



Child Safety Procedure

Policy - Child Safety Procedure			
Author	Ken Setiawan	Date	15 June 2019
Revised		Revision info.	V3: 1 August 2022 V2: 22 June 2020
Other info.	Based on FFV Policy To be read in conjunction with RCSC Child Safety Policy and RCSC Code of Conduct	Revision	Yearly
Related Parties			
All members of the Club – refer to relevant sections			
Requirements			
Disseminate to the Club and available on the website			

1 Introduction

All FFV football 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**").

Ringwood City Football Club, trading as Ringwood City Soccer Club Inc. (the "**Club**") is committed to promoting and protecting the safety and wellbeing of all children. We have zero tolerance for child abuse. Everyone involved at the Club is responsible for the care and protection of children and reporting information about child abuse.

1.1 Purpose

The purpose of this Child Safety Procedure is to clearly outline the steps that are taken when an allegation has been made against a committee



Child Safety Procedure

member, team manager, employee, volunteer and/or contractor at the Club. This Procedure should be read in conjunction with RCSC's Child Safety Policy and RCSC's Code of Conduct.

1.2 Scope

This Procedure applies to the Club's Child Safety Officer(s) (CSOs), all players, committee members, volunteers, coaches, team managers, assistants, employees and parents of players of the Club, whether registered via MFC or otherwise registered with our club. The Procedure may also extend to non-registered individuals who otherwise participate in our Club's activities.

2. Process

In the case of an allegation being made against a committee member, coach, team manager, employee, volunteer and/or contractor at the Club, the CSO will follow the Child Safety Procedure. At all times the safety of the child is paramount.

Withdraw the individual

The first step is to consider withdrawal of the accused person from active duty, which could entail standing down (with pay, where applicable), re-assignment to other duties that do not have direct contact with children, or to work under increased supervision while the matter is being investigated. During the investigation process, it may be necessary for a person to be stood down from their usual duties at the Club or suspended from all activities at the Club.

Investigations

In the event of a child disclosing an incident of abuse to someone they trust it is essential that it is dealt with sensitively and professionally:

The Club will appropriately investigate all allegations relating to an incident of abuse in accordance with its obligations. In some circumstances, it may be necessary for the Club to conduct an



Child Safety Procedure

investigation in addition to any investigation conducted by authorities (e.g. the police).

The CSO will conduct an independent investigation, or will appoint an appropriate person to do so, into the allegation to the extent that it will not interfere with investigations by the police and will co-operate with authorities as required. In some circumstances, it may be appropriate for the Club to engage a person from outside the Club to conduct an independent investigation in relation to allegations.

All people covered by this Child Protection Policy and Code of Conduct must co-operate fully with any investigation by DHHS, the police or the Club.

The CPO will make every effort to keep any such investigation confidential; however, from time to time other committee members, employees, volunteers may need to be consulted in conjunction with the investigation (e.g. to provide witness statements).

An investigation conducted by the Club will be conducted in accordance with procedural fairness to protect the integrity of the investigation and the interests of all the participants involved in the investigation. The Club will also handle the allegations in a confidential manner to the greatest extent possible.

The outcome will depend on the findings of the investigation, but may include withdrawal from active duty, re-assignment to duties with no contact with children, increased supervision, disciplinary action, dismissal or criminal prosecutions.

The Club shall notify FFV of the outcome of any investigation that results in suspension of an individual from the Club for abuse related matters.



Child Safety Procedure

3. Sample Child Safety Procedure

Flowchart

Step 1 REPORTING:

Any person (aged 18 or over) that forms a belief, on reasonable grounds, that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (aged 18 or older), **must** make a report to the police as soon as practicable, unless the exception above applies.

Committee members, employee, volunteers, or of-age players of the Club should discuss these observations and concerns with the Club Child Safety Officer, who can assist the person to make the report to the police as required. FFV can also assist.

Any person (of any age) that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological or neglect), **may** disclose that information to the police or the Department of Health and Human Services ("**DHHS**"). The Club encourages all persons with concerns to raise this directly with the Club Child Safety Officer.



Step 2:

It may be that, following the previous step, a person decides to make a report to DHHS or the police with the support of the Club Child Safety Officer.

Where a report is made, the individual must also advise the Club.

Making a report:

Ring:



Child Safety Procedure

- Victoria police on 000 for emergencies.
- If it is not an emergency, ring the Victoria Sexual Offences and Child Abuse Investigation Team on (03) 8690 4056.
- DHHS on 1300 664 977 or 131278(AH). Ask for Child Protection.

Information for making a report:

- name, age and address of child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the immediate danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

Ask that the Club be informed of each step of the procedure.

Request that if an interview is to take place at the Club the visiting police officer is in plain clothes and the time of the interview is specified so that appropriate arrangements for a meeting room can be organized.

If the complainant alleges that a crime has been committed by a committee member, employee, volunteer or contractor, that person will be stood aside immediately.

The Club Child Safety Officer should conduct (or appoint another person to conduct) an independent investigation into the allegation to the extent that it will not interfere with investigations by DHHS or the police, and will co-operate with the authorities as required.



Child Safety Procedure

Where an allegation has been made, the Club will make, secure, and retain records of the allegation of child abuse and the Club's response to it.

Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.



Step 3:

If the child is agreeable to be interviewed by DHHS or the police, the Club Child Safety Officer should offer to be present at the interview to give support to the child.



Step 4:

Following a report, DHHS or the police may need to contact the Club about the notification. It would be a matter of courtesy to inform the Club Child Safety Officer that a report has been made or is about to be made.

The Club Child Safety Officer should advise FFV of such matters so that we can update our records in relation to the individual.



Step 5:



Child Safety Procedure

Following a report, it is important to both protect confidentiality and the interests of the child and family at all times, as well as natural justice for the process.

Special comments:

- DHHS will only interview the child if he/she is agreeable;
- the family will not be contacted until it is believed there is a case and the child is at risk;
- if the incident which caused the report to be made has occurred in the past - the child may be seen to be no longer at risk and no further action may be taken;
- the identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by Club Child Safety Officer and any other person who may become aware that a notification is to be, or has been, given;
- throughout the entire process of observation, discussion and reporting, the interests of the child and their family should be protected from unnecessary disclosure of information concerning abuse; and
- following the making of a report to the DHHS or the police, any investigation that takes place is the responsibility of that external body.