

CHILD SAFETY POLICY

Future Sports Management Group Pty Ltd (Future Football) is committed to the safety and wellbeing of all children and young people and they will be treated with respect and understanding at all time. We seek advice and guidance from young people, parents and colleagues so these standards are maintained. Everyone participating in Future Football's programs (including staff, volunteers, students, children, parents and visitors) must keep to our strict code of behaviour, so that we can continually strive to provide a safe and supportive environment for all.

INTRODUCTION

1.1. Future Football is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. Future Football supports and respects children, young people, staff, volunteers and participants.

1.2. The aim of Future Football's Child Safe Policy (the Policy) is to protect the safety of children in our care and prevent abuse from occurring, and if allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.

2 SCOPE

2.1. This Policy applies to participants, parents, spectators, contractors, officials, coaches, and staff throughout all Future Football events and activities.

2.2. This Policy will continue to apply retrospectively to a person following the cessation of their association or employment with Future Football.

3. RECOGNISING AND REPORTING CHILD ABUSE

3.1. A person may, during participating in the activities of Future Football or carrying out their work, form a belief on reasonable grounds that a child needs protection from child abuse.

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

3.3. Child abuse can be divided into four categories:

3.3.1. Physical abuse: occurs when a child has suffered, or is likely to suffer, significant harm because of a physical injury, such as a non-accidental physical injury.

3.3.2. Sexual abuse: occurs when a child has suffered, or is likely to suffer, significant harm because of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.

3.3.3. 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

3.3.4. 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.

3.4. Child abuse includes any actions that result in actual or potential harm to a child, in circumstances where the child's parents have not protected, or are unlikely to protect, the child.

3.5 Voluntary Reporters

3.5.1. Any person who believes on reasonable grounds that a child needs protection from any form of child abuse, may disclose that information to the Police or DHHS.

3.6. Reporting Child Sexual Abuse

3.6.1. 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 3 years' imprisonment.

7. Future Football's Approach to Reports of Abuse

7.1. Future Football supports and encourages a person to make a report to the Police or DHHS if they form a belief on reasonable grounds that a child needs protection, or they are concerned about the safety, health or wellbeing of a child.

7.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or discretionary) will be supported by Future Football, and will not be penalised by Future Football for making the report.

7.3. 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 Future Football Managing Director for guidance and information. If in doubt, ask for assistance.

7.4. If an allegation is made against a member of staff or volunteer, Future Football will follow the reporting procedure outlined in Future Football Child Safe Incident Report and take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person from active duty, which could entail standing down, reassignment to a role without direct contact with children, working under closer supervision during an investigation, working from home, or any other measures deemed appropriate depending on the seriousness of the allegation.

7.5. Future Football will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential manner to the greatest extent possible.

7.6. Future Football will cooperate with the directions of the Police and/or DHHS in relation to any investigation conducted by these authorities.

7.7. Future Football will keep a register of any allegations regarding inappropriate conduct.

8. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN

8.1. Personnel involved in protecting children include the board, management, staff and volunteers within Future Football. Those people have responsibilities in relation to protection of children and are expected to:

8.1.1. understand the rights of children, as appropriate to their role;

8.1.2. respect the cultural and religious practices of families who access (Future Football)'s services, programs or events;

8.1.3. understand and appropriately respond to the needs of children with developmental delays or disabilities;

8.1.4. appropriately act on any concerns raised by children;

8.1.5. understand the definitions, indicators and impact of child abuse;

8.1.6. know and follow regulations in relation to the care of children;

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

8.1.8. not harm or exploit children who access Future Football's services.

9. CHILD SAFE AND CHILD FRIENDLY GUIDELINES TO PREVENT AND MANAGE RISKS OF CHILD ABUSE

9.1. Change Rooms

9.1.1. Adults, regardless of gender, should only enter change rooms if accompanied by another adult. Prior to entering change rooms, coaches/staff 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 when in a room with their child.

9.2. Accommodation

9.2.1. No coaches/staff should be alone in the room of a participant without the presence of another adult. The doors should always be open. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

9.3. Adults under investigation

9.3.1. Adults under investigation in relation to a matter involving child abuse, or any matter which has the potential to jeopardise their Working With Children Check (WWC) (or if based in another State the equivalent requirement) status may be prohibited, by Future Football management, from participating in Future Football activities.

9.4. Coach Assistance

9.4.1. All coaches must ensure that all physical contact with participants which occurs when coaching is appropriate for the situation and necessary for the athlete's safety. It is strongly recommended that:

9.4.1.1. coaches ensure that there are other adults present whenever coaching;

9.4.1.2. coaches take care to explain the procedure to the child prior to beginning any physical contact; and

9.4.1.3. coaches obtain consent from the athlete prior to beginning any physical contact.

10. ENGAGING NEW PERSONNEL

10.1. The minimum standard for background checks of employees and volunteers of Future Football and its members is the law as it applies in Victoria.

10.2. Future Football undertakes a comprehensive recruitment and screening process for all staff and volunteers which aims to:

10.2.1. promote and protect the safety of all children who participate in the activities of Future Football;

10.2.2. identify and recruit the safest and most suitable candidates who share Future Football's values and commitment to protect children; and

10.2.3. prevent a person from working at Future Football if they pose an unacceptable risk to children.

10.3. Future Football requires staff and volunteers to pass the recruitment and screening process prior to commencing their engagement with Future Football.

10.4. As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g. WWC or other state equivalent and/or Police check) to show that they are suitable to work with children and young people in a recreational setting.

10.4.1. all Future Football staff and management require a WWC; and

10.4.2. the following key event personnel must have a valid WWC:

10.4.2.1. coaches paid by Future Football for their services

10.4.2.2. Volunteers; and

10.4.2.3. anyone else who Future Football staff feel requires a WWC due to the nature of the work that they are undertaking for Future Football.

10.5. The type of evidence that an applicant is required to provide to Future Football 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 Future Football.

10.6. Future Football will exercise discretion and may require applicants to provide a Police check in accordance with the law and as appropriate, before they commence their engagement and during their time with Future Football in regular intervals.

10.7. Future Football will undertake thorough reference checks prior to engaging any personnel.

10.8. Once engaged, Future Football will provide staff and volunteers with access to this policy and staff and volunteers must review and acknowledge their understanding of this policy.

10.9. Future Football requires that all staff and volunteers (including coaches and any staff) likely to have contact with children have a current WWC, which needs to be signed off regularly.

10.10. Future Football requires all affiliated club personnel including, Volunteers, Coaches and anyone else who has contact with children to possess a valid working with children check. Any costs associated with gaining a valid WWC will be dealt with in a manner determined by Future Footballs

11. RISK MANAGEMENT APPROACH

11.1. Child safety is a part of Future Football's overall risk management approach.

12. POLICY BREACHES

12.1. It is a breach of this policy for any person or Future Football 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 Future Football Child Safety Policy.

13. REVIEW PROCESS

13.1. This policy will be reviewed by Future Football on an annual basis.

13.2. If you would like to provide Future Football with any feedback or suggestions to improve this policy, please contact the Managing Director, [].

13.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to management 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

14. COMPLAINTS POLICY

14.1. Purpose: This policy outlines how complaints will be dealt with. All complaints will be managed in a fair, unbiased and supportive manner.

14.2. The subsequent will take place:

- All complaints should be reported to the Managing Director.
- All concerned parties will be given the opportunity to provide their version of events.

- An appropriate outcome will be decided and all concerned parties will be informed of the outcome.
 - Suitable outcomes for complaints dependent on the type of the breach could include Emphasising our policies and procedures that are relevant to the complaint;
 - Offering a complimentary place or discount
- Reviewing current policies and procedures and developing new policies and procedures if necessary.

15 DISCIPLINARY POLICY

This policy outlines disciplinary actions for staff. Processes to manage a disciplinary action.

All disciplinary matters will be managed in a fair, unbiased and supportive manner. The subsequent will take place:

- All concerned parties will be given the opportunity to provide their version of events
- An appropriate outcome will be decided and all concerned parties will be informed of the outcome
Suitable outcomes for disciplinary actions Dependent on incident the outcomes could include:
 - Emphasising our policies and procedures that are relevant to the incident
 - Discussion/training on how to manage a similar situation in the future
 - Not reemploying the person concerned at a future program
 - Reviewing current policies and procedures and developing new policies and procedures if necessary.

Consistency Policies and Procedures

- All staff who are required will have a WWC.
- Future Football will keep a register of checks for all staff and volunteers.
- It is an offence for a disqualified person to sign a children's check application form or renewal form • Future Football will, where possible, check the validity of coach's card's.
- Future Football will not employ any persons who have been issued with a negative notice or whose card is cancelled, suspended or expired.
- Future Football will regularly review and update the coach register.
- Coaches who have a negative or suspended check will not be rostered to coach. Review Future Football will annually review our child and youth risk management strategy to ensure that it remains relevant and up to date.