

MARYLAND FLETCHER FOOTBALL CLUB

ABN 30 301 037 868



CHILD PROTECTION POLICY

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1. CHILD PROTECTION POLICY STATEMENT

Maryland Fletcher Football Club is committed to ensuring that the safety, welfare and well-being of children and young people is always maintained during their participation in football sporting and recreation activities conducted by the Club.

The protection of children and young persons from abuse is a universal responsibility.

Working under the Newcastle Football Child Protection Policy, the Club aims to foster a safe and positive environment for children and young people to participate in football physical activities.

The Club aims to promote a safe environment for all children and young persons and to assist coaches, members, and volunteers to recognise child and young person abuse and neglect and to follow the appropriate notification procedures when reporting alleged abuse.

2. CHILD PROTECTION LEGISLATION

The NSW Parliament has passed legislation that impacts how Maryland Fletcher Football Club is operated and how volunteers, coaches and team managers conduct themselves. The relevant legislation is the Child Protection (Working with Children Act) 2012.

3. THE WORKING WITH CHILDREN CHECK

3.1. WORKING WITH CHILDREN CHECK

The 'Working with Children Check' (WWCC) helps determine whether a person is suitable to work with children and young persons. The Club shall use the WWCC for persons involved in any child-related activities conducted by the Club.

The WWCC involves the Club:

- Asking volunteers working with children, and who are required by law, to apply for or to provide a current WWCC number; and
- Conducting appropriate checks to confirm the validity and currency of the WWCC number.

Note: while it is not mandatory for coaches and team managers who have a child of their own in the team to obtain a WWCC, the Club will strongly encourage all volunteers working directly with children to obtain a WWCC number. Any coach or manager who does not have a current WWCC, and is not required by law to hold one, is required to fill in a Member Protection Declaration – refer to the Member Protection Policy, Attachment 1.

3.2. CONDUCTING THE WORKING WITH CHILDREN CHECK

The Club shall:

- Identify the positions within the Club that are child related.
- Ask all volunteers within the Club who hold child related positions to apply for or to provide a current WWCC number. The volunteers must also provide their name and date of birth.

- Ensure that any volunteers who are required by law to undergo a check, apply for, or provide a current WWCC number. Note: these volunteers may not engage in any child related activities at the Club until a valid APP or WWCC number has been provided.
- Promptly carry out a verification check of each APP or WWCC number to confirm that it is either “Application in Progress” or “Cleared”.
- Maintain a schedule of all identified volunteers including name, date of birth, WWCC number, expiry date, date verified and person who carried out the verification check.
- Retain a copy of all submitted APP or WWCC numbers and supporting documents.
- Respond promptly to any notification from the Office of the Children’s Guardian that a person has become barred; and
- Each season, review all volunteers, coaches and managers who hold child related positions and confirm the currency of WWCC numbers.

4. APPOINTMENT OF MEMBER PROTECTION INFORMATION OFFICER (MPIO)

4.1. MEMBER PROTECTION INFORMATION OFFICER

The Club shall appoint a Member Protection Information Officer for the Club. The role of this officer is covered in the Member Protection Policy. In relation to child protection, the MPIO shall coordinate the Club’s child protection activities and shall convey a clear message about the importance of child protection to persons involved in the Club’s sporting activities.

4.2. DUTIES OF MEMBER PROTECTION INFORMATION OFFICER

The Member Protection Information Officer duties are covered in the Member Protection Policy. With respect to the Child Protection Policy, the MPIO shall assist with the implementation of the Club’s:

- WWCC responsibilities.
- record keeping associated with the WWCC.
- awareness raising initiatives for persons involved with the Club (e.g., child protection policy, relevant codes of conduct etc.).
- development of risk management plan.
- reporting procedures to deal with allegations of child abuse.
- maintenance of standard reporting forms.
- provision of a contact person for children and adults in the Club to go to if they have a concern or need information on child protection; and
- contact mechanisms for Northern NSW Football, NSW Sport, and Recreation and/or DoCS.

5. APPOINTMENT OF CHILD PROTECTION OFFICER (CPO)

5.1. CHILD PROTECTION OFFICER

The Club shall appoint a Child Protection Officer for the Club. The CPO shall monitor the Club’s implementation of the Child Protection Policy and deal with any complaints or allegations relating to child abuse or neglect.

5.2. DUTIES OF CHILD PROTECTION OFFICER

The Child Protection Officer shall:

- monitor the implementation of this policy and report to the Committee on any issues relating to this policy or its effectiveness.
- deal with any allegations of child abuse and/or neglect including recording details of the allegation, carrying out the initial investigation, contacting Northern NSW Football and, if required, contacting police and/or NSW Family and Community Services (DoCS); and
- deal with any general complaint under the Member Protection Policy, if requested by the President, Secretary or Committee.

6. MANAGEMENT OF A BARRED PERSON

If the Club is informed by the Children’s Guardian or other authority that a person working in a child related position in the Club has become “barred”, the President or Secretary shall promptly ensure that the barred person is removed from any child related position at the Club. The barred person shall be informed that he or she is not to have any further involvement with child related activities at the Club. This does not prevent that person from being involved in activities at the Club that are not child related, at the discretion of the Committee.

7. MANAGEMENT OF ALLEGATIONS OF CHILD ABUSE OR NEGLECT

7.1. OUTLINE

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. The following is a basic outline of the initial investigative process that shall be followed by the Club. It is intended that the matter be then referred to and managed by Northern NSW Football and other relevant authorities.

7.2. INITIAL RESPONSE

- Clarify the details of the allegation. Note: Do not seek detailed information or ask leading questions or offer an opinion.
- Ensure that the child is not challenged or undermined.
- Reassure the child that what has occurred is not his or her fault.
- Explain that other people may need to be told to stop what is happening.
- Follow the established reporting procedures (e.g., involving the Child Protection Officer). Note: Do not discuss the details with any person other than those detailed in these procedures.
- Promptly and accurately record the discussion in writing. Refer to Attachment 3 – Record of Child Abuse Allegation
- Do not contact the alleged offender.
- Assess the risks and take interim action to ensure the child’s safety.
- Address the support needs of the child.
- Maintain confidentiality, fairness, and trust.

7.3. NEXT STEPS

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or DoCS. It may be necessary to report to both.
- Contact DoCS or the police for advice if there is any doubt about whether the allegation should be reported.

- The Child Protection Officer or other appropriate person shall inform the MPIO at Northern NSW Football of the allegation as soon as possible.
- Refer to the Northern NSW Member Protection Policy for further information and actions.

7.4. IMPORTANT CONTACT DETAILS

- New South Wales Police – Non-urgent police assistance
Phone: 131 444
Website: www.police.nsw.gov.au
- Department of Family and Community Services
Phone: 132 111

Approved: 2024

Review: 2027

ATTACHMENT 1

MEMBER PROTECTION DECLARATION



MEMBER PROTECTION DECLARATION

(For WWCC exempt volunteers)

FFA and NNSWF have a duty of care to everyone associated with football and to the individuals and organisations to whom the National Member Protection Policy applies. In accordance with the National Member Protection Policy and NSW Working with Children Check Legislation, Sporting Organisations, clubs, and other bodies MUST enquire into the background of those who undertake any work, volunteering, coaching or regular unsupervised contact with people under the age of 18 years unless they fall under an exemption clause.

All coaches, managers, referees, and others who work or volunteer in football with children aged under 18 years and who are exempt from undertaking the NSW Working with Children Check, as administered by the NSW Office of the Children’s Guardian, MUST complete this declaration, and return it to their club, association, branch, or referee branch.

First Names:	Surname:
Contact Number:	Position within the club (e.g., coach/manager):
Reason for WWCC Exemption:	
FFA Number:	Team/Group:

I a volunteer with (club)
of(address) born/...../.....

Sincerely declare

- I do not have any criminal charge pending before the courts.
- I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
- I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
- I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping Policy applicable to me.
- I will not participate in, facilitate, or encourage any practice prohibited by the World Anti -Doping Agency Code or any other ASADA approved anti-doping Policy applicable to me.
- To my knowledge there is no other matter that FFA or NNSWF may consider to constitute a risk to its members, employees, volunteers, athletes, or reputation by engaging me in a paid or voluntary position.
- I will notify the President, General Manager or CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Declared in the State of New South Wales on/...../..... Signature

(If the person signing the declaration is aged under 18 years their parent/guardian must also complete the Consent below)

Parent/Guardian Consent (To be completed where a declaration is made by a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child or a child under my guardianship are true and correct in every particular.

Name..... Signature.....

ATTACHMENT 2

“DO I NEED A WORKING WITH CHILDREN CHECK?” FORM

MARYLAND FLETCHER FC



First names:

Surname:

Home address:

Contact Number:

Mobile:

Position within the club (e.g., coach/manager):

FFA Registration Number:

Team/Group:

DO I NEED A WORKING WITH CHILDREN CHECK?

Under the *Child Protection (Working with Children) Act 2012* any person who has physical direct face-to-face contact with a person under 18, either in a paid or volunteer role, must hold a WWC Number. However, some people who work in our club are not required to apply for a WWC Number but are required to sign this declaration.

Using the table below tick the box that best describes your work, if you do multiple roles tick ALL the boxes that apply.

Which Role applies to you?	Coach	Manager	Member protection/ Youth coordinator	Committee Member	Referee/ official	*Ancillary worker
I am a paid worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am under 18 years	N/a	N/a	N/a	N/a	N/a	N/a
I am a volunteer, and my child does not participate in the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a volunteer, and my child participates in the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I train/mentor young officials, elite players etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IF YOU TICKED ANY OF THE GREY BOXES YOU NEED A WORKING WITH CHILDREN CHECK.

Enter details of your WWC Number using the boxes below:

Surname	Date of Birth	APP/WWC Number	Expiry Date
Print			

Or, if the work you do is not child-related or in a **white box only**, tick:

I do not need a WWC Number as I am exempt from the *Child Protection (Working with Children) Act 2012*

I agree to abide by the Maryland Fletcher Football Club Working with Children Code of

Conduct (see over) I declare the information I have given above is true and correct:

Signature:

Date:

FOR OFFICE USE ONLY:

I _____ verified the APP/WWC Number **online** and have seen photo identification documents
Print name

Date verified	Signature of person verifying	Outcome of the verification
		Cleared Barred

A BARRED PERSON CANNOT WORK WITH CHILDREN

*Ancillary Worker means a support person e.g. grounds keeper, canteen worker (even if they volunteer in a canteen where children work), administrative officer etc.

MARYLAND FLETCHER FOOTBALL CLUB

WORKING WITH CHILDREN CODE OF CONDUCT

1. WHAT TO DO

- Treat everyone with respect and honesty – children, young persons, parents, volunteers, referees etc.
- Remember to be a positive role model to children in all your conduct with them.
- Set clear boundaries about appropriate behaviour between yourself and children and young persons in all activities conducted by the Club.
- Be aware of and follow the requirements and guidelines set out in the Maryland Fletcher Football Club Child Protection Policy.
- Always have another adult present or in sight when conducting one to one coaching, instruction etc.
- Record and act on serious complaints of abuse.

2. WHAT NOT TO DO

- Do not develop any 'special' relationships with children or young persons that could be seen as favoritism such as offering gifts or special treatment.
- Do not do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.
- Do not visit a child unless it has been arranged beforehand with the parent and the parent will be always present during the visit.
- Do not initiate any close physical contact with a child or young person. As a rule, open displays of contact initiated by a child, in the presence of others, are acceptable and can be reciprocated.
- Do not administer physical punishment, even if in fun, as it may be construed as physical abuse. Coaches should take care not to cause harm or act in violent ways when playing physical games.
- Do not be involved in any inappropriate conversations or communication with children or young persons. This includes anything that can be construed as sexual, sexual innuendo, swearing, discussion of body parts, ridicule, mockery, or verbal abuse. We should always be aware of the power of our speech.
- Do not send any personal correspondence to a child or young person (e.g., letters, emails, SMSs, Facebook chats etc.)
- Do not make personal phone calls to a child or young person, except where specific permission has been given by a parent. If a child or young person needs to be phoned for any reason, it should be normal practice to speak with a parent either at the start or the end of the call.
- Do not initiate personal contact with a child or young person outside of official Club events. Where a volunteer meets a child or young person out of Club times unintentionally (e.g. bumping into a child at the local shops), it is appropriate to greet the child and converse briefly, but inappropriate to go anywhere in private with them.

ATTACHMENT 3

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

MARYLAND FLETCHER FOOTBALL CLUB

ABN 30 301 037 868



**RECORD OF CHILD ABUSE ALLEGATION
CONFIDENTIAL**

This form should be used to record a suspicion, allegation or disclosure of child abuse or a complaint of inappropriate behaviour.

1. Your name and position:
2. Name of child or young person involved:
3. Name of person making the complaint:
4. Name of the person who the complaint is made against:
5. Nature of the complaint – include time, date, location and what happened (this can include observations of the child’s behaviour).

6. Details of any injuries and if the child received medical attention.

7. Accurately record what the child said when describing what happened.

8. Details of anyone who saw what happened.

9. Does the complaint indicate the possibility of sexual abuse, i.e., physical abuse, sexual abuse, or neglect?

YES / NO

10. If yes, provide details of your report to the Department of Family and Community Services.

Person spoken to: Date:

11. If complaint relates to inappropriate behaviour, details of internal discipline process followed. (Make note of any/all support/counselling that was offered to the person against whom the complaint was made)

12. Any follow up required? YES / NO

13. If yes, provided details:

Signed: Date:

Print name: