



**South Metro Junior Football League (SMJFL)
Child Safety Compliance Policy and Procedures**

POLICY NAME	Compliance Policy and Procedures
DATE OF ISSUE	18/11/2022
POLICY COVERAGE	This policy applies to the SMJFL, its employees, board members, volunteers, contractors, and members
DATE OF LAST REVIEW	May 2023
REVIEW PERIOD	Annually
CONTROLLING BODY	SMJFL



SOUTH METRO JUNIOR FOOTBALL LEAGUE COMPLIANCE POLICY AND PROCEDURES

1. PURPOSE

- 1.1 The purpose of this policy is to educate all staff, board members, volunteers, contractors, parents and guardians and any other relevant contacts of the **South Metro Junior Football League (SMJFL)** on their responsibilities when undertaking a paid or volunteer role and the compliance requirements that need to be met by the above.

2. POLICY STATEMENT

The SMJFL:

- 2.1. is committed to creating a safe, inclusive, and welcoming environment for all children and young people who participate in football and umpiring activities and other related activities at our League.
- 2.2. is committed to implementing child safe practices in accordance with the Victorian Child Safe Standards (Appendix 1)
- 2.3. has zero tolerance for any form of child abuse or harm and will act quickly to protect children and young people should an incident occur. All complaints will be treated seriously, fully investigated, and handled confidentially.
- 2.4. is committed to the active participation of children and young people at the League, ensuring all children and young people know their rights, have their views taken seriously and involve them in decisions that may directly affect them and their peers at the League.
- 2.5. recognises the important role families play in supporting children and young people to participate in Australian football and values the input of families in decision making at our League.
- 2.6. recognises the needs of Aboriginal and Torres Strait Islander children and young people and those from culturally and/or linguistically diverse backgrounds and will promote their cultural safety within the League environment.
- 2.7. All children and young people have equal rights to protection from harm and abuse regardless of their race, religion, age, disability cultural background, gender, sexual orientation, or family/social background. Our League considers that the health, safety and wellbeing of children and young people take priority over all other competing considerations.
- 2.8. The safety and wellbeing of all children and young people at our League is a shared responsibility between the League, its staff, board members, contractors, associates, parents/carers, coaches, spectators, volunteers, and members of our League community.



3. SCOPE

- 3.1. This Policy applies to everyone involved at our League including (but not limited to) staff, board members, volunteers, contractors, parents, and guardians and any other relevant contacts.
- 3.2. This Policy should be read in conjunction with League's related policies and procedures, the Victorian Child Safe Standards (Appendix 1)
- 3.3. This Policy will continue to apply retrospectively to a person or Member following the cessation of their association or employment with SMJFL.
- 3.4. Our League is committed to continually reviewing its policies and practises to protect the safety and wellbeing of all children and young people. This policy will be reviewed on a regular basis in consultation with all League participants including children, young people, parents/carers, board/committee members and other interested parties.

4. DEFINITIONS

- 4.1. **Child and Young Person** means a person under the age of 18 years.
- 4.2. **Child – related** work is which usually involves direct contact with a child supervised or unsupervised. It excludes any infrequent direct contact with children that's incidental to the work.
- 4.3. **League** is the name of the League outlined in the header of this Policy document.
- 4.4. **PlayHQ** The registration and competition management platform
- 4.5. **SMJFL People** The following persons associated with the SMJFL and/or SMJFL Entities:
 - All employees (including casual)
 - All directly engaged volunteers and contractors / consultants who are engaged to provide services to the SMJFL or an SMJFL Entity that involve an interaction with Children or Young People.
 - SMJFL Board Members
- 4.6 **SMJFL Entities** are the entities controlled by the SMJFL being.
 - Interleague coaches, staff, and volunteers
 - Umpires and Umpire coaches
 - SMJFL affiliated clubs



5. EXPECTATION OF THE SMJFL and SMJFL CLUBS

5.1. SMJFL clubs have a responsibility to ensure the following people over the age of 18 at their club performing the following roles (as a minimum) register on PlayHQ as either a Team Manager or Volunteer and their WWCC number and expiry date, and other relevant qualifications are captured.

- Committee Members
- Child Safety Officer
- Team Manager
- Coach
- Assistant Coach
- Trainer
- Runner
- Club Volunteer Umpire
- Umpire Escort
- Canteen
- Any off-field role that has contact with children and young people with direct or no-direct supervision e.g., Operations or Coordinators such as football operations, coach coordinator, trainer coordinator, Merchandise etc.
- Anyone paid or volunteering who does not have a child at the club.

5.2. The League has a responsibility to ensure the following people over the age of 18 engaged directly with the league performing the following roles (as a minimum) are registered on a league database.

- Staff
- Board Members
- Umpires
- Contractors
- Interleague staff and volunteers
- Interns
- Any off-field role that has contact with children and young people with direct or no-direct supervision.

5.3. If any staff, board members, volunteers, or contractors are registered as teachers with the Victorian Institute of Teaching (VIT) or are sworn members of Victoria Police, they are also required to obtain a WWCC. Reason being the SMJFL does not have the ability to verify accreditations of VIT members or Victoria Police

5.4. If you have a Volunteer Check and want to do paid child-related work, you need to change the type of your Working with Children Check from Volunteer to Employee. With an Employee Check, you can do both volunteer and paid child-related work for five years once you get your new card.

6. PROCEDURE

6.1. All clubs will communicate to their volunteers noted above in 5.1 to register as a team manager or volunteer through the PlayHQ platform, where WWCC details and other relevant accreditations are captured.



6.2. The SMJFL will run a full league WWCC check through the WWCC website WWCC STATUS CHECKER [WWCC Status Check](#) weekly.

6.3. If a WWCC comes up as invalid or expired, the league will inform the club and the volunteer will not be able to perform their role until this has been updated.

6.4. All volunteers who require a WWCC need to align their WWCC card to any organisation they engage in child related activities with, which includes in this case:

- the relevant football club.
- any club a player is playing in merged team.
- the SMJFL

By law workers must notify the Department of Justice (WWCC) **within 21 days** of commencing child-related work with your/our organisation with the correct address. They must also notify the Department of Education whenever their personal and contact details change within 21 days of becoming aware of the change.

7. SUPPORTING LEAGUE STAFF, BOARD MEMBERS AND VOLUNTEERS

7.1. Our League is committed to supporting all staff, board members, volunteers, contractors, parents and guardians and any other relevant contacts to understand how to create a child safe and child friendly environment at our League.

7.2. Our League recommends that staff, board members, volunteers, contractors, parents and guardians and any other relevant contacts familiarise themselves with the following online training in child safe practices –

- VicSport Child Safety Online Education Program
- Play by the Rules training (child protection, cultural awareness)



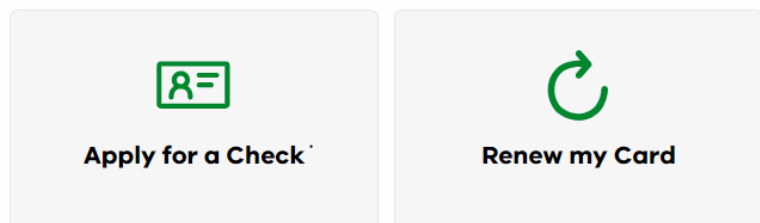
Appendix 1

Victorian Child Safe Standards	
1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
2	Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4	Families and communities are informed and involved in promoting child safety and wellbeing.
5	Equity is upheld and diverse needs respected in policy and practice.
6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7	Processes for complaints and concerns are child focused.
8	Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10	Implementation of the Child Safe Standards is regularly reviewed and improved.
11	Policies and procedures document how the organisation is safe for children and young people.

Appendix 2

Brand New WWCC Application or Renewal

1. Go to website <https://www.workingwithchildren.vic.gov.au/home>
On the home page click on **Apply for a Check or Renew my Card.**



Complete the application and add the organisations **XXXXX Football Club** and the **SMJFL** at the time of application.

Type the following - fill in the XXX's with the appropriate information.

(Insert Your Football Club Details)

PO BO XXXX

Suburb VIC 3XXX

Ph XXXX XXX XXX

SMJFL– Ashwood JFC

PO BOX 3

Moorabbin Vic 3189

Ph 03 8594 0290

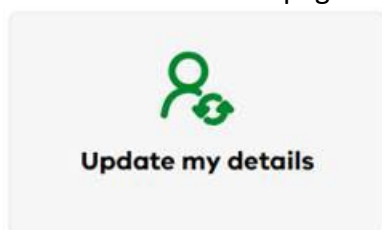
You need to click on Add an organisation code and choose either #42 or #70

If you have a WWCC and need to align it to an organisation

2. Go to website <https://www.workingwithchildren.vic.gov.au/home>
3. If you have not registered for a MYCheck account on the WWCC site, you will need to do this. Click on the MYCheck top right of the home page.



4. Register on the MyCheck
5. Go back to the home page scroll down and click on **Update my details.**



6. Log in if it asks you to do so.



7. Add Ashwood as an organisation click on this box.

add an organisation

Type the following – fill in the XXX's with the appropriate information.

(Insert Your Football Club Details)

PO BO XXXX

Suburb VIC 3XXX

Ph XXXX XXX XXX

8. Click on Add an organisation again and type in

SMJFL– Ashwood JFC

PO BOX 3

Moorabbin Vic 3189

Ph 03 8594 0290

9. You need to click on Add an organisation code and choose either #42 or #70

A letter will come to the club and League 7-10 days later confirming this process.

