



GREENSBOROUGH JUNIOR FOOTBALL CLUB

Child Safety and Wellbeing Policy

1. Purpose

The purpose of this policy is to demonstrate the commitment of the committee and volunteers of the Greensborough Junior Football Club (**Club**) to child safety and provide an outline of the policies and practices developed in accordance with child safeguarding standards. The policy also seeks to educate all members, staff, supporters, and spectators, of their responsibilities when interacting with children and young people at our Club and to familiarise members, staff, supporters, and spectators of the Club's processes for its response to any concerns, incidents or allegations of harm or abuse involving children and young people.

2. Scope

To actively support the club's commitment, this Policy applies to everyone involved at our Club including, but not limited to, participants, parents, spectators, contractors, officials, coaches, and board/committee members.

This Policy should be read in conjunction with Club's related policies and procedures, the Victorian Child Safe Standards (refer 'Policy' section of this document) and Commonwealth and Victorian legislation (Annexure B).

Child Safety Mission Statement

The Club is committed to promoting and protecting the safety and wellbeing of children and young people in our care. All children and young people, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family, or social background, have the right to feel safe and be free from harm or abuse. The club promotes a child safety culture and has a zero tolerance for child abuse or neglect in any form. The club aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved.

The mission statement will be achieved by fostering a proactive and preventative approach, upholding the club's commitment to child safety and wellbeing, and regularly reviewing practices and policies to ensure compliance and support continuous improvement.

3. Definitions

This policy derives concepts, definitions, content and guidelines from the Commission for Children and Young People Child Safe Standards, Sport Integrity Australia National Integrity Framework for Child Safeguarding, the AFL Child Safeguarding and Wellbeing policy, the NFNL Child Safeguarding Handbook and other relevant material. In this Policy, the following words have the corresponding meaning:

Abuse means any type of abuse (including physical, emotional, psychological, sexual, and inappropriate use of power) that has caused, is causing or is likely to cause harm to a person's

wellbeing, whether in person or as the result of a publication viewable by any other person by any means.

Bullying means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing.

Child or **Children** means a child or young person, or two or more children or young persons, who is or are under the age of 18 years.

Child Abuse includes the following:

- a) Physical Abuse
- b) Emotional or Psychological Abuse
- c) Sexual Abuse
- d) Neglect
- e) Exposure to Family Violence.

Child Safe Commitment refers to the club's commitment to child safety (refer **Annexure A**).

Child Safe Practices refer to the child safety requirements and practices adopted and implemented by Relevant Clubs to help ensure the safety of Children participating in a football activity.

Grooming refers to the process by which an adult establishes a trusting relationship with a child and those associated with the child's care and wellbeing, to create an environment in which abuse can occur.

Harassment means any type of behaviour towards a person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the person who is the subject of the harassment.

Misconduct with a Child means any behaviour involving a Child that is objectively age inappropriate and/or places the Child at risk of harm.

Sexual Misconduct means:

- a) Sexual Harassment, which is any unwanted or unwelcome sexual behaviour where a reasonable person would anticipate the possibility that the person being harassed would feel offended, humiliated, or intimidated; and
- b) Sexual Offences, which include any criminal offence involving sexual activity or actions of indecency (refer Annexure C – Victorian legislation).

Unlawful Discrimination includes:

- a) Direct Discrimination, when a person or group of people are treated less favourably than another person or group, because of a personal characteristic; and
- b) Indirect Discrimination, when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share, where such personal characteristic is protected by applicable anti-discrimination legislation (refer Annexure C).

Victimisation means subjecting a person, or threatening to subject a person, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.

Vilification means a public act, conduct or behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a particular characteristic they hold, as covered by applicable legislation, including their race or religion, or sexual orientation.

4. Policy

This policy relates to all those associated or involved with the Club including, but not limited to, participants, parents, spectators, contractors, officials, coaches, and board/committee members. All those associated or involved with the club have a responsibility to ensure adherence to this policy, and to support the eleven standards for child safety:

1. Culturally safe Aboriginal children and young people.
2. Child safety and wellbeing is embedded in committee leadership, governance, and culture.
3. Children and young people are safe, informed, and empowered.
4. Families and communities are informed and involved.
5. Equity is upheld, and diverse needs are respected in policy and practice.
6. Robust recruitment and screening.
7. Processes for complaints and concerns are child focused.
8. Ongoing education and training.
9. Safe physical and online environments.
10. Regular improvement.
11. Child Safety & wellbeing policies and procedures.

The club will ensure compliance with all eleven standards in the following ways:

Standard 1 - Culturally safe Aboriginal children and young people.

A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported. Strategies are embedded within the club which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people. Measures are adopted by the club to ensure racism within the club is identified, confronted, and not tolerated. Any instances of racism are addressed with appropriate consequences. The club actively supports and facilitates participation and inclusion within it by Aboriginal children, young people, and their families. All the club's policies, procedures, systems, and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people, and their families.

Standard 2 - Child safety and wellbeing is embedded in committee leadership, governance, and culture.

The club makes a public commitment to child safety. A child safe culture is championed and modelled at all levels of the club from the top down and bottom up. Governance arrangements facilitate implementation of the Child Safety and Wellbeing Policy at all levels. A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities. Risk management strategies focus on preventing, identifying, and mitigating risks to children and young people. Staff and volunteers understand their obligations on information sharing and record keeping.

Standard 3 - Children and young people are safe, informed, and empowered.

Children and young people are informed of their rights, including to safety, information, and participation. The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated. Where relevant

to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way. Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns. Clubs have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people. Clubs provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

Standard 4 - Families and communities are informed and involved.

Families participate in decisions affecting their child. The club engages and openly communicates with families and the community about its child safe approach and relevant information is accessible. Families and communities have a say in the development and review of the club's policies and practices. Families, carers, and the community are informed about the club's operations and governance.

Standard 5 - Equity is upheld, and diverse needs are respected in policy and practice.

The club, including staff and volunteers, understand the diverse circumstances of children and young people, and provide support and respond to those who are vulnerable. Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible, and easy to understand. The club pays particular attention to the needs of children and young people with disability, children, and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender, intersex, queer/questioning and asexual (LGBTIQA+) children and young people. The club pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Standard 6 - Robust recruitment and screening.

Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing. Relevant staff and volunteers have current working with children checks or equivalent background checks. All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations. Ongoing supervision and people management is focused on child safety and wellbeing. All coaches, team managers, officials, and board/committee members complete Play by the rules [online training](#) ([Play by the Rules - Making Sport inclusive, safe and fair](#)).

Commented [LA1]: ADD:
GJFC CSO will check the status of all WWCC to ensure current and linked to GJFC.

Commented [LA2]: remove from 'Play by the rules' and replace with 'any' after training add: 'GJFC CSO or NFNL require completed relating to child safety.'
remove: hyperlink of Play by rules...as its no longer available.

Standard 7 - Processes for complaints and concerns are child focused.

The club has an accessible, child-focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff, and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report. Effective complaint handling processes are understood by children and young people, families, staff, and volunteers, and are culturally safe. Complaints are taken seriously and responded to promptly and thoroughly. The club has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether the law requires reporting, and co-operates with law enforcement. Reporting, privacy, and employment law obligations are met.

Standard 8 - Ongoing education and training.

Staff and volunteers are trained and supported to effectively implement the club's Child Safety and Wellbeing Policy. Staff and volunteers receive training and information to recognise

indicators of child harm including harm caused by other children and young people. Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm. Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Standard 9 - Safe physical and online environments.

Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities. The online environment is used in accordance with the club's Code of Conduct and Child Safety and Wellbeing Policy and practices. Risk management plans consider risks posed by club setting, activities, and the physical environment. Clubs that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people. Coaches consider child drop off and pick up for training sessions, ensuring all children are safe following official club activities.

Standard 10 - Regular improvement.

The club regularly reviews, evaluates, and improves child safe practices. Complaints, concerns, and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement. The club reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people.

Standard 11 - Child Safety & wellbeing policies and procedures.

Policies and procedures address all Child Safe Standards. Policies and procedures are documented and easy to understand. Best practice models and stakeholder consultation informs the development of policies and procedures. Leader's champion and model compliance with policies and procedures. Staff and volunteers understand and implement policies and procedures.

5. Incident and complaint handling process

Upon receipt of a report involving a child safety and wellbeing incident, the following shall occur (refer **Annexure B**):

- The club's child safety officer is to be notified.
- The incident is recorded by the child safety officer and assessed. An assessment may include; action taken by an umpire if dealt with during a game, match day manager or committee member if alerted, mandatory reporting to law enforcement requirements, league reporting (tribunal by-laws and AFL offences), internal processes and resolution.
 - **Reports to law enforcement** - privacy shall be considered regarding reporting shared and documented at board / committee level.
 - [Reports to the league](#) – details will be documented and reported on, however, the tribunal by-laws of the NFNL will be adhered to. Outcomes of any tribunal will be reported on by the tribunal liaison officer.
 - **Reports requiring internal action** – the matter will be discussed at committee level. Should a further/better investigation be required, committee members will be nominated to undertake the investigation to provide sufficient information to the board to allow for an adequate resolution. Where disciplinary action is advised by

committee members considering the report, counselling, suspension, and expulsion from the club are considerations, and available outcomes of resolution. Decision making will be documented where a disciplinary hearing is required.

- **Support** should be provided to any Child that has experienced abuse.
 - It is important that the person providing support to the Child does not attempt to provide support which is outside of the scope of their role.
 - Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions. This information needs to be well documented and shared with the police, NFL designated contact, or GJFC Child Safety Officer.
 - Further support for the Child, relevant adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

6. Modification and Review

- The contents of this document represent the current policy and procedures of GJFC.
- This policy is subject to a review each year and will be amended appropriately.
- Amendments will be communicated to members as and when appropriate, to ensure that it remains current.

7. Related Policies and other documents

Bullying and Harassment policy

Good sports policy

- Behaviour (lead by example), end of year trips, alcohol and illicit drug taking, smoking – education.

Illicit drugs policy

- Safety and welfare.

Safe travel policy

- Alcohol, behaviour, events.

Code of conduct policy

Commented [la3]: This section should be updated to contain the actual policies and doc's we have as per our website. Remove wording we don't use - ie Good Sports Policy etc

Version control

Version	Date	Description	Reference
0.1	9 February 2020	Draft provided by President	
0.2	3 June 2024	Update by child safety officer	

Commented [la4]: Review date needs updating - my suggestion would be remove final page that Simon Jones signs and insert into Version Control - "updated and approved by Executive Committee"

APPROVAL

Approved by the GJFC Committee

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President

Name: Simon Jones

Date: XX May 2024



GREENSBOROUGH JUNIOR FOOTBALL CLUB

Annexure A – GJFC commitment to child safeguarding (declaration)

2024 Child Safety Declaration

Child safety and wellbeing is a key priority of the Greensborough Junior Football Club, and we hereby declare our commitment to creating an environment that is safe and welcoming for all children and young people to participate in Australian Football.

To achieve this, our Club is committed to implementing the Victorian Child Safe Standards through our Commitment Statement on Child Safety, the Club's Child Safety & Wellbeing Policy, Code of Conduct, Complaints and Reporting Procedure policies. These policies and procedures when applied in practise at our Club will help meet the requirements of the Victorian Child Safe Standards and will:

- **Establish** a culturally safe environment in which diverse and unique identities and experiences of Aboriginal children and young people are respected.
- **Embed** child safety and wellbeing in organisational leadership, governance, and culture.
- **Empower** children and young people so they know their rights, participate in decisions affecting them and are taken seriously.
- **Inform** and engage families in respect to child safety and wellbeing.
- **Ensure** that equity and diversity is upheld through our policies and practices.
- **Engage** volunteers and officials to ensure that they are suitable to work with children and young people.
- **Respond** to complaints and concerns promptly, thoroughly and with a child focused approach.
- **Educate** staff, game day personnel and volunteers to provide them with knowledge and skills how to create a safe and welcoming environment for children and young people at our Club.
- **Understand** and mitigate the risks to children and young people in physical and online environments.
- **Review** and improve our child safe policies, procedures, and practices regularly.
- **Role model** behaviour and actions documented in policies, procedures and practices guiding how our Club is safe for Children and Young People.

Our Club has zero tolerance to any form of child abuse or harm and will act quickly and in the best interest of the child or young person should an allegation of harm or abuse occur. To meet the above expectations, our Club will:

Commit to:

- Discuss and sign this declaration as a committee to formally endorse our commitment.
- Promote this declaration and our commitment to creating a safe and welcoming environment for all children and young people through our Club network (Club notice board, social media pages, email, and newsletter correspondence).
- Appoint a child safeguarding officer and promote their details to families/members/volunteers.

Implement:

- Regular discussion occurs at Club meetings to action the Child Safe Standards

Learn and embed a culture of child safety in our Club through:

- Discussion with children, young people, and their families – everyone can “have a say”.
- Education through awareness workshops and safeguarding resources.
- Regular review of safeguarding policies and procedures with our Club committee.

Club President

Signature: _____

Print name: _____

Phone number: _____

Email: _____

Date: ____ / ____ / ____

Child Safeguarding Officer (CSO)

Signature: _____

Print name: _____

Phone number: _____

Email: _____

Date: ____ / ____ / ____

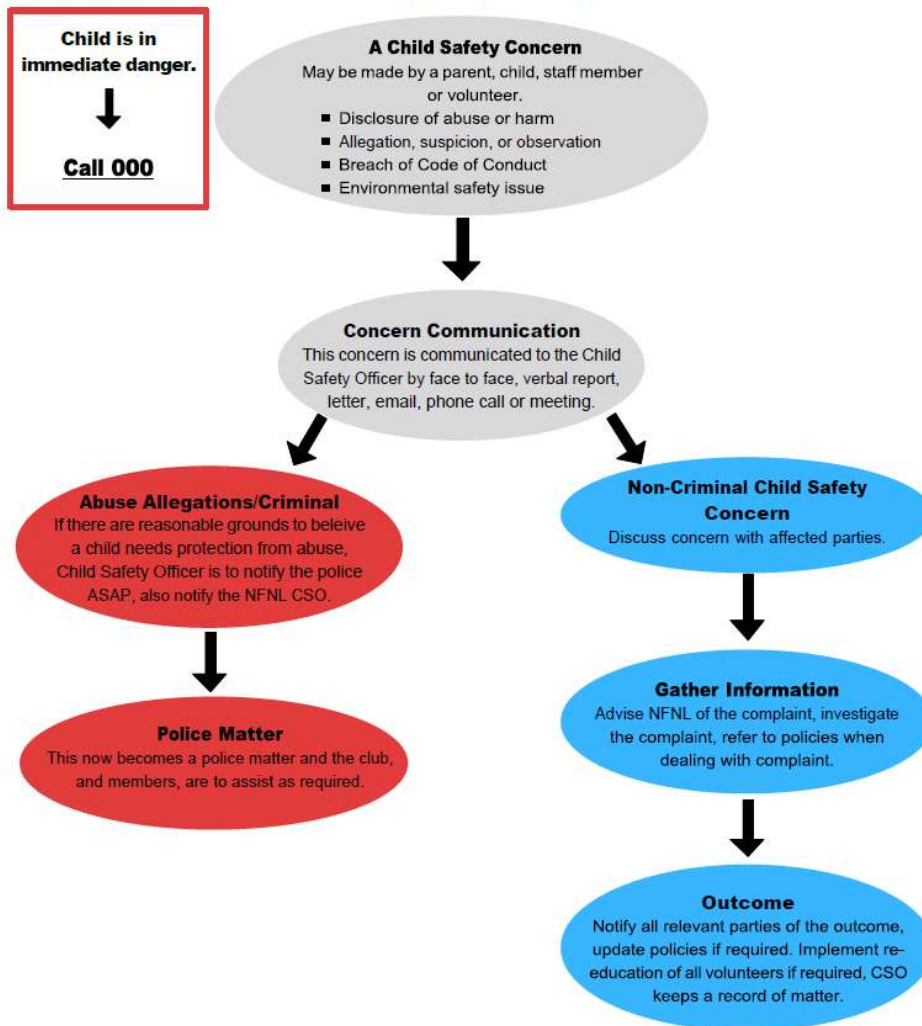
Commented [LA5]: this should be the 2025 child safety declaration.



GREENSBOROUGH JUNIOR FOOTBALL CLUB

Annexure B – Reporting process

Child Safety Reporting Process



Annexure C - Commonwealth and Victorian legislation

Principle Child Protection Act	Mandatory Reporting	WWCC	Reportable Conduct
Children, Youth and Families Act 2005 (VIC) Child Wellbeing and Safety Act 2005 (VIC)	Children, Youth & Families Act 2005 (VIC) Crimes Act 1958 (VIC)	Worker Screening Act 2020 (VIC)	Children Legislation Amendment (Reportable Conduct) Act 2017 (VIC) Child Wellbeing and Safety Act 2005 (VIC)

Legislation links:

[CHILDREN, YOUTH AND FAMILIES ACT 2005 \(austlii.edu.au\)](#)

[CHILD WELLBEING AND SAFETY ACT 2005 \(austlii.edu.au\)](#)

[CRIMES ACT 1958 \(austlii.edu.au\)](#)

[WORKER SCREENING ACT 2020 \(austlii.edu.au\)](#)

[CHILDREN LEGISLATION AMENDMENT \(REPORTABLE CONDUCT\) ACT 2017 \(NO. 4 OF 2017\) - SECT 6 New Part 5A inserted \(austlii.edu.au\)](#)