

Football Victoria's Child Safe Standards
CHILD SAFE POLICY

Date created:	November 2022
Audience:	All Football Victoria Staff
Version:	2022:1
Purpose of Document:	<p>The purposes of this Policy are to:</p> <ul style="list-style-type: none"> a) work towards a Football Victoria (FV) culture of child safety; b) ensure that all paid and unpaid FV staff and contractors are aware of their responsibilities for minimising the risk of harm (mental, physical and emotional) for children and identifying possible occasions for child abuse and for establishing procedures for preventing such harm or abuse and/or detecting such harm or abuse when it occurs; c) provide guidance on responding where a person suspects any child abuse within all FV environments in alignment with FV and Football Australia (FA) policies and processes, considering the state and federal regulations regarding child safe practices; d) provide a clear statement to players, committee members, volunteers, employees, coaches, officials and other contractors forbidding any such abuse; e) provide assurance that any and all suspected abuse will be investigated; and f) The FV Child Protection Guidelines, available on the FV website, has more detailed information on each of these areas. FV will use all reasonable endeavours to adopt and comply with those Guidelines in its recruitment practices.
Actions:	<ul style="list-style-type: none"> • Ensure all FV staff acknowledge they have read and understand this guide. • Ensure that parents at club level acknowledge that they have read and understand this guide. • Encourage relevant internal and external stakeholders to read and understand.
Review:	12 months after the date
Football Victoria Contact:	FV Member Protection Manager
Contents:	Child Safe Policy
Other relevant resources (see Football Victoria website):	<ul style="list-style-type: none"> • National Member Protection Framework • Short Guide to the Child Safe Standards • Child Safe Parents and Guardians Guide

	<ul style="list-style-type: none">• eSafety Guide• Being a Child Safe Organisation
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FOOTBALL VICTORIA CHILD SAFE POLICY

1. INTRODUCTION

- 1.1. Football Victoria (**FV**) is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. FV supports and respects children, young people, staff, volunteers and participants.
- 1.2. The aim of FV's Child Safe Policy (**Policy**) is to protect the safety of children in our care and prevent harm from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed in alignment with Football Australia (**FA**) and FV policies as well as state and federal legislation. All complaints will be treated seriously, fully investigated (including cooperation with external agencies where required) and handled with confidentiality and discretion.
- 1.3. Should a person wish to make any enquiries in relation to this Policy, please contact FV's Member Protection Manager – memberprotection@footballvictoria.com.au
- 1.4. All FV clubs are required to implement the [Child Safe Standards](#) and the mandatory reporting guidelines from the Victorian Government's amendment to the [Children, Youth and Families Act 2005 \(Vic\) \(CYFA\)](#) and the [Crimes Act 1958 \(Vic\) \(Crimes Act\)](#).

2. POLICY STATEMENT

- 2.1. FV is committed to providing the highest level of safety for all involved with Football. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, including young and vulnerable persons and delivering FV's activities.
- 2.2. FV considers that the health, safety and well-being of children take priority over all other competing considerations. Any breach of this policy could be considered under the Grievance Discipline & Tribunal By-Law (**GDT**) under the category of serious misconduct.
- 2.3. FV is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from harm; or bullying, harassment or discrimination, regardless of their sex, gender identity, religion, disability or sexual orientation etc.
- 2.4. Child protection is a shared responsibility between FV, its employees, workers, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of FV's community. Everyone that participates in FV's activities is responsible for the care and protection of children, and reporting information about child abuse.
- 2.5. FV supports the active participation of all children. It listens to their views, respects their views and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety); e.g. established a Youth Advisory Committee which includes First Nations young people.

- 2.6. FV is also committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds as identified in [Standard 1 of the Victorian Child Safe Standards](#).
- 2.7. FV is committed to providing a safe and respectful environment for children living with a disability.
- 2.8. FV is committed to providing a safe and respectful environment for children and young people with diverse sexualities and genders and those with intersex variations.
- 2.9. FV promotes fairness and consideration for all staff, volunteers, and participants. For further details please refer to the [FA National Member Protection Framework](#) and [National Code of Conduct](#).
- 2.10. FV is committed to ensuring all families and communities of children and young people are informed and play a role in promoting child safety and wellbeing.

3. SCOPE

- 3.1. This Policy and the attached Code of Conduct applies to everyone involved in or connected to Football, including (but not limited to) participants, parents, spectators, contractors, subcontractors, referees, coaches, and staff throughout all FV events and activities whether registered via PlayFootball or otherwise registered with FV. Non-registered individuals who otherwise participate in activities with or for FV are also bound to this policy by virtue of their participation in FV activities.
- 3.2. Breaches of this Policy or the Code of Conduct may be investigated by FV and may be processed by FV as it sees fit, and in accordance with the GDT.
- 3.3. This Policy will continue to apply retrospectively to a person or Member following the completion of their association or employment with FV.

4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

- 4.1. This Policy must be read in conjunction with:
 - 4.1.1. the laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:
 - 4.1.1.1. [CYFA](#);
 - 4.1.1.2. [Child Wellbeing and Safety Amendment \(Child Safe Standards\) Act 2005 \(Vic\)](#)
 - 4.1.1.3. [Crimes Act 1958 \(Vic\)](#)
 - 4.1.1.4. [Worker Screening Act 2020 \(Vic\)](#); and
 - 4.1.1.5. [Wrongs Act 1958 \(Vic\)](#).
 - 4.1.2. FV policies and procedures, including but not limited to:
 - 4.1.2.1. [Privacy Policy](#);
 - 4.1.2.2. [Constitution](#);
 - 4.1.2.3. [Codes of behaviour](#);
 - 4.1.2.4. [Member Protection Framework](#);
 - 4.1.2.5. [Safeguarding Policy](#),

- 4.1.2.6. [Bullying & Harassment Policy](#),
- 4.1.2.7. [Anti-discrimination Policy](#),
- 4.1.2.8. [Complaints Procedure](#);
- 4.1.2.9. [XI Standards of Respect](#).;
- 4.1.2.10. [Grievance and Discipline procedures](#);
- 4.1.2.11. [Photo & Video Guideline](#)
- 4.1.2.12. [Social Media Policy](#)

5. DEFINITIONS

- 5.1. **Abuse or Abused** means Physical Abuse, Emotional Abuse (including psychological abuse), Sexual Abuse and abuse of power that has caused, is causing or is likely to cause harm to a person's wellbeing or development. Examples of Abuse include but are not limited to, Bullying, humiliation, verbal abuse and insults, Grooming, Harassment (including Sexual Harassment), Discrimination, Neglect and Sexual Exploitation.
- 5.2. **Adult at Risk** means a person who is 18 years of age or over and who has specific needs for care and support and is at risk of Abuse (or may have been Abused) and due to their care and support needs is unable to protect themselves from either the risk or from experiencing of Abuse.
- 5.3. **Bullying** is behaviour or conduct that involved the inappropriate use of power by one (1) or more persons in relation to a Child or a group of Children who are less powerful or in a position of vulnerability. Bullying may be a single incident or, as is often the case, an act that is repeated over time. Bullying may make a person feel unsafe or uncomfortable and may manifest in a variety of often interrelated forms, which may include:
- a) Verbal (such as name calling; putting that person or people down; or making threats)
 - b) Physical (hitting, punching, kicking or spitting)
 - c) Social (exclusion or isolation; ostracising or alienating a person or people)
 - d) Psychological (spreading rumours; embarrassing someone in public or in front of their peers; hiding or damaging that person's or people's possessions; or stalking)
 - e) Cyberbullying (using technology to target another person or people and may include harassment; threats; embarrassment; humiliation; or the spreading of rumours)
- 5.4. **Category 1 Matter** is the most serious type of matters, where there is likely to be the highest risk of actual damage to the safety and wellbeing of a Child. Category 1 Matters include, but are not limited to:
- a) Conduct or behaviour that is likely to or has resulted in significant danger or damage to the wellbeing and safety of a Child;
 - b) Any Report that involves Sexual Abuse, a Sexual Offence, Sexual Harassment, Grooming, or any other criminal behaviour;
 - c) Any Report of serious Abuse of/to a Child; and

- d) Any Report that is currently being investigated by or has been the subject of a determination or finding of guilt by the Police, government Child protection agencies, any regulatory or external agency or the courts.
- 5.5. **Category 2 Matter** is a serious matter that may involve localised or lower-level conduct or behaviour and where there is no immediate or material concern regarding the safety and wellbeing of a Child. A Category 2 Matter may include, but is not limited to:
- a) Conduct or behaviour that may be of concern but is not likely to or has not resulted in significant danger or damage to the wellbeing of a Child;
 - b) Any Report of less serious abuse of a Child; and
 - c) Any Report of recurring inappropriate behaviour or conduct that is not a serious or immediate concern or threat to the safety and wellbeing of a Child.
- 5.6. **Category 3 Matter** is a matter that is not a Category 1 or Category 2 Matter. It may be a range of conduct or behaviour that may often be referred to as poor or improper practice. A Category 3 Matter includes but is not limited to:
- a) Inappropriate conduct or behaviour that does not involve or is not related to Sexual Abuse or criminal matters;
 - b) Conduct or behaviour that may, at times, be inadvertent or unintentional;
 - c) Unacceptable conduct or behaviour that is not Abusive or illegal.
- 5.7. **Child or Children** means a Child, being person who is under the age of 16 years, or a young person, being a person who is aged older than 16 years but is under the age of 18 years.
- 5.8. **Child Abuse** involves conduct which puts Children at risk of harm (usually by adults, sometimes by other Children) and often by those they know and trust. It can take many forms, including verbal and physical actions and by people failing to provide them with basic care. Child Abuse may include:
- a) Physical Abuse;
 - b) Sexual Abuse;
 - c) Emotional Abuse; and
 - d) Neglect.
- 5.9. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from Harm.
- 5.10. **Child Safety Officer** means the person or people appointed by a Football Entity to have primary responsibility for the administration and management of safeguarding matters involving Children involving that Football Entity.
- 5.11. **Disclosure** is the process of a Child sharing with another person that they have been the subject of potential Abuse, Neglect or other misconduct or inappropriate behaviour
- 5.12. **Emotional Abuse** sometimes referred to as psychological abuse, is any conduct or behaviour that may cause emotional damage or undermine the wellbeing of a person. It may also occur when a Child's social, emotional,

cognitive or intellectual development is impaired or threatened. Emotional abuse can include, but is not limited to, emotional deprivation due to persistent rejection or criticism; denigration; hostility; teasing/bullying; humiliation; placing unrealistic expectations on a Child; taunting; sarcasm; yelling; negative criticism; or name calling.

- 5.13. **Family Violence and Abuse** occurs when Children are forced to live with violence between adults in their home. It is harmful to Children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a Child's life. Exposure to family violence places Children at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.
- 5.14. **Football Victoria** or **FV** means Football Victoria Limited, the governing body of football (soccer) in Victoria.
- 5.15. **Football Activity or Football Activities** means any football-related program, service, event or activity that is delivered or authorised by a Football Entity. For the avoidance of doubt, this includes all football matches and training sessions.
- 5.16. **Football Entity** means FV, a Regional Association, Branch or Zone, a Competition Administrator or a Club, including a National League Club, as the case requires.
- 5.17. **Governing Bodies** means FA and the Member Federations.
- 5.18. **Grooming** is a term used to describe the process of developing a relationship with and the trust of a Child, and sometimes the family or carers of that Child for the purposes of exploiting, Abusing, or otherwise harming them. The person forming the relationship with the Child may be an adult or another Child.
- 5.19. **Harm** is any behaviour or conduct that has a significant adverse effect on the physical, psychological or emotional wellbeing or welfare of a Child. Harm may manifest in a variety of ways and can be the product of a single incident or a series of repeated incidents which may involve at least one form of Abuse or Neglect.
- 5.20. **Investigator** means the person appointed by either a Football Entity or a Report Handler to investigate a Report or other safeguarding matters in accordance with this Policy.
- 5.21. **Mandatory reporter** means a person who is legally required to make a report to the Department of Health and Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes (but is not limited to) teachers, principals, registered psychologists, nurses, doctors and midwives.
- 5.22. **Member** means all registered participants, which includes Players, coaches, volunteers, administrators, Officials and referees. For the purpose of this Policy, a Member includes any person who is unregistered, but ought to have been registered under the National Registration Regulations (such as a player who participated in a Match).
- 5.23. **Member Protection Information Officer or MPIO** means a person who has satisfied their state's or territory's requirements for becoming an MPIO. The MPIO is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint, Report or raising a concern, as well as

support during the process. They may reside within a Football Administrator. They will have knowledge of the various Football Australia's National Member Protection Framework: Safeguarding Policy – December 2020 28 processes and policies that apply within the relevant Football Administrator. They are not a person who investigates matters, advises, or advocates for a Reporter or a complainant.

- 5.24. **Neglect** is the ongoing failure to meet or denial of the basic necessities of a Child and such failure is, or is likely to, have a detrimental effect on the health, development or level of care of that Child. This may include, but is not limited to, a failure to provide adequate or appropriate food and water, clothing, shelter including exclusion from the home environment, supervision, personal hygiene, or medical support and attention, or a failure to adequately address or respond to a Child's emotional needs.
- 5.25. **Physical Abuse** is any behaviour or conduct that causes or is likely to cause a Child to suffer non-accidental physical trauma or injury and may be intentional or the product of physical or aggressive treatment of a Child. Physical Abuse may include, but is not limited to, pushing or shoving, hitting or punching, slapping, kicking or other physical harm; giving a Child hazardous or dangerous substances, such as alcohol, drugs or poison; playing or training that is overly excessive or exceeds the Child's development or maturity; or certain physical punishments that cause or are likely to cause a Child to suffer physical trauma or injury.
- 5.26. **Police Check** means a national criminal history record check conducted as a preemployment, pre-engagement or current employment background check on a person.
- 5.27. **Policy** means this Child Safe Policy.
- 5.28. **Procedural Fairness** incorporates the following principles:
- a) both the complainant and the respondent must know the full details of what is being said against them and have the opportunity to respond;
 - b) no person may judge their own case; and
 - c) the decision maker/s must be unbiased, fair and just.
- 5.29. **Provisional Action** means any action that may be taken by a Football Entity in respect of a Member who is alleged to have engaged in behaviour or Abuse that is serious, such as the Report of a Category 1 Matter or Category 2 Matter, pending the outcome or resolution of that matter.
- 5.30. **Psychological Abuse** – see Emotional Abuse.
- 5.31. **Reasonable person** means a fictional person with an ordinary degree of reason, prudence, care, foresight, or intelligence whose conduct, conclusion, or expectation in relation to a particular circumstance or fact is used as an objective standard by which to measure or determine something (as the existence of negligence)
- 5.32. **Report** is the process and recording of a safeguarding observation or incident, or Disclosure made to a Football Entity by a person regarding the potential abuse or, abuse, or misconduct or other inappropriate behaviour involving a Child in relation to their participation in football.
- 5.33. **Reporter** means a person making or who has made a Report.

- 5.34. **Report Handler** means any person in authority at the Football Administrator who may be required to manage Reports or safeguarding matters. This may include resolution, investigation and other action in respect of a Report (or appointing external investigators), as set out in this Policy. Report Handlers sit within the Football Administrator at each level.
- 5.35. **Safeguarding Reporting Form** means the prescribed form for reporting safeguarding incidents, concerns or Disclosures to a Football Administrator as outlined in ANNEXURE D or ANNEXURE E (as applicable).
- 5.36. **Sexual Abuse** is any act or conduct of a sexual or erotic nature by an adult or a Child in position of power or authority and which involves a Child, whether with their consent or not and may involve the exploitation of such a position of power or authority over this Child. This may include, but is not limited to:
- a) non-contact activities or conduct (directing sexual comments towards a Child; engaging in a sexual discussion with a Child in an online forum; indecent exposure; displaying sexual acts or content to a Child, such as images or pornography, or as a witness to a sexual act); or
 - b) activities or conduct involving contact with a Child (kissing; touching a Child's genitals or breasts; forcing a Child to touch another person's genitals or breasts; masturbation; oral sex involving a Child; intercourse involving a Child).
- 5.37. **Sexual Harassment** means unwelcome behaviour of a sexual nature which could reasonably be expected to make a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwelcome physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual Harassment does not have to be intentional.
- 5.38. **Sexual Offence** means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation):
- a) rape;
 - b) indecent assault;
 - c) sexual assault;
 - d) assault with intent to have sexual intercourse;
 - e) incest;
 - f) sexual penetration of Child under the age of 16 years;
 - g) indecent act with Child under the age of 16 years;
 - h) sexual relationship with Child under the age of 16 years;
 - i) sexual offences against people with impaired mental functioning;
 - j) abduction and detention;
 - k) procuring sexual penetration by threats or fraud;
 - l) procuring sexual penetration of Child under the age of 16 years;
 - m) bestiality;

- n) soliciting a Child under the age of 16 years to take part in an act of sexual penetration or an indecent act;
- o) promoting or engaging in acts of Child prostitution;
- p) obtaining benefits from Child prostitution;
- q) possession of Child pornography; and
- r) publishing Child pornography and indecent articles.

5.39. **Working with Children Check or WWCC** means the relevant process for assessing or reassessing whether a person is suitable to work in Child-related work in that state or territory.

6. RECOGNISING AND REPORTING CHILD ABUSE

6.1. A person may, in the course of participating in the sport or other activities of FV or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.

6.2. If a person is concerned about an immediate risk to a child's safety, the person must phone Victoria Police on "000" as soon as practicable.

6.3. Specific types of **Child abuse** include:

6.3.1. **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant Harm as a result of a physical injury, such as a non-accidental physical injury.

6.3.2. **Sexual abuse:** occurs when a child has suffered, or is likely to suffer, significant Harm as a result of sexual abuse, such as when a child is exploited, or used by another for their sexual gratification or sexual arousal, or for that of others.

6.3.3. **Emotional and psychological abuse:** occurs when a child has suffered, or is likely to suffer, emotional or psychological Harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and

6.3.4. **Neglect:** occurs when a child's physical development or health has been, or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

6.4. Mandatory Reporters

6.4.1. Select classes of people in the community (including teachers, nurses and doctors – amongst others) are required by law to report to the Child Protection Unit of the Department of Health and Human Services (DHHS) 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.

6.4.2. This report must be made as soon as practicable, and after each occasion where he or she becomes aware of a further reasonable ground for the belief.

6.5. Voluntary Reporters

- 6.5.1. In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child is in need of protection from any form of child abuse should report this using the National Member Protection Framework and, *may* disclose that information to the Police, DHHS or the Commissioner for Children & Young People (**CCYP**).

6.6. Reasonable grounds for belief

- 6.6.1. A reasonable belief is formed if a reasonable person believes that:

- 6.6.1.1. the child is in need of protection from all persons, including other children, their environment or circumstance.:
- 6.6.1.2. the child has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and
- 6.6.1.3. the child's parents are unable or unwilling to protect the child.

- 6.6.2. To form a reasonable belief, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

- 6.6.3. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation.

- 6.6.4. You will have reasonable grounds to notify if:

- 6.6.4.1. a child alleges that they have been physically or sexually abused;
- 6.6.4.2. a child alleges that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- 6.6.4.3. someone who knows a child alleges that the child has been physically or sexually abused;
- 6.6.4.4. professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused in alignment with the definitions within this policy and others policy referred to within this policy; or
- 6.6.4.5. signs of abuse lead to a belief that the child has been physically or sexually abused.

6.7. Reporting Child Sexual Abuse

- 6.7.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the 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.

6.8. FV's Approach to Reports of Abuse

- 6.8.1. FV supports and encourages a person to make a report to the Police, CCYP or DHHS if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child. Football Victoria reserves the right to provisionally suspend any member in relation to any Category 1 or Category 2 matters which have been referred to police.
- 6.8.2. FV is committed to ensuring that all reporters feel supported and able to raise issues which relate to FA's Member Protection Framework. MPIOs are available to provide support throughout the processes outlined in this Policy. Importantly, no person is to be treated unfairly or victimised for making a report. FV may take action in accordance with the National Code of Conduct and Ethics against a person who engages in unfair treatment or victimisation of a reporter. FV may also assist in directing reporters to external experts who provide counselling and mental health services to offer further support, where appropriate.
- 6.8.3. 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, they may speak to the FV's CEO or FV's designated MPIO for guidance and information.
- 6.8.4. If an allegation is made against a member of staff or volunteer, FV will follow the reporting procedure outlined in FV's Member Protection Framework document and take all steps to ensure that the safety of the child and other children is paramount. Such a matter will also be subject to the relevant FV employment policies and procedures.
- 6.8.5. FV will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential and sensitive manner to the greatest extent possible.
- 6.8.6. FV will cooperate with the directions of the Police, CCYP and/or DHHS in relation to any investigation conducted by these authorities.
- 6.8.7. FV will keep a register of any allegations regarding inappropriate conduct through the Core Integrity Reporting Platform as part of the National Member Protection Framework.

7. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN

- 7.1. Personnel involved in protecting children include the board, management, staff and volunteers including but not limited to Committee members, coaches, technical officers, referees, linespersons within the Organisation. Those people have responsibilities in relation to protection of children and are expected to:
- 7.1.1. understand the rights of children, as appropriate to their role;
 - 7.1.2. respect the cultural and religious practices of families who access FV's services, programs or events;
 - 7.1.3. understand and appropriately respond to the needs of children with developmental delays or disabilities;

- 7.1.4. appropriately act on any concerns raised by children;
 - 7.1.5. understand the definitions, indicators and impact of child abuse;
 - 7.1.6. at all times, know and follow regulations in relation to the care of children and follow the Code of Conduct for dealing with Children;
 - 7.1.7. co-operate with police and/or other formal investigations to the best of their ability; and
 - 7.1.8. not harm or exploit children who access FV's services.
- 7.2. The FV Member Protection Manager will be the primary point of contact for all concerns related to child safety.

8. RECRUITMENT AND SCREENING

- 8.1. FV undertakes a comprehensive recruitment and screening process for all staff, contractors and volunteers which aims to:
- 8.1.1. promote and protect the safety of all children who participate in the activities of FV;
 - 8.1.2. identify and recruit the safest and most suitable candidates who share FV's values and commitment to protect children; and
 - 8.1.3. prevent a person from working at FV if they pose an unacceptable risk to children.
- 8.2. FV requires staff, contractors and volunteers to pass the recruitment and screening process prior to commencing their engagement with FV.
- 8.3. The minimum standard for background checks of employees, contractors and volunteers of FV and its members is the law as it applies in Victoria.
- 8.4. FV adheres to the [National Member Protection Framework Safeguarding Policy](#) and the screening procedures contained therein. As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g. WWCC or other state equivalent and/or Police check) and/or International Criminal History Check (IHC) – for those who have lived overseas for more than 12 months in the past 10 years to show that they are suitable to work with children and young people in a recreational setting. FV requires that:
- 8.4.1. all FV staff, and Board members require a Victorian WWCC or equivalent (VIT – Victorian Teachers);
and
 - 8.4.2. the following key event personnel must have a valid WWCC:
 - 8.4.2.1. those paid by FV for their services;
 - 8.4.2.2. volunteers who volunteer more than once with FV;
 - 8.4.2.3. relevant contractors who may have unsupervised access to children; and
 - 8.4.2.4. anyone else who FV staff feel requires a Victorian WWCC or equivalent (VIT – Victorian Teachers) due to the nature of the work that they are undertaking for FV.
 - 8.4.2.5. anyone visiting Victoria to deliver services to children must present their state equivalent WWCC which is only valid for up to 30 days in a calendar year. If they have exceeded this period on their interstate exemption, they must provide a Victorian WWCC.

8.4.2.6. International Teams participating in Victoria must also adhere to the Victorian WWCC requirements.

- 8.5. The type of evidence that an applicant is required to provide to FV will vary depending on the type of position that they are applying for. However, an applicant will not be offered a position until they provide the required evidence to FV.
- 8.6. FV will exercise discretion and may require applicants to provide additional reference check contacts or background check documentation i.e. Police Check, ICHC etc. in accordance with the law and as appropriate before they commence their engagement and during their time with FV in regular intervals.
- 8.7. FV will undertake at least two thorough reference checks prior to engaging any personnel.
- 8.8. Once engaged, FV will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.
- 8.9. All affiliated clubs must ensure that all club staff and volunteers (including coaches and any officials) likely to have contact with athletes (and other children) have a current WWCC, which must be signed off annually as part of the affiliation process. Clubs which do not comply with their legal obligations will be found to have not complied with the FV affiliation requirements and will not be re-affiliated.
- 8.10. FV requires all affiliated club personnel including owners, Committee Members, Volunteers, Coaches and Judges and anyone else who has contact with children to possess a valid working with children check. Any costs associated with gaining a valid WWCC will be dealt with in a manner determined by that club.
- 8.11. FV may at any time audit an affiliated club's records to ensure the club is complying with clauses 8.9 and 8.10.

9. SUPPORTING PERSONNEL

- 9.1. FV is committed to ensuring that all staff, Board members, volunteers and contractors receive training to ensure that they understand their responsibilities in relation to child safety. Mandatory training at FV includes (but is not limited to):
 - 9.1.1. Induction for new staff including completing Sport Integrity Australia Child Safety modules Child Safeguarding in Sport Induction and PBTR - Child Protection and Safeguarding.
 - 9.1.2. All staff and Board to complete Child Safety training
 - 9.1.3. All staff and Board to complete cultural awareness training
 - 9.1.4. All staff and Board to complete diversity and inclusion training
- 9.2. FV assists its Board members, staff, contractors and volunteers to incorporate child safety considerations into decision-making and to promote a culturally safe environment where children are empowered to speak up about issues that affect them.
- 9.3. FV will undertake an annual review of staff training completed and additional training required for staff and within community.

10. RISK MANAGEMENT APPROACH

10.1. Child safety is a part of FV's overall risk management approach which covers specific areas including physical risks and online risks to children involved in the sport in FV's community .

10.2. See [CCYP Guide for Creating a Child Safe Organisation](#).

11. POLICY BREACHES

11.1. It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may breach this policy is subject to relevant discipline process, National Member Protection Framework and/or FV GDT.

12. POLICY PROMOTION

12.1. This policy will be made available to all members via the FV website

12.2. This policy will be communicated to all staff, Board, and Committee members via an internal email / memo and promoted through existing FV promotional methods including but not limited to social media channels.

12.3. References to this policy will be included in documentation provided to all team officials that represent FV.

13. RECORD KEEPING

13.1. FV will retain records of reports of child abuse and complaints about child safety.

13.2. In maintaining records of reports about child safety, FV will maintain confidentiality and privacy for children and families in accordance with legislation.

13.3. FV will appropriately note identified risks to child safety through the record keeping process and will incorporate those into its risk management plan.

14. REVIEW PROCESS

14.1. This policy will be reviewed by the FV Board on a bi-annual basis.

14.2. If you would like to provide FV with any feedback or suggestions to improve this policy, please contact the Member Protection Manager – memberprotection@footballvictoria.com.au.

14.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Board for consideration at any time. If changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.