and diversity at the club and treat all children and young people with respect regardless of their race, religion, age, disability cultural background, gender, sexual orientation or family/social background;

5.1.4. at all times, know and follow this Policy and related child safety and wellbeing guidance (including but not limited to our Club's Child Safe Code of Conduct and Complaints Handling and Reporting procedures);

5.1.5. co-operate with police and/or other formal investigations to the best of their ability.

5.2. All third-party contractors are expected to abide by our Club's Child Safe Code of Conduct, and where they may engage with children or young people, sign an agreement requiring them to comply with this Policy and our Club's Child Safe Code of Conduct, prior to delivering any services.

5.3. Our Club will appoint a Member Protection Officer/ Child Safeguarding Officer or equivalent role that will be the primary point of contact for all concerns and complaints related to child safety and wellbeing.

## 6. RECRUITMENT AND SCREENING

6.1. Our Club seeks to implement screening practices that reduce the risk of harm or abuse to children and young people by:

6.1.1. Recruiting people suitable to work and interact with children and young people (e.g. by requiring Working With Children Check or other State equivalent and/or Police checks). No adult will be allowed to work in a child related role at our Club until a valid Working with Children Check and/or Police Check has been obtained.



6.1.2. Undertaking background checks of staff, contractors and volunteers who interact with children and young people such as two referee checks with specific child related questions.

6.2. Our Club also requires that all board/committee members hold a valid Working with Children Check.

6.3. Once engaged, staff, volunteers, board/committee members and contractors must read this Policy and related documents (such as those outlined in Appendix 2) and familiarise themselves with child safe practices at our Club.

## **7. SUPPORTING CLUB STAFF, COMMITTEE MEMBERS AND VOLUNTEERS**

7.1. Our Club is committed to supporting all staff, board/committee members and volunteers to understand how to create a child safe and child friendly environment at our club.

7.2. Our Club recommends that staff, board/committee members and volunteers familiarise themselves with the following online training in child safe practices - AFL *Safe Footy* Safeguarding webinars and resources, Play by the Rules training (child protection, cultural awareness, LGBTI+ inclusive clubs, Let Kids be Kids, Complaint handling) and eSafety Commissioner (safe online environments) (Appendix 3).

## **8. RISK MANAGEMENT APPROACH**

8.1. Our Club recognises the importance of identifying and managing risks to children and young people in physical and online environments and will implement a risk management plan to address risks.

8.2. The risk management plan will be updated on a regular basis in consultation with staff, volunteers, parent representatives and children and young people to ensure it is fit for purpose.

## **9. COMPLAINTS AND REPORTING**

9.1. Our Club will take all concerns and complaints seriously, whether they are raised by an adult, child or young person. All child related concerns and complaints will be responded to promptly and confidentially.

9.2. Our Club has a complaint handling policy in place and a child friendly complaints poster to help children and young people to understand how they can raise a concern or a complaint with the Club.

9.3. If there is concern for the immediate safety of a child or young person, immediately call the Police '000'.

9.4. If a child or young person is not in immediate danger but any person who believes on reasonable grounds that a child or young person is in need of protection from any form of child abuse or harm, may disclose that information to the Police, Child Protection or the Commissioner for Children & Young People.



- 9.5. If a concern or complaint includes an allegation or incident of child abuse or harm, Club staff and volunteers must report it in accordance with our Club's Complaint Handling Policy.
- 9.6. Any Club staff member, board/committee member or volunteer who is the subject of a child or young person related concern or complaint may be requested to stand down from their position in the Club during an investigation, have their duties altered so they do not engage with children and young people and/or have their access to the Club's IT system/database removed.
- 9.7. Our Club will investigate allegations of inappropriate conduct against a child or young person in accordance with procedural fairness and will handle the allegations in a confidential and sensitive manner.
- 9.8. Our Club will keep a register of any allegations regarding inappropriate conduct.

#### **9.9. REPORTING SEXUAL ABUSE**

- 9.9.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed, that person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the *Crimes Act 1958* (Vic) may be subject to a penalty of imprisonment.
- 9.9.2. A number of professions in the community (including but not limited to teachers, nurses and doctors) are also required by law to report to Child Protection where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.
- 9.9.3. This report must be made as soon as practicable, and on any occasion where they become aware of other allegations and have reasonable grounds for belief.

#### **10. POLICY BREACHES**

- 10.1. It is a breach of this Policy for any person or organisation subject to this Policy to have been found to have done anything contrary to this Policy. Any person who breaches this Policy is subject to the Club constitution/Handbook found on the website.

#### **11. RECORD KEEPING AND INFORMATION SHARING**

- 11.1. Our Club is committed to making and retaining accurate records of reports of child safety related concerns and complaints.
- 11.2. Our Club will maintain records and outcomes of investigations and resolutions of concerns and complaints. In maintaining records of reports about child safety, our Club will maintain confidentiality and privacy for children and families in accordance with legislation.



- 11.3. As part of our Club's commitment to continuously improve our children and young people safety practices, the Club will review identified risks to child and young people through the incident management and record keeping process and will incorporate those risks into the risk management plan.
- 11.4. From time to time, our Club may share relevant information to promote the safety and wellbeing of children and young people where appropriate and in their best interest. This may include sharing information with external authorities to comply with the law or to prioritise the safety of a child or young person.

## Appendix 1

Victorian Child Safe Standards	
1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
2	Child safety and wellbeing is embedded in organisational leadership, governance and culture.
3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4	Families and communities are informed and involved in promoting child safety and wellbeing.
5	Equity is upheld and diverse needs respected in policy and practice.
6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7	Processes for complaints and concerns are child focused.
8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10	Implementation of the Child Safe Standards is regularly reviewed and improved.
11	Policies and procedures document how the organisation is safe for children and young people.



## Appendix 2

### RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

This Policy should be read in conjunction with:

- the laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:
  - *Children, Youth and Families Act 2005* (Vic)
  - *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015* (Vic)
  - *Crimes Act 1958* (Vic) Failure to Disclose Sexual Offence Committed Against a Child Under 16 (section 327); Failure by a Person in Authority to Protect a Child from a Sexual Offence (section 49 O);
  - *Working with Children Act 2005* (Vic); and
  - *Wrongs Act 1958* (Vic) Organisational liability for child abuse.
- the Club's policies and procedures, including but not limited to:
  - Privacy Policy;
  - Constitution;
  - Child Safe Codes of Conduct;
  - Member Protection Policy;
  - Complaints and Reporting procedures;
  - Photography and Videography Policy; and
  - Social Media Policy



### Appendix 3

#### RELATED CHILD SAFETY EDUCATION RESOURCES AND LINKS

- AFL Safe Footy Safeguarding webinars and resources  
[www.afl.com.au/clubhel/safeguarding-children](http://www.afl.com.au/clubhel/safeguarding-children)
- Play by the Rules training (child protection, cultural awareness)  
[www.playbytherules.net.au](http://www.playbytherules.net.au)
- eSafety Commissioner (safe online environments and sporting organisations)  
[www.esafety.gov.au](http://www.esafety.gov.au)

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<b>Next Review date:</b> 6 <sup>th</sup> February 2026
<b>Policy Owner:</b> WCFNC



## Position Description: Child Safeguarding Officer (CSO)

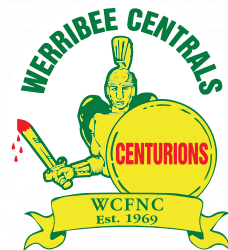
<b>ROLE</b>	Club Child Safeguarding Officer (CSO)
<b>REPORTS TO</b>	Club Committee
<b>ABOUT THE ROLE</b>	<p>The CSO role is a volunteer role appointed by the Clubs' Committee.</p> <p>The role will serve as the first point of contact for club community members and others who have concerns about a child or young person within the club and provide advice and support to assist that person with making a report.</p> <p>The CSO will champion the safeguarding message and work with the Committee to practically implement the policies and procedures.</p>
<b>ROLE RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Communicate and promote awareness and understanding of Safeguarding Policy and Procedures.</li><li>• Help adults at the Club understand their obligations to protect children and young people and promote their rights.</li><li>• Be the first point of contact for all safeguarding matters.</li><li>• Receive and escalate complaints, concerns and incidents to the club, Committee, or the AFL State Entity/AFL for appropriate action.</li><li>• Provide regular updates at committee meetings.</li><li>• Work with the Committee to assess risks to children and young people within the club and develop strategies and action plans to minimise the risks.</li><li>• Ensure the clubs undertakes correct screening of people in accordance with the current safeguarding laws and legislation and that appropriate records are maintained.</li><li>• Any other duties required to promote the safety of children and young people.</li></ul>
<b>ROLE REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Must have a valid Working with Children Check (or equivalent).</li><li>• Undertake training on safeguarding and/or child safety issues, as directed by the Club, AFL State Entity or AFL.</li><li>• Experience and / or qualifications in community services, social work, psychology, justice, welfare, education or policing is desirable.</li></ul>
<b>TRAINING RESOURCES</b>	<p>Free training and resources to support this role are available and provided by the AFL and other organisations, including:</p> <ul style="list-style-type: none"><li>• AFL Safeguarding <a href="#">Webinars</a> and Safeguarding Education Program.</li><li>• Play by the Rules Child Protection and Safeguarding <a href="#">course</a>.</li></ul>

# Position Description – Child Safeguarding Officer



<p>Position Description: Child Safeguarding Officer (CSO)</p> <p><b>ROLE</b></p>	<p>Club Child Safeguarding Officer (CSO)</p>
<p><b>REPORTS TO</b></p>	<p>Rebecca Muscat – Netball Co-ordinator</p>
<p><b>ABOUT THE ROLE</b></p>	<p>The CSO role is a volunteer role appointed by the Clubs' Committee. The role will serve as the first point of contact for club community members and others who have concerns about a child or young person within the club and provide advice and support to assist that person with making a report.</p> <p>The CSO will champion the safeguarding message and work with the Committee to practically implement the policies and procedures.</p>
<p><b>ROLE RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• Communicate and promote awareness and understanding of Safeguarding Policy and Procedures.</li> <li>• Help adults at the Club understand their obligations to protect children and young people and promote their rights.</li> <li>• Be the first point of contact for all safeguarding matters.</li> <li>• Receive and escalate complaints, concerns and incidents to the club, Committee, or the AFL State Entity/AFL for appropriate action.</li> <li>• Provide regular updates at committee meetings.</li> <li>• Work with the Committee to assess risks to children and young people within the club and develop strategies and action plans to minimise the risks.</li> <li>• Ensure the clubs undertakes correct screening of people in accordance with the current safeguarding laws and legislation and that appropriate records are maintained.</li> <li>• Any other duties required to promote the safety of children and young people.</li> </ul>
<p><b>ROLE REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• Must have a valid Working with Children Check (or equivalent).</li> <li>• Undertake training on safeguarding and/or child safety issues, as directed by the Club, AFL State Entity or AFL.</li> <li>• Experience and / or qualifications in community services, social work, psychology, justice, welfare, education or policing is desirable.</li> </ul>
<p><b>TRAINING RESOURCES</b></p>	<p>Free training and resources to support this role are available and provided by the AFL and other organisations, including:</p> <ul style="list-style-type: none"> <li>• AFL Safeguarding Webinars and Safeguarding Education Program.</li> <li>• Play by the Rules Child Protection and Safeguarding course.</li> </ul>





## 2025 Child Safety Declaration

Child safety and wellbeing is a key priority of the Werribee Centrals Football Netball Club and we hereby declare our commitment to creating an environment that is safe and welcoming for all children and young people to participate in Australian Football.

To achieve this, our Club is committed to implementing the Victorian Child Safe Standards through our Commitment Statement on Child Safety, the Club's Child Safety & Wellbeing Policy, Code of Conduct, Complaints and Reporting Procedure policies. These policies and procedures when applied in practise at our Club will help meet the requirements of the Victorian Child Safe Standards and will:

- **Establish** a culturally safe environment in which diverse and unique identities and experiences of Aboriginal children and young people are respected
- **Embed** child safety and wellbeing in organisational leadership, governance and culture
- **Empower** children and young people so they know their rights, participate in decisions affecting them and are taken seriously
- **Inform** and engage families in respect to child safety and wellbeing
- **Ensure** that equity and diversity is upheld through our policies and practices
- **Engage** volunteers and officials to ensure that they are suitable to work with children and young people
- **Respond** to complaints and concerns promptly, thoroughly and with a child focused approach
- **Educate** staff, game day personnel and volunteers to provide them with knowledge and skills how to create a safe and welcoming environment for children and young people at our Club
- **Understand** and mitigate the risks to children and young people in physical and online environments
- **Review** and improve our child safe policies, procedures and practices regularly
- **Role model** behaviour and actions documented in policies, procedures and practices guiding how our Club is safe for Children and Young People

Our Club has zero tolerance to any form of child abuse or harm and will act quickly and in the best interest of the child or young person should an allegation of harm or abuse occur.

To meet the above expectations, our Club will:

### Commit to:

- Discuss and sign this declaration as a committee to formally endorse our commitment
- Promote this declaration and our commitment to creating a safe and welcoming environment for all children and young people through our Club network (Club notice board, social media pages, email and newsletter correspondence)
- Appoint a child safeguarding officer and promote their details to families/members/volunteers

### Implement:

- Regular discussion occurs at Club meetings to action the Child Safe Standards

**Learn and embed** a culture of child safety in our Club through:

- Discussion with children, young people and their families – everyone can “have a say”
- Education through awareness workshops and safeguarding resources
- Regular review of safeguarding policies and procedures with our Club committee

### Club President

Signature:

Print name: E.S. KOPELKE

Phone number: 0407 302 961

Email: president@wcfnc.com.au

Date: 01/02/2025

### Child Safeguarding Officer (CSO)

Signature:

Print name: R. MUSCAT

Phone number: 0408 121 898

Email: secretary@wcfnc.com.au

Date: 01/02/2025