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PURPOSE

This Safeguarding Children and Young People Policy outlines how Benalla & District Junior Football (B&DJF) will deliver on its commitment to safeguarding Children and Young People involved in activities, programs, services and facilities associated with B&DJF.

The Purpose of this policy is to:

1. Provide a clear statement to all people associated with B&DJF including Committee, Volunteers, Parents, Extended family members, Guardians and Players that we have zero tolerance for child abuse.
2. Prevent abuse occurring within the B&DJF
3. Work towards an organisational culture of child safety.
4. Ensure that all B&DJF Committee, Volunteers, Parents, Extended family members, Guardians and Players are aware of their responsibilities for identifying and reporting any such abuse with the "If you see something, Say Something" approach.
5. Provide guidance on actions to be taken when Child abuse is suspected.
6. To ensure that B&DJF recognise culturally, and linguistically diverse Committee, Volunteers, Parents, Extended family members, Guardians and Players in a welcome and supportive culturally safe environment free from any forms of abuse where participation and fun for all are the priority.
7. To ensure that B&DJF welcomes Committee, Volunteers, Parents, Extended family members, Guardians and Players with a disability in a supported environment free from any forms of abuse where participation and fun for all abilities are the priority.

Failure by B&DJF Committee, Volunteers, Parents, Extended family members, Guardians and Players to comply with this Policy may result in disciplinary action.

Such disciplinary action may, depending on the seriousness of the misconduct, include suspension while matters are investigated and/or dismissal. In addition to any internal disciplinary proceedings, the B&DJF will report to the police all instances in which a breach of the law has or may have occurred.

There may be exceptional situations where this Policy does not apply, for example, in an emergency situation. However, it is crucial that, where possible, B&DJF Committee, Volunteers, Parents, Extended family members, Guardians and Players seek authorisation from B&DJF Executive prior to taking action that contravenes this Policy or advise B&DJF Executive as soon as possible after any incident in which this Policy has not been followed.

Victorian Child Safe Standards

1. Culturally safe for aboriginal children & young people.
2. Committed leadership, governance & culture.
3. Children & young people are safe, informed & empowered.
4. Families and community involvement.
5. Equity upheld & diversity respected.
6. Robust recruitment & screening.
7. Child focused complaints management.
8. Ongoing education & training.
9. Safe physical & online environments.
10. Regular improvement.
11. Child safety and wellbeing policies & procedures.

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DEFINITIONS – AS OUTLINED IN THE AFL SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Term	Definition
B&DJF People	Benalla & District Junior Football Committee, Volunteers, Parents, Extended family members, Guardians and Players
Executive Committee	Consisting of currently elected President, Vice President, Secretary and Treasurer.
Bullying	<p>Bullying involves the inappropriate use of power by one or more persons over another less powerful person and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated, and may include:</p> <ul style="list-style-type: none"> • Verbal (name calling, put downs, threats); • Physical (hitting, punching, kicking, scratching, tripping, spitting); • Social (ignoring, excluding, ostracising, alienating); and/or • Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).
Children and Young People	A person under the age of eighteen years. Child or Young Person shall mean a single person falling within the definition of Children and Young People
Child Abuse	Child abuse includes all forms of Physical Abuse, Emotional or Psychological Abuse, Sexual Abuse, Sexual Exploitation, Neglect or negligent treatment, Grooming, commercial (e.g., for financial gain) exploitation, harassing behaviour, such as Bullying or other exploitation of a Child or Young Person and includes any actions that results in actual or potential Harm to a Child or Young Person. Child abuse can be a single incident, but usually takes place over time.
Code of Conduct	Code of Conduct outlines what is, and what is not, acceptable behaviour or practice when working with or engaging with Children and Young People.
Emotional or Psychological Abuse	Emotional or psychological abuse occurs when a Child or Young Person does not receive the love, affection, or attention they need for healthy emotional, psychological, and social development. Such abuse may involve repeated rejection or threats to a Child or Young Person. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours can result in significant damage to the Child's or Young Person's physical, intellectual or emotional wellbeing and development.
Family Violence	Family violence occurs when Children or Young People are forced to live with violence between adults in their home. It is violence between members of a family, or extended family, or those fulfilling the role of family in a Child or Young Person's life. It can include witnessing violence or the consequences of violence. Exposure to family violence places Children and Young People at increased risk of physical injury and harm, and has a significant impact on their wellbeing and development.

Grooming	Grooming is a term used to describe activities by which a perpetrator of abuse builds a relationship with a Child or Young Person, with a view to physically abusing them. There is no set pattern in relation to the grooming of Children or Young People. For some perpetrators, there will be a lengthy period of time before the Physical Abuse begins. The Child or Young Person may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious Sexual Abuse. Other perpetrators may draw a Child or Young Person in and abuse them relatively quickly. Grooming can take place in any setting where a relationship is formed, such as in the context of leisure, music, sports and religious activities, in internet chatrooms, in social media or by other technological channels.
Harm	Harm to a Child or Young Person is any detrimental effect of a significant nature on the Child's or Young Person's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: <ul style="list-style-type: none"> ● Emotional or Psychological Abuse, Physical Abuse or Neglect; ● Sexual Abuse; ● a single act, omission, or circumstance; and ● a series or combination of acts, omissions, or circumstances.
Neglect	Neglect is the persistent failure or deliberate denial to provide a Child or Young Person with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water or medical attention to the extent that the Child's or Young Person's health and development is, or is likely to be, significantly Harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect.
Physical Abuse	Physical abuse occurs when a person subjects a Child or Young Person to nonaccidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a Child or Young Person. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking and excessive and physically harmful over-training. It also includes giving Children or Young People harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury, can also be considered physical abuse if they place a Child or Young Person at risk of being hurt.
Sexual Abuse	Sexual abuse is any act which exposes a Child or Young Person to, or involves a Child or Young Person in, sexual processes beyond their understanding or contrary to accepted community standards. Perpetrators of sexual abuse take advantage of their power, authority or position over the Child or

	Young Person for their own benefit. It can include making sexual comments to a Child or Young Person, engaging Children or Young People to participate in sexual conversations over the internet or on social media, kissing, touching a Child's or Young Person's genitals or breasts, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object. Voyeurism, exhibitionism, and exposing a Child or Young Person to pornographic magazines, websites and videos, or involving them in pornography and Sexual Exploitation are also considered forms of sexual abuse
Sexual Exploitation	Sexual exploitation occurs when a Child or Young Person is forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve a Child or Young Person who is forced into prostitution.
Code of Conduct	Code of Conduct outlines what is, and what is not, acceptable behaviour or practice when working with or engaging with Children and Young People

SUPPORTING DOCUMENTS

This Policy should be read in conjunction with and is supported by the Code of Conduct and the AFL Safeguarding Children and Young People Complaints and Reporting Procedure (Supporting Documents). The AFL Safeguarding Children and Young People Complaints and Reporting Procedure is available on the Policies page of the AFL website at: <https://www.afl.com.au/policies>.

This policy was developed using the supporting documents supplied by the AFL.

<https://www.afl.com.au/policies>

The Commission for Children and Young People

<https://ccyp.vic.gov.au>

SCOPE

This policy and all B&DJF affiliated policies, procedures and code of conduct documents apply to all Committee, Volunteers, Parents, Extended family members, Guardians and Players that are part of B&DJF.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE STATEMENT

All children and young people that are part of the B&DJF have the right to feel and be safe. The safety of all participants of the B&DJF will always be our priority and we endorse a zero tolerance to child abuse. Children and young people of all abilities and cultural backgrounds are welcome at B&DJF. At B&DJF we want children and young people to feel safe, be safe and have fun.

As part of the B&DJF commitment to the safeguarding of Children and Young People, B&DJF commits to the following:

- B&DJF has zero tolerance for Child Abuse.
- B&DJF will seek to provide an environment in which all Children and Young People feel supported and respected.

- B&DJF recognises the particular needs of Aboriginal and Torres Strait Islander Children and Young People, Children and Young People from culturally and/or linguistically diverse backgrounds and Children and Young People with a disability and will implement culturally appropriate practices and procedures to address those needs.
- B&DJF will consider the opinions of Children and Young People and use their opinions to inform the development of policies and procedures in relation to the protection of Children and Young People.
- B&DJF will educate Children and Young People and their parents/guardians about self-protection and empowerment and ensure that relevant information and resources are accessible to them. In the event a concern or allegation is raised in relation to Child Abuse or any other inappropriate behaviour towards a Child or Young Person that has occurred while a Child or Young Person is under B&DJF care, B&DJF will ensure it is treated seriously, in a culturally sensitive manner and fully investigated in accordance with this Policy, the Supporting Documents, any other related policies or procedures and relevant legislation.

RIGHTS AND RESPONSIBILITIES

Child protection is a shared responsibility between all B&DJF People. All B&DJF People are responsible for the care and protection of the Children and Young People in our care and for reporting information about suspected Child Abuse. All B&DJF People must ensure that they understand their responsibilities in respect of the protection of Children and Young People as set out in this Policy.

All children and young people have the following rights and responsibilities as outlined by the AFL.

The right to:

- be treated fairly, no matter what your cultural background, gender, or sexuality, or if you have a disability.
- be safe from harm or abuse from your peers or an adult in the footy community
- have a say about things that are important to you, and be taken seriously
- have privacy when you are getting changed or showering at events or trips, or just after a game
- choose if you want to have your photo taken or have it shared on the internet
- have your personal information protected and not shared without you and your family knowing.

Responsibilities:

All B&DJF Committee, Volunteers, Parents, Extended family members, Guardians and Players are responsible for their own behaviour and how it impacts on others around them.

- Show respect to everyone around you – peers, coaches and umpires.
- Prioritise safety, yours, and the people around you, always.
- Be inclusive, patient, and welcoming, especially to newcomers.

RECRUITMENT AND INDUCTION OF COMMITTEE, COACHES, ASSISTANT COACHES, AND TEAM MANAGERS

B&DJF requires all committee members, coaches, assistant coaches, and team managers to have a current Working With Children Check and it is the responsibility of the club secretary to ensure that these records are kept and reviewed. All members of the committee must have applied for membership using the BDJFL Application for Committee Membership form and this membership must be endorsed at the committee level as per the B&DJF By-Laws and is the responsibility of the Secretary.

All coaches must apply in writing to be appointed to the position of coach using the B&DJF Coaching Application form. This screening process will enable the committee to prioritise the Safeguarding of Children and Young People from abuse. The process will enable all candidates to be reviewed against the B&DJF Coaching Values document and the Coaches and Officials Code of Conduct document and will ensure that working with children's credentials are obtained and referee information is obtained, and referee checks completed. Face to face interviews will be conducted to ensure that all coaches and assistant coaches and officials are aware of their responsibilities regarding this policy and ensure that safeguarding of children and young people questions are included in the interview process.

Once appointed all committee members, coaches, assistant coaches, and team managers must attend an Induction Night held by the Executive Committee. This induction night will outline the BDJFL Safeguarding Children and Young People Policy, the Code of Conduct for Coaches and Officials, the BDJFL Coaching Values, the reporting process and discuss any potential risks and prioritise actions to mitigate identified risks.

All coaches will be requested to meet with the Committee once during the year to review the above and outline how any new risks and possible mitigation actions to be taken, any opportunities for improvement or change and review any incidents that had previously been reported and actions taken.

B&DJF requires all B&DJF People to disclose convictions or charges affecting their suitability to engage with Children and Young People to the B&DJF Executive Committee.

SAFE BEHAVIOURS / UNSAFE BEHAVIOURS

All B&DJF Committee, Volunteers, Parents, Extended family members, Guardians and Players need to understand what safe and unsafe behaviours are in order to ensure the safety of children and young people. All children and young people should feel safe before, during and after the game both on and off the field.

B&DJF endorse the AFL outline on safe and unsafe behaviours.

SAFE BEHAVIOURS	UNSAFE BEHAVIOURS
Contact Physical touch that is normal for football and happens in front of other people and WITH the child or young person's consent. This can include tackling,	Contact Any touch a child or young person does not consent to, or that makes them feel uncomfortable. Any touch that seems sexual, involves a child or young

<p>demonstrating skills and techniques, preventing injury, or keeping them safe, or high fives or a pat on the back to celebrate a win.</p>	<p>person's private parts, or embarrasses them. Any touch that happens in a private place like the changerooms or a car.</p>
<p>Communication Guidance that is positive, helpful, and focused on the child or young person's football skills and game, not them as a person. Language that is calm and kind and that they can easily understand. Online communication that includes a parent or carer and is used with the whole team.</p>	<p>Communication Any language or communication that leaves a child or young person feeling uncomfortable, worried, scared or embarrassed. Any comment online or in person that is sexual or private. Any contact that happens outside of training and match day hours (like late at night), or on private chat platforms (like socials or texting), is over the top or excessive, or is about personal stuff, nothing to do with football.</p>
<p>Boundaries When someone has safe, or good boundaries it means they:</p> <ul style="list-style-type: none"> ● have made sure children and young people understand their role ● act professionally – friendly but not a friend ● treat everyone in the team fairly ● follow the rules with things like sharing information about a child or young person, or only taking photos of them with their permission and their parents or carer's permission, and when it is about football ● always behave appropriately when around the children and young people that they are responsible for. 	<p>Boundaries When someone has unsafe, or poor boundaries, it means they:</p> <ul style="list-style-type: none"> ● favour, isolate or single out one person ● accept or give gifts to children, young people or their families (unless fairly distributed and prior consent has been obtained) contact a child or young person and/or their families (or former players) outside of football activities, including through social media unless an established relationship already exists (family or friends) and no boundaries are crossed as part of that contact ● offer to assist a child or young person or their family with things that are outside of their role (help around the house / money / buying them things) ● drink alcohol, take drugs, swear or smoke in front of young people at football
<p>Supervision Adults who are responsible for supervising children and young people in football should:</p> <ul style="list-style-type: none"> ● always know where the children or young people are at all times 	<p>Supervision Adults who are responsible for supervising children and young people in football should not:</p> <ul style="list-style-type: none"> ● be distracted by their phones or other people

<ul style="list-style-type: none"> ● give them privacy to use the bathroom or change rooms, but still make sure that they are safe ● wait with them until they have been collected ● only offer a lift if they have their licence and their car is insured, a parent or carer has provided written consent and another person from the club knows about it 	<ul style="list-style-type: none"> ● let young children use a bathroom without making sure there are no risks first ● leave a child or young person alone, even if they are late to be picked up ● drive children or young people around in their car recklessly, under the influence of alcohol or drugs, or without permission
<p>Environment A safe environment for children and young people at football looks like:</p> <ul style="list-style-type: none"> ● a space that people from different backgrounds and abilities can access and are comfortable to access ● football trips that are fun and safe for children and young people to attend ● camps where children and young people are given privacy, made to feel welcome and are able to communicate with home when they need to ● change facilities in grounds that are appropriate for any gender ● online spaces where communication is open and transparent and other adults can monitor 	<p>Environment An unsafe environment for children and young people at football looks like:</p> <ul style="list-style-type: none"> ● a space that is difficult for children and young people with disabilities to access or where people from different cultural backgrounds feel left out ● footy trips or events that involve alcohol or drugs and easily get out of hand with no adults keeping an eye out for children and young people ● camps where children and young people are punished, humiliated or made to feel homesick and uncomfortable ● change facilities in grounds where there is no privacy and children, young people and those who identify as transgender or non-binary feel unsafe ● online spaces where communication is one to one and used to share inappropriate material not related to football.

SEXUAL MISCONDUCT

Under no circumstances is any form of ‘sexual behaviour’ to occur with, or in the presence of, Children or Young People participating in any B&DJF activities, programs, services, or facilities. Engaging in sexual behaviour, either by B&DJF People involved in the delivery of such activities, programs, services or facilities, or persons participating in such activities (whether they be Children or Young People or older), is prohibited, even if the young person(s) involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, and encompasses all actions that would reasonably be considered sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

GROOMING

Although Children and Young People can be vulnerable to all types of abuse in sport, the sporting sector needs to be particularly aware of the potential for Grooming of Children and Young People in and around sporting activities. Grooming includes behaviours used to prepare a Child or Young Person with the intention of sexually abusing them. Some common Grooming strategies described in past sporting abuse cases (as reported to the Royal Commission into Institutional Responses to Child Sexual Abuse) include:

- coaching relationships – perpetrators can exploit their power and authority over Children and Young People through the private and exclusive coach or instructor relationship;
- inappropriate activity and adult material – many survivors of child sexual abuse in sport and recreation settings report that alcohol and other enticements were used by perpetrators as a form of Grooming;
- erosion of interpersonal boundaries – coaches can shift the interpersonal boundaries from the acceptable, for example, legitimate touching to correct a technique, to the inappropriate;
- targeting vulnerability – research indicates that young athletes who are experiencing difficulties in their home life can be particular targets for perpetrators. Many survivors describe family conflict, family violence or family break-up at the time of the abuse. Perpetrators will seek to build a trusting relationship with a Child, Young Person and/or their family and/or act to isolate the Child or Young Person to abuse them.

B&DJF People are strictly prohibited from engaging in any conduct that may reasonably be considered to be of the nature of Grooming or in any way exploitative of the power imbalance that may exist in relationships with Children and Young People.

POSITIVE GUIDANCE

B&DJF strives to ensure that Children and Young People participating in any B&DJF activities, programs, services or facilities are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. Wherever possible, Children and Young People are encouraged to 'have a say' and participate in all relevant organisational activities and decision making in relation to those activities, especially on issues that are important to them. Children and Young People are to be given access to relevant information to assist them in their involvement, including about the B&DJF safeguarding approach. However, there are times when B&DJF People may be required to use appropriate techniques and behaviour management strategies, to discourage, prevent or discipline particular behaviour, to ensure:

- an effective and positive environment; and

- the safety and/or wellbeing of Children and Young People or B&DJF People.

B&DJF People are required to use behaviour management strategies that are fair, respectful and appropriate to the developmental stage of the Children or Young People involved. The Child or Young Person needs to be provided with clear directions and given an opportunity to redirect any misbehaviour in a positive manner.

Under no circumstances are B&DJF People to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating. Please refer to section 8.12 of this Policy for further information on when a B&DJF Person may make physical contact with a Child or Young Person when carrying out a behaviour management strategy.

PROMOTING EQUITY AND DIVERSITY

B&DJF People must ensure that their approach and interactions with Children and Young People are sensitive, respectful and inclusive of all backgrounds and abilities. In particular B&DJF People are expected to:

- promote the cultural safety, participation and empowerment of Indigenous (Aboriginal and Torres Strait Islander) Children and Young People (for example, by never questioning an Indigenous child's self-identification);
- promote the cultural safety, participation and empowerment of Children and Young People with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination); and
- promote the safety, participation and empowerment of Children and Young People with a disability (for example, during personal care activities).

ADHERING TO PROFESSIONAL ROLE BOUNDARIES

Interactions between B&DJF People and Children and Young People should be limited to interactions directly associated with the B&DJF activities, programs, services or facilities and B&DJF People should not act outside the confines of their duties (as specified in their position description, the activity description or similar documents formulated in advance).

Without express authorisation from B&DJF senior management, all B&DJF People should not:

- provide unauthorised transportation, for example, giving Children or Young People lifts in their car to an activity without consent from a parent or guardian (see section 8.16 below);
- engage in activities with Children or Young People who are participants in or members of our programs or organisation outside B&DJF activities, programs or services;
- provide support to a Child or Young Person, or their family, unrelated to B&DJF activities, programs or services; for example, tutoring or financial support;
- seek contact with Children or Young People (or former participants) outside B&DJF programs, activities or services, including through social media;
- where there is no existing social, personal or family relationship prior to engaging in B&DJF services, accept an invitation to attend any private social function at the request of a Child or Young Person who has participated, or is

participating, in any B&DJF program, activity or service – or at the request of their family (for example, graduation ceremony);

- develop any 'special' relationships with Children or Young People that could be seen as favouritism, such as the offering of gifts, special treatment or singling specific Children or Young People out, or being secretive with relationships; or
- engage in open discussions of a mature or adult nature with or in the presence of Children or Young People.

If a B&DJF Person's position description or similar document does not expressly grant that B&DJF Person the right to do any of the above, such authorisation may not be inferred and instead the B&DJF Person must seek express authorisation from the B&DJF Executive Committee.

Any B&DJF Person that becomes aware of a situation in which a Child or Young Person requires assistance that is beyond the confines of that person's role, or beyond the scope of usual services, they should at the earliest opportunity:

- contact the Child or Young Person's parent or guardian to discuss, and/or
- seek advice from their nominated B&DJF Executive Committee.

UNIFORM

B&DJF People should only wear B&DJF uniform (where uniform has been provided) or use any B&DJF accreditation, pass or badge while involved in delivering a service associated with the B&DJF or as required by the B&DJF, such as when representing the B&DJF at designated functions, or travelling to and from work.

USE OF LANGUAGE AND TONE OF VOICE

B&DJF People should use language and tone of voice in the presence of Children and Young People that:

- provides clear direction, boosts their confidence and encourages and affirms them;
- is not harmful to Children or Young People;
- does not include language that is: discriminatory, racist or sexist; derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'; intended to threaten or frighten; or profane or sexual in nature.

B&DJF advocate the three communication strategies endorsed by the AFL;

1. Make it fun

When adults are so focused on winning, they forget that it is supposed to be fun. Australian Football (football) is a place to connect with friends, engage in physical exercise and enjoy the company of peers and the B&DJF community. A Fun and positive environment is driven by fun and positive communication and through the behaviour and the culture of a football B&DJF community which includes all B&DJF Committee, Volunteers, Parents, Extended family members, Guardians and Players.

2. Involve them

Encourage children and young people to provide feedback on training and game days. Involve players in the decision-making process to enhance their sense of belonging, they are more likely to stay engaged.

3. Use respectful strategies to manage behaviour

At no point in time should B&DJF Committee, Volunteers, Parents, Extended family members, Guardians and Players ever use harsh, derogatory, or disrespectful language while engaging with young persons, other adults, or officials. Children and young people are not motivated by fear, in fact the logical part of their brain that helps them follow instructions shuts down completely when they are experiencing fear or high levels of stress. If you are experiencing significant challenges with behaviour, seek support from the B&DJF Committee and involve parents wherever possible.

Examples of appropriate and inappropriate communication as referenced by the AFL;

Appropriate Communication includes:	Inappropriate Communication includes:
Using tone and language that is: <ul style="list-style-type: none"> ● empowering and encouraging ● simple and clear ● highlights strengths. 	<ul style="list-style-type: none"> ● derogatory language, including reference to body image, talking about players to other players ● discriminatory, racist, or sexist comments ● language that is belittling, negative, threatening or intimidating ● any language or comment that is sexual in nature

SUPERVISION

B&DJF People are responsible for supervising Children and Young People participating in a B&DJF

program, activity or service to ensure those participants:

- engage positively with our program or activity;
- behave appropriately toward one another; and
- are in a safe environment and are protected from external threats.

B&DJF People are required to avoid one-to-one unsupervised situations with Children and Young People participating in a B&DJF program, activity or service and, to the extent possible, conduct all activities and/or discussions with Children or Young People in view of other adults.

USE OF ELECTRONIC AND ONLINE COMMUNICATION

The use of social media to communicate with the B&DJF People will be regulated through the club secretary. One singular Facebook and Instagram account will be used with only members of the executive committee to have the ability to make social media posts. All posts will be directed to the secretary unless the secretary is unable and then another member of the executive will be required to update social

media. All social media comments will be reviewed and replied to on a need's basis by the BDJFL secretary and any concerning content will be actioned by the secretary and the executive committee and child safe officer will be informed and the required and relevant action taken.

Each team under the B&DJF banner will set up a team communication chat forum with player families to advise of game times, volunteer roles and changes to training. These forums are to remain football orientated in content and at a minimum two members of the executive committee must have access to each of these forums to monitor content and share important information.

BDJFL endorses the AFL recommended safe online communications outline.

Safe online communication includes:	Unsafe online communication includes:
<ul style="list-style-type: none"> ● Limiting contact to football related content such as sharing information relating to events. ● Avoiding connecting with young people on online social media platforms through personal profiles. ● Allowing young people to navigate their online world without judgement, prejudice or unsolicited comments from their football connections. ● Where possible, always including a parent/carer or at least one other adult in group communication. ● Always seeking permission to share or upload video or photos of a child or young person, from them and their families. ● Reporting or addressing any online abuse or harassment that you may observe when it involves young people in sport through their parents and / the club. ● Checking in on a young person's wellbeing if you have any reason to suspect that they are experiencing abuse or harassment online. 	<ul style="list-style-type: none"> ● Liking, sharing, or commenting on personal photos or posts from a young person that is not related to umpiring or football, or if related to the sport, without their consent and a justified reason to like/ share/comment. If you are unsure, don't like, share, or comment. ● Communication that takes place outside of the hours reasonable to the program, service, activity, or event. ● Requesting to meet in person for reasons not related to football or umpiring. ● Asking the child or young person to keep secrets including in relation to communication

INTENT	CONTENT
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<ul style="list-style-type: none"> ● What are my intentions? ● Are they appropriate? ● Can I justify contacting someone? ● Is it necessary? ● Would another adult have any reason to question my intentions? 	<ul style="list-style-type: none"> ● Is the content of my communication relevant to football/umpiring? ● Is it personal? ● Would I be comfortable if their parents read this? ● Would I be happy to read this if it were between my own child and their coach
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B&DJF People are required to report to B&DJF executive committee if they become aware of any Children or Young People who may have been placed at risk of abuse or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

GIVING GIFTS

B&DJF People may only give a gift to a Child or Young Person engaged in an B&DJF program, activity or service when:

- the B&DJF Person's supervisor or manager has provided their consent being satisfied that the giving of the gift is appropriate and proportionate in the circumstances; and parents/guardians are made aware of any gift given.

PHOTOGRAPHS OR FILMING OF CHILDREN AND YOUNG PEOPLE

Subject to any applicable terms of entry of a venue, under this Policy: Children and Young People are to be photographed or filmed while involved in an B&DJF program, activity or service only if:

- consent is obtained from the Child's or Young Person's parent or guardian;
- the Child or Young Person consents to being photographed or filmed;
- the context is directly related to participation in the program, activity or service;
- the Child or Young Person is appropriately dressed and posed; and
- the image is taken in the presence of other B&DJF People where possible.
- If a Child or Young Person does not wish to be photographed or filmed or a Child's or Young Person's parent or guardian has not provided permission for the Child or Young Person to be photographed or filmed, the Child or Young Person is not to be singled out or made to feel purposely excluded.
- Images are not to be distributed (including as an attachment to an email) to anyone other than the Child or Young Person photographed without B&DJF executive committee's knowledge and approval.
- Photographs and films are not to be taken in the presence of or whilst Children or Young People are getting dressed.
- Images are to be stored in a manner that prevents unauthorised access.
- B&DJF People must comply with applicable privacy laws including Privacy Act 1988 in relation to holding and disclosing images and any other personal information. In particular, B&DJF People should inform a Child's or Young Person's parent or guardian about the nature of the use of the image(s) as well as how the image(s) will be stored and how the image(s) can be accessed by the parent or guardian.

All families will receive an email from the B&DJF Secretary requesting them to opt out of any images of their child being used on social media each season.

A social media post will be put out at the start of each season reminding parents who share images to ensure they have the consent of the legal guardian of any child also appearing in the image.

Registrations forms will be updated to request consent for images of players to be shared on social media in season 2023 and onwards. Once this change has been made a report will be run via registration software stating those who have not given consent these details will be given to the media officer and the team manager of the relevant team.

PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE

Any physical contact with Children and Young People must be appropriate to the delivery of the program, activity or service, such as assisting with skill learning, and based on the needs of the Child or Young Person.

Under no circumstances should any B&DJF People have contact with Children or Young People participating in our program or activity that:

- involves touching of:
 - genitals;
 - buttocks; or
 - the breast area,
other than as part of delivering medical or allied health services by a medical professional or in the process of administering first aid;
- would appear to a reasonable observer to have a sexual connotation
- is intended to cause pain or distress to the Child or Young Person (e.g. physical punishment);
- is overly physical (e.g. wrestling, horseplay, tickling or other roughhousing);
- is unnecessary (e.g. assisting with toileting when a child does not require assistance);
- is initiated against the wishes of the Child or Young Person, except if such contact may be necessary to prevent injury to the Child or Young Person or to others, in which case:
 - a. physical restraint should be a last resort;
 - b. the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child or Young Person to prevent harm to themselves or others; and
 - c. the incident must be reported to B&DJF senior management and the Child or Young Person's parent or guardian as soon as possible.

All B&DJF People are required to report to B&DJF senior management as soon as possible any physical contact initiated by a Child or Young Person (whether directed to another Child or Young Person, to a B&DJF Person or any other person) that is sexual and/or inappropriate, for example, acts of physical aggression, to enable the situation to be managed in the interests of the safety of the Child or Young Person, B&DJF People and any other participants.

OVERNIGHT STAYS AND SLEEPING ARRANGEMENTS

B&DJF do not have any programs that require an endorsed overnight stay at anytime during our home and away season. Any report of any such activity should be checked with the B&DJF Executive Committee for validity and safety.

If overnight stays were at any time to occur the following guidelines would be applicable:

- Written authorisation of the parent or guardian of each Child and Young Person involved must be obtained including medical forms.
- Practices and behaviour by all B&DJF People during an overnight stay with Children and Young People must be consistent with the practices and behaviour expected during delivery of B&DJF programs, activities or services at all other times.

Standards of conduct that must be observed by B&DJF People during an overnight stay include:

- minimum of two adults on any overnight stay with Children or Young People present. If an exemption is required, written permission from B&DJF senior management and each parent or guardian must be obtained in advance;
- providing Children and Young People with privacy when bathing and dressing;
- observing appropriate dress standards when Children and Young People are present (e.g. no exposure to adult nudity);
- not allowing Children or Young People to be exposed to pornographic material (e.g. through movies, television, the Internet or magazines);
- not leaving Children or Young People under the supervision or protection of other Children or Young People or unauthorised persons such as hotel staff or friends;
- not allowing sleeping arrangements that may compromise the safety of Children and Young People such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a Child or Young Person;
- the exercisable right of Children and Young People to contact their parents, guardians or others if they feel unsafe, uncomfortable or distressed during the stay; and
- ensuring an appropriate gender balance of adult supervisors is present if male and female Children and Young People are participating in the overnight stay (e.g. female supervisors available if female Children or Young People are involved and vice versa).

CHANGE ROOM ARRANGEMENTS

B&DJF People are required to supervise Children and Young People in change rooms while balancing that requirement with a Child or Young Person's right to privacy. In addition:

- B&DJF People should avoid one-to-one situations with a Child or Young Person in a change room area;
- B&DJF People should avoid being present in a change room area with a Child or Young Person of the opposite sex whilst they are changing;

- B&DJF People are not permitted to use the change room area to undress or dress, while Children and Young People are present;
- B&DJF People need to ensure adequate supervision in 'public' change rooms when they are used, providing the level of supervision required for preventing abuse by members of the public, adult users, or general misbehaviour, while also respecting a Child's or Young Person's privacy; and
- phones, cameras and recording devices are not to be used in changing rooms and in particular whilst Children and Young People are getting dressed.

USE, POSSESSION OR SUPPLY OF ALCOHOL OR DRUGS

Whilst supervising Children or Young People, B&DJF People must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs; or
- supply alcohol or drugs (including tobacco) to Children or Young People.

Use of legal drugs, other than alcohol and tobacco, is permitted, provided such use does not interfere with the B&DJF Person's ability to care for Children and Young People involved in our sport.

TRANSPORTING CHILDREN

The B&DJF acknowledges that from time to time there are valid reasons for transporting Children and Young People. Children and Young People are to be transported only:

- in circumstances that are directly related to the delivery of a B&DJF program, activity or service; and
- with prior authorisation from B&DJF Executive Committee and from the Child or Young Person's parent or guardian.

It is recommended that the Child or Young Person being transported sits in the back seat of the car and expected timelines of travel are to be communicated to the parent or guardian and management.

RISK MANAGEMENT

B&DJF proactively works to manage the health and safety risks to children and young people. B&DJF is also actively enforcing a child safe culture to ensure the physical and emotional safety of all children and young people. All B&DJF Committee, Volunteers, Parents, Extended family members, Guardians and Players are responsible for the health, safety both physical and emotional of the children and young people involved in the club and are required to say something if they see something.

A B&DJF Safeguarding Children and Young People Risk Assessment (Risk Assessment) should be undertaken in advance of the provision of any B&DJF activities, programs or services involving Children or Young People. The Risk Assessment must identify potential risks to the safety of Children and Young People and the proposed control measures to be adopted to manage those risks. The Risk Assessment must be prepared by or submitted for approval to the B&DJF designated

child safety coordinator in advance of the relevant activity, program or service being undertaken. A sample Risk Assessment is contained at Appendix B.

For ongoing B&DJF activities, programs and services, an approved Risk Assessment may be used on the recurrence of such B&DJF activities, programs and services so long as it is periodically reviewed at least annually or more frequently when any substantive change occurs.

- All reports will be entered into the Risk Register by the Secretary.
- All risks will be assessed as Red - High - immediate / immanent, Orange - Medium – poses a risk / needs review and action or Yellow - Low – potential risk / requires assessment.
- All risks will have any actions undertaken noted in the risk register
- All risks actioned and resolved will be re rated to green / complete.
- All risks entered into the register and resolved will result in the risk identifier being notified of the outcome.
- Any risk of a confidential nature will have any identifying information protected in the entry and will only be known to the reporter, the trusted confidant, and the President / Vice President / Child Safe Officer.

REPORTING A CHILD SAFETY CONCERN

B&DJF have adopted the definition of a concern as outlined by the AFL.

The AFL define a concern as: A concern can be raised by anyone (a child, young person, family member, carer, umpire, official, senior player, coach, manager, club member or member of the community) and be about anything (facilities, behaviour of another child or young person, behaviour, or actions of an adult). If the concern raised by you is in relation to the safety of a child or young person it will be categorised, reported to authorities if required, and recorded in a register.

Examples of types of concerns that someone might Raise are:

- physical abuse
- emotional abuse
- sexual abuse
- neglect bullying or harassment
- mental health issues.

A concern can be raised when a child or young person tells you about an incident that they were directly involved in, or they may tell you about an incident that someone else was involved in or you may have developed suspicions of your own based on observations, behaviours, and instinct. Another official or parent may also disclose to you a feeling or concern relating to a child or young person.

Recognise that the child or young person is at risk and listen to the details, remain calm and be sensitive to the feelings of the child or young person or adult that is disclosing this information. Ask the child or young person if they feel safe and let them know you will do something to help.

Contact the Child Safe Officer for guidance and help;

Child Safe Officers for B&DJF are:

President – the person that holds this seat on the Executive at the time of the disclosure

And

Vice President – the person that holds this seat on the Executive at the time of the disclosure

REPORTING OBLIGATIONS

If a Child or Young Person is at imminent risk of harm or in immediate danger, all B&DJF People are required to report the situation directly to the Police - CALL '000' (within Australia).

B&DJF People are required to immediately report:

- any instance of any B&DJF People breaching this Policy or the Code of Conduct;
- any instances, allegations or disclosures of Child Abuse or other inappropriate conduct such as Grooming or Bullying that they become aware of, or any concerns that they develop in relation to these matters (whether by a source internal or external to the B&DJF, including a family member or guardian of the Child or Young Person).

Reports must be submitted in accordance with the AFL Safeguarding Children and Young People Complaints and Reporting Procedure available on the Policies page of the AFL website at <http://www.afl.com/policies>

REPORTING PROCESS

If a child or young person is considered to be at imminent risk of harm or immediate danger report the situation directly to Police. **See Appendix C – AFL Reporting Process**

1. Provide support to the child, young person or adult that made the report.
2. Clarify the nature of the complaint and refer in accordance with legal requirements and duty of care to Police and or the AFL.
<https://eafl.austfoot.com.au/afl-makeareport/#/landing>
3. If possible, make the report as soon as possible, or support the complainant in making the report as soon as possible.
4. Review club policies and practises to minimise risk of future similar events / behaviour.

INVESTIGATING

If an appropriate child protection service, the police or the AFL Integrity & Security Department investigate a report made on the AFL's online reporting platform, all B&DJF People must co-operate fully with the investigation.

PRIVACY

Protecting personal information is fundamental to the B&DJF. The B&DJF will comply with all privacy laws (including the Privacy Act 1988 and the Australian Privacy Principles) in handling any personal information as required by this Policy. All personal information collected or recorded by the B&DJF in relation to the safety of

Children and Young People will be treated seriously and the B&DJF will respect the privacy of the individuals involved.

COMMUNICATION

The B&DJF communicates this Policy to all B&DJF People. The B&DJF involves B&DJF People in reviews of this Policy and communicates any significant alterations of this Policy to B&DJF People.

The B&DJF will support ongoing education and training for all B&DJF People to ensure safeguarding information is provided on an ongoing basis.

MONITORING AND REVIEW

The B&DJF monitors B&DJF People's and our external providers' compliance with this Policy and the Supporting Documents. The B&DJF reviews policies, procedures and practices in relation to safeguarding Children and Young People from Child Abuse on an ongoing basis.

The B&DJF involves relevant stakeholders in reviews of this Policy and communicates any significant alterations of this Policy to B&DJF People. The B&DJF undertakes reviews at least annually to identify and document potential risks to Children or Young People associated with the delivery of our activities, program, services and facilities. The B&DJF has a procedure to undertake annual reviews of this Policy, as part of our ongoing compliance with safeguarding requirements, although reviews and alterations may occur more frequently due to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the B&DJF

RELATED LEGISLATION

The B&DJF and all B&DJF People are also bound by legislation relevant to the protection of Children and Young People.

Please refer to Appendix A for a list of relevant legislation.

Appendix A – RELEVANT LEGISLATION

	Principle Child Protection Act	Mandatory Reporting	WWCC	Reportable Conduct
NSW	Children and Young Persons (Care and Protection) Act 1998 (NSW)	Children & Young Persons (Care & Protection) Act 1998 (NSW)	Child Protection (Working with Children) Act 2012	Ombudsman Act 1974
ACT	Children and Young People Act 2008 (ACT)	Children & Young People Act 2008 (ACT)	Working with Vulnerable People (Background Checking) Act 2011	Reportable Conduct and Information Sharing Legislation Amendment Act 2016
VIC	Children, Youth and Families Act 2005 (Vic.)	Children, Youth & Families Act 2005 (Vic)	Working With Children Act 2005	Children Legislation Amendment (Reportable Conduct) Act 2017
TAS	Children, Young Persons and their Families Act 1997 (Tas.)	Children, Young Persons and their Families Act 1997 (Tas)	Registration to Work with Vulnerable People Act 2013	
QLD	Child Protection Act 1999 (Qld)	Child Protection Act 1999 (Qld)	Working with Children (Risk Management and Screening) Act 2000	
NT	Care and Protection of Children Act 2007 (NT)	Education (General Provisions) Act 2006 (Qld) Care & Protection of Children Act 2007 (NT)	Care and Protection of Children Act 2007 (NT)	
CTH		Family Law Act 1975 (Cth)		

Australian Employment Legislation

Australian Human Rights Commission Act 1986

Age Discrimination Act 2004

Disability Discrimination Act 1992

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Fair Work Act 2009

Fair Work Regulations 2009

Freedom of Information Act 1982

Privacy Act 1988

Work Health and Safety Act 2011 (Cth)

Fair Work Amendment (Protecting Vulnerable Workers) Act 2017

Appendix B – Sample Risk Assessment

Program Details:		Staff Details:	
Name:	Girls Leadership Academy	Program Manager:	# 04xx xxx xxx
Location:	Melbourne, Victoria (various locations)	Program Risk Officer:	# 04xx xxx xxx
Date:	1 to 3 July 2019	Head of Compliance and Risk:	# 04xx xxx xxx
Times:	11:00am arrivals	Insurance Manager:	# 04xx xxx xxx
Program Summary			
<p>The Girls Leadership Program is a three day residential camp for 12-14 year old girls which focuses on leadership, health and wellbeing, identity and football development. The Program aims to build confidence for women in sport, in the workplace and in society. The aim is to promote physical activity in a culturally safe environments and develop community role models and provide a sense of identity.</p>			
Participant List:			
<i>[Please paste the participant list in this section]</i>			
Itinerary:			
<i>[Please paste the itinerary in this section]</i>			
Name:	Role:	Police Check:	WWCC Card Number:
			Mobile Number:
Staff Onsite:			

#	Program Manager	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	#	04xx xxx xxx
#	Program Risk Officer	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	#	04xx xxx xxx
Volunteers Onsite:							
#	Assistant Coach	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	#	04xx xxx xxx

Service Provider / Contractor	Agreement in place with provider	Areas of Control	Details of activity times	Key Contact	Contact Phone	Risk Assessment and/or Safe Work Method Statement (SWMS) obtained	Certificate of Currency obtained	Working with Children Checksobtained
Punt Road Oval	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Training Match	As per Itinerary	xxx xxx	04xx xxx xxx	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/> / NA <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>
Bounce Inc.	Y <input type="checkbox"/> / N <input checked="" type="checkbox"/>	Team Activity	As per Itinerary	xxx xxx	04xx xxx xxx	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/> / NA <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>
St John Ambulance	Y <input type="checkbox"/> / N <input checked="" type="checkbox"/>	Training Match	As per Itinerary	xxx xxx	04xx xxx xxx	Y <input type="checkbox"/> / N <input type="checkbox"/> / NA <input checked="" type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>

Safeguarding Children and Young People Risk Assessment

The below template provides an example of potential risks, hazards and control measures, that may be applicable to B&DJF services, programs or activities. The examples are not intended to be exhaustive. Where an example is relevant to a service, program or activity that an B&DJF Person is involved in, the B&DJF Person should implement the appropriate control measures as indicated.

When managing any risk identified in relation to safeguarding Children and Young People, the following key principles should be applied:

1. Child Centric	To act with the best interests of Children and Young People as the primary consideration. This involves putting Children and Young People first and being focused on their protection and safety.
2. Prevention	The action of stopping something from happening or arising. This requires the adoption and implementation of strategies and activities that seek to reduce risk factors and enhance protective factors that are associated with child abuse and neglect.
3. Transparency	The lack of hidden agendas and conditions, accompanied by the availability of full information required to protect Children and Young People.

Risk Area:	Hazard(s):	Control Measures:
B&DJF People:		
B&DJF People Skills, Knowledge, Attitude and Ability	<ul style="list-style-type: none"> Inadequacy of personal skills, knowledge, attitude & ability to perform required duties causes harm. 	<ul style="list-style-type: none"> Recruitment guidelines are followed and implemented, including requirements for Police Check and Working with Children Checks. These are submitted to the relevant B&DJF Department prior to the start of the program. B&DJF People selection, induction, supervising and monitoring. Skills assessment, feedback, coaching and support to address needs such as skills deficits, stress, personal support.

Risk Area:	Hazard(s):	Control Measures:
Participants Under 18	<ul style="list-style-type: none"> ● Vulnerability is not recognised when working alone with adults. 	<ul style="list-style-type: none"> ● Training provided through induction, training modules, tutorials, personnel meetings, operations manuals. ● Qualifications are periodically updated.
B&DJF People Supervision	<ul style="list-style-type: none"> ● Personnel behavior cannot be directly monitored (i.e. loan coach, camps, etc.). ● Individual personnel alone with young people. ● Inappropriate personnel behavior causes harm. 	<ul style="list-style-type: none"> ● Safeguarding Children Code of Conduct and Safeguarding Children Policy is provided to B&DJF People when beginning employment/engagement. ● Code of Conduct to ensure that two B&DJF People are present / in view of each other whilst engaging with Children and Young People. ● Clear policies and procedures regarding terms of entry and access to personal space. ● A separate risk assessment must be conducted prior to any personnel working alone (if applicable) and approved by the committee. ● If working alone is permitted, monitoring, communication and emergency mechanisms will be provided. ● B&DJF People are trained to minimise risk and are able to promptly respond to risks. Any risky behavior in the program is to be dealt with by the Program Manager.
B&DJF People Support	<ul style="list-style-type: none"> ● Workplace stresses negatively impacting on B&DJF People performance. 	<ul style="list-style-type: none"> ● B&DJF People are provided opportunities for de-briefing.

Risk Area:	Hazard(s):	Control Measures:
External Agency Providers / Contractors	<ul style="list-style-type: none"> ● Unsuitable external provider: lack of Working with Children Checks, police, reference checks, qualifications. ● External personnel unfamiliar with B&DJF procedures and expectations of behavior with Children and Young People. ● High risk and/or specialized tasks. 	<ul style="list-style-type: none"> ● Contractor agreed scope of works and contracts signed prior to commencing work. ● A risk assessment is conducted by the contractor prior to commencing work. ● Supervision of works and contractors are in place. ● Sign in register maintained. ● Request Working with Children Checks.
Facility Hire Groups	<ul style="list-style-type: none"> ● Unsuitable hire group: lack of VWCC, police, reference checks. ● Hire group unfamiliar with B&DJF procedures and expectations about behavior of group. 	<ul style="list-style-type: none"> ● Facility Hire agreement in place prior to hire commencing. ● Hire group abide by conditions of use of facility. ● Sign in register maintained. ● Supervision of hire group in place. ● Spot check patrols in place. ● Request and obtain valid Working with Children Checks.
Facility:		
Visibility	<ul style="list-style-type: none"> ● Remote or seldom-used areas. ● Poor visibility into all areas. 	<ul style="list-style-type: none"> ● CCTV monitoring. ● Security patrols. ● Multiple staff members in the same room. ● Safeguarding Children and Young People policies and procedures in place.
Security and Access	<ul style="list-style-type: none"> ● Unauthorised persons entering the facility. ● Inability to restrict activities to area. ● Inability to restrict public access to area. ● Inability to monitor entry / exit from area. 	<ul style="list-style-type: none"> ● CCTV monitoring. ● Facility Users abide by conditions of use of facility. ● Security patrols. ● Swipe card access. ● Additional supervision.

Risk Area:	Hazard(s):	Control Measures:
Changerooms, Toilets, Bedrooms	<ul style="list-style-type: none"> Lack of appropriate privacy including separation of sexes, accessibility to the general public. Lack of appropriate supervision including number and gender of B&DJF People. 	<ul style="list-style-type: none"> Procedures include planned toilet breaks where children go in groups. Children’s buddy system enacted when unplanned toilet breaks needed. Changerooms, toilets, bedrooms inspections conducted periodically and to be tailored specific to the program (as per policy).
External Venue	<ul style="list-style-type: none"> Unsuitable external venue (see above – visibility, security and changerooms, etc.). 	<ul style="list-style-type: none"> Hire agreement with external venue provider in place prior to hire commencing to address risk issues. Risk Assessment completed by the venue/s (if applicable).
Non-B&DJF People:		
Vulnerability	<ul style="list-style-type: none"> Age, disability, social/cultural background, history of maltreatment increases the vulnerability of clients. 	<ul style="list-style-type: none"> Increased supervision ratios. Appropriately experienced and qualified personnel which are mindful of the different categories of vulnerability.
Non-B&DJF People Behavior	<ul style="list-style-type: none"> Psychological, physical and/or sexual abuse to other persons. Children and Young People do not behave appropriately towards each other. Theft of personal possessions, money and assets. 	<ul style="list-style-type: none"> Screening of applicants to identify risk behaviors. B&DJF People informed of the risks and B&DJF People trained to deal with behavior/risks. Increased supervision. Behavior standards are set and monitored by B&DJF People. The standards are briefed to participants at the commencement of the program. CCTV and signage indicating monitoring in place. Refer to policies in place which are reviewed annually.

Risk Area:	Hazard(s):	Control Measures:
Personal Care/First Aid	<ul style="list-style-type: none"> • Unsuitable personal care arrangements e.g. sleeping, bathing, toilet re: age/gender/disability. • Lack of privacy. • Lack of appropriate visibility. 	<ul style="list-style-type: none"> • Personalised management plans for high need Child/Young Person. • Facilities and support are appropriate to needs. • Refer to policies in place which are reviewed annually.
Trauma	<ul style="list-style-type: none"> • Child or Young Person disclosing abuse. • Child or Young Person disclosing or exhibit self-harming or suicidal tendencies. • Child or Young Person suffering vicarious trauma. 	<ul style="list-style-type: none"> • Safeguarding Children and Young People Policy displayed and communicated to all B&DJF People. • Safeguarding Children and Young People training completed by all personnel (induction and annually). • Reporting procedures for concerns are documented and implemented within the B&DJF. • Children, Young People and families are encouraged to provide feedback regularly on service provision. • Monitoring and support system are implemented with Children and Young People. • Referral to external support agencies.
Supervision	<ul style="list-style-type: none"> • Inadequate supervision causes injury/harm. 	<ul style="list-style-type: none"> • Assessment is conducted to ascertain supervisory requirements for any activity.
On-Site	<ul style="list-style-type: none"> • Close physical contact. • Frequent one on one interactions. • Transporting. • Peer supervision. 	<ul style="list-style-type: none"> • All activities are outlined within the program and documented accordingly. • Activities are conducted in line with relevant policies. • B&DJF People are trained to balance challenge and risk.
Transport	<ul style="list-style-type: none"> • B&DJF People behavior cannot be directly monitored. • Individual B&DJF Person alone with Young People. 	<ul style="list-style-type: none"> • Rationale agreed and consent provided. • Information on journey documented, communicated and monitored. • Refer to 'B&DJF People Supervision' section above.

Risk Area:	Hazard(s):	Control Measures:
	<ul style="list-style-type: none"> Inappropriate B&DJF Person behavior causes harm. 	
Overnight Stays	<ul style="list-style-type: none"> Inadequate approval sign off. Inadequate screening of other persons who may be present e.g. family members. Inappropriate sleeping arrangements. 	<ul style="list-style-type: none"> Refer to 'Facilities' above.
Social Media	<ul style="list-style-type: none"> Unacceptable use of internet enabled devices. Physical location of computers does not facilitate supervision. Lack of regulation of contact through social media. 	<ul style="list-style-type: none"> Safeguarding Children and Young People Code of Conduct and Safeguarding Children Policy is established that sets out social media behavior requirements. Safeguarding Children and Young People Code of Conduct and Safeguarding Children Policy is communicated to all new B&DJF People.
Photography and videography	<ul style="list-style-type: none"> Inadequate assessment and authorization prior to photographs/videos being taken. Inadequate supervision of external photographers. 	<ul style="list-style-type: none"> Parental consent sourced. Correct recruitment, screening and supervision of external providers followed. As appropriate, seek children consent (through the registration process).
Parent behavior	<ul style="list-style-type: none"> Parents do not behave appropriately. Children are not collected/supervised as planned. 	<ul style="list-style-type: none"> Briefing parents/spectators on behavioral expectations. Be clear on any specific requirements including court orders. Parent Code of Conduct in place.
Visitor behavior	<ul style="list-style-type: none"> Personal injury from unforeseen violence and aggression from persons. 	<ul style="list-style-type: none"> Emergency procedures outline lockdown procedures (plan/document obtained from the venue). Communication devices are on personnel at all times.

Risk Area:	Hazard(s):	Control Measures:
		<ul style="list-style-type: none"> Client agreements define responsibility for visitor behavior.

Safeguarding Children and Young People Risk Assessment Sign Off:

Risk Assessment Completed by:				
Risk Assessment Reviewed by Committee:				

Appendix C – AFL Reporting Process