



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 document is linked on the club website under Club Information/Junior documents and policies

Forestville Hockey Club requirements for volunteer coaches and managers:

1. It is a requirement that you hold a valid Working with Children Check (WWCC) issued by the Department of Human Services. The process for obtaining this has changed. National Police Checks are no longer valid for this purpose after 1 July 2019 but current DCSI screenings remain valid until they expire. The club will apply for WWCCs on your behalf. See the procedure below.
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>

Working with Children Checks

Forestville Hockey Club requires the following officials to obtain a WWCC to work with junior players at the club:

- Junior coaches
- Senior coaches who have juniors playing in their teams (basically all teams)
- Junior team managers
- Senior team managers where juniors are playing in their teams (basically all teams)
- Junior committee members

- Club President, Secretary and Treasurer

A register of clearances will be held by the Child Safe Officer (Catherine Collins) and will be updated annually. A WWCC is valid for 5 years and is transferrable between different jobs and volunteer positions. Continuous monitoring means that if new information becomes available that results in a person being prohibited from working with children, both the person and the requesting organisation will be notified.

Procedure to obtain a WWCC clearance

1. If you have a current DCSI clearance this will remain valid until its expiry date at which point you will need to get a WWCC. Please send the details of your valid DCSI clearance (registration number and issue date) to Catherine Collins at ccollins5031@gmail.com
2. If you require a WWCC check the club will initiate the application with DHS on your behalf. In order to do this we require:
 - a. Your full name, current email address and date of birth
 - b. Your permission to initiate the check on your behalf
 - c. Your completed 100 point ID check - see <https://screening.sa.gov.au/apply/100-point-verification-check>
3. The following junior committee members are registered with DHS to be able to complete the necessary steps:
 - a. Requesting Officer who initiates the online request for WWCC = Catherine Collins
 - b. Verifying Officer who can undertake the 100 point ID check:
 - i. Julie Mills Julie.mills@unisa.edu.au
 - ii. Lauren Dimas LDimas@syc.net.au
 - iii. Emma Bruce bpek11@gmail.com
 - iv. Kathryn Materne kmaterne@optusnet.com.au
4. The Requesting Officer will notify you that you require a WWCC check and obtain items 2 (a) and (b) from you. They will then initiate the online process.
5. You should then arrange to meet in person with a Verifying officer (see 3(b)) to complete your 100 point ID check (passport and driver's licence gets you there the quickest)
6. Once the Requesting Officer has initiated the check you will receive an email from DHS asking you to complete the rest of the online application. At the last step you will be asked about your 100 point ID. You should choose the "Requesting organisation" as the verifier.
7. The Verifying Officer will then be able to go online and verify your 100 points.
8. Your check will then be undertaken and you will be notified by email of the outcome, as will the Requesting Officer.

Your legal obligations as a volunteer within a sporting organisation:

Under the Child and Young Person Safety Act (2017) 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

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.