

Child Safe Sport

SHORT REVIEW TEMPLATE

This template has been developed for use by Victorian sporting organisations of all sizes that are taking steps to meet Victoria's Child Safe Standards. Each child safe item within the review template aims to provide a basis for your organisation to continue developing a child safe culture. When comfortable with this review template, move on to our Comprehensive Review Template. It is important to remember that completing this review **does not** guarantee compliance with the Standards.

Why undertake a Child Safe Sport Review?

It is vital that the leaders in your sporting organisation have a clear understanding of how child safe the environment is. This child safe sport review template has been developed to assist sporting organisations at all levels identify the initial key items required to start their child safe sport journey.

Where do we start?

1. Develop a Sub-Committee or Working Group

It is recommended that the process of implementing the Standards is overseen by a sub-committee or working group in order to share the workload and provide an opportunity for a range of individuals to get involved. For example, you may have a member who is a teacher or police officer and they may be willing to provide their experience and insight into the process to strengthen your approach.

2. Complete the Review Template

This short review template addresses some of the elements your organisation should have in place to develop a sound foundation for a child safe culture. We recommend that multiple people complete the review, either as a collective or individually. This provides a more rounded assessment of your current position. You may consider individuals representing the following areas of your organisation to complete the review:

- Committee/Board member
- Staff (from all levels)
- Coach
- Official/Umpire
- Volunteer
- Participant
- Parent
- Child/Youth (with the approval and assistance of their guardian).

DISCLAIMER:

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3. Using the Template

Once you have confirmed who will be contributing to the review, have them complete the template by:

1. Identifying to what degree your organisation meets each child safe item.
2. List the reasons for your response. Be specific and include key documents, links and events wherever possible. This helps the individual compiling the results to gain a full understanding of where your organisation is at.
3. Identify how your organisation can strengthen its approach to child safe sport by including opportunities and comments in the final column.

Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
1.1. Cultural Awareness training is undertaken by all Board, Staff and volunteers	Partially	Last training completed 2019. Some staff turnover since then.	Investigate providers and schedule for Q2

1. To what degree does your organisation meet the child safe item?

2. Include reasons for your response. Be specific. Add documents, links and event details etc.

3. Add your thoughts on how child safety can be strengthened or what needs to change.

4. Where to from here?

Once the template has been completed:

1. If you have had multiple people complete the template, consolidate the responses into one document, making sure you discuss as a group the reason for your responses.
2. Identify actions required for each of the child safe items and use this information to develop your Action Plan.
3. Prioritise your action plan. Assign timelines and a person responsible for each task. It's ok to work through things in smaller, bite-sized chunks. Completing your action plan will take time.
4. Make child safe sport a standing agenda item at meetings to ensure you regularly review your progress and check in with each other.
5. Report on your progress to members on a regular basis. This could be through updates at meetings, social media posts, newsletter articles or a post on your website.
6. Undertake this (or a similar) review again in 12 months time or progress to our comprehensive review to expand your child safe work.

Remember:

- Developing a child safe culture is not a one-off exercise. This requires ongoing effort and commitment from everyone in your organisation to make sport as safe and fun for children and young people as possible.
- It is a legal requirement for all organisations providing a service to children within Victoria.
- Completing this checklist does not make you compliant with the Standards.

Further Information:

For information or assistance, contact your State Sport Association, Regional Sport Assembly or Local Government Agency. If you are a club, try connecting with other sporting clubs in your area for practical ideas and strategies.

Vicsport also has resources and information available. Contact us via:

03 9698 8100 admin@vicsport.com.au www.vicsport.com.au/child-safe-standards

This resource is supported by the Victorian Government.

This document was developed utilising and adapting content from: Commission for Children and Young People (2021), Victoria's New Child Safe Standards Information Sheet <https://ccyp.vic.gov.au/assets/resources/New-CSS/New-Child-Safe-Standards-Information-Sheet.pdf>

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Child Safe Item	Yes / No / Partially	Reason for Response	Opportunities & Comments
1.1. Cultural Awareness training is undertaken by all Board, Staff and volunteers			
1.2. The organisation engages with local Aboriginal groups to learn more about local community & country, as well as cultural safety			
1.3. The organisation recognises and respects Aboriginal communities by: <ul style="list-style-type: none"> - Including Acknowledgement of Country in written and online communication - Starting events with an Acknowledgement of Country - Displaying Aboriginal and Torres Strait Islander Flags 			
2.1. Leaders are publicly committed to child safety and empower all staff to act on child safety within their roles			
2.2. Child safety is a standing agenda item at all Board meetings			
2.3. Child Safety is part of the organisations Strategic Plan and Annual Reports			
3.1. Key child safe documents are developed with input from children and young people (CYP)			
3.2. There is a CYP-friendly version of all key documents			
3.3. Ideas and input from CYP in any area of the sport is welcomed, taken seriously and utilised			

<p>4.1. Families, carers and communities (including member organisations) are provided information about the Standards and what your organisation is doing to address them</p>			
<p>4.2. Families, carers and communities (including member organisations) are encouraged to provide input and feedback as policies and procedures are developed</p>			
<p>5.1. Organisation staff and volunteers have undertaken diversity training to understand the needs of:</p> <ul style="list-style-type: none"> - CYP with disability - CYP from culturally and linguistically diverse backgrounds - CYP who can't live at home - LGBTIQ+ CYP 			
<p>5.2. CYP can easily access and understand information and support to ensure they are safe within sport</p>			
<p>6.1. A commitment to child safety is included in all:</p> <ul style="list-style-type: none"> - Job advertisements - Interviews - Position descriptions 			
<p>6.2. All staff and volunteers have current working with children checks</p>			
<p>6.3. Child safety is part of all board, staff and volunteer inductions</p>			
<p>7.1. A process for complaints and concerns is in place. It can be accessed by CYP and is child focused</p>			
<p>7.2. CYP know who they can speak to about any issues or concerns and that they will be taken seriously</p>			



Child Safety Officer

POSITION DESCRIPTION

POSITION	Child Safety Officer
REPORTS TO	Club/Association Committee
PURPOSE	<p>The Child Safety Officer will be the first point of contact for all child safeguarding matters.</p> <p>The Child Safety Officer will champion the child safety message and ensure that the club or regional association has adopted Croquet Australia’s Child Safeguarding Policy and that the club or regional association has implements practices and procedures in line with Croquet Victoria’s Code of Conduct.</p> <p>The Child Safety Officer must at all times hold a valid Working with Children Check or Blue Card as the case may be.</p>
DUTIES	<ul style="list-style-type: none"> • Communicate and promote: <ul style="list-style-type: none"> ○ Croquet Australia’s Child Safeguarding Policy ○ Croquet Victoria’s Code of Conduct ○ Croquet Victoria’s Commitment to Safeguarding Children and Young People, with croquet participants and all members of the club or regional associations. • Help to create a welcoming and safe environment for children and young people. • Promote good practice of safeguarding children and young people within the club or regional association. • Lead the development of the child safe action plan. • Encourage and promote an environment where children, young people, parents and guardians are participants in the decision-making process. • Be the point of contact for all safeguarding Children and Young People matters. • Advise the Committee on roles that require a Working with Children Checks (or Blue Cards) • Ensure all paperwork, background checks and Working with Children Checks (or Blue Cards) are completed by croquet participants, and that all Working with Children Checks (or Blue Cards) are linked to the club or regional association. • Attend all Committee meetings and ensure that safeguarding Children and Young People is a standing agenda item for each Committee meeting, croquet decisions being made with the safeguarding of children



	<p>and young people in mind.</p> <ul style="list-style-type: none">• Ensure all complaints, allegations and/or suspicion of Prohibited Conduct are reported to the Police and/or Government Agency and Croquet Australia in line with Croquet Australia's Child Safeguarding Policy.
AREAS OF KNOWLEDGE	<ul style="list-style-type: none">• Awareness of Croquet Victoria's Commitment Statement for Safeguarding Children and Young People• Basic awareness of Croquet Australia's Child Safeguarding Policy• Knowledge and awareness of Croquet Victoria's Code of Conduct.• Basic knowledge of different forms of abuse that can occur.• Knowledge and awareness of reporting requirements
TRAINING	<ul style="list-style-type: none">• Vicsport's free Child Safe Online Education Program• Play by the Rules, Member Protection Information Officers online training (recommended)

Statement of recognition

This document was developed utilising and adapting content from:
Cricket Victoria's Child Safeguarding webpage <https://www.cricketvictoria.com.au/safeguarding/child-safeguarding/>