



Westminster Warriors Soccer Club

Policy 010 – Safety & Wellbeing of Children and Young People

This policy aims to ensure Westminster Warriors Soccer Club (WWSC) core values, reputation and positive behaviours and attitudes are maintained by our commitment to eliminating from football all elements of discrimination, harassment, abuse, and other forms of inappropriate behaviour towards children and young people.

As part of this commitment, WWSC will take disciplinary action against any person or organisation bound by this policy should they be found to be in breach.

This policy is an essential part of our club's proactive and preventative approach to addressing inappropriate behaviour. It forms part of our policy structure which aims to protect all members. It complies with the minimum requirements specified in the *Commission for Children and Young People Amendment Regulation (No. 1) 2006*.

Policy

WWSC is committed to ensuring that the safety, welfare and wellbeing of children is maintained at all times during their participation in activities run by members and service providers at the club. WWSC aims to promote a fun, safe and fair environment for children and to assist members and service providers to recognise report and prevent child abuse.

In accordance WWSC will:

- ensure persons involved in the instruction, leadership, management and/or coaching of any participants 17 years and under undergo a criminal history check (Blue Card) where required by the *Commission for Children and Young People Amendment Regulation (No. 1) 2006*;
- refer allegations involving abuse, suspected abuse of children promptly to the Department of Communities and the Queensland Police Service who are the only statutory authorities in Queensland with the power to investigate allegations of sexual abuse;
- abide by the QCSA Code of Conduct guidelines for players, parents, coaches, administrators, officials and spectators; and
- abide by the QCSA Code of Ethics in all operations.



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This means that the WWSC will ensure that:

1. We recruit, train and manage our staff and volunteers to ensure the safety & wellbeing of our children and young people at all times.

Recruitment of suitable staff and volunteers is essential to ensuring the safety, wellbeing and enjoyment of all participants in football at the club.

Staff recruitment is a formalised procedure where applicants must provide minimum qualifications for a position's requirements. Successful applicants will then be interviewed for a final selection to be made.

Training is provided by QCSA to all individuals interested in coaching within football. Other staff members are usually required to have some prior training.

All position descriptions are available online.

2. Report disclosures and suspicions of harm involving our children and young people.

Allegations of child abuse are of an extremely serious nature and must be managed with the utmost sensitivity. An incident that is considered to be serious or criminal the initial response should be immediate.

Club Procedures for dealing with disclosures and suspicions of harm are outlined below and are drawn to the attention of all involved in the instruction, leadership, management and/or coaching of any participants 17 years and under at the club.

Additional information can be accessed through the Queensland Government Commission for Children and Young People and Child Guardian organisation.

Suspicion of Harm

Reasonable grounds to suspect harm include if;

- A child/young person informs you they have been harmed;
- Another child, parent, staff member *etc.* tells you that a child has been harmed or is likely to be harmed;
- A child/young person discloses that they know someone who is or has been harmed (they could possibly be referring to themselves);
- You notice and are concerned about a significant change in a child/young person's behaviour, or a new suspicious and unexplained injury; or
- You witness the harm occurring.



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A disclosure could sound like:

- “I think I saw...”
- “Someone told me...”
- “I just think you should know”
- “I’m not sure what I want you to do, but...”

All disclosures of harm are important and it is a necessity that the disclosure be acted upon, regardless of whether:

- The harm to the child/young person has been inflicted by a member of your organisation or a person outside of your organisation, or
- The child/young person that discloses the harm is a member of your organisation or is from outside your organisation.

What to do when a disclosure is made

Step 1 – Receiving the disclosure

When receiving a disclosure the following points may provide assistance:

- Don’t Panic – It is important to remember that you may be the first person the child/young person has made the disclosure to. Therefore, your reaction may dictate whether the child/young person trusts you with the information.
- Find A Private Place To Talk – The child/young person making the disclosure may feel more comfortable if the discussion takes place in a private situation.
- Listen – When dealing with a disclosure, don’t promise to keep secrets and don’t state that you won’t tell. Instead you should provide reassurance to the person by telling them that they have done the right thing by telling you.
- Then explain that you will need to tell someone who can help them and make them safe.
- Believe The Child/Young Person – It is not your position to judge whether the person making the disclosure is telling the truth. It is best to act on the basis that what you have been told is the truth.
- Don’t Ask Leading Questions – These questions tend to suggest an answer.
- The person receiving the disclosure should, if possible, obtain and/or clarify basic details including:
 - ❖ The child’s name, DOB/age and address
 - ❖



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- ❖ Dates and times of the incident/s
- ❖ Location/s of the incident/s
- ❖ Who was present at the time/s of the incident/s
- ❖ Include a thorough description of:
- ❖ Specifically what was said; by using “I said” and “they said” statements
 - The questions you asked to the person making the disclosure
 - Comments you made, and
 - The actions you took following the disclosure.
- If you take notes during the disclosure, you should explain why you are taking notes and why it is important (*i.e.*, to ensure an accurate record is kept for any subsequent investigation). Remember that when explaining this to the person, making the disclosure, it should be done in a manner that is appropriate to their age and level of understanding.
- Additionally, any reports and/or documents of regarding harm must be kept secure and confidential.

Step 2 – Reporting a disclosure

After receiving a disclosure the first responsibility you have is to report it to the Department of Child Safety or the Queensland Police Service. The report should be completed by the person to whom the disclosure was made, as they have the greatest knowledge of what was said.

Under no circumstances should a club or member of QCSA:

- Conduct an investigation in order to substantiate claims
- Hold its own internal hearing, or
- Attempt to arbitrate a settlement of the matter instead of notifying the relevant authorities.

Club/member lead investigations could lead to:

- Future legal proceedings being compromised
- The destruction/tampering of evidence by someone associated with an accused person or the accused
- Intimidation of the individual which disclosed the information, or
- Intimidation of the child/young person being harmed (if the disclosure was made by someone else).



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The Queensland Police

The Queensland Police Service will investigate disclosures of harm (suspected or substantiated) to a child/young person.

If a disclosure of harm is made to you, contact your local police station or closest Juvenile Aid Bureau and inform them that you have been told or suspect that someone has been harmed.

The police will want to know specific information, including:

- The details of any disclosure
- The name, age, and the address of the child/young person harmed
- Where the child/young person is at that particular point in time
- Any information regarding the alleged perpetrator, and
- Your details

The Department of Child Safety

Where the disclosure suggests that the parents are not acting to protect their child from harm or where may have been caused by a family member, the incident must be reported to a local service centre of the Department of Child Safety.

Disclosures of harm that relate to residential services for children/young people or shared family also require reporting to the Department of Child Safety.

However, if a disclosure of harm indicates that a criminal offence, such as sexual assault, may have taken place the matter should be referred to the Queensland Police Service.

Not sure who to contact?

If you are uncertain whether a family member or an unrelated person has caused the harm disclosed, contact the Queensland Police Service. If the matter needs to be dealt with by the Department of Child Safety, Police Service will refer the matter.

3. Manage all breaches of this Policy.

WWSC is committed to ensuring that this risk management strategy is implemented at a high standard. The policies in this risk management strategy apply to WWSC and its members, including employees, officials and players. The strategy to its fullest extent also applies to parents or guardians of players and to spectators at matches.



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This policy:

- applies to behaviour occurring both within and outside the course of WWSC's business, activities and events, when the behaviour involves Members and negatively affects relationships within WWSC's sport and work environment
- continues to apply to a Member even after that Member's association or employment or engagement has ended, if that Member breached this Policy while a current Member and, particularly, if a complaint had been lodged in accordance with this Policy

A person will be deemed to have engaged in conduct or behaviour:

- regardless of whether or not the act was committed deliberately or negligently
- if that person has attempted, threatened or encouraged others, to engage in that conduct or behaviour
- whether the person knowingly takes part in that conduct or behaviour

If it is revealed to WWSC that an individual has breached the policies of this risk management strategy, the club will take disciplinary action in accordance with its Disciplinary Processes.

4. Comply with Blue Card legislative requirements.

Blue cards are issued by the Commission for Children and Young People and Child Guardian once it has carried out the Working with Children Check to see if a person is eligible to work in the areas of child-related work covered by the Commission's Act. If a person is eligible, they are issued a positive notice letter and a blue card.

The Working with Children Check, also known as the blue card, is a detailed national criminal history check including:

- any charge or conviction for an offence, whether or not a conviction is recorded
- whether a person is a respondent to or subject to an application for a child protection prohibition order or disqualification order, or whether a person is subject to reporting obligations under the *Child Protection (Offender Reporting) Act 2004*.



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All members of the club involved in the instruction, leadership, management and/or coaching of any participants 17 years and under are required to hold a current Blue Card where required by *Commission for Children and Young People Amendment Regulation (No. 1) 2006*.

5. Risk assess all high risk activities and special events.

WWSC acknowledges the importance of Special events in a club or organisations program and recognises this requires a risk management strategy to minimise the risks to all stakeholders and fulfil our duty of care. Each event will undergo a Risk Assessment to identifying potential risks, the level of each potential risk and ways to manage the identified risks.

6. Communicate and support minimum standards of behaviour expected of members.

WWSC utilises its club website and set events such as Coaches and Managers Nights, Announcement and Sign On Days to establish and communicate standards of behaviour expected of members and establish procedures for dealing with breaches of the codes of ethics.



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Record of Child Abuse Allegation Form (1/3)

Subject	Information
Complainant's Name: <i>(if other than the child)</i>	
Date:	
Role in Football	<input type="checkbox"/> Administrator <input type="checkbox"/> Player <input type="checkbox"/> Club Official <input type="checkbox"/> Spectator <input type="checkbox"/> Match Official <input type="checkbox"/> Team Official <input type="checkbox"/> Parent <input type="checkbox"/> Other:.....
Child's Name:	
Child's Age:	
Child's Address:	
Person's reason for suspecting abuse <i>(e.g., observation, injury, disclosure)</i>	
Name of person complained about:	
Role in Football:	<input type="checkbox"/> Administrator <input type="checkbox"/> Player <input type="checkbox"/> Club Official <input type="checkbox"/> Spectator <input type="checkbox"/> Match Official <input type="checkbox"/> Team Official <input type="checkbox"/> Parent <input type="checkbox"/> Other:.....



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Record of Child Abuse Allegation Form (2/3)

Witnesses (if more than 3 witnesses, attach details to this form)

Name (1):	
Contact details:	
Name (2):	
Contact details:	
Name (3)	
Contact details:	
Interim action taken: <i>(to ensure child's safety and/or to support needs of a person complained about)</i>	

Police contacted

Who:	
When:	
Advice provided:	

Government agency contacted

Who:	
When:	
Advice provided:	

Westminster Warriors representative contacted

Who:	
When:	



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Record of Child Abuse Allegation Form (3/3)

Police and/or Government Agency investigation

Finding:	
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Internal investigation (if any)

Finding:	
Action taken:	

Completed by:

Name:	
Position:	
Signature:	
Date:	

Signed by complainant (if not a child)

Signature:	
Date:	