



## OCEAN GROVE FOOTBALL NETBALL CLUB – CHILD SAFE POLICY

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### BACKGROUND

Victoria's Child Safe Standards were introduced in 2016 to ensure organisations working with children and young people provide safe environments and take action to prevent harm and abuse. The **11 Child Safe Standards** outline minimum requirements for organisations to promote child safety.

Key requirements include:

- Involving families and communities in child safety efforts.
- Managing online and physical environment risks.
- Establishing systems that listen to and act on concerns raised by children.

For more information, visit: [The 11 Child Safe Standards](#)

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### 1. PURPOSE

The **Ocean Grove Football and Netball Club (the Club)** prioritises the safety and wellbeing of children and young people. This policy:

- Outlines expectations for all involved in the Club.
  - Demonstrates the Club's commitment to child safety.
  - Aims to ensure compliance with Victoria's Child Safe Standards.
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### 2. COMMITMENT TO CHILD SAFETY

The Club:

- Is committed to the inclusion, participation, and empowerment of all children.
  - Maintains zero tolerance for child abuse and unsafe behaviours.
  - Provides ongoing education and support through Child Safety Officers.
  - Ensures all activities are conducted in the best interests of children.
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### 3. CODE OF CONDUCT

The Club's **Code of Conduct** sets expectations for behaviour, including:

- Respectful interactions with children.
  - Appropriate physical contact.
  - Upholding boundaries at all times.
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### 4. APPLICATION OF THIS POLICY

This policy applies to all individuals involved in the Club, including but not limited to:

- Administrators, Coaches, Officials, Participants.
- Parents, Players, Spectators (both paid and volunteer).

Responsibilities include:

- Understanding child abuse indicators.
  - Responding to concerns raised by children.
  - Complying with relevant child protection laws.
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### 5. CHILD ABUSE

Child abuse includes:

- Physical, sexual, emotional/psychological abuse.
- Exposure to family violence.
- Neglect.

The Club aims to reduce the risk of harm in all environments where children are present.

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### 6. CHILDRE.'S RIGHTS TO SAFETY AND PARTICIPATION

Children are encouraged to:

- Express views about their safety.
- Participate in decisions affecting them.

The Club includes children's voices through:

- Committee representation.
  - Child-led forums and suggestion boxes.
  - Inclusive feedback opportunities.
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## 87. VALUING DIVERSITY

The Club is committed to:

- Promoting the cultural safety of Aboriginal children and those from diverse backgrounds.
  - Supporting children with disabilities.
  - Welcoming LGBTQIA+ families and individuals.
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## 9. RECRUITMENT

To ensure child safety:

- **Working with Children Checks (WWCCs)** are required for specified roles (see Appendix 1).
  - Inductions are conducted at the start of each season.
  - All members acknowledge understanding of the policy and Code of Conduct.
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## 10. WORKING WITH CHILDREN CHECKS (WWCC)

The WWCC process helps screen individuals for suitability to work with children.

Key points:

- WWCCs are mandatory for roles in Appendix 1.
- Individuals must not begin duties without a valid WWCC.
- Applications: [Apply for WWCC](#)

Further procedures are outlined in Appendix 2.

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## 11. TAKING IMAGES OF CHILDREN

Photography guidelines:

- Parental/guardian consent is required before photographing children.
  - No photography in changing areas.
  - No personal or identifying information published without consent.
  - Only relevant and appropriate images will be used.
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## 12. FEEDBACK AND REPORTING

The Club has **two Child Safety Officers** supported by the Culture & Wellbeing Director and Executive Committee.

- Feedback and concerns can be reported via Club website: [Wellbeing & Culture | OGFNC](#)
  - In emergencies, contact **000** immediately.
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## 13. RISK MANAGEMENT

The Club uses a **risk management approach** to:

- Promote safe physical and online environments.
- Minimise direct unsupervised adult-child interactions.
- Monitor settings such as change rooms, transport, and online communication.

No direct one-on-one online communication is permitted between adults and children.

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## 14. POLICY REVIEW

This policy will be reviewed annually to ensure continued relevance and compliance with evolving technology and community standards.

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**Document Control Table**

<b>Version</b>	<b>Date</b>	<b>Approved By</b>	<b>Next Review Date</b>
1.0	[AGM 2012]	OGFNC Executive Committee	30.11.2025

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The following roles **must** hold a WWCC:

- Executive Committee / Directors
- Child Safety Officers
- Wellbeing Officers
- Coaches (Senior and Junior)
- Coordinators (Senior and Junior)
- Team Managers
- Trainers
- Umpires, Selectors, Scorers, Primary Carers
- Adults attending overnight trips with under 18s
- Volunteers in direct contact with children (e.g., kitchen, canteen)

**Note:** Players aged 18+ are encouraged (not required) to hold a WWCC.

**Paid roles require an 'Employee' WWCC; volunteers require a 'Volunteer' WWCC.**

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## **Appendix 2 – Working with Children Check Procedure**

- **All individuals** in child-related work must apply for a WWCC before commencing.
- **Types of checks:**
  - *Volunteer* – unpaid roles
  - *Employee* – paid roles

### **Coordinators Responsibilities:**

- Ensure all Club roles have valid WWCCs.
- Maintain the WWCC Register (Google Sheets).
- Collect details: name, contact, position, WWCC number, expiry, etc.

### **Child Safety Officers Responsibilities:**

- Verify WWCCs via Service Victoria.
- Ensure individuals nominate OGFNC via WWCC portal.
- Maintain and audit accurate records.
- Monitor expiry dates and follow up non-compliance.

**No copies of WWCC cards are retained.** Physical or digital cards are checked and logged.

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## **Expired Checks**

It is illegal to work with children if your WWCC is expired unless:

- You have submitted a renewal; or
  - You qualify for a legal exemption.
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## **Exemptions**

### **Teachers (VIT registered):**

- Exempt unless registration is suspended/cancelled.
- Required to notify WWCCV if doing non-school-related child work.

### **Police Officers:**

- Exempt unless suspended or dismissed.
  - Must notify organisations within 7 days of exemption change.
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For more WWCC information:

[Working with Children Check Victoria](#)