



Port Adelaide District Hockey Club Inc.

SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

1 PURPOSE

Port Adelaide District Hockey Club ('the Club') is committed to safeguarding children and young people.

All children and young people have the right to feel safe and protected from all forms of abuse, harm, and neglect. Children and young people have the right to take part in hockey and club activities in a safe, positive, and enjoyable environment.

2 SCOPE

This policy applies to any of the following persons:

- a) Individual Member;
- b) Participant;
- c) Employee;
- d) Contractor;
- e) Volunteer; or
- f) Any other individual who has agreed to be bound by the National Integrity Framework and/or the Relevant Policies.

3 POLICY

3.1 Commitment

Our Safeguarding Children and Young Children Policy is underpinned by the following:

- a) To ensure the safety and well-being of children and young people involved in our sport.
- b) Has adopted the Hockey Australia Safeguarding Children and Young Children Policy as updated and applicable to South Australia
- a) Seeks through this policy to formally record its commitment to upholding the right of its members to be treated with respect, dignity and to be safe and protected from abuse,
- b) Will continually improve its practices safeguarding children and young people through review and monitoring.

3.2 Commitment Statement

Port Adelaide District Hockey Club is committed to ensuring the safety and wellbeing of all Children/Young People that are involved in our sport. Our policies and procedures seek to address risks to Child safety and to establish Child safe culture and practices.

3.2.1 We will keep Children/Young People safe

- a) Through our Safeguarding Children and Young People Policy, we document our clear commitment to keeping Children/Young People safe from harm, risk of harm, abuse and neglect.
- b) We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

3.2.2 We promote inclusion, respect and diversity

- a) We consider the needs of all Children/Young People. We use inclusive program design to support them to participate safely in our sport, particularly Children/Young People with increased vulnerabilities, such as:
 - I. Aboriginal and/or Torres Strait Islander Children/Young People;
 - II. Children/Young People from culturally and linguistically diverse backgrounds;
 - III. Children/Young People with disability;
 - IV. Children/Young People living in out of home care,
 - V. Children/Young People with diverse genders and/or sexualities.
- b) We recognise the rights of lesbian, gay, bisexual, transgender and intersex Children/Young People to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

3.2.3 We create a culturally safe sporting environment

- a) We uphold the rights of Aboriginal and Torres Strait Islander Children/Young People to:
 - I. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
 - II. to express their Culture as they deem appropriate;
 - III. receive an education that strengthens their Culture and identity;
 - IV. maintain connection to their land and Country;
 - V. maintain their strong kinship ties and social obligations;
 - VI. be taught their cultural heritage by their Elders and community;
 - VII. receive information in a culturally sensitive, relevant and accessible manner; and
 - VIII. be involved in services that are culturally respectful.
- b) We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

3.2.4 Our staff and volunteers know the behaviour we expect

- a) We ensure that each person involved in our delivery of services to Children/Young People understands their role and the behaviour we expect in relation to keeping Children/Young People safe from abuse and neglect through application of our Child/Young Person Safe Practices.
- b) We utilise clear position descriptions which clearly state relevant Child/Young Person safe requirements.
- c) We have Child/Young Person Safe Practices, which are approved and endorsed by the Hockey Australia Board and outlines our expectations for behaviour towards Children/Young People.



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

- d) Our staff and volunteers are given a copy of and have access to the Child/Young Person Safe Practices.
- e) Our staff and volunteers indicate, in writing, that they have read and are committed to the Child/Young Person Safe Practices.

3.2.5 We minimise the likelihood of appointing or accrediting a person who is unsuitable

- a) We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with Children/Young People.
- b) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

3.2.6 Induction and training are part of our commitment

- a) We will provide all new staff, volunteers, and participants with information about our commitment to Child/Young Person Safety including our Safeguarding Children and Young People Policy, Child/Young Person Safe Practices and Responding to Child Abuse Allegations.
- b) We support ongoing education and training for our staff and volunteers to ensure Child/Young Person safety information is provided and updated as required.
- c) We ensure that our staff and volunteers have up-to-date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.

3.2.7 We encourage the involvement of Children/Young People and their parents

- a) We involve and communicate with Children/Young People and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children/Young People and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
 - I. our commitment to keeping Children/Young People safe and communicating their rights;
 - II. the behaviour we expect of our staff and volunteers and of themselves;
 - III. our policy about responding to Child Abuse.
- b) We have processes for two-way communication with Children/Young People and families.
- c) We seek feedback from Children/Young People and have a process for responding.
- d) We empower Children and Young People.
- e) We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of Children/Young People.

8. Our staff and volunteers understand their responsibility for reporting Child Abuse

- a) Our policy for responding to Child Abuse is approved and endorsed by the Hockey Australia Board and applies to all our staff and volunteers. Staff and volunteers must:



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

- I. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
- II. meet any legislated mandatory or other jurisdictional reporting requirements;
- III. follow a specified process when reporting abuse or neglect.

- b) Our staff and volunteers are given a copy of and have access to the Complaints, Procedure Policy and understand the implications of the policy for their role.
- c) We document any allegation, disclosure or concern regarding Child Abuse and take action and monitor responses to all allegations, disclosures, or concerns.

3.2.8 We maintain and improve our policies and practices

- a) We are committed to maintaining and improving our policies, procedures, and practices to keep Children/Young People safe from neglect and abuse.
- b) We have assigned responsibility for regularly maintaining and improving our policies and procedures to (insert name or person or group).
- c) We monitor our staff, volunteers, and external providers and take action to ensure appropriate practice, behaviour and policies are followed.
- d) We require our staff and volunteers to disclose guilty findings or charges affecting their suitability to work with Children/Young People. We review police record and WWCC checks regularly.
- e) We have formally reviewed our service delivery to identify and document potential risks to Children/Young People.
- f) We undertake formal reviews, at least annually, to identify and document potential risks to Children/Young People associated with our service delivery.

4 SOUTH AUSTRALIAN ADDENDUM

4.1 Introduction

In South Australia, organisations providing services to children and young people must, by law, provide child safe environments. Those organisations are required to:

- have child safe environments policy(ies) in place and at a minimum, review their policy(ies) once every 5 years
- meet Working with Children Check obligations, and
- lodge a child safe environments compliance statement with the Department of Human Services and lodge a new statement each time policy(ies) are reviewed and updated (or every 5 years, whichever occurs first).

The South Australian Addendum (Addendum) has been developed to supplement the Child Safeguarding Policy to meet compliance requirements. To the extent of any inconsistency between this Addendum and the Hockey Australia Safeguarding Children and Young People Policy, this Addendum will prevail. Any capitalised terms used and not defined in this Addendum have the meaning given in the Hockey Australia Safeguarding Children and Young People Policy.



Port Adelaide District Hockey Club Inc.

SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

The Hockey Australia Safeguarding Children and Young People Policy and this Addendum must also be read, interpreted, and applied with reference to, and in conjunction with, the Safety Act and Prohibited Persons Act as defined in section 4.2 below.

The purpose of this Addendum is to ensure that Relevant Organisations and Relevant Persons in South Australia comply with their legislative obligations under the South Australian Child Protection Legislation. This Addendum is not intended to create any additional Prohibited Conduct under the Hockey Australia Safeguarding Children and Young People Policy.

4.2 Definitions

Defined terms not otherwise defined in this Addendum have been defined in and have the meaning given to them, in the National Integrity Framework and the Hockey Australia Safeguarding Children and Young People Policy. In this Addendum the following words have the corresponding meaning:

Harm as defined in Section 17 of the Safety Act means physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental, or emotional abuse or neglect. This definition should be read in conjunction with the definition of Child Abuse as outlined in Schedule 1 of the Hockey Australia Safeguarding Children and Young People Policy.

Mandatory Notifiers means people specified under the Safety Act to report to the Department for Child Protection if they suspect on reasonable grounds that a child is, or may be at, risk and this suspicion is formed in the course of their work (paid or unpaid).

Prescribed Position means a position:

- in which a person works, or in the ordinary course of his or her duties, it is reasonably foreseeable that a person in that position will work, with children and/or young people.
- set out in the Prohibited Persons Regulations 2019 (SA).

Prohibited Persons Act means the Child Safety (Prohibited Persons) Act 2016 (SA), being the South Australian legislation regarding Working with Children Check requirements.

Risk as defined in Section 18 of the Safety Act. This includes that a child or young person will be taken to be at risk if:

- a) the child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected); or
- b) there is a likelihood that the child or young person will suffer harm (being harm of a kind against which a child or young person is ordinarily protected).

Safety Act means the Children & Young People (Safety) Act 2017 (SA), being the South Australian Child Protection Legislation.

Hockey SA is the governing body for hockey in South Australia.

Hockey Australia is the governing body for hockey in Australia.

4.3 Scope

The Addendum applies to all Relevant Organisations and Relevant Persons affiliated with Hockey SA.



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

4.4 Working with Children Checks

- 4.4.1 The Prohibited Persons Act requires people working or volunteering with children in South Australia to have a valid Working with Children Check and not be a Prohibited Person prior to commencing working with children and young people.
- 4.4.2 A Relevant Person who works in a Prescribed Position must have a valid Working with Children Check.
- 4.4.3 A person who is providing a service or activity in the course of the operation of a club or association with a significant membership of, or involvement by, children, is considered to be working in a Prescribed Position.
- 4.4.4 If a club or association has significant involvement by children, then under the Prohibited Persons Act and Regulations all volunteers and employees are required to have a valid Working with Children Check (and not be a Prohibited Person), regardless of whether they have contact with children.
- 4.4.5 A Relevant Organisation can only employ or continue to employ a Relevant Person in a Prescribed Position if:
- a) they have verified that the Relevant Person has had a Working with Children Check conducted in the last 5 years, and
 - b) that the person is not prohibited from working with children.
- 4.4.6 Relevant Organisation must register with the Central Assessment Unit (Department of Human Services (DHS) Screening Unit) and verify via their Organisation Portal that the Relevant Person has a valid working with Children Check and is not prohibited, it is not acceptable to sight a clearance e-mail, the verification must be done online.
- 4.4.7 The Prohibited Persons Act requires organisations to contact the DHS Screening Unit if:
- a) they become aware of any assessable information in relation to the person
 - b) they become aware that the person is prohibited from working with children under a law of the Commonwealth or of another state or territory
 - c) they become aware that the person is (or becomes) a registrable offender under the Child Sex Offenders Registration Act 2006
 - d) the person makes a disclosure to the employer under section 66 of the Child Sex Offenders Registration Act 2006.

4.5 Mandatory Notifiers

- 4.5.1 Under the Safety Act, the following people are mandated notifiers:
- a) medical practitioners
 - b) pharmacists
 - c) registered or enrolled nurses
 - d) dentists
 - e) psychologists
 - f) police officers
 - g) community corrections officers under the Correctional Services Act 1982



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

- h) social workers
- i) ministers of religion
- j) employees of, or volunteers in, an organisation formed for religious or spiritual purposes
- k) teachers employed to teach in a school, pre-school, or kindergarten
- l) employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, childcare, or residential services wholly or partly for children and young people, being a person who:
 - m) provides such services directly to children and young people or
 - n) holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people¹
 - o) an officer or employee of a prescribed organisation (as per section 114, of the Safety Act) who holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children.

4.5.2 Mandated notifiers are required by law to notify the Department for Child Protection via the Child Abuse Report Line (CARL), Phone: 13 14 78, if they suspect on reasonable grounds that a Child is, or may be, at risk and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties.

4.5.3 By way of general guidance, reporting obligations arise where there is "a reasonable suspicion" that a Child may be "at risk".

4.6 Child Safe Environments Compliance

4.6.1 Under the Safety Act, Relevant Organisations affiliated with Hockey SA:

- a) with significant membership of, or involvement by, Children and Young People; or
- b) who provide coaching to Children and Young People, must:
 - c) prepare or adopt policies and procedures designed to ensure that safe environments for Children and Young People are established and maintained; and
 - d) lodge (or have a representative body such as Skate South Australia lodge on its behalf) a statement with the Department of Human Services certifying that these child safe environment policies and procedures are in place for affiliated clubs.

4.6.2 Adoption and implementation of the Child Safeguarding Policy and this Addendum will assist Relevant Organisations affiliated with Hockey SA meet these obligations.

4.6.3 To be included on Hockey SA's Child Safe Environments Compliance Statement, Relevant Organisations affiliated with Skate South Australia must provide the required information annually as specified by Hockey SA.



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

4.6.4 Failure to do so means that a Relevant Organisations affiliated with Hockey SA will need to separately and independently lodge a compliance statement of its own, confirming its compliance (assuming appropriate compliance steps have been taken). Failure to lodge a compliance statement can result in a fine up to \$10,000.

4.7 Child Safeguarding Policy Implementation

4.7.1 Risk Management

- a) Port Adelaide District Hockey Club takes a risk-based approach to ensure that all activities are child safe and will undertake risk assessments for any activity that may involve contact with children.
- b) The risk assessment will consider:
 - i. the contact (with Children) and levels of direct supervision.
 - ii. the risk factors.
 - iii. the mitigation factors.
 - iv. the management strategies.

5 RESPONSIBILITIES

5.1 Board

Is responsible for the Safeguarding Children and Young People Policy and its supporting processes and procedures.

5.2 Members

- a) For behaving in a responsible manner and treating other members with respect.
For following the rules of hockey and the polices of the Club.

6 RELATED POLICIES

PO-002 Codes of Behaviour Policy
PO-010 Complaints Procedure Policy

7 RELATED EXTERNAL REFERENCES

Hockey Australia Member Protection Policy
Hockey Australia Safeguarding Children and Young People Policy
Child Safety (Prohibited Persons) Act 2016
Children and Young People (Safety) Act 2017
Prohibited Persons Regulations 2019 (SA)
Child Sex Offenders Registration Act 2006



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

8 CHANGE HISTORY

Version	Approval date	Approved by	Change
001	13 January 2016	Management Committee	Original
002	15 February 2017	Management Committee	Reviewed – no change
003	28 August 2024	Board	Update to reference Hockey Australia and South Australian addendum.

This policy applies beyond its review date.