



# CHILD-SAFE ENVIRONMENT PROCEDURE

## 1 Purpose

- 1.1 The Italo Australia Club Inc (IAC) is committed to the safety and wellbeing of Children & Young People, and provision of a Child-Safe Environment by taking a preventative, proactive and participatory stance on child protection issues through the development, and implementation of a club culture of awareness and accountability, aimed to identify, analyse, and evaluate risks to Children & Young People.
- 1.2 The Child-Safe Environment Procedure (the Procedure) is intended to provide awareness of IAC's roles and responsibilities where Members engage (regardless of activity) with Children & Young People.

## 2 Scope

- 2.1 The Procedure applies to all Members of the IAC (regardless of position), and failure to comply with the requirements, may see them stood down or excluded from the club.

## 3 References

### 3.1 Legislative

- 3.1.1 *Children and Young People (Safety) Act 2017 (SA)*
- 3.1.2 *Child Safety (Prohibited Persons) Act 2016 (SA)*

### 3.2 IAC Documents

- 3.2.1 WHS & Environment Policy
- 3.2.2 Child- Safe Environment Policy
- 3.2.3 Grievance Dispute Procedure
- 3.2.4 Social Media Procedure
- 3.2.5 Member Information

### 3.3 Resources

- 3.3.1 Football South Australia (FSA)
- 3.3.2 Department of Human Resources – Child Safe

## 4 Definitions

<b>CARL</b>	Child Abuse Reporting Line <b>13 14 78</b> .
<b>Child-Safe Environment</b>	A safe and friendly setting where children feel respected, valued and encouraged to reach their full potential.
<b>Children &amp; Young Person</b>	Children are persons who are under 12 years old and, a Young Person is 12 to 18 years of age.
<b>Child Safety Officer</b>	A person trained to educate Members in providing a Child-Safe Environment and to provide support, as required.
<b>DHS</b>	Department of Human Services (Child-Safe).
<b>Guardian/Carer</b>	A person who is legally responsible for the care of someone who is unable to manage their own affairs, especially a Child or a Young Person.
<b>Harm</b>	Physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical mental or emotional harm.



<b>Mandatory Reporting</b>	Person(s) who are obliged by law to notify Department for Child Protection if they suspect on reasonable grounds that a Child or Young Person is at harm, or risk of harm.
<b>Member</b>	A person who is involved in any way with the club relating to activities such as but not limited to: management, employment, training, coaching, volunteering, contracting, or any person in the club who has the capacity to make decisions that affect the whole, or a substantial part, of IAC.
<b>Policy</b>	Refers to the Child-Safe Environment Policy of IAC.
<b>Procedure</b>	Refers to the Child-Safe Environment Procedure of IAC.
<b>SAPoL</b>	South Australian Police.
<b>WWCC</b>	A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information, and other information.

## 5 Procedural Principles

### 5.1 Commitment

- 5.1.1 Children and Young People of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs are welcomed at IAC with the club undertaking to ensure their beliefs are respected and equity is upheld.
- 5.1.2 The welfare of Children & Young People associated with the IAC will be a priority in creating a child-safe and child-friendly environment in which Children & Young People can feel safe when participating in club related activities, either within or outside the club environment.
- 5.1.3 The IAC will commit to the appointment and training of Child-Safe Officers who as the first point of contact, may provide advice and support to Children & Young People, their legal Parent/Guardian, club Members, volunteers and, where necessary contractors, regarding the safety and wellbeing of Children & Young People.
- 5.1.4 IAC coaches, Members, and volunteers, directly involved with Children & Young People, will be made aware of the Child-Safe Environment Policy (the Policy) and the Child-Safe Environment Procedure (the Procedure) in order they understand their roles and responsibilities, and will undertake to inform them of the clubs 'Code of Conduct – Child Safe Environment' (refer to Annexure A).
- 5.1.5 Children and Young People will be provided information by relevant coaches/team managers, trained as a Child Safe Officer in what is a Child-Safe Environment, and advised of action they may initiate should they feel unsafe whilst participating in any club activity (refer Annexure B).
- 5.1.6 Information relating to IAC's commitment in providing a Child-Safe Environment is readily available through the Member Information Package, the Policy, and the Procedure are accessible through the IAC Social Media Post's, and information posters are displayed around the site.
- 5.1.7 Failure by IAC Members, directly involved with Children & Young People to comply with the Policy & the Procedural requirements as detailed and/or amended from time to time, will no longer be permitted any involvement with Children & Young People at IAC.



- 5.1.8 Where proven that a member **did not** conform to the Policy and/or the Procedural requirements, as detailed, in relation to **not** providing a Child-Safe Environment, they may face expulsion from the club.

## 5.2 Participation

- 5.2.1 The IAC will commit to actively encourage Children, and Young People to express their views on issues that may affect, or may be likely to affect them as well as acting on concerns that Children & Young People and/or their legal Parents/Guardians may raise. Concerns raised will be considered, and addressed quickly, fairly, and transparently to ensure overall safety and well-being, and to ensure a satisfactory resolve for those concerned.
- 5.2.2 Children and Young People will be encouraged to provide information regarding their experience with the club, through completion of an annual club survey (refer to Annexure G).

## 5.3 Suitable Personnel to work with Children and Young People

- 5.3.1 IAC understands that when recruiting Board Members, coaches, and volunteers, there are ethical, as well as legislative obligations and as such, any individual identified as not being suitable to be involved with Children and Young People (i.e.: Prohibited Persons) will **not** be accepted into the club, and notification of their application will be forwarded to Department of Human Services (DHS).
- 5.3.2 IAC coaches are required to have relevant accreditation through Football SA (Level based on relevant coaching grade), and where new coaches require reference checks, this will be managed by the current Sports Director.
- 5.3.3 New members to the Board are nominated and appointed based on their skill level, and expertise with WWCC checks completed **prior** to appointment. Where necessary, reference checks for new Board Members will be managed by the current Club President.
- 5.3.4 Working with Children Checks (WWCC) are to be undertaken, and provided to the Club Secretary **prior** to Members, coaches, volunteers being actively involved, or planning to be involved with Children and Young People at IAC.
- 5.3.5 WWCC can be undertaken on line by logging into [www.dhs.sa.gov.au](http://www.dhs.sa.gov.au). Copies of the WWCC (required each 5 years as a minimum) will be held by the IAC Board Secretary and/or Sports Secretary in a secure and confidential manner.
- 5.3.6 IAC Members involved (or planning to be involved) with Children and Young People, who **fail** to provide evidence of a current WWCC check where requested, will **not** be permitted to be involved with Children & Young People at IAC.

## 5.4 Prohibited Persons

- 5.4.1 Any IAC Member (or future Member) identified as having received a WWCC prohibition notice, or who has been found guilty of a prescribed offence committed as an adult, relating to Children or Young People, **will not** be accepted into the club **at any time**.
- 5.4.2 The IAC will immediately contact the DHS Screening Unit when we become aware of certain information regarding any person involved at IAC, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

## 5.5 Harm or Risk of Harm

- 5.5.1 Information regarding harm, or risk of harm, to Children or Young People is readily available from [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)
- 5.5.2 The IAC will not tolerate any instances of harm, or risk of harm, to Children or Young People, and as such any observed or reported behaviour will see the offending person



immediately stood down from the club pending an internal investigation, involving relevant government departments, as necessary.

- 5.5.3 Should there be suspicion that Children or Young People participating in any IAC activities have been harmed or are at risk of harm from a club Member, or their legal Parent/Guardian, or other person(s) then the Club, (through a trained Child-Safe Officer) will, immediately they are made aware, report this to **CARL on 13 14 78**.
- 5.5.4 Where it is suspected that a Child or Young Person is at immediate risk of harm this is to be reported to **SAPoL on 000**, with any information/facts/evidence obtained by IAC passed onto **SAPoL**.

## 5.6 Code of Conduct

- 5.6.1 IAC has developed a 'Code of Conduct-Child Safe Environment' outlining the expected behaviour of all persons involved with the club when working with Children and Young People.
- 5.6.2 Where it is identified, or reported that there is a breach to the 'IAC Code of Conduct-Child Safe Environment' the matter will be dealt with according to circumstances arising. The person concerned will be asked to stand down from any duties allocated, pending an investigation. Where proven that the person concerned failed to comply (case dependent), they will either be asked to leave the club or will no longer be involved in activities at the club where there are Children and Young People present.

## 5.7 Mandatory Reporting

- 5.7.1 At IAC a mandated notifier includes those individuals who provide services directly for Children and Young People (i.e.: coaches, team managers, volunteers and members of the Board of Management). As mandated notifiers they have a legal responsibility to report where they suspect, or have reason to suspect that a Child or Young Person may be at harm or at risk of harm, as soon as they become aware to: **CARL 13 14 78**, or to **SAPoL 000**, if a Child or Young Person is at immediate risk.

***NOTE: Although only mandated notifiers have a legal responsibility to make reports, everybody at IAC has a moral responsibility to make a report where they suspect a child or young person is, or may be at risk. People at IAC without a legal obligation to notify can follow the same steps to make a report as mandated notifiers.***

- 5.7.2 Only after the legal obligation for reporting has been addressed then the current club President should be advised by the notifier of circumstances arising, ensuring at all times that information provided remains confidential.
- 5.7.3 Reasonable grounds to form suspicion that a Child or Young Person may be at risk include, but are not limited to:
- When a Child or Young Person tells you they are at risk or have been harmed;
  - When your own observations of a particular Child or Young Person's behaviour and/or injuries lead you to suspect they are at risk, or harm is occurring;
  - When a Child or Young Person tells you that they know of someone who is at risk or has been harmed (they may be possibly referring to themselves); or
  - When you hear about risk of harm to a Child or a Young Person from someone who is in a position to provide reliable information, (i.e.: relative, friend, neighbour or sibling of the Child or Young Person).
- 5.7.4 A mandatory notifier having reason to suspect harm, or a risk of harm to Children or Young People and fails to report, has committed an offence under the Children and Young People (Safety) Act 2017 (South Australia) which carries an associated penalty, (pertinent to the legislation at the time). This is also a breach of the IAC Policy and Procedure, and may result in immediate expulsion of the offending Member.



5.7.5 Anyone reporting harm, or risk of harm to Children or Young People, will not be held legally liable for reporting, or instigating an investigation, providing the report was made in good faith and does not constitute a vexatious claim.

## 5.8 IAC Reporting Requirements in Responding to Risk of Harm

- 5.8.1 Whilst the safety and wellbeing of Children and Young People is our primary concern, IAC is also fair and reasonable to club members and volunteers, and any allegations of harm or risk of harm to Children and Young People will be investigated thoroughly and promptly by IAC, **following** approval from either Department of Child Protection or **SAPoL**. Any decisions IAC make when, assessing alleged incidents involving Children and Young People, and undertaking relevant action will always be thorough, transparent, and based on evidence.
- 5.8.2 When a report has been made then the IAC Member making the report is to record the details on the Confidential Reporting Notification Investigation Form (refer to Annexure C) providing details of the event and the action(s) initiated, (a copy of the Confidential Reporting Notification Investigation Form may be provided to **CARL** or **SAPoL**, upon their request). Reports will be managed in a secure and confidential manner, and held by the IAC President (in office at the time) for a period of no less than thirty (30) years.
- 5.8.3 Where someone making a report has received threats, been intimidated, or harassed as a result of submitting a report relating to harm, or risk of harm to Children or Young People, then IAC will initiate an investigation with **SAPoL** sanction. Where approved to proceed the investigation will be in line with the IAC - Grievance Dispute Procedure, and where required IAC will develop and implement suitable corrective action(s).

## 5.9 Safe Drop Off/Pick Up of Children & Young People

- 5.9.1 IAC is committed to providing a safe environment for Children and Young People, through advising legal parents/guardians of the drop off/pick up requirements at the club. Information will be provided to legal parents/guardians via Social Media Posts, or verbally advising that Children and Young People should be dropped off and/or picked up on time, or other arrangements should be made.
- 5.9.2 In order to ensure, as far as is reasonably practicable, the safety of Children or Young People following games and practice sessions, IAC will implement the following steps to ensure Children and Young People are not left alone:
- Undertake to ensure there are always two (2) adults present where there are any Children or Young People present.
  - Clearly advertise to legal parents/guardians the time and location of practice, and games, and expected times for them to drop off and pick up Children and Young People.
  - Encourage coaches, or other sporting personnel to arrive before scheduled practice or game times.
  - Ensure that coaches or other sporting personnel have access to the child or young person's legal parents/guardian's phone numbers to make contact with them, as required.
  - Where legal parents/guardians may be late to collect Children and Young People, coaches will:
    - Attempt to contact the legal parent/guardian by phone; or
    - Ensure there are always two adults to wait with the Child or Young Person until the legal parent/guardian arrives; or
    - Ask the legal parent/guardian to collect the Child or Young Person from the Club rooms, where other people are present.
- 5.9.3 Where verbal permission has been given by the legal parent/guardian to transport the Child or Young Person home, the person providing the transport should complete an IAC report form as soon as possible, and forward this onto the Board for awareness/action.



5.9.4 Where other arrangements have been made for pickup of Children and Young People then the legal parent/ guardian is encouraged to advise the coach, or other sporting personnel.

## 5.10 Filming/Images of Children

- 5.10.1 There is currently no legal restriction in Australia relating to taking films/images of people, including Children and Young People in public places, unless they are a Protected Person, and as such, when an event is coordinated by IAC regardless of the venue, the club will ensure, either through signage or Member information/awareness, what is acceptable and non-acceptable behavior relating to filming/image taking (refer to Annexure E).
- 5.10.2 The Member information package outlines the process for filming/image taking at IAC and it is up to the legal Parent/Guardian to advise the relevant coach/team manager of any Protected Child or Young Person, and their right to refuse any filming/images to be taken. Coaches or team managers are encouraged to adhere to the request of the legal parent/guardian in these cases.
- 5.10.3 Any legal parent/guardian, Children or Young Persons who have concerns regarding filming/images being taken whilst at IAC should report these concerns to an IAC Child-Safe Officer, or directly to **CARL 13 14 78**.
- 5.10.4 Filming/images of games by IAC will only be used for coaching purposes and uploaded to the IAC Facebook Page, or to closed groups in 'Messenger' for viewing. Coaches should advise legal parents/guardians at the start of the football season that filming/images may be taken of Children or Young People, which may be used to analyse games and improve performance.
- 5.10.5 Any visiting club coaches are to be notified by relevant IAC coaches, where they intend to take film/images of the game, particularly where Protected Persons may be present, to ensure no issues arise. Any images of any Protected Persons **must** be edited or blurred prior to viewing/distribution.
- 5.10.6 When IAC is visiting another club, and they wish to take film/images of the game, they must seek approval from the club they are visiting. If the club being visited refuses any film/images to be taken then IAC should comply with that request.
- 5.10.7 The IAC will **not allow** the following, in relation to filming/images of Children or Young People (refer to Annexure E):
- Unsupervised access to Children or Young People by image takers (professionals, spectator, fans, coaches or members of the media).
  - Film/images which are indecent, used for voyeurism, or are of a Protected Person.
  - Film/images which may be seen as defamatory or, are used for commercial purposes.
- 5.10.8 Any IAC Member, or member of the public identified or reported as taking inappropriate film/images of Children or Young People, will no longer be permitted to be involved with IAC, and the matter will be immediately reported to **CARL on 13 14 78**.
- 5.10.9 Legal parents/guardians seeking copies of film/images as a keep-sake for their Child or Young Person, are to request a copy from the relevant IAC coach, and to be provided with the rules of use for film/images upon receipt (refer to Annexure E) as well as signing an IAC Film/Image Release Form (refer to Annexure F).
- 5.10.10 IAC will as far as is reasonably practicable, ensure that Protected Persons, including Children or Young People, do not appear in film/images, and/or where any film/image are deemed as offensive or embarrassing. This will be managed by the relevant IAC image taker by ensuring that filming/images of Protected Persons are edited/blurred, and any offensive or embarrassing images are removed prior to posting.





## 5.11 Display of Film/Images

- 5.11.1 Prior to the display of any film/images at IAC (either on notice boards or on social media platforms) IAC should obtain permission from the legal parent/guardian, and will detail the rationale for display as well as the length of time of the display.
- 5.11.2 IAC will appoint (in writing) official club image takers, approved to take film/images of Children & Young People. Any official club image taker will be made aware of the Procedure and be issued with a copy for their information. Where it is identified that any inappropriate filming/images are taken of Children or Young People by an approved IAC image taker, then they will be immediately removed from the club and reported to **CARL 13 14 78**.
- 5.11.3 Only official appointed IAC image takers will be permitted to take a team image, generally at the end of the season. This team image may have the names of team members printed on the bottom of the image, as well as coaches names and year taken.
- 5.11.4 Where other film/images of Children or Young People are displayed at IAC such as on notice boards or social media platforms, then IAC will ensure that the names of Children or Young People are not used, or if necessary, only a first name or a surname will be used. Images should only be relevant to the sport or activity that the Child or Young Person is involved in.
- 5.11.5 At **no time** will IAC display any personal information relating to film/images taken, such as address, phone number, e-mail address, school location, other named club sporting activities, and likes or dislikes. **NOTE:** This information has the potential to be used inappropriately by persons who do not have the best interest of the Child or Young Person in mind.
- 5.11.6 IAC will make all efforts to reduce or eliminate the ability for any direct copying of film/images from its social media platforms, such as disabling the 'right click mouse' function.

## 5.12 Confidentiality

- 5.12.1 Information obtained or recorded as a result of investigating harm, or risk of harm, to Children or Young People, at any IAC activity/function, should be managed in a secure and confidential manner by the current IAC president, released only to those authorities who require the information in order to proceed with their investigation.
- 5.12.2 A summary of information relating to harm, or risk of harm, to Children or Young People, should be provided to the IAC Board in confidence, for awareness and/or further action, outlining the course of action undertaken. Action initiated by the Board will be recorded in the minutes of the meeting, without any reference to names or parties involved.
- 5.12.3 Any Member identified as discussing a case of harm, or risk of harm, to Children or Young People at IAC, outside the arena of mandatory reporting requirements, may face immediate expulsion from the club, which may include a life-long ban.

## 5.13 Training/Awareness

- 5.13.1 IAC will undertake to provide Child-Safe Officer training, by an accredited training provider, each two (2) years, with focus on participation by coaches and team managers directly involved with Children or Young People.
- 5.13.2 Where identified that other club Members are involved in activities with Children and Young People then Child-Safe Officer Training will be offered each two (2) years, with IAC committing to ensure there are at least six (6) to eight (8) members, coaches or volunteers (at any one time) trained.



- 5.13.3 IAC Members working with Children & Young People should be provided information in maintaining a Child-Safe Environment, and how to identify and respond to suspicions of harm, or risk of harm, to Children or Young People, through provision of the Policy, Procedure, and information posters displayed around the site. Where Members, coaches or volunteer's require clarification in regards Child-Safe issues they are encouraged to converse directly with a trained IAC Child-Safe Officer.
- 5.13.4 IAC will undertake to display its current 'Code of Conduct – Child-Safe Environment Poster' and 'Information for Children & Young People Poster' around the grounds, and within its buildings to raise awareness of expected standards of behaviour.
- 5.13.5 Individuals at IAC trained as a Child-Safe Officer will be provided with a copy of the current IAC Policy, Procedure and information posters, as well as access details for the accredited training provider should they require clarification and/or advise on issues arising.

#### **5.14 Review Process**

- 5.14.1 IAC will undertake to review the Procedure each 5 years, or as changes are made to the Children & Young People (Safety) Act 2017 (South Australia), or where there is a need to make changes pertinent to club operations.
- 5.14.2 Changes made to the IAC Child-Safe Procedure, and related information posters will be submitted, following Board endorsement to DHS for awareness each time they are reviewed or updated (no less than each 5 years).





## ANNEXURE A

## 'CODE OF CONDUCT – CHILD SAFE ENVIRONMENT'

IAC aims to provide a successful, safe and friendly community environment, enabling the development of Children & Young People in an environment imparting, respect, humility, integrity and reward through effort and fairness in all activities and, at all times.

IAC commits to the following steps as expected behaviour from all involved in the club, thereby ensuring to the best of its ability, the overall protection, safety and wellbeing of Children & Young People who participate in club activities.

Persons at IAC not complying with the 'Code of Conduct – Child Safe Environment' will be asked to stand down from any duties allocated, pending an investigation. Where proven that the person concerned failed to comply (case dependent), they will either be asked to leave the club or will no longer be involved in activities at the club where there are Children or Young People present.

Any reported or observed cases of inappropriate behaviour to Children or Young People at IAC **will-not** be tolerated at any time, and where necessary, will be automatically reported to **CARL 13 14 78**.

The IAC, in undertaking to care for Children or Young People whilst participating in club activities should:

- Take all reasonable steps to ensure the safety and protection of Children & Young People.
- Be alert to Children or Young People who are, or may be at risk of harm and report this immediately to the Child Abuse Report Line (**CARL**) on **13 14 78**.
- Treat everyone fairly, with respect, honesty and dignity.
- Be aware of any Protected Persons and ensure no films/images are taken.
- Be a positive role model to Children & Young People, in all activities undertaken.
- Set clear boundaries of what is appropriate behaviour for Members, Children & Young People which will help all to understand their roles.
- Listen and respond to views, opinions and any concerns that Children or Young People may have.
- Encourage Children & Young People to have their say on issues which are important to them, without fear of embarrassment or victimisation.
- Ensure the presence or sighting of other adults, when conducting 'one on one' coaching, or other activities involving Children or Young People.
- Respond promptly (don't ignore) any complaints made by a Child or Young Person or their Legal Parent/Guardian.
- Ensure that there is no engagement or support of rough physical games/activities.
- Not discriminate against any Child or Young Person due to age, gender, cultural background, religion, vulnerability or sexuality.
- Not undertake personal activities for a Child or Young Person that they can do for themselves, such as toileting, changing clothes, etc.
- Not develop any special relationship with a Child or Young Person that could be construed as favouritism, such as offering gifts or providing special treatment.



## **ANNEXURE B      INFORMATION FOR CHILDREN & YOUNG PEOPLE**

Children or Young People have a right to feel safe when attending functions at IAC and, those who believe they may be at harm, or risk of harm, are encouraged to immediately report this to an IAC Child-Safe Officer, or an adult with whom they feel comfortable.

### **Unacceptable behaviour at IAC includes, (but is not limited to):**

- Hitting/punching.
- Rough physical contact.
- Verbal abuse.
- Bullying.
- Unwanted touching.
- Inappropriate image/filming.
- Grooming.
- Being purposely isolated/rejected by others.
- Victimisation.
- Being exposed to drugs and/or alcohol.

### **Steps for Children & Young People to follow:**

1. Speak to legal Parent/Guardian, your coach or team manager;
2. Identify an IAC Child-Safe Officer - (Ask your coach or team manager who to contact);
3. Discuss your concerns with the Child-Safe Officer;
4. Identify to the Child-Safe Officer the person(s) who are causing concern;
5. Stay away from individuals likely to inflict harm.
6. Always remain in sight or easy contact with a responsible adult where you feel unsafe.
7. Assist in providing information to those reviewing circumstances arising.

***NOTE: Children and Young People (or their legal parent/guardian) may choose to access the Kids Help Line should they require assistance or advice. Ph 1800 55 18 00.***



## ANNEXURE C

### **CONFIDENTIAL** REPORTING NOTIFICATION/INVESTIGATION FORM

<b>Alleged Victim</b>	
Name of Child or Young Person	
Date of Birth (if known)	
Address	
Contact Number	
Aboriginal or Torres Strait Islander origin	
Non-English-speaking background language	
Any disabilities of Child or Young Person	
<b>Alleged Perpetrator</b>	
Name	
Contact number	
Address	
Current location/ whereabouts (where known)	
Relationship to Child or Young Person	
Next known contact with Child or Young Person	
<b>Person Reporting</b>	
Name	
Contact number	
Address	
Club Name	
Position at Club	
Relationship at Club with Child/Young Person	



**Concerns:** *(Please detail Who, Where, When, What and Why) – (Add extra page if required)*


**Child-Safe Officer/Board Member**

Name	
Contact Number	
Date of Report	

**Action initiated** *(Add extra page if required)*


**Office Use Only**

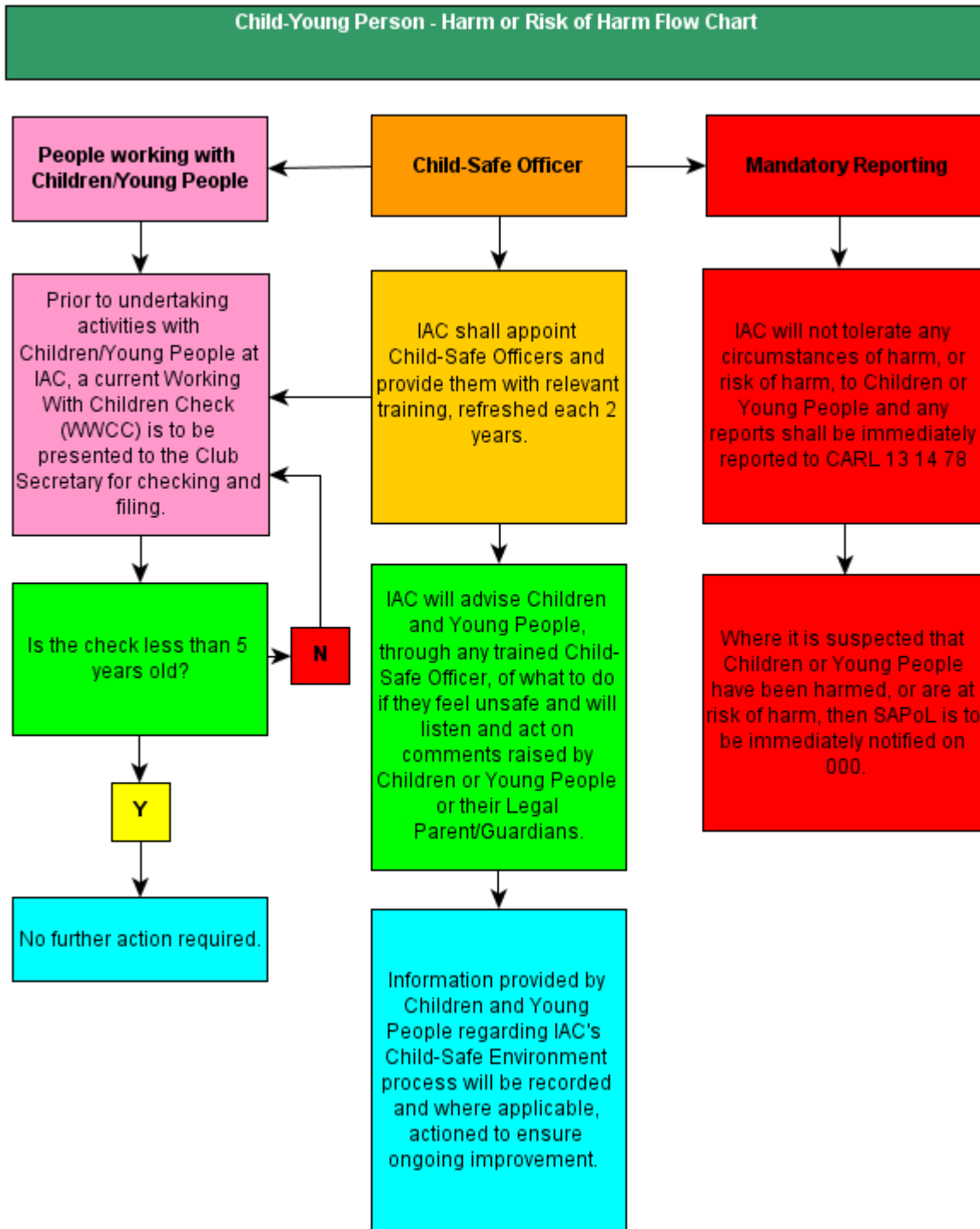
President Name	
Date report filed	
Date report provided to SAPOL/Families SA, etc	

***Report to be managed in a secure and confidential manner for the period of involvement by the alleged victim with IAC and thereafter for a period of no less than 30 years.***



ANNEXURE D

PROCESS FLOW CHART





## ANNEXURE E

## RULES OF FILM/IMAGE

STEP	PROCESS
1	Coaches will advise Parents/Guardians at the start of the football season that IAC may choose to take film/images of Children & Young People at its sporting events for the purposes of analysing and improving performance. Parents/Guardians of Protected Children & Young People <b>must</b> advise the coaches of the refusal to have any images taken. Legal Parents/Guardians may be asked to sign acknowledgement of advice relating to film/image taking.
2	Filming/images of games by IAC should only be used for coaching purposes and uploaded to the IAC Facebook Page, or to closed groups in 'Messenger' for viewing. It is up to the legal Parents/Guardian to advise team coaches of a Protected Child or Young Person, and to refuse any filming/images to be taken. Coaches must adhere to the request of the legal Parent/Guardian in these cases.
3	Where sporting events are held at IAC the relevant coach will advise any competing team coach, that filming/images of Children & Young People may be taken. This will ensure that competing teams are informed and can take appropriate steps to ensure safety of any Protected Persons in their care.
4	IAC should ensure, as far as is reasonably practicable, that Children & Young People do not appear in films/images, where they are a Protected Person, or the film/image is deemed as offensive or embarrassing. This will be undertaken through film/image editing prior to release.
5	Parents/Guardians seeking copies of film/images as a keep-sake for their Child or Young Person must request a copy from IAC, and sign the IAC Film/image Release Form prior to acceptance.
6	Any IAC Member, or member of the public identified or reported as taking inappropriate film/images of Children & Young People, will no longer be permitted to be involved with Children & Young People or IAC and, the matter will be immediately reported to SAPoL.
<b>FILM/IMAGE NOT PERMITTED AT ITALO AUSTRALIA CLUB (IAC)</b>	
<b>X</b>	Unsupervised access to Children & Young People by persons taking film/images (professional, spectator, fans, coaches or members of the media).
<b>X</b>	Any films/images which are indecent, used for voyeurism, or are of a protected person.
<b>X</b>	Films/images which may be seen as defamatory or, are used for commercial purposes.
Any IAC Member, or member of the public identified or reported as taking inappropriate film/image of Children & Young People, will no longer be permitted to be involved with Children & Young People at IAC. This will be immediately reported to SAPoL and <b>CARL on 13 14 78.</b>	





## ANNEXURE F

## IAC FILM/IMAGE RELEASE FORM

<b>Name of Legal Parent/Guardian</b>	
<b>Contact Number</b>	
<b>Name of Child/Young Person</b>	
I hereby request a copy of film/image of my Child/Young Person taken by IAC. I acknowledge that I have been provided with the IAC 'Rules of Film/Image' and agree to abide by these rules in relation to the film/image provided.	
<b>Signature of Legal Parent/Guardian</b>	
<b>Date</b>	
<b>Issued by</b>	
<b>Name of IAC person issuing film/image</b>	
<b>Date</b>	
<i>NOTE: Acknowledgement form received and held on file by the Sporting Director. Records to be held on electronic file for a period of no less than 10 years.</i>	



## ANNEXURE G - ANNUAL SURVEY of CHILDREN and YOUNG PEOPLE

In order to continually improve our processes and to provide a Safe Environment for Children and Young People, the Inter Soccer Club would appreciate if the following survey could be completed and returned to your coach as soon as possible. Thank you for taking the time to complete this survey.

Please tick/circle appropriate boxes								
Gender	Male		Female		Other		Prefer not to say	
Age Group	Under 6	Under 8	Under 10	Under 12	Under 13	Under 14	Under 16	Under 17
Score the following questions out of 5 with 1 being below average and 5 being above average								
Question	1	2	3	4	5			
Rate how safe you feel at Inter Soccer Club when attending training sessions or games.								
Rate how safe you feel when attending other functions at Inter Soccer Club such as: teas on Sunday night.								
Rate how safe you feel when you attend soccer games at Inter Soccer Club, and away at other clubs.								
Rate how well you feel welcomed, and part of the team by your coaches and managers.								
Rate how you feel welcomed and part of your team by your team members.								
Rate if you would you recommend Inter Soccer Club to your friends.								
Please answer the following questions:								
Question	Y		N					
Do you know what unwanted behaviour or actions are, and what you should do?								
Do you feel confident that you know what to do in a situation where you do not feel safe at Inter Soccer Club?								
Are there any places. or a time at Inter Soccer Club that make you feel uncomfortable or unsafe? Explain:								
If YES, would you tell your parent/guardian or other persons associated with the club (for example: coach, team manager, team mate, or friend)  <b>Optional:</b> Name of person who you feel safe with _____								
Have you ever been teased/bullied at training or at a game or when you have been undertaking on line activities? If YES, what did you do?								
Did you or your trusted person do something to make you feel safe again? Can you (without naming people) explain how this was done?								
Do you think that Inter Soccer Club looks after people who have special needs, or a disability?								
Are you encouraged to have your say on things that affect you at Inter Soccer Club?								
Do you have any suggestions for Inter Soccer Club that would allow us to make our young members feel welcomed and safe?								