

# ASAI Child Safe Sport Guideline

## for State Bodies and Clubs

This guideline has been developed by ASAI as part of our commitment to the safety of children and young people and to assist our network of State Bodies, clubs, administrators and members to understand ASAI Child Safe Sport Framework and refine their approaches to the safety of children and young people.

All clubs have a responsibility to create child-safe environments and minimise the risk of harm and/or abuse of children and young people. Everyone who participates in and/or contributes to a club has some responsibility to ensuring and maintaining safe environments for children and young people.

As part of this ASAI Child Safe Sport Guideline, we have identified six different components for clubs to take responsibility to refine strategies and initiatives as part of their approach to the safety of children and young people.

1. Child Safe Sport Commitment Statment which demonstrates our commitment to ensuring the safety and wellbeing of all children and young people
2. A code of conduct which guides the expected behaviours of everyone in our sport towards children and young people.
3. A recruitment policy to ensure everyone (staff or volunteers) involved in our sport are safe to children and young people.
4. An induction and training policy that ensures staff and volunteers continuously apply child-safe best practice in our sport.
5. A reporting policy to ensure staff and volunteers are confident in knowing what to report and who to report it to. For the senior management and board, the responsibility is to apply a risk management approach to ensure the appropriate risk controls are in place.
6. **Education** - It is Club/State Body's responsibility to educate and raise awareness about safety of children and young people.

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## CHILD SAFE SPORT COMMITMENT STATEMENT

Clubs/State Bodies and members have a responsibility to recognise and understand their roles in providing a safe environment for all, including children and young people.

### **Action plan:**

We encourage the Club/State Body to think about ways to put your Child Safe Sport Commitment Statment (Commitment Statement) into practice. Some strategies may include:

- Ensure 'ASAI Child Safe Sport Framework' is included on the Club/State Body committee agenda.
- Distribute Commitment Statement to Club/State Body committee.
- Post the Commitment Statement somewhere prominent on the Club/State Body website.
- Promote the Commitment Statement in a Club/State Body newsletter and/or via social media.
- Continuously reflect on Club/State Body practice to ensure the Commitment is adhered to at all times.

### *Recruitment process:*

- Ensure you provide all applicants for advertised positions with copies of Commitment Statement prior to an interview.
  - Ensure you received a signed Commitment Statement as a confirmation of acceptance of new position.
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## A CODE OF CONDUCT

It is Club/State Body's responsibility to continuously promote awareness and encourage adherence with the General Code of Conduct and the Code of Conduct for People in Positions of Authority when Dealing with Children or Young People.

### Action Plan

We encourage the Club/State Body to think about ways to promote awareness and encourage adherence with the two Codes of Conduct. Some strategies may include:

- Create links to the Code of Conduct for People in Positions of Authority when Dealing with Children or Young People somewhere prominent on the Club/State Body website
  - Promote the Codes, their importance and grievance procedures in the Club/State Body newsletter and/or via social media
  - Ensure you received a signed Codes Of Conduct as a confirmation of acceptance of new position. Make sure you outline the Codes that exist, why they are important, and ways that members might report on any conduct issues that might arise.
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## A RECRUITMENT POLICY

Clubs and members employing staff must follow the '[ASAI Recruitment and Screening procedure for roles with direct contact with or permitting access to Children and Young People](#)' at all times.

We encourage the Club/State Body board and anyone involved in the recruitment of new staff and/or volunteers to be familiar with this procedure and understand how to put it into practice.

Part of this practical application will include being aware of the working with children and young people screening requirements for your state/territory, as there are some subtle legislative differences across the states.

In addition, it is Club/State Body's responsibility to ensure that all staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities, screening requirements and reporting obligations.

To assist you with this important step, we have developed a recruitment resources:

- [Recruitment Steps - Checklist](#)
- [New Staff Screening - Reference Checklist](#)

### Action plan

We encourage the Club/State Body to think about ways to put your procedure into practice. Strategies may include:

- Distribute 'ASAI Recruitment and Screening procedure' to the Club/State Body committee, encouraging the committee to review the document and be familiar with the document prior to the relevant meeting which you have designated to address these action items.
- Ensure members responsible for the screening and recruitment of staff and volunteers are provided access to the ASAI Recruitment and Screening procedure, Club/State Body-specific details (e.g. local legislation and dealing with issues of concern), New Staff Screening - Reference Checklist and Recruitment Steps Checklist Forms.

You might make these available somewhere on your website for ease of access

- Continuously reflect on Club/State Body practice to ensure the ASAI screening and recruitment procedure is adhered to at all times
  - Schedule a review of existing staff checks to ensure compliance across the Club/State Body, and monitor expiry dates on relevant checks to ensure these remain up to date.
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## AN INDUCTION AND TRAINING POLICY

These induction and training requirements have been developed to ensure that staff, volunteers, contractors and consultants are provided with the information they need to undertake their duties in accordance with our organisation's policies, guidelines and procedures.

To assist you with this step, we have developed:

- New Employee Induction Checklist

### **Action plan**

We encourage the Club/State Body to think about ways to put your procedure into practice. Strategies may include:

- Ensure members responsible for the induction and training of staff and volunteers are provided access to the ASAI Induction and training policy and New Employee Induction Checklist .

You might make these available somewhere on your website for ease of access

- Continuously reflect on Club/State Body practice to ensure the ASAI Induction and training policy is adhered to at all times
  - Regularly review ASAI Induction and training policy
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## EDUCATION

It is Club/State Body's responsibility to educate and raise awareness about safety of children and young people.

It is also Club/State Body's responsibility to inform staff and members of the availability of a free online course **Play by the Rules - Child Protection** developed and delivered by Sport Australia and Play By Rules.

The Play by the Rules - Child Protection course is a free, interactive online training course suitable for coaches, administrators, officials, parents and volunteers. In this course you will learn:

- what child abuse is
- your rights and responsibilities under child protection laws
- how the laws apply to sporting organisations, clubs, their employees and volunteers
- when, where and how to report incidents
- how to establish a welcoming and inclusive environment at the Club/State Body or organisation.

The course is short, user-friendly and features the latest interactive technology, including case studies, practical scenarios and a quiz. The course may be done in part, or all at once.

Other courses can be found at Sport Australia [website](#).

### Action plan

We encourage you to disseminate information about the online course **Play by the Rules - Child Protection** to your members and where relevant to stakeholders and broader community. Some strategies may include:

- Distribute the **Play by the Rules - Child Protection course** to the Club/State Body committee, allowing enough time to review the document and participate in the online module prior to the relevant meeting which you have designated to address these action items
  - Provide links to the **Play by the Rules - Child Protection course** somewhere on the Club/State Body website.
  - Promote the **Play by the Rules - Child Protection course** in the Club/State Body newsletter and/or via social media
  - Include **Play by the Rules - Child Protection course** into the Club/State Body recruitment procedure.
  - Follow up with promotion of the education resources to the Club/State Body membership (coaches, officials).
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## A REPORTING POLICY

ASAI has developed a process for members to follow in deciding the necessary and appropriate action to take in reporting concerns and abuse, and responding to disclosures made by children and young people.

It is Club/State Body's responsibility to address complaints, reports or disclosures brought to your attention regarding the health, welfare and safety of all those involved with ASAI.

### Supporting Resources

- [Child Abuse Incident Form](#)
- [Responding to Incidents, Disclosures, and Suspicions of Child Abuse – Four Critical Actions](#)

### Action plan

We encourage you to disseminate information about reporting to your members and where relevant to stakeholders and broader community. Some strategies may include:

- Distribute [RESPONDING TO CHILD ABUSE REPORTS AND ALLEGATIONS](#) document to the Club/State Body committee, encouraging the committee to review the document and be familiar with the document and Supporting Resources prior to the relevant meeting which you have designated to address these action items.
  - Encourage discussion at your committee meeting and consider any implications for Club/State Body practice. For instance, you might conduct a staff and volunteer training session on reporting to ensure key Club/State Body administrators and officials are aware of the process and can share this knowledge with Club/State Body members.
  - Provide links to the 'ASAI Child Abuse Incident Form' somewhere prominent on the Club/State Body website.
  - Schedule an annual review time for the Club/State Body committee to engage with the resources again, and also promotion out to the Club/State Body membership and stakeholders to ensure practice is maintained and continuously improved.
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