



Lake Wendouree Football & Netball Club

Child Safe Behaviour Guidelines when working with children

The following guidelines have been developed by Lake Wendouree Football & Netball Club (LWFNC) to assist both paid and volunteer personnel to create a child safe environment when communicating with children. They are based on the AFL Victoria 'Behaviour Guidelines when working with children' and are expected to accompany the Child Safe Code of Conduct.

The below guidelines outline what is and isn't acceptable behaviour with children. This will give all involved with the club a clear understanding of the expectations of behaviour to ensure the safety of children and minimising the risk of children being harmed when they are involved with LWFNC.

If in any circumstance there is a need to contravene these expectations, this must be done with full transparency with LWFNC management and the child's parents/carers of the reasons why it is required to occur. Where exceptions are made, the risks involved in making those exceptions need to be understood and managed appropriately.

Behaviour Guidelines:

- Positive guidance – acting appropriately with children
- Adhering to role boundaries – should not act outside of the confines of the duties of your role
- Use of language and tone of voice – no swearing or defamatory language, clear direction and encouragement, not be being harmful in what you say
- Supervision – avoid being alone or one on one with a child out of the view of others where possible
- Use of electronic communications – where possible email, text messages and all social media to include parent/guardian or within an open group message (see additional guidance on page 2)
- Photographs of children & young people – photos should be taken within context of the game, and appropriate to age.
- Physical contact with children & young people – done when reasonable and in an appropriate manner. Within context of the skill or teaching that is being undertaken.
- Sexual misconduct – under no circumstances are sexual acts to occur with or in the presence of children.
- Change room arrangements – important to supervise children while also balancing a child's right to privacy
- Transporting children – prior authorisation should be sought from the child's parents, and other personal within the club should be aware when transport of a child within the club is occurring.
- Gift giving – should be done within the context of the club and not as a special favour or providing favouritism to one child.

- Overnight stays – only occurs within the context of the club, and with authorisations from parents.
- Alcohol & drugs – while on duty must not use, possess or be under the influence of alcohol or drugs, and must not supply to children. The LWFNC recognises that senior events will include junior (or underage) players. The club recognises that they have a responsibility to the younger members of the club and will take steps to ensure that younger members of the club are safe in any such events.

Additional Guidance or recommendations for child safe practice:

Face-to-Face Private Communication

- Hold meetings in public places and not isolated from others
- Ensure meetings take place in designated premises at, connected to, or nearby the club's activities (i.e. club rooms, beside the field of play, offices)
- Utilise a designated meeting room that has windows or doors to provide a visual aspect to the meeting (i.e. windows, glass insets in the door)
- If the room has no windows, leave the door open
- Blinds, curtains and other window coverings should remain open
- If there is a need for additional privacy (i.e. First-Aid room), and/or the window covering to be closed or partially closed, then it is recommended that a second club representative also participates in the meeting
- Try to avoid:
 - Meetings in car parks or sitting in cars
 - Meetings that no one else knows about
 - Meetings that are not visible to anyone else

Telephone or Other Electronic Device Communication

LWFNC recognises that communication between club personnel and junior players will occur, and that this is a recognised practice and way of communicating between club personnel and members of the club.

To ensure these practices continue, LWFNC expects that all club personnel will behave in a way that is appropriate and within the expectations of their role, and that any communication should be able to be seen by another adult without concern about the content. To best ensure safety for all involve, the following recommendations are made:

- If possible, set-up club or role specific emails addresses that more than 1 adult has access to
- When using emails, include (by use of cc) other club personnel in any communication you send to children
- Save any electronic communication sent
- If personal mobile phones are authorised for use, ensure that they are used to meet the requirements for the sport. This can be done by including club personnel and parents in emails and messages or by utilising an app that multiple people can view
- Limit social media communication to club approved pages or sites
- Establish a culture where the personnel 'get organised early' limiting last minute arrangements, and thereby limiting the need for personal device use
- Establish a central point of communication or 'go-to' person if communication is required by other personnel with a parent/carer and/or child
- Only utilise club devices for the distribution of any electronic communication which incorporates images or video of children