

CHILD SAFE ENVIRONMENT GUIDELINES

Background

Everyone involved in a UniSA Sporting Club, affiliated or endorsed, has a responsibility to take the necessary steps to care and protect for any children (includes students of the University who are under the age of 18 years of age) who participate in their club.

This procedural document must be read in conjunction with the UniSA Children's Protection Policy (Appendix 2).

The processes detailed within this document align with the University's policy on Child Protection as well as the recommendations from the South Australian Office of Recreation and Sport. This document provides a procedural expectation for all UniSA Sport clubs.

UniSA Sport Child Protection Process

This section outlines the process UniSA Sport and its Clubs with official junior programs, as well as those without which may still have members under the age of 18, will do to ensure that it is providing a child safe environment and meeting its child protection requirements. Even without junior programs, as a university club, it may be common occurrence that first year students under the age of 18 are involved with a club.

Affiliated and Endorsed Clubs

From 1 July 2109, everyone working or volunteering with children must have a valid clearance, such as a new working with children check (WWCC). It is required for those coaching, supervising, and having regular unsupervised contact with people under the age of 18 years or have access to their personal details.

A step by step guide to this process is outlined below.

1. The club clearly determines which roles require a WWCC. At a minimum, UniSA Sport expect the following roles:
 - a. Club committee members
 - b. Coaches of junior teams, and coaches of senior teams with junior players
 - c. Team managers and first aiders of junior teams and senior teams with junior players
 - d. Umpires who umpire juniors, umpires who umpire senior teams with junior players
 - e. Umpire coaches/mentors
2. The club must inform those club volunteers that are required to have a WWCC.
3. UniSA Sport Club volunteers, who require a WWCC can apply online at screening.sa.gov.au

If a WWCC is only for volunteer work, it will continue to be free.

A WWCC is valid for five years.

When implementing this process, the following key details should be taken into account and implemented accordingly:

Accept 'other evidence' and conduct an assessment

People who have a current, valid DHS/DCSI child-related employment screening can keep using it until it expires.

People who have a National Police Certificate assessed by their organisation and use it to work or volunteer with children have until 1 July 2020 to get a WWCC.

People with current professional registrations, eg teachers, health practitioners and passenger transport service workers, must get a WWCC before they renew their professional registration.

A club can accept this evidence to assess a person's suitability to work with children providing it is current (completed within the last three years).

The club will need to decide whether it will accept these types of evidence and communicate the decision to all members.

In all cases, the final decision of whether to engage or retain a person to work with children rests with the club. Clubs must retain appropriate records as evidence that decisions made by your club are rigorous, defensible and transparent.

Records management

UniSA Sport and clubs must ensure that information is protected & confidentially stored and safeguards are in place to protect against loss, unauthorised access, modification, disclosure or other misuse.

UniSA Sport and clubs should not retain any documentation once a decision has been made regarding a person's suitability to work with children. Screening reports should never be retained for more than three months.

As evidence that decisions made by UniSA Sport or clubs are rigorous, defensible and transparent, UniSA Sport and clubs should retain the following information regarding its decision:

- that a screening report was obtained
- Outcome of the screening report and how the report affected the decision making processes e.g. approved, further review, declined etc.
- Date of screening and next required screening (5 years from previous)

Refer to Appendix 1 for a simple WWCC records template, which captures the information that must be retained by UniSA Sport clubs.

Exemptions from the requirement to conduct relevant history assessments

In accordance with guidelines UniSA Sport has agreed to exempt the following persons from the requirement to undertake a WWCC, unless that person is also involved in a function or event conducted by UniSA Sport, its affiliated associations or clubs which involves the care of children in overnight accommodation.

- Work for SA Police or the Australian Federal Police
- Employ or supervise children in a workplace, unless the work is child-related
- Work in the same capacity as a child
- Don't reasonably believe they will work with children for more than seven days
- Are a parent or guardian volunteering with their own child and do not have close personal contact with other children, or participate in an organized overnight event
- Live interstate, have a current child-related check from their home state, and are working at an organized event in SA lasting no more than 10 consecutive days
- Are under the age of 14

Please note: No exemption applies if the work involves residential or overnight care (e.g. Uni camps).

Conducting DCSI Screenings is one effective way clubs can ensure the safety and well-being of children.

Clubs must also:

- Make members aware of the UniSA Children's Protection Policy and this procedural document.
- Address the safety of children with respect to other people within the club in the club's risk management plan.
- Consider clear recruitment procedures for club volunteers/paid coaches e.g. referee checks, qualification checks if applicable.
- Encourage the participation of children in decision making (let them have a say or provide feedback).
- Ensure all club coaches and team managers complete the free online training in Child Protection and Harassment and Discrimination, <http://www.playbytherules.net.au/interactive-scenarios/free-online-training/child-protection-harassment-and-discrimination-course>, and present the certificate to the club for recording.

APPENDIX 1: Relevant History Assessment Register

Name	Position		Date of screening or other evidence*	Due date for renewal**	Cited by: (name, position with in club)	Outcome
Eg: John Smith	Head Coach	RQT007	01/01/2015	01/01/2018	Kelly Jones, Club Secretary	

* This date refers to the day that the WWCC outcome or other evidence was received and not the day the assessment was completed.

** The date of renewal is a maximum of five years from the day the WWCC or other evidence was issued.

APPENDIX 2: UniSA Children’s Protection Policy
<http://w3.unisa.edu.au/policies/policies/corporate/c29.a>

