



AUSTRALIAN FOOTBALL CLUB SAFEGUARDING EDUCATION
IMPLEMENTATION GUIDE



DOCUMENT CONTROL

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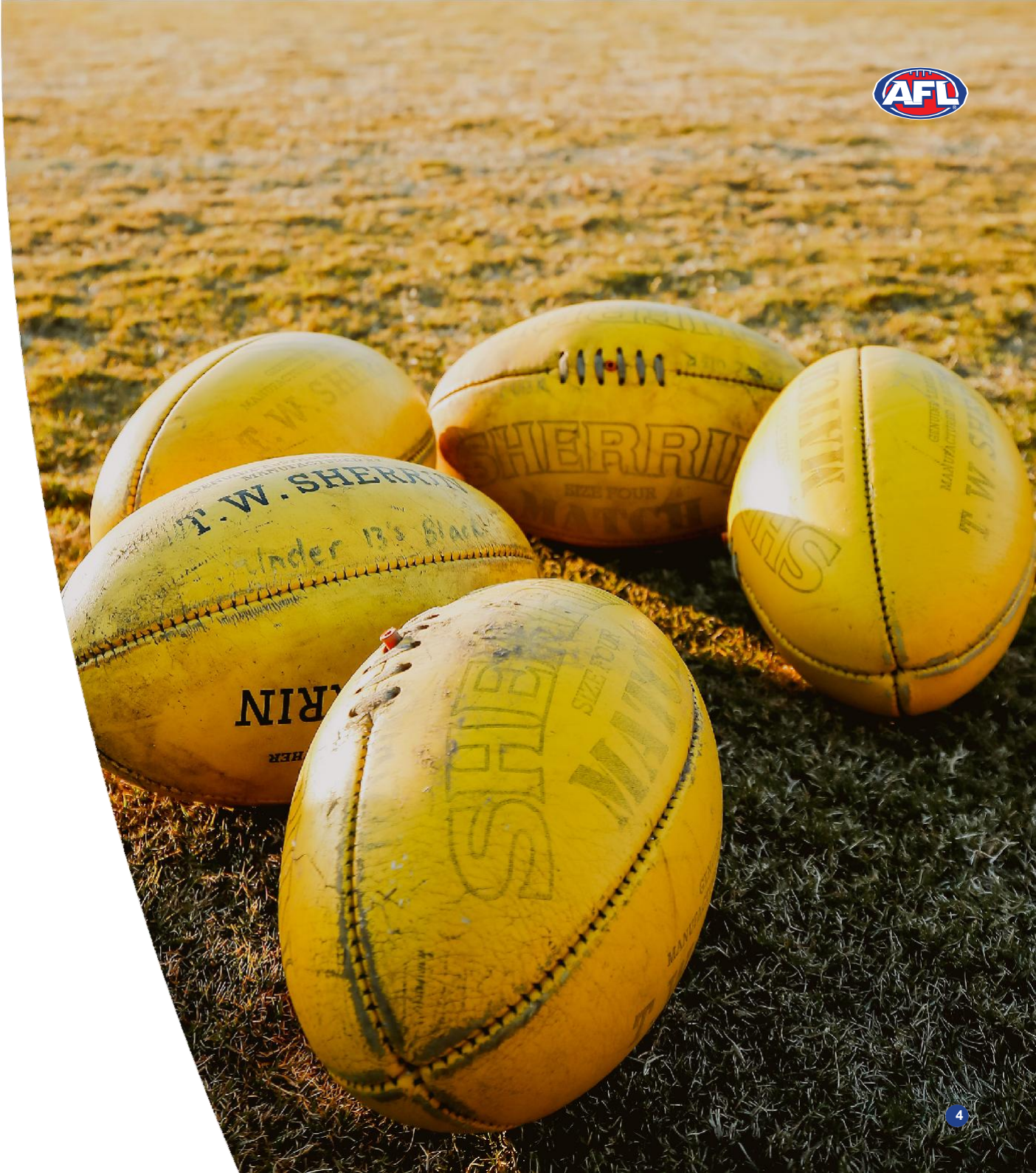
01

INTRODUCTION

Welcome to the AFL Safeguarding Implementation Guide, where you will find step by step support to help your club, league and/or association keep children and young people safe during their time at the footy.

By following the steps and guidance in this guide, we hope that your club, league and/or association will have:

- A Committee that understands what safeguarding is, the associated risks, applicable laws and legislation and their role and obligations.
- A Footy Community that understands the expected conduct and behaviours when engaging with children and young people.
- A Child Safeguarding Officer that is known to and accessible to the Footy Community.
- Mechanisms and processes in place for responding to and managing complaints, incidents and concerns, especially with children and young people; and
- Education and awareness strategies and activities in place for all adults involved with children and young people.





04

LEGISLATIVE LANDSCAPE MAP

The legislative requirements for sports, leagues, associations and clubs differ across each jurisdiction. As the child safeguarding landscape can change rapidly, we suggest signing up to your State or Territory Children's Commissioner or Guardian's communication to get up to date information in your jurisdiction.

03

NOW | NEXT | AGAIN MODEL

The implementation plan has been designed around the Now, Next and Again model, which aims to provide clubs with clarity and focus on tangible, achievable and timely actions. It also prioritises incremental implementation and improvement. You don't need to wait; there are things you can start doing now.



HIGH RISK AREAS

Things your club/league/association can and should be doing NOW to mitigate harm to children and young people.



MEDIUM/LOW RISK AREAS

Things that are still important and should be prioritised after the NOW items have been actioned.






ONGOING COMPLIANCE

Things requiring ongoing effort, review or refreshing to promote continuous improvement and compliance.

04

PRE-IMPLEMENTATION PREPARATION

To achieve the most value out of this Implementation Guide, it is recommended your club has taken the following first steps:

-  Requested all committee members to watch the webinar recording *AFL Safeguarding Education Session 3: Committees*.
-  Included 'Safeguarding' as a standard agenda item on their club, league and/or association committee meeting agenda.
-  Appointed a Child Safeguarding Officer for their club, league and/or association using the *Child Safeguarding Officer Position Description*.

CHILD SAFEGUARDING IMPLEMENTATION SCHEDULE

The implementation plan has been designed around the Now, Next and Again model, which aims to provide clubs with clarity and focus on tangible, achievable and timely actions. It also prioritises incremental implementation and improvement. You don't need to wait; there are things you can start doing now.

| AWARENESS – BUILD SAFEGUARDING AWARENESS ACROSS YOUR CLUB COMMUNITY | | | |
|--|--|---|---|
| National Child Safe Principles 1, 2, 3, 4, 6, 7 | | Victorian Child Safe Standards 2, 3, 4, 5, 7, 8 | |
| WHAT CAN WE DO? | HOW CAN WE DO IT? | WHO CAN DO IT? | WHAT WILL WE NEED TO DO IT? |
| NOW – Things you can, and <i>should</i> start today | | | |
| Visual Displays | Print and display the <i>AFL Child Safety Posters</i> and <i>Young People Resources</i> in prominent spaces around your club and facilities. | CSO, with support from the footy community. | Child Safety Posters Young People Resource |
| Social Media Promotion | Using whichever social media platform works best for your club, promote the AFL Safeguarding digital assets and resources by creating a post for each different group (e.g. young people, families, coaches and other gameday personnel) and for each post, include the link to the relevant resource page. | Social Media Coordinator with support from the CSO. | Families & Community Resources Coaches & Volunteer Resources Umpires & Officials Resources Copy Resource (6.2) |
| Introduce your CSO to families | Using your Membership Database and/or other methods of communicating with your club community (such as your club social media accounts), send out the CSO Poster to introduce them to your footy families. Ensure your CSO's contact information is available and easily accessible, including name, phone number and even a photo so it is easier for children and young people to identify them. | Club Administrator or CSO. | CSO Poster |



HOT TIP!

Use the content that has already been developed in 6.2 of this resource. You can just copy and paste it into your social media post with a link to the relevant resources.

Continued over page.

| WHAT CAN WE DO? | HOW CAN WE DO IT? | WHO CAN DO IT? | WHAT WILL WE NEED TO DO IT? |
|---|---|---|---|
| NEXT – Things you do after the completion of the NOW tasks | | | |
| Continue to promote your CSO | Use club newsletters, websites and social media to disseminate the CSO Poster. Schedule a CSO introduction session with children and young people at a training session and other club social events. | Club Administrator with support from the CSO. | CSO Poster |
| AGAIN – Things that require ongoing effort to ensure compliance and continuous improvement | | | |
| Awareness refreshers | Remind your club community of available safeguarding resources via social media channel at least three times during season. Regularly promote the CSO via social media, electronic communication, newsletter and in-person at club events. | Social Media Coordinator, Club Administrator with support from the CSO. | Families & Community Resources Coaches & Volunteer Resources Umpires & Officials Resources Copy Resource (6.2) |

LEADERSHIP – UPSKILL YOUR COMMITTEE ON THEIR RESPONSIBILITIES & OBLIGATIONS

National Child Safe Principles 1, 7, 8, 9, 10

Victorian Child Safe Standards 2,8,9,10,11

WHAT CAN WE DO?

HOW CAN WE DO IT?

WHO CAN DO IT?

WHAT WILL WE NEED TO DO IT?

NOW – Things you can, and *should* start today

Discuss *Safeguarding* at your next committee meeting

Have committee members discuss any key takeaways and learnings from the webinar and how they can be applied at your club.

Invite the CSO to your next committee meeting to complete the *Safe Footy Club Check-In Tool* to better understand your club's current safeguarding practices and help identify areas for improvement.

Committee Members,
Committee President, CSO.

Safeguarding Webinars
Safe Footy Check In Tool

NEXT – Things you do after the completion of the NOW tasks

Continue to discuss *Safeguarding* at each committee meeting

Using the example text provided in resource 6.4, take the time in each meeting to address the following matters:

- **Incidents:** New or existing incidents or 'near misses' for discussion
- **Risks:** New risks that have been identified or existing risks requiring discussion.
 - o What is the risk?
 - o How can we mitigate it?
 - o Are we comfortable with it? Have we done what we can?
 - o Any further actions required.
- **Child Safeguarding Officer Update**
- **Safeguarding Topic** (from schedule).

CSO Committee,
CSO.

Example text for Agenda
Safeguarding Scenario List (6.5)



TIP!

Allow at least 30-45min to do this. It won't need this long every meeting, but it is important all members and the CSO are involved in the initial Check In process. The tool has a number of activities you can choose from and will guide you through each of them.

Continued over page.

| WHAT CAN WE DO? | HOW CAN WE DO IT? | WHO CAN DO IT? | WHAT WILL WE NEED TO DO IT? |
|-----------------|-------------------|----------------|-----------------------------|
|-----------------|-------------------|----------------|-----------------------------|

AGAIN – Things that require ongoing effort to ensure compliance and continuous improvement

| | | | |
|---|--|---|---|
| <p>Revisit the <i>Safe Footy Club Check-In Tool</i> annually to track your club's progress and to bring any new members into the process.</p> | <p>Rewatch the recorded webinar <i>AFL Safeguarding Session 3: Committees</i> and have the committee members discuss any key takeaways and learnings from the webinar and how they can be applied to your club.</p> <p>Invite the CSO to your next committee meeting to revisit and complete the <i>Safe Footy Club Check-In Tool</i> to better understand your club's current safeguarding practices and highlight the progress you have made to date, and the gaps that are still in place.</p> <p>Remember, legislative requirements in child safety are constantly evolving so ensure the CSO keeps the committee up to date on any new changes or requirements.</p> | <p>Committee Members, Committee President, CSO.</p> | <p>Safeguarding Webinars Safe Footy Check In Tool</p> |
|---|--|---|---|

! HOPE!
 Allow at least 30-45min to do this. It won't need to be long every meeting, but it is important that all members and the CSO are involved in the initial Check In process. The tool has a number of activities you can choose from and will guide you through each of them.

RULES – HAVE THE POLICIES & PROCEDURES IN PLACE

National Child Safe Principles 1, 8, 10

Victorian Child Safe Standards 2, 9, 11

WHAT CAN WE DO?

HOW CAN WE DO IT?

WHO CAN DO IT?

WHAT WILL WE NEED TO DO IT?

NOW – Things you can, and *should* start today

Review current AFL policies

Familiarise the committee with the AFL's current Safeguarding Children and Young People resources.
Make everyone at your club aware of the AFL's National Community Football Policy Handbook and its required behaviours and expectations.

Committee, CSO.

[AFL Safeguarding Resources](#)

NEXT – Things you do after the completion of the NOW tasks

Adopt AFL community policies/templates

Review AFL community policy templates, contextualise them for your club or association, and formally adopt them at your committee meeting.

Committee, CSO.

[AFL Safeguarding Resources \(translated\)](#)

AGAIN – Things that require ongoing effort to ensure compliance and continuous improvement

Review Policies

Update policies as required (ie. in line with AFL communications and/or changes in legislation) and review annually.
Ensure any new committee members are aware of, and understand, the policies.

Committee



TIP!

Allow at least 30-45min to do this. It won't need this long every meeting, but it is important all members and the CSO are involved in the initial Check In process. The tool has a number of activities you can choose from and will guide you through each of them.

PEOPLE – ENSURE YOU HAVE SAFE & APPROPRIATE VOLUNTEERS

| | |
|--|---|
| National Child Safe Principles 5, 8, 9 | Victorian Child Safe Standards 6, 9, 10 |
|--|---|

| | |
|-----------------------------------|--|
| WHAT CAN WE DO? HOW CAN WE DO IT? | WHO CAN DO IT? WHAT WILL WE NEED TO DO IT? |
|-----------------------------------|--|

NOW – Things you can, and *should* start today

| | | | |
|--|---|-----|--|
| Working with Children Check (WWCC) (or equivalent) Audit | <p>Identify the roles and individuals who require a WWCC at your club</p> <ul style="list-style-type: none"> • This may include committee members, coaches and managers (including seniors), club medical support (physios, trainers), position holders (junior coordinators, officials and volunteers), supervising adults on overnight trips. • Follow-up with anyone who requires WWCC and has not presented it to the Club. • Create and/or maintain appropriate records (e.g. WWCC spreadsheet, register). • Verify the status of WWCC's by running the number through the relevant State or Territory system. | CSO | <p>AFL Safeguarding Children and Young People <u>Policy</u></p> <p>State and Territory WWCC (or equivalent) legislation.</p> |
|--|---|-----|--|

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! **TIP!**

ACT Organisations should check the details of registration cards to make sure the registration type entitles the person to work or volunteer in their specific role.

NSW WWCC Status Check

NT Check the validity of a WWCC Notice Number

QLD Check if a blue card is valid

SA WWCC Search

TAS Verify Working with Children Status

VIC WWCC Status Check

WA WWC Card Validation

| WHAT CAN WE DO? | HOW CAN WE DO IT? | WHO CAN DO IT? | WHAT WILL WE NEED TO DO IT? |
|---|--|---|---|
| NEXT – Things you do after the completion of the NOW tasks | | | |
| Include a <i>Safeguarding</i> lens in recruitment | At any point throughout the year that you are recruiting new volunteers (eg. Coaches at the beginning of season; volunteers for camps during the season) you must do so using the available resources to ensure a Safeguarding lens is applied across: <ul style="list-style-type: none"> • Ads, position descriptions and selection criteria. • Interviews, regardless if they are formal or informal. • Reference Checks – always do at least two and one current employer. Maintain a register of all volunteers with personal details, the notes and outcomes of their reference checks and their WWCC numbers. | Committee Members, Committee President, Coordinator roles, CSO. | Safe Culture & Safe People Resource |
| AGAIN – Things that require ongoing effort to ensure compliance and continuous improvement | | | |
| WWCC (or equivalent) Monitoring | Run the WWCC (or equivalent) identification details through the appropriate state/territory checking system at the beginning of each season and halfway through to make sure you are aware of any changes to status or conditions. | Committee Member or volunteer. | |

EDUCATION – EDUCATE YOUR CLUB COMMUNITY ABOUT SAFEGUARDING

National Child Safe Principles 7, 9 Victorian Child Safe Standards 8, 10

WHAT CAN WE DO? HOW CAN WE DO IT? WHO CAN DO IT? WHAT WILL WE NEED TO DO IT?

NOW – Things you can, and *should* start today

| | | | |
|---|---|---------------------------------------|---|
| <p>Educate Gameday Personnel / Position holders</p> | <p>Disseminate the Game Day Personnel resources.</p> <p>Arrange for Gameday personnel / Position holders to watch the <i>AFL Safeguarding Education Session 4: Game Day Personnel</i> webinar in a group setting</p> <ul style="list-style-type: none"> • Record attendance. • Have participants sign an acknowledgement that the information has been received and understood to reinforce the club's commitment and obligations. • Open a discussion at the end of the viewing. <p>Ensure Game Day Personnel have completed the AFL Coach and Umpire Courses available from the AFL.</p> | <p>CSO</p> | <p>Coaches & Volunteers Resources</p> <p>Umpires & Officials Resources</p> <p>Safeguarding Webinars</p> <p>AFL Coach and Umpire Courses</p> |
| <p>Educate Children and Young People and Families</p> | <p>Disseminate Children, Young People & Families Resources</p> <p>Send out the <i>AFL Safeguarding Education Session 5: Community</i> webinar link via the club's various communication channels. Ask children and young people and their families to watch and discuss together.</p> <p>Ask for questions and feedback. Address any questions or concerns.</p> | <p>Social Media Coordinator, CSO.</p> | <p>Children Resources</p> <p>Young People Resources</p> <p>Families & Community Resources</p> <p>Safeguarding Webinars</p> |

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| WHAT CAN WE DO? | HOW CAN WE DO IT? | WHO CAN DO IT? | WHAT WILL WE NEED TO DO IT? |
|---|---|---|--|
| NEXT – Things you do after the completion of the NOW tasks | | | |
| Reinforce education and awareness with your Committee | Continue to educate by discussing on agenda. | Committee Members, Committee President, CSO. | |
| Reinforce education and awareness Gameday with Personnel / Position holders | Continue to educate by re-sharing webinar links and resources. | Social Media Coordinator, CSO. | Safeguarding <u>Webinars</u> Safeguarding Resources |
| Reinforce education and awareness with Children and Young People and their Families | Revisit training and refresher sessions with children, young people and their families. Schedule 10 mins before or after training to discuss safeguarding. Invite CSO to speak to teams again to explain their role. | | |
| AGAIN – Things that require ongoing effort to ensure compliance and continuous improvement | | | |
| Update training content as required | Take advantage of any new education, training or resources to be provided by the AFL or other peak sport bodies and incorporate these into your education plan. This is an ever-changing landscape that requires updates, changes and improvements regularly. | | |

ENVIRONMENTS – REVIEW & IMPROVE YOUR CLUB'S SAFETY MEASURES ACROSS PHYSICAL & ONLINE ENVIRONMENTS

National Child Safe Principles 2, 3, 8, 10

Victorian Child Safe Standards 3, 4, 9, 11

WHAT CAN WE DO?

HOW CAN WE DO IT?

WHO CAN DO IT?

WHAT WILL WE NEED TO DO IT?

NOW – Things you can, and *should* start today

| | | | |
|------------------------|---|--|---|
| Visual Displays | Print and display the AFL Child Safety Posters and Safeguarding Resources in prominent spaces around your club and facilities. | CSO | Child Safety <u>Posters</u> Young People <u>Resources</u> |
| Increase inclusiveness | Utilise the resources available to guide your club in creating a safe and inclusive environment for children, young people and their families. This can include simple steps such as: <ul style="list-style-type: none"> • Ensuring there are flags displayed (Aboriginal flag, Torres Strait Islander flag, Rainbow flag etc). • Acknowledging country at the beginning of committee meetings, events and big games. • Celebrating indigenous round at club level. • Share the translated resources. • Where possible, ensuring your club is physically accessible for those with disabilities. | Diversity and Inclusion Officer, Committee, CSO. | Inclusive clubs, leagues and associations <u>Resource</u> <u>Safeguarding Resources</u> (translated) |
| Safe communication | Use the resources provided to better understand expectations of appropriate behaviour when communicating online. The eSafety Commissioner (esafety.gov.au) is also a great source of information about online safety. | Coach, Junior Coordinators. | Communicating with Children & Young People <u>Resource</u> |
| Assessing risks | Complete a child safety risk assessment of your club facilities to better understand where the true risks are and how they can be mitigated to increase the safety of children and young people. Duplicate the process for any additional activities like overnight trips, camps or carnivals. | Committee member, CSO. | Child Safety Risk Assessment Template |



TIP!

Involve children and young people in the process. Gameday is an ideal opportunity to observe and identify risks in a 'real-world' setting.

Continued over page.

| WHAT CAN WE DO? | HOW CAN WE DO IT? | WHO CAN DO IT? | WHAT WILL WE NEED TO DO IT? |
|---|---|--|--|
| NEXT – Things you do after the completion of the NOW tasks | | | |
| Risk Register | <p>Keep a register of all the risks associated with your club, including financial, reputational, compliance and child safety related risks.</p> <p>Discuss how they will be mitigated and managed.</p> <p>Update as required.</p> | Committee | Risk Register |
| Increase inclusiveness | <p>Utilise any new resources made available to improve your club's commitment to creating a safe and inclusive environment for children, young people and their families.</p> <p>This can include steps such as:</p> <ul style="list-style-type: none"> • Inviting players and families from diverse backgrounds to share their experiences and suggestions for improvements. • Open an invitation to nominate for the committee to people from the broader community with a diverse range of backgrounds. • Conduct a 'walk through' with children or young people with disabilities to better understand their experience of the physical space. | Diversity and Inclusion Officer, Committee, CSO. | |
| AGAIN – Things that require ongoing effort to ensure compliance and continuous improvement | | | |
| Risk Assessment | <p>Conduct regular reviews (annual/bi-annual) of the club's risk management practices to consistently assess risk and consider strategies to improve the safety and wellbeing of children and young people.</p> <p>Ensure your risk register is discussed regularly at committee meetings.</p> | Committee | Child Safety Risk Assessment Template Risk Register |

RESOURCE LIST

| CHILD SAFETY RISK ASSESSMENT TEMPLATE | | | |
|---|--|--|---|
| AREA / QUESTIONS | ASSESSMENT / OBSERVED | LIKELIHOOD OF HARM OCCURRING | NOTES |
| Facilities & surrounds | | | |
| Are Child Safety Posters and Young People Resources displayed at the club/facility? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Are the CSO/MPIO contact details signposted at the club/facility? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Are there any hazards, obstructions or dangers? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Change room arrangements | | | |
| Are children and young people sharing the same facilities with adults*? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | Is there unauthorised access to children's and young people's areas (e.g. changing rooms, showers)? |
| Are phones, cameras and other recording devices being used in the change rooms? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Are children appropriately supervised in change rooms whilst maintaining their right to privacy? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Physical contact & behaviour | | | |
| Are adults* modelling appropriate behaviours towards children and young people (e.g. being fair, respectful and appropriate to the developmental stage of the child or young person)? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Is any physical contact with children and young people appropriate to the delivery of our footy activities and programs (e.g. demonstrating a skill)? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |

| AREA / QUESTIONS | ASSESSMENT / OBSERVED | LIKELIHOOD OF HARM OCCURRING | NOTES |
|--|--|--|-------|
| Supervision of children and young people | | | |
| Are there children unattended? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Is there any opportunity for a child to be left alone with an adult at the club? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Are there appropriate arrangements / practices for children's drop off and collection? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Have pick-up and drop off arrangements been communicated to parents? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Use of, possession or supply of alcohol or drugs | | | |
| Were Gameday Personnel or any other AFL people using or under the influence of alcohol or drugs (prescription and/or illegal)? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Transporting Children | | | |
| Are adults in the club transporting children they are not related to? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |
| Safety Screening of People | | | |
| Have all staff and volunteers been screened, and is a copy of their WWCC or equivalent on file? | Yes <input type="checkbox"/> No <input type="checkbox"/> | N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/> | |

*Adult – someone involved in footy who is over the age of 18 – this could be a coach, manager, umpire, club official, AFL/club/league/association staff member, player, volunteer, and/or a parent.

This risk assessment was discussed and completed by:

| | |
|----------|-----|
| NAME(S): | ON: |
|----------|-----|

Signed:

| | | | |
|-------|-------|------------|-------|
| NAME: | ROLE: | SIGNATURE: | DATE: |
| NAME: | ROLE: | SIGNATURE: | DATE: |

06.2

SOCIAL MEDIA COPY

Suggested copy for club newsletters, social media platforms and other communication touchpoints.

Formal Statement of Commitment example (duplicate of AFL) for website:

The <insert club/association> is committed to promoting and protecting the safety and wellbeing of all children and young people who participate in our games, activities, programs, services and /or use our facilities by fostering a culture where children and young people feel safe and welcome.

Be safe • Feel safe • Play safe

Short example for socials:

Footy should be safe for children and young people. At <insert club/association> we are committed to this. Be safe. Feel safe. Play safe.

‘Say something’ content for socials:

At <insert club/association>, we all play a role in protecting our children and young. Everyone has a responsibility to say something. Find out how you can raise a concern [here](#).

‘Abuse in sport’ content for socials:

Abuse in sport can look and feel different for different people. Find out how you can recognise what abuse may look like in a footy environment [here](#).

Multi-language options:

Did you know the AFL has translated some of its key safeguarding resources into 6 community languages, including Arabic, Chinese Simplified, Tagalog, Vietnamese, Hindi and Dinka. Please #share to help us spread the message <https://tinyurl.com/46zm96rc>.

RAISING SAFETY CONCERNS IN AUSTRALIAN FOOTBALL

CAN I RAISE ANYTHING TO DO WITH FOOTBALL?
You can raise a concern about anything to do with football. It can be something serious, like the safety of a child or young person involved in football, or it can be something related to the game, to a facility or something else. You have the right to call out bad behaviour and have it taken seriously. It may be something you notice yourself, or it may be something someone else has raised with you.

DEFINITIONS
Child: someone involved in footy who is 12 years or younger – usually a player but may also be a sibling of a player or child of an adult at the club.
Young Person: someone involved in footy who is between the ages of 13 and 18 years old – usually a player but could also be an umpire or in another role at the club, or a sibling or child of a player.
Adult: someone involved in footy who is over the age of 18 – this could be a coach, manager, umpire, club official, AFL staff member, volunteer, and/or a parent.

WHAT KIND OF CONCERN MIGHT SOMEONE RAISE WITH ME?
As a parent involved in the football community you may form connections with children or young people associated with your child's team or the club. This may mean that they view you as a trusted adult and could discuss information to you about their concerns of inappropriate behaviour or abuse, either at home, around football or somewhere else.
This could be telling you that they are experiencing:
• physical abuse • sexual abuse • bullying or harassment, or
• emotional abuse • neglect • mental health issues.
The aim of this guideline is to provide you with the right tools so you can confidently and appropriately respond to these moments.
It's not your role to investigate or determine a disclosure or allegation. All that is required of you is to listen, support and respond to their concern. In some cases, you are obligated to report what you know to authorities.
To better understand inappropriate behaviours, and what to look out for, check out this fact sheet: [What Does Abuse in Footy Look Like?](#)

WHAT DOES ABUSE IN AUSTRALIAN FOOTBALL LOOK LIKE?

Abuse can look and feel different for different people. There are different types of abuse, they happen in a variety of environments and different people are impacted. Some ways and places that abuse may happen in football include:
• during football – at training, before, during or after games, or at club events
• travelling to football – in a car, or bus
• during camps, carnivals or overnight football trips
• from the sidelines.
It can happen between two or more people including:
• child to child • young person to child
• young person to young person • adult to child
• adult to young person.
Additionally, a child or young person may experience abuse elsewhere, but feel comfortable telling someone they trust from their club, or a person in their club recognises the signs.

DEFINITIONS
Child: someone involved in footy who is 12 years or younger – usually a player but may also be a sibling of a player or child of an adult at the club.
Young Person: someone involved in footy who is between the ages of 13 and 18 years old – usually a player but could also be an umpire or in another role at the club, or a sibling or child of a player.
Adult: someone involved in footy who is over the age of 18 – this could be a coach, manager, umpire, club official, AFL staff member, volunteer, and/or a parent.

TYPES OF ABUSE
1. PHYSICAL ABUSE: Any action that uses physical force that hurts a child or young person. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning, suffocating.
2. SEXUAL ABUSE: Any behaviour that is sexual, or that makes a child or young person feel uncomfortable, threatened or scared, or is illegal. This includes physical touch and talking about sexual and private things in person or online or showing someone
3. STALKING: This includes when an adult is acting in a way that singles out a child or young person, has one on one time with a child or young person, and/or looks for ways to be alone with a child or young person away from other adults. It can feel like it's normal and might not even make the child or young person uncomfortable, but it doesn't happen to others.
4. EMOTIONAL ABUSE: The use of words or acts that can make a child or young person feel bad, sad, embarrassed, left out, worried, confused, shamed, anxious or threatened.
5. NEGLECT: When an adult doesn't provide a child or young person with basic needs such as food, water, shelter, appropriate clothing, supervision, access to education and health services.

CSO TALKING POINTS

| PHASE | TALKING POINTS |
|--------------|---|
| NOW | <p>Initial introduction:</p> <ul style="list-style-type: none"> • Introduce yourself and your role at the club. • Your role, while it requires a lot of different things, is simple – to help keep children and young people safe. • If something at the club makes a child or young person feel unsafe, unwelcome, worried or uncomfortable, it's important they feel safe telling someone. • This likely will be someone they trust – a friend, parent, coach, team manager or another adult at the club. • Introduce and discuss the AFL's 'Say something' resources. • If a child or young person is not comfortable talking with any of these people, they can always come and speak with you, the CSO. • They will never be in trouble for raising or reporting a concern or incident. |
| NEXT | <p>FOLLOW-UP SESSION 1:</p> <ul style="list-style-type: none"> • Make everyone aware of the AFL's safeguarding resources and materials. These have been uniquely designed with messaging and content for different cohorts, including children and young people, families and community and coaches and officials. • Reinforce that anyone (children, young people and adults) can speak up about concerns. |
| | <p>FOLLOW-UP SESSION 2:</p> <ul style="list-style-type: none"> • Children and young people need to understand they have rights. • Adults at the club need to understand their responsibilities. • Children and young people need to know what to expect from adults at the club. • Introduce and discuss the AFL's safe/unsafe behaviours resources. |
| PHASE | <ul style="list-style-type: none"> • Introduce and discuss the AFL's 'Say something' resources and complaint and reporting procedures. |
| | <p>FOLLOW-UP SESSION 3:</p> <ul style="list-style-type: none"> • Play a fun learning/recall game to reinforce messaging from the previous sessions. • Who can find an online safeguarding resource/reference the fastest using their phone/device. • A Child Safe Organisation includes children and young people and their families in decisions that directly impact them. Seek feedback – focussing on safeguarding what's working well and what can be improved at the club. |
| AGAIN | <p>Deliver messaging on a regular basis. Use current themes, trends, incidents and feedback to tailor and reinforce messaging as required.</p> |

06.4

EXAMPLE STANDING AGENDA ITEM

<Name of Club or Association>

AGENDA COMMITTEE MEETING 1

<Date>
<Venue>, <Address>
<Start time> to <End Time>

- 1.0 Roll Call, Acknowledgement of Country and Apologies
- 2.0 Approval of minutes from previous meetings
- 3.0 Business arising from minutes
- 4.0 Correspondence
- 5.0 President's report
- 6.0 Treasurer's report
- 7.0 General Business (itemise as individual agenda items)
 - 7.1 Safeguarding
 - 7.1.1 Incidents: New or existing incidents/near misses for discussion
 - 7.1.2 Risks: New risks that have been identified or existing risks requiring discussion.
 - What is the risk?
 - How can we mitigate it?
 - Are we comfortable with it? Have we done what we can?
 - Any further actions required.
 - 7.1.3 Child Safeguarding Officer Update
 - 7.1.4 Safeguarding Scenario (from list 6.6)
 - 8.0 Confirm date of next meeting
 - 9.0 Close of meeting (time)

06.5

SAFEGUARDING SCENARIOS LIST

Scenarios for Discussion

Read the scenario and discuss the club's response. Use the resources and policies if required.



A coach who is transporting young people home from a game drives through the bottle shop and offers to buy them beers.



A manager who continually singles a player out in front of the rest of the team, commenting on how they *'aren't good enough to be in the team and should be playing down a grade'*.



A coach/volunteer videoing players in the changeroom singing the club song after a match as kids are in a state of undress in the background.



A senior umpire coach (19yrs) is texting a junior umpire (16yrs) privately late at night and sends inappropriate images.




A committee member charged with possessing child abuse material.



A coach offers for a player to stay at his house and to bring the player to the game as it's an early start the next morning, the parents agree as they trust the coach. What was once a one off seems to become a regular occurrence now for away games.

06.6

CHILD SAFEGUARDING OFFICER POSTER

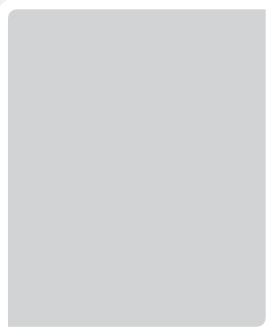


CHILD SAFEGUARDING OFFICER (CSO)

NAME
.....

PHONE
.....

EMAIL
.....




WHAT DOES THE CSO DO?

- Acts as the first point of contact for all safeguarding matters.
- Help adults at the Club understand their obligations to protect children and young people and promote their rights.
- Helps members reports complaints, concerns and incidents to the Club, Committee, or the AFL State Entity/AFL for appropriate action.

HOW DO I RAISE SOMETHING?

If you have concerns about your safety or the safety of another child or young person, or have seen or heard something that just doesn't feel right, it is important you say something. Speak to your CSO, parent, carer, family member or trusted adult at your club.

Or you can report directly to the AFL Integrity team by scanning this QR Code.



06.7

STATE & TERRITORY CHILD SAFE COMMISSIONERS

| | | |
|-------------------------------------|--|--|
| National | National Office for Child Safety | childsafety.pmc.gov.au |
| Tasmania | Commission for Children & Young People – TAS | www.childcomm.tas.gov.au |
| Victoria | Commission for Children & Young People – VIC | ccyp.vic.gov.au |
| New South Wales | Office of the Children’s Guardian | www.kidsguardian.nsw.gov.au |
| Queensland | Queensland Family & Child Commission | www.qfcc.qld.gov.au |
| Northern Territory | Office of the Children’s Commissioner – NT | occ.nt.gov.au |
| Western Australia | Commissioner for Children & Young People – WA | www.ccyp.wa.gov.au |
| South Australia | Commissioner for Children & Young People – SA | www.ccyp.com.au |
| Australian Capital Territory | Public Advocate and Children & Young People Commissioner | hrc.act.gov.au/childrenyoungpeople |