



## Child Safe Environments: Information for coaches and managers

Forestville Hockey Club is a community-based hockey club with a strong focus on developing junior players. The Club is committed to creating a safe and welcoming family environment.

Coaches and managers are critical to the development of our junior players, as well as to creating and maintaining an environment where all children and families can be safe and have fun playing hockey. The Club values your contribution highly and thanks you for volunteering your time. This document is designed to outline your legal obligations with respect to child protection as a volunteer within a sporting organisation, as well as communicating Forestville Hockey Club's policies about interacting with children.

Forestville Hockey Club has adopted Hockey SA's Child Safe Procedure (June 2017), which outlines our legal obligations and our responsibilities to provide a child safe environment for all children at Forestville Hockey Club. The link to this document is:

<http://www.hockeysa.com.au/Portals/19/ADM-PRO002%20Childsafe%20screening%20-%20APPROVED.PDF>

### **Forestville Hockey Club requirements for volunteer coaches and managers:**

1. It is a requirement that you hold a valid police screening. This can be a DCSI screening or a National Police Check, both of which are valid for three years. Registered teachers and police officers are exempt from this requirement. Please see the last page for information on how to get a free National Police Check through Hockey SA. A register of screenings is held by the Junior Committee and updated annually. Please send the details of your current DCSI or NPC (registration number and issue/expiry date) to Catherine Collins [ccollins5031@gmail.com](mailto:ccollins5031@gmail.com)
2. It is strongly recommended that you complete the following two online training modules on the Play By The Rules website. These are specifically designed for volunteers in sporting organisations:
  - a. **Child Protection** <https://www.playbytherules.net.au/online-courses/child-protection-online-course>
  - b. **Harassment & Discrimination** <https://www.playbytherules.net.au/online-courses/harassment-and-discrimination-online-course>

### **Your legal obligations as a volunteer within a sporting organisation:**

Under both the Child Protection Act (1993) and the Child and Young Person Safety Act (2017) which is currently being phased in, certain people are obliged by law to notify the Department for Child Protection via the Child Abuse Report Line if they suspect on reasonable grounds that a child or young person has been or is being abused and/or neglected, and the suspicion is formed in the course of the person's work (paid or voluntary). This includes volunteers in sporting organisations that provide services wholly or partly to children, either through the direct delivery of services (coaches and managers) or as part of the management of the organisation.

Training about mandatory notification will be provided to coaches and managers. In addition, Forestville Hockey Club has two Child Safe Officers. If you have any questions or concerns about child protection matters or your legal obligations as a mandatory notifier, or would like assistance, then feel free to contact Geoff Mills (Tel: 0401 862602) or Catherine Collins (Tel: 0438 916965)

Detailed information is contained in the booklet "Guidelines for mandated notifiers and information for organisations" [https://www.decd.sa.gov.au/sites/g/files/net691/f/cse\\_guidlines.pdf](https://www.decd.sa.gov.au/sites/g/files/net691/f/cse_guidlines.pdf)

## **Guidelines for coaches and managers to protect them from risk and to keep children safe**

### **1. Maintain appropriate boundaries with children and young people**

Coaches and other personnel in positions of authority should maintain clear:

#### **Physical boundaries**

- Use drills to develop fitness, not as a punishment
- Only use physical contact that is appropriate for the development of a particular skill and has the permission of the child or young person
- Work within sight of others at all times

#### **Emotional boundaries**

- Use positive feedback on performance, not negative feedback about the person
- Be encouraging and avoid put-downs

#### **Social boundaries**

- Attend sport related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions
- Do not socialise with athletes via social media

#### **Sexual boundaries**

- Do not have sexual relationships with athletes you are coaching
- Do not touch athletes in ways likely to make them feel uncomfortable

### **2. Minimise physical contact**

Generally, physical contact with players or participants should be to:

- Develop sport skills
- Treat an injury
- Prevent or respond to an injury
- Meet the specific requirements of the sport

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s
- Permission from the player or participant should always be sought
- Players or participants should be congratulated or comforted in public not in an isolated setting

### **3. Avoid being alone with a child**

To protect yourself and the child from risk:

- Do not isolate yourself and a child and avoid being alone with any individual child
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials or parents/guardians)
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children
- Team communication by coaches and managers should be done via a group email (with at least one other adult included in the group). If one-on-one communication with a child or young person is necessary, then any email/text to a junior player should be copied to that player's parent or guardian.

## National Police Check

Hockey SA can conduct National Police Checks for volunteers in Prescribed Positions in conjunction with SA Police through a Volunteer Organisation Authorisation Number (VOAN) process. The process to complete this is as follows:

1. Complete an Application Form

A National Police Certificate Application form (PD267) can be downloaded and completed online before printing. Visit the [SA Police website](#). Forms can also be collected from your local police station.

2. Have the Application Form Verified

Applicants need to personally take the completed application form, along with the appropriate 100 points of ID, to their local police station or a Justice of the Peace for verification.

3. Send the Application Form to Hockey SA to Endorse

You then need to send the completed form to Hockey SA, along with the certified copies of ID documents. Hockey SA will complete the Volunteer Authority section which will enable the fee to be waived. Hockey SA will then send the application to SAPOL on the applicant's behalf.

4. Present the National Police Check to Forestville Hockey Club

The individual will receive the National Police Check in the mail once it has been completed. Following this, the individual must show the original to whoever is engaging them in the prescribed position, e.g. for club coaching roles, this must be shown to the designated club committee member, so that details can be recorded in a register. The designated committee member is Catherine Collins [ccollins5031@gmail.com](mailto:ccollins5031@gmail.com)