

OFFICIAL



HUNTER VALLEY
FOOTBALL



Newcastle
Football

Rules and Regulations

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REGULATION H: 3.6 Child Protection Policy

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Summary

These Rules and Regulations provide information about:

➤ **Regulation H – 3.6 Child Protection Policy**

that all the Joint Zone Competitions will operate under.

The Regulations, Procedures and Policies in conjunction with the Constitution and By-Laws of the Zone Association shall, with the approval of NSW Football and duly Registered with FA, apply from the date of approval and shall take precedence over any previous Regulations of the Zone Association.

Issued by the Joint Board of Directors of Macquarie Football, Newcastle Football, and Hunter Valley Football.

Issued: **February 2024**

Review: **January 2025**

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1.0 CHILD PROTECTION POLICY STATEMENT

Our three (3) Football Zones (Hunter Valley Football, Macquarie Football and Newcastle Football) are committed to ensuring that the safety, welfare and wellbeing of children and young persons is maintained at all times during their participation in football sporting and recreation activities conducted by the Football Zone and Members

Protection of children and young persons from abuse is a universal responsibility.

Through the implementation of strategies that assist in preventing child and young person abuse from occurring, the Football Zones have taken a pro-active role in relation to child and young person protection and intervention. These strategies will help to foster a safe and positive environment for children and young persons to participate in football physical activities.

The Football Zones aim to promote a safe environment for all children and young persons and to assist staff, officials, coaches, referees, members, and volunteers to recognize child and young person abuse and neglect and to follow the appropriate notification procedures when reporting alleged abuse.

This Policy applies to all our three (3) Football Zones (Hunter Valley Football, Macquarie Football and Newcastle Football) Board Members, Zones management, Member Clubs, Referee Branches and all Club Officials, Coaches, Managers, Technical Directors, volunteers, and participants.

2.0 CHILD PROTECTION LEGISLATION

The issue of child and young person abuse is a complex problem which has an impact on all areas of society, including participation in football.

Several events, especially the Wood Royal Commission and Child Protection Legislations, have led to increased community awareness and have highlighted the need to develop and to implement strategies that protect children from abusive situations.

The Child Protection Legislation passed by the NSW Parliament encompasses a number of Acts and Regulations.

The three (3) Football Zones Child Protection Policy is guided by the following legislation and Regulations as directed by the NSW Office of the Children's Guardian (NSW OCG):

- Children's Guardian Act 2019
- Children's Guardian Regulation 2022
- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection) Regulation 2022

- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013

and each has serious implications for our Football Zones and their Members.

In the interests of promoting child safety within the sport of Football, the Boards of three (3) Football Zones (Hunter Valley Football, Macquarie Football and Newcastle Football) have implemented this policy to expand the categories of individuals requiring the NSW Government's Working with Children Check (WWCC)

3.0 WHO OUR POLICY APPLIES TO

This policy applies to anyone involved in the activities of our three (3) Football Zones (Hunter Valley Football, Macquarie Football and Newcastle Football) either paid and/or unpaid employees (including volunteers) who are working with children and young people whether they are in a paid or unpaid/voluntary capacity and including:

- Zone Board members, Zone Administrators, and other Zone Officials
- Member Club committee members, club members, administrators, and other club officials.
- Coaches, assistant coaches, other personnel participating in events and activities, including camps and training sessions.
- Support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers, first aiders and other Team Officials.
- Referees and other Match Officials.
- Any Players, Reserves, Substitutes, Interchange players who are over the age of 18.
- members, including any life members.
- Parents, guardians, or caregivers; and
- any other person to whom the Joint Football Zones Board or Administrators decide the policy may apply.

4.0 THE WORKING WITH CHILDREN CHECK

Any organisation that has people who work or volunteer to provide services to children or young people is considered an 'employer'.

4.1 **WORKING WITH CHILDREN CHECK**

The Working with Children Check (WWCC) is a mandatory requirement for anyone who works or volunteers in child-related work in NSW.

Employers have legal obligations around working with children.

It is against the law to engage anyone in child-related work without a Working with Children Check.

It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

The 'Working with Children Check' helps to determine whether a person is suitable to work with children and young persons.

Employers shall use the 'Working with Children Check' for persons involved in child related employment.

If a worker or volunteer requires a Check, there are actions the employer must take.

The 'Working with Children' Check involves an employer:

- a. asking all paid and unpaid employees (including volunteers) who are working with children and young people to apply online or attend a Service NSW Centre to complete an application form.
- b. Verifying WWC Numbers of applicants for paid positions and unpaid positions (including volunteers) who are working with children and young persons.

4.2 **Registering for Football – Information for Administrators and Participants**

When registering in Play Football or the relevant registration system as a Coach, Manager, Technical Director, Referee, or any other role that involves working or volunteering with a child or a young person under 18 years of age, it is now a pre-condition of registration within the three (3) Football Zones (Hunter Valley Football, Macquarie Football and Newcastle Football) that the individual enters their WWC number in the registration system at the time of registration.

Persons under 18 years of age **are exempt** from this registration requirement.

4.3 **Referees**

Under the 'Working with Children' Policy, all referees require a WWCC, unless exempt.

The **only exemption** for referees recognised by the three (3) Football Zones (Hunter Valley Football, Macquarie Football and Newcastle Football) is the exemption for persons aged under 18 years.

Therefore, it is a requirement of the three (3) Football Zones (Hunter Valley Football, Macquarie Football and Newcastle Football) that all referees **MUST**

obtain a WWCC and provide their Referee Branch and/or Football Zone with a valid WWC Number.

4.4 VERIFYING THE WORKING WITH CHILDREN NUMBER

Verifying is the process that notifies the NSW OCG system that a particular person who holds a WWC Number is working or volunteering with our Football Zones.

Verifying WWC Numbers is **mandatory** and a **legal requirement** in NSW and the most important part of completing the Working with Children Check process to keep children safe in football.

There are significant Government fines for organisations identified by NSW OCG as **not verifying** and completing this important part of the WWCC process.

The Football Zone/Member Club/Branch shall:

- a. use for football sporting organizations the NSW Office of the Children's Guardian as its Approved 'Working With Children Check' Agency.
- b. identify positions within the organization that are child and young person related.
- c. register the organization as an employer with the NSW Office of the Children's Guardian as it is **mandatory under the legislation**.
- d. request all employees in identified positions (including volunteers) to complete a Working With Children Check as it is **mandatory under the legislation**.

Employers face heavy penalties for failing to ask employees to complete a Working With Children's Check online or at an NSW Service Centre; individuals who fail to complete a Working With Children Check are committing a criminal offence.

- e. for new paid persons, request the preferred applicant to complete the online 'Working with Children Check' application or visit a NSW Service Centre to lodge an application.
- f. verify with the NSW Office of the Children's Guardian that a particular person who holds a WWC Number is working or volunteering with your organisation.

This process of verifying creates an important link between the worker, your organisation, and the NSW OCG in the OCG's continuous monitoring system.

This means that, if your worker or volunteer has an issue during the verification or becomes barred from working with children at any time

in the future, the NSW OCG will let you know immediately and advise you to remove the person from child-related work

g. When you verify you will receive a result of:

- Cleared,
- Not cleared,
- In Progress or
- Not Found.

You can only employ workers who are **CLEARED**.

If the result is **NOT FOUND** then this usually means that the information entered is incorrect, or the applicant still needs to complete the application process at a Service NSW Centre.

h. Where a person's role requires a WWCC:

- For all persons, including referees, registration is **not to be approved** in Play Football or the relevant registration system by the relevant administrator and will not be effective until the individual has entered their WWC Number in the registration system, AND their Club, Referee Branch, Association, or Football Zone has verified the WWC Number via the on-line WWC verification system at <https://wwccemployer.ocg.nsw.gov.au/Login>.
- It is a legal requirement for the relevant Club, Referee Branch, Association, (or the Football Zone for employees and volunteers) to obtain the person's WWC Number directly from the individual and then verify the WWC Number in the online verification system at <https://wwccemployer.ocg.nsw.gov.au/Login> and retain a record of the verification details in accordance with the requirements of the WWCC legislation as outlined at www.ocg.nsw.gov.au/working-children-check.

i. Once you have completed the Verification process, you must keep a record as an employer of each verification.

See ***Attachment 1*** or Download a copy from: [Verification Record Template](#).

j. You also need to verify a worker/volunteer's WWC Number again when they renew their WWCC after 5 years.

5.0 HOW TO APPLY FOR A WORKING WITH CHILDREN NUMBER

5.1 Eligibility:

- * anyone aged 18 or older
- * anyone whose role involves direct physical or face-to-face contact with children.

5.2 What you require

- personal details, including date and place of birth
- 4 [proof of identity \(POI\) documents](#) including:
 - one commencement of identity document
 - one primary use in the community document
 - 2 secondary uses in the community documents.
- At least one of your documents must contain **your signature and photo**.

Your POI documents must be current and original.

The following documents are not acceptable:

- original paper documents that have been laminated
- photos, photocopies, or certified copies
- expired documents (unless specified).

Note:

- * If your primary use document is **not either** a NSW Driver Licence or a NSW Photo Card, you'll need to [Apply for a customer number with Transport for NSW \(individuals\)](#).
- * NSW digital driver licence **is accepted**.

5.3 How to apply

- a. Complete the online application form or visit a Service NSW Centre (see *Attachment 2* - NSW Service Centre Locations)
- b. Take your email receipt, your proof of identity documents and fee (if applicable) to a Service NSW Centre.
- c. WWCC Screening will then commence
- d. Give your APP/WWC Number to your club or referee branch/association, to verify your details and clearance in the online verification system.

6.0 WORKING WITH CHILDREN CHECK COMPLIANCE AND AUDITS

The NSW Office of the Children's Guardian (OCG) is the State Government Agency responsible for managing the WWCC in NSW.

Our three (3) Football Zones work closely with the OCG in relation to child protection and compliance of our member clubs, associations, branches, and referee branches with the WWCC.

The OCG will conduct a number of audits of our three (3) Football Zones Clubs, Branches, and other affiliates, and will continue to do so. While our three (3) Football Zones acknowledges that most clubs, referee branches and associations are already applying the WWCC as outlined in this Policy.

We note further that these changes may in fact make the process easier in some respects as clubs will no longer need to undertake the arduous task of determining which workers and volunteers are exempt and which are not.

7.0 IMPLICATIONS OF CHILD PROTECTION (PROHIBITED EMPLOYMENT) LEGISLATION.

7.1 The Football Zone/Member Club ***must not*** commence employing any person in a child or young person related position without first carrying out verification of WWC Number and that person being ***CLEARED*** by the NSW Office of the Children's Guardian.

If employing someone urgently in a child related role, you can verify a person's application (APP) number once they have completed the application process by attending a Service NSW Centre.

The result when verifying an APP Number must be "Application in Progress".

Note, the worker must provide you with their WWC Number once it is received and you MUST also then verify their WWC Number.

7.2 The Football Zone/Member Club ***must not*** commence employing or continue to employ a person who has been identified as a prohibited person in child and young person related employment.

7.3 A prohibited person is any person who has been convicted of a serious sexual offence.

For the purposes of Child Protection, a serious sex offence is an offence involving sexual activity or acts of indecency which is or was punishable by penal servitude or imprisonment for 12 months or more in New South Wales.

- 7.4 It is an offence for a person convicted of serious sex offences to apply for or remain in child related employment.
- 7.5 Under this Act, “employment” incorporates work performed as a volunteer.
- 7.6 It is mandatory to notify the OCG of the name and other identifying details of any employee against whom relevant child protection disciplinary proceedings have been completed.
- 7.7 Registered employers can check with the OCG to have access to a risk assessment process for new employees that includes a check of the OCG database of completed disciplinary proceedings relating to child abuse, sexual misconduct or acts of violence either directed at children or in the presence of children; a national criminal record check that will identify any relevant criminal history; a check on all apprehended violence orders (AVOs) which have been made for the protection of a child.
- 7.8 Under part of the Legislation, a person who has reasonable grounds to suspect that a child or young person is at risk of harm must report this to the Department of Communities and Justice (DCJ); such persons who make reports shall have their identity protected.

8.0 MANAGEMENT OF ALLEGATIONS OF CHILD ABUSE

8.1 OUTLINE

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. The following is a basic outline of the investigative process that shall be followed by the Zone Association/Member Club.

8.2 INITIAL RESPONSE

- * Clarify the details of the allegation.
- * Follow the established reporting procedures (e.g., Member Protection Information Officer, President, etc.).
- * Assess the risks and take interim action to ensure the child’s safety.
- * Report to DCJ and NSW Police if necessary.
- * Address the support needs of the child and the employee.
- * Maintain confidentiality, fairness, and trust.

8.3 NEXT STEPS

- * Where necessary the child should be interviewed by a professional (e.g., DCJ, NSW Police).

- * Identify persons who can provide relevant information.
- * Document all details (*See Attachment 3 and 4*).
- * Where possible, appoint an independent person to conduct the investigation.

8.4 INFORMATION GATHERING

- * Collect relevant documentary evidence and record all witness interviews.
- * Review the initial risk assessment and take action to address concerns.

8.5 PROCEDURAL FAIRNESS AND NATURAL JUSTICE

- * Maintain strict confidentiality.
- * Put the allegation to the employee in an interview with a disciplinary board.
- * The employee may have an observer and adviser present.
- * The employee can respond during the interview and in a written submission.

8.6 MAKING A FINDING

- * The decision maker should be separate from the investigator.
- * Consider all the information and determine a finding.
- * Clearly document the rationale.

8.7 TAKING ACTION

- * Decide on the action to be taken and report to the Football Zone /Member Club.
- * Report to the Department of Communities and Justice (DCJ) where it meets the definition of a completed disciplinary proceeding. (Refer to *Working with Children Check and Child Protection* for details).

9.0 REPORTING INCIDENTS

9.1 REQUIREMENT

- * Employers must provide details to the Department of Communities and Justice (DJC) any employee who has been the subject of completed relevant disciplinary proceedings.
- * Under child protection legislation, some persons are legally required to report concerns they have about the safety, welfare and wellbeing of a child or young person.

9.2 MANDATORY REPORTER

- * A mandatory reporter is any person who delivers services to children and young people as part of their paid professional work.
- * A person who holds a management position and is responsible for or supervises the provision of these services is also a mandatory reporter.
- * It's mandatory to make a report if the child is 0 to 15 years and at risk of significant harm.
- * It's not mandatory to make a report if it is an unborn child, or a young person aged 16 to 17. However, reports can be made under Section 24 or 25 of the [Children and Young Persons \(Care and Protection\) Act 1998](#).
- * DCJ does not have jurisdiction to respond if the alleged victim was 18 years of age or older at the time of the alleged abuse/neglect, alleged risk of significant harm.
- * DCJ cannot respond if the child or young person was allegedly abused or neglected outside NSW AND is not currently residing in NSW AND is not under the parental responsibility of the Minister.
- * A mandatory reporter is required by law to make a report to DCJ if they have current concerns about the safety, welfare, or wellbeing of a child (under 15 years of age).

9.3 REPORTING

If there is a suspicion that a child is at risk of significant harm, it should be reported by :

- calling the Child Protection Helpline on **13 21 11**
- It is open 24 hours a day, 7 days a week.

The law says a child or young person is at *risk of significant harm (ROSH)* if there are current concerns for their safety, welfare, or wellbeing because of one or more of the following:

- * if their basic needs are not met — for example, they don't have enough food or clothing, or don't have a safe or secure place to live
- * parents or caregivers aren't arranging necessary medical care — for example, a child is very sick, but is not taken to a doctor
- * a child or young person being physically abused or ill-treated — for example, where a child has bruises, fractures or other injuries from excessive discipline or other non-accidental actions
- * a child or young person being sexually abused — for example, sexual activity between the child and an older child or adult

- * risk of serious physical or psychological harm resulting from domestic violence — where a child could be injured by a punch intended for their mother, or a child can't sleep at night because of the fear there will be violence in the home
- * risk of the child or young person suffering serious psychological harm — for example, a child having to take care of his parent, or a child being continually ignored, threatened, or humiliated.

The reporter does not need to be certain but only needs to make sure that the concerns are well-founded and based on information known or obtained from a reliable source.

If a person is unsure, it is best to contact DCJ for advice.

DCJ will make an assessment and determine the actual risk of harm and the appropriate action to take.

Further investigation and assessment may be required.

The report is confidential, and the legislation provides protection for those making reports.

10.0 REFERENCE CONTACT NUMBERS AND QUICK LINKS

Child Protection Helpline: 13 21 11

Working With Children: 13 77 88

QUICK LINKS:

Department of Communities and Justice

Website - www.dcj.nsw.gov.au

[Applying for a Working With Children Check](#)

[Find your WWC Number](#)

[How to Register and How to Verify](#)

[Compliance and Audits](#)

[Your Organisation's WWCC Responsibilities](#)

[Service NSW Working With Children Check Website](#)

[Renewing Your Working With Children](#)

[Changing your Working With Children Details](#)

11. ATTACHMENTS

The following documents were taken from the Working With Children and Department of Communities and Justice websites which provides for downloading (in Microsoft Word format or Adobe format) of all the documents or forms required to comply with the Working with Children Check procedures, are attached as Attachments.

Attachment 1 – Working With Children Record Keeping Template

Attachment 2 – NSW Service Centres Locations

Attachment 3 - Procedure For Handling Allegations Of Child Abuse

Attachment 4 - Confidential Record Of Child Abuse Allegation

Attachment 1 – Working With Children Record Keeping Template

Place your organisation's name here

Working with Children Check record keeping template

Place your
organisation's
logo here

This template can assist you in meeting your record keeping obligations under the *Child Protection (Working With Children) Act 2012*. Your records can be kept electronically or on paper using a template like the one below. For auditing purposes, you must keep these records for seven years.

You must keep the following records:

- Full name (including first, middle and last name)
- Date of birth
- WWC number
- Verification date (the date you verified them)
- Verification outcome (clearance, barred, interim barred or not found)
- Expiry date (when the WWC number expires)
- Status of the worker (paid or volunteer)

Employee full name	Date of Birth	WWC number	Start date	Verification date	Verification outcome	Expiry date	Paid or volunteer work
John Smith	20/09/1989	WWC000XXE	01 July 2015	30 June 2015	Cleared	28 June 2020	Paid

This template was developed by the NSW Office of the Children’s Guardian. For more free child safe templates and other resources, please go to ocg.nsw.gov.au/our-resources

Attachment 2: NSW Service Centre Locations

Hunter Valley Football Zone

Cessnock Service Centre

16 North Avenue
Corner of North Avenue and Darwin Street
Cessnock NSW 2325

Clarence Town Mobile Service Centre

48 Grey Street
Clarence Town NSW 2321

Dungog Agency

Dungog Shire Council
198 Dowling Street
Dungog NSW 2420

Maitland Service Centre

4 Garnett Road
East Maitland NSW 2323

Merriwa Agency

Upper Hunter Shire Council
34-40 Vennacher Street
Merriwa NSW 2329

Murrurundi Mobile Service Centre

(New England Hwy)
113 Mayne Street
Murrurundi NSW 2338

Muswellbrook Service Centre

Muswellbrook Fair
Shop 203
19-29 Rutherford Road
Muswellbrook NSW 2333

Paterson Mobile Service Centre

Duke Street
Paterson NSW 2421

Quirindi Agency

Liverpool Plains Shire Council
191 George Street
Quirindi NSW 2343

Scone Mobile Service Centre

Upper Hunter Shire Council
135 Liverpool Street
Scone NSW 2337

Singleton Service Centre

158 John Street
Singleton NSW 2330

Walhallow Mobile Service Centre

(Walhallow LALC)
1 Park Lane
Caroona NSW 2343

Wallsend Service Centre

Wallsend Village
Shop 41
24 Kokera Street
Wallsend NSW 2287

Werris Creek Mobile Service Centre

Junction Park
55 Single Street
Werris Creek NSW 2341

Macquarie Football Zone**Cessnock Service Centre**

16 North Avenue
Corner of North Avenue and Darwin Street
Cessnock NSW 2325

Maitland Service Centre

4 Garnett Road
East Maitland NSW 2323

Newcastle Service Centre

114 Parry Street
Newcastle West NSW 2302

Toronto Service Centre

Toronto Town Square Shopping Centre
Shop 24 & 25 (Entry via The Boulevard)
63 The Boulevard Toronto NSW 2283

Toukley Service Centre

325 Main Rd
Toukley NSW 2263

Tuggerah Service Centre

Tuggerah Super Centre
Shop 15
2 Bryant Drive Tuggerah NSW 2259

Warners Bay Service Centre

Building D
Unit 2
274 Macquarie Road
Warners Bay NSW 2282

Wallsend Service Centre

Wallsend Village
Shop 41
24 Kokera Street Wallsend NSW 2287

Newcastle Football Zone**Cessnock Service Centre**

16 North Avenue
Corner of North Avenue and Darwin Street
Cessnock NSW 2325

Maitland Service Centre

4 Garnett Road
East Maitland NSW 2323

Nelson Bay Service Centre

30 Yacaaba Street
Nelson Bay NSW 2315

Newcastle Service Centre

114 Parry Street
Newcastle West NSW 2302

Raymond Terrace Service Centre

Unit 1
1 Jacaranda Avenue
Raymond Terrace NSW 2324

Toronto Service Centre

Toronto Town Square Shopping Centre
Shop 24 & 25 (Entry via The Boulevard)
63 The Boulevard Toronto NSW 2283

Tanilba Bay Mobile Service Centre

1051 Lemon Tree Passage Road
Tanilba Bay NSW 2319

Tea Gardens Mobile Service Centre

222 Myall Drive
Tea Gardens NSW 2324

Warners Bay Service Centre

Building D
Unit 2
274 Macquarie Road
Warners Bay NSW 2282

Wallsend Service Centre

Wallsend Village
Shop 41
24 Kokera Street Wallsend NSW 2287

Attachment 3: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in football from physical, emotional, and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks.
- signed declarations.
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements for New South Wales as well as resources relating to Working With Children Check can be found at:

New South Wales

Office of the Children's Guardian

Website: <https://ocg.nsw.gov.au>

Phone: 02 82193600

Resources relating to Working With Children Check can also be found at Play by the Rules website: www.playbytherules.net

Travelling to other states or territories

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Attachment 3:

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets and resources on reporting allegations of child abuse in New South Wales is available at <https://ocg.nsw.gov.au>

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with in the three (3) Football Zones in a paid or unpaid capacity have a duty of care to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions, or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the President, or Secretary of the Joint Football Zones Member Club,

Football Zone CEO or General Manager so that he or she can manage the situation in the required manner.

- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- ***Making the Report to the Child Protection Helpline.***
 - * ***To report suspected child abuse or neglect, call the Child Protection Helpline on 13 21 11 (open 24 hours/7 days).***

Helpful information needed for a Child Protection Helpline report includes:

- full name, date of birth (or approximate age), address and phone number of the child or young person you are concerned about.
- full name (including any known aliases), approximate age, address and phone number of the parents or carers.
- a description of the child or young person and their current whereabouts.
- why you suspect the child or young person is at risk of significant harm (what you have seen, heard, or been told).
- whether a language or sign interpreter may be required, whether support is required for a person with a disability, or an Aboriginal agency is involved.
- your name and contact details.

Sometimes you may not have all of this information.

Communities and Justice (DCJ) needs at least to be able to identify and locate the child or young person. Information that assists this, such as the child or young person's school or childcare centre, is also helpful.

- ***Making an Anonymous Report to the Child Protection Helpline.***
 - You can make an anonymous report, but it does mean we won't be able to contact you again to discuss what you've told us, and we can't give you any feedback on your report.
 - The identity of all reporters, mandatory or not, is confidential.
 - Your identity, or any information that might reveal your identity, such as your address or workplace, can't be disclosed by anyone without your consent — except on rare occasions, where information about the report is crucial to court proceedings.

Step 3: Protect the child and manage the situation

- The President, or Secretary of the Joint Football Zones Member Club, or the Football Zone CEO or General Manager will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged

offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of Member Club or Football Zone.

- The President, or Secretary of the Joint Football Zones Member Club, or the Football Zone CEO or General Manager will consider what services may be most appropriate to support the child and his or her parent/s.
- The President, or Secretary of the Joint Football Zones Member Club, or the Football Zone CEO or General Manager will consider what support services may be appropriate for the alleged offender.
- The President, or Secretary of the Joint Football Zones Member Club, or the Football Zone CEO or General Manager will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:

- a criminal investigation (conducted by the police)
- a child protection investigation (conducted by the relevant child protection agency)
- a disciplinary or misconduct inquiry/investigation (conducted by Member Club or Football Zone Competitions - Disciplinary).
- Member Club or Football Zone Competitions - Disciplinary will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned, or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in **Clause 9** of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

Contact details for advice or to report an allegation of child abuse

New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Communities and Justice www.dcj.nsw.gov.au Ph: 132 111

Attachment 4

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

CONFIDENTIAL RECORD		
Complainant's Name (if other than the child)		Date Formal Complaint Received: /..... /.....
Role/status in Football		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g., observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Club Official (volunteer) <input type="checkbox"/> Player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Team Official <input type="checkbox"/> Other	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Match Official <input type="checkbox"/> Support Staff

CONFIDENTIAL RECORD (*Continued*)

<p>Witnesses (if more than 3 witnesses, attach details to this form)</p>	<p>Name (1):</p> <p>Contact details:</p> <p>.....</p> <p>Name (2):</p> <p>Contact details:</p> <p>.....</p> <p>Name (3):</p> <p>Contact details:</p> <p>.....</p>
<p>Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Police contacted</p>	<p>Who:</p> <p>When:</p> <p>Advice provided:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

CONFIDENTIAL RECORD *(Continued)*

Internal investigation (if any)	Finding:
Action taken
Completed by	Name: Position: Signature Date:/..... /.....
Signed by	Complainant (if not a child) Name: Signature Date:/..... /.....

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

Issued: **February 2018**
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