



ALLANSFORD-PANMURE CRICKET CLUB

CHILD SAFE STANDARDS – CHILD SAFE POLICY

Our children

This policy is intended to empower children who are vital and active participants in the Allansford-Panmure Cricket Club (APCC). We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance at the APCC, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

Our staff and volunteers

This policy guides our staff and volunteers on how to behave with children in our organisation.

All of our staff and volunteers must agree to abide by our *Appropriate Behaviour with Children Code of Conduct* which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to view and read the Policy through our website and Newsletter.

As part of our commitment to embedding a child safe culture at the APCC, we view it as particularly important that the Leadership of the APCC are an example of such culture. As such we have included in our Constitution that members of the Committee and personnel in a Coaching or Team Management position of any APCC Team/Grade must hold a current and valid *Working With Children Check*. On top of that we encourage *all* members of the APCC to apply for a *Working With Children Check*, with links to the Online Application form.

In addition, the Committee of the APCC and all Coaches/Team Managers will sign a *Member Protection Declaration Form*, declaring they are responsible and legally fit for the Role.

Recruitment

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.



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If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair procedures for personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form¹, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities

Our organisation takes our legal responsibilities seriously, including:

Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.²

Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.³

Any personnel who are **mandatory reporters** must comply with their duties.⁴

¹ See our *Incident & Grievance Form* on the Club website <https://apccgators.netlify.app/child-safety/>.

² A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed. Further information about the failure to disclose offence is available on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence) <www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence>.

³ Further information about the failure to protect offence is available on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to) <www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to>.

⁴ Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

See the Department of Families, Fairness and Housing website for information about [how to make a report to child protection](http://providers.dffh.vic.gov.au/making-report-child-protection) <providers.dffh.vic.gov.au/making-report-child-protection>.



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Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child in organisations on social media).

Regular review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Allegations, concerns and complaints

Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour. If there is an incident that any member wishes to report, they can directly to any Club Official, lodge the incident via our [Incident & Grievance Form](#) or directly to Victoria Police on 000.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed⁵
- someone else has raised a suspicion of abuse but is unwilling to report it.

⁵ For example behaviour, please see [An Overview of the Victorian child safe standards](https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards): <ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards>