



**Wynnum Vikings AFL Club
Supervision of Children
and Young People
Guidelines**

Version 1.0
Approved: Oct 2025

Wynnum Vikings AFL Club Supervision of Children and Young People Guidelines

1. General Supervision Responsibilities

- Maintain an adequate level of supervision at all times.
- Always have a line of sight on children and young people in your care when reasonable and practical.
- Seek additional support from another responsible adult if supervision cannot be maintained.
- Understand that you hold a duty of care during your supervision period, including arrival, training, games, and until participants are in the care of a responsible adult. This includes taking reasonable steps to ensure their safety and well-being during that time.

2. Transporting Children and Young People

- Only transport a child or young person with prior parental or carer consent.
- Inform a club coordinator or committee member via text or email about the transport arrangement.
- Ensure that:
 - Your vehicle has adequate insurance.
 - You are fully licensed.
 - The travel circumstances are directly related to football.
 - You are not alone with the child; another adult from the club should be present if possible.
 - The child sits in the back seat of the vehicle.
 - Parents, carers, and coordinators are informed of expected departure and arrival times.
- If providing regular transport, confirm arrangements in writing at the start of the season and include a club representative in communications.



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3. Pick-Up and Drop-Off Procedures

- Clearly communicate drop-off and pick-up times and locations to parents and carers.
- Arrive early and do not finish training or games earlier than scheduled.
- Ensure all children and young people under your supervision are collected before leaving.
- Keep a register of emergency contact numbers and have access to a phone at all times.
- Do not take children or young people home yourself without prior arrangement.
- Do not allow children to go home with another adult without parental consent.

4. Late Pick-Up Protocol

- If a parent or carer is more than 15 minutes late:
 - Attempt to contact them.
 - Ask another coach, club member, or the second-to-last parent to wait with you.
 - Contact a club coordinator or manager if the child is not collected within a reasonable time.
 - Follow up with the parent or carer to clarify pick-up expectations and ensure a backup plan is in place.
 - If a parent or carer cannot be contacted, notify the police.

5. Bathroom Supervision Strategies

- If a child or young person needs to use the bathroom:
 - Have another adult (e.g., manager or parent) check the facility before the child enters and wait outside.
 - Encourage children to go in pairs or small groups while ensuring their privacy is respected.
 - Consider scheduling a group bathroom break to reduce risk.



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6. Supervision in Change Rooms

- Coaches and volunteers should avoid being alone in change rooms with children and young people.
- Ensure that at least two responsible adults are present during supervision in change rooms.
- Respect the privacy of children and young people while ensuring their safety.
- Clearly communicate to players the appropriate times for changing and using the facilities.
- If an adult needs to enter a change room, they should announce their presence and ensure another adult is aware.
- Encourage players to change at home where possible to minimize time spent in shared change room spaces.
- Monitor and prevent any inappropriate behavior, bullying, or harassment in change rooms.

These guidelines ensure the safety, well-being, and proper supervision of children and young people in football environments. All coaches and team managers must adhere to these best practices to create a safe and structured environment.