



SPORT INTEGRITY
AUSTRALIA

National Integrity Framework

Companion Guide: Safeguarding Children and Young People Policy



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1. Introduction

Children and young people have the right to take part in sport in a safe, positive and enjoyable environment.

It is sport's responsibility to put policies and practices in place to help protect children and young people and minimise risks of abuse, harm and neglect. This Companion Guide provides practical actions to help every sport enhance child safety.

This Companion Guide is to be read and used in conjunction with the National Integrity Framework (NIF) Safeguarding Children and Young People Policy (the Policy).

Why it's important to use both, together!

- The Policy outlines mandatory compliance measures. It details minimum standards sports must apply. Failure to comply with requirements of the Policy is serious and could result in criminal proceedings and/or further disciplinary action.
- The Companion Guide includes important, necessary and practical actions sports should do as part of their ongoing commitment to child safety. It helps sports reduce risks of Policy breaches, while increasing the opportunities for safe, fair and happy sporting environments.

By combining these responsive and preventative approaches, it creates a robust and holistic approach to child safeguarding.

How to use this guide

Sport Integrity Australia (SIA) recognises the broad spectrum of sporting organisations, from small local clubs run primarily by volunteers through to large scale National Sporting Organisations. Each provides opportunities for children and young people to engage in sport, and the Companion Guide provides practical advice every sporting organisation can apply to their circumstances.

It is important to note that states and territories have different child safeguarding requirements and so sporting organisations must first consider any compliance obligations they have to the relevant legislation in their jurisdiction. For example, many states have legislation that requires clubs to implement child safe standards.

Key actions outlined in this Companion Guide are general and have been arranged by:

- **Policy requirements:** the mandatory compliance measures in the Policy.
- **Good practice:** standard child-safe practices that any sporting organisation, at any level, should implement (noting that in some state or territory jurisdictions, these actions may be considered Policy requirements because they are mandatory for compliance).
- **Leading practice:** the best approach for creating and building safer sporting environments for children and young people.

When determining the most appropriate key actions for your sport, consider the needs of the organisation. An appropriate key action is one that reflects the size of the organisation, the capability of its people and systems, the level of safeguarding risk of the activities undertaken and the legal requirements of the state/territory where the organisation is based.

For some organisations, meeting the POLICY REQUIREMENTS may not be sufficient to meet compliance, and so actions from GOOD PRACTICE and LEADING PRACTICE would be more appropriate. For example, a local club may apply actions outlined under GOOD PRACTICE, while a large scale NSO should be operating with LEADING PRACTICE.

The actions outlined in GOOD PRACTICE and LEADING PRACTICE are not exhaustive. There are links to more information and resources throughout the Companion Guide that detail other actions sports can take to enhance child safeguarding. Your sport may also have its own identified examples to add.

All sporting organisations should set measures for continuous improvement and, ultimately, progress towards LEADING PRACTICE and beyond.

By using *The Safeguarding Children and Young People Policy* and the Companion Guide together, sports will be taking a proactive approach to upholding child safety, wellbeing and participation.

2. Developing a Child Safe Statement of Commitment

Goal

The organisation creates a statement of commitment to child safety that reflects the value an organisation places on the safety and wellbeing of children and young people. The statement is a public declaration of how the organisation prioritises the best interests of children and young people above all other considerations.

Why this matters

A Child Safe Statement of Commitment establishes the organisation's vision for a safe environment for children and young people. It shows everyone in your organisation and the broader community that protecting children and young people is a priority. The commitment should match your organisation's core values, strategic direction, and reflect the way you work. The commitment also makes it clear that everyone has a role in keeping children and young people safe, helping to create a culture of safety and openness within your organisation and community.

Key actions

Policy Requirement	• Create your organisation's Child Safe Statement of Commitment. Use the SIA template (Annexure A) as a guide but adapt it to suit your organisation. • Publish your Child Safe Statement of Commitment prominently on your organisation's website, ideally alongside other integrity and child safeguarding information.
Good Practice	• Create a shorter version of the Statement of Commitment that can be used for things such as recruitment ads and role descriptions • Tailor a Child Safe Statement of Commitment to your sport's context. Reflect on your child safe practices and values by answering questions such as: ○ What values guide us when it comes to child and youth safety? ○ What will we do to keep children safe? ○ How will adults in our organisation uphold this commitment? ○ How will this commitment be part of our operational plans, decisions, and daily work? ○ How will we create a safe, welcoming place for children/young people who may have additional vulnerabilities due to their race, gender, age, religion, disability, sexual orientation, social background or culture? ○ How will we create a safe, welcoming place for First Nations children/young people? • Set actionable and measurable goals to meet your Child Safe Statement of Commitment. • Seek input and/or feedback from children/young people and your membership community when creating or reviewing your Child Safe Statement of Commitment. • Child Safe Statement of Commitment to be signed off by the head of the organisation and embedded at executive level.

- Review how your Child Safe Statement of Commitment upholds the best interests of children/young people.
- In addition to the permanent presence on your website, regularly communicate your Child Safe Statement of Commitment through things like recruitment ads, newsletters, posters and other channels/forums.

Leading Practice

- Co-design your Child Safe Statement of Commitment with children, young people, their families and your organisation's membership community.
- Develop versions of your Child Safe Statement of Commitment that are more accessible (e.g. versions that use child-friendly language, are translated for other languages, are more visual rather than text).
- Having set actionable and measurable goals that align with your Child Safe Statement of Commitment, report to leadership and your membership community on progress and performance against the statement.
- Have a formal review process of your Child Safe Statement of Commitment as part of your organisation's plan. Review your Child Safe Statement of Commitment when you review your policies (for example, every 2-4 years).

What you could expect to hear from children and young people

My safety matters to people at my club.

People in my sport care about me and help me feel safe.

Where to find more info

- SIA Template (Annexure A)
- SIA's [Child Safe Commitment](#)
- NSW Office of the Children's Guardian [Statement of Commitment template](#)

3. Managing risks to children and young people in sport

Goal

Risks to child safety are continually monitored, assessed and managed. Measures are put in place to reduce all identified risks, and these measures are reviewed and updated regularly to make sure they are working.

Why this matters

It's essential sporting organisations take all reasonable steps to keep children and young people safe. Assessing and managing risk underpins effective child safeguarding. Risks continually change and vary depending on numerous factors, so proactive strategies can help sporting organisations reduce risk, as well as respond effectively when issues do arise.

Key actions

Policy Requirement	Where required by relevant state/territory legislation: - Take all reasonable steps to protect children/young people from risk of harm by adopting and implementing a child safe risk management plan. This involves: - understanding, identifying and assessing safeguarding risks - nominating an accountable person(s) and setting timeframes for actions - taking action to prevent the harm from occurring - continually monitoring the effectiveness of actions. - Consider child safeguarding risks in regard to the organisation's people, processes/practices, systems, activities. Consider both the physical and online environments. - Review the child safe practices and consider areas of risk for your organisation. The child safe practices are: - Professional boundaries - Use of language and tone of voice - Positive guidance (Discipline) - Supervision - Use of electronic or online communication - Photographs or videos - Physical contact - Overnight stays and travel arrangements - Use of, possession or supply of alcohol or drugs - Parent/carer involvement - Transportation - Drop off and pick up - Change room arrangements - Educate all Relevant Persons on their responsibilities to apply the child safe practices. - In addition to an overall safeguarding risk management plan, have separate plans for planned transportation of children/young people sanctioned by the organisation.
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Good Practice	• If not required by relevant state/territory legislation, a Relevant Organisation should still maintain a comprehensive child safe risk management plan as outlined in the above Policy Requirement section. • Thoroughly review incidents. Identify what went wrong, potential gaps in systems, processes or practices, and determine what actions are required to prevent it happening again. • Consult with staff and volunteers on child safe risk management plans, using their input to help identify and assess risks and develop actions that could prevent it from happening. • Ask children, young people, their families and the broader community about the effectiveness of actions you have in place to minimise risk e.g. are they easily understood, is there a willingness or ability to follow these actions? • Review and regularly update your child safe risk management plan (at least annually). • Informed by the sport's overall child safeguarding risk management plan, develop separate risk management plans for events or activities that are not part of day-to-day activities e.g. tournaments, overnight accommodation etc. • Manage sensitive and/or personal information and data by considering what information is necessary to collect, how it is stored and who has access to it.
Leading Practice	• Ensure leaders in the organisation are skilled/trained at understanding child safeguarding risk management. • Establish a dedicated sub-committee of the Board that focuses on strategic and operational child safeguarding risks. • Capture data to assess trends and patterns in operations that provide insight to the effectiveness of risk mitigations e.g. complaints data, near misses, incidents, participant feedback. • Use hypothetical case studies and scenario training to test risk management practices.

What you could expect to hear from children and young people

I feel safe at my sport and feel comfortable letting people know if something worries me.

People in my sport respect me and always ask permission.

Where to find more info

- [Child Safety Risk Management Resources | National Office for Child Safety](#)
- [Guide for managing high-risk activities](#)
- [Organising day trips involving young people – guide](#)
- [Organising day trips involving young people – checklist](#)
- [Children and Young People Safe Practices Dos and Don'ts – guide](#)
- [Communicating online and electronically with children and young](#)
- [Events held in public areas – guide](#)
- [Photography and filming of children and young people in sport – guide](#)
- [Overnight or extended stays travel – guide](#)
- [Safeguarding Young Athletes in Open-age sport – guide](#)
- [Creating safer sport for children and young people](#)
- [Transporting children and young people in sport – fact sheet](#)
- [Sports hub | eSafety Commissioner](#)

4. Engaging children, young people, families and community

Goal

Children and young people understand their rights and feel safe because they are actively included, listened to and their opinions are valued. Families and the sporting community are encouraged to engage in respectful two-way communication, working together to build safer, healthier and happier sporting environments for children and young people.

Why this matters

Children and young people feel safer when adults listen to them, take their concerns seriously, and involve them in decisions. When they know their rights and responsibilities, they can help make their sport a safer place. When children and young people have a say in decisions that affect them, they feel heard and valued. Helping children and young people to understand what safe behaviour in sport looks like, and encouraging them to speak up when they notice unsafe behaviours, means more can be done to keep them safe in sport.

It's important to keep parents, carers and the sport's community updated about activities and decisions that affect their children. Involving families creates a strong support system. The more families feel welcomed and engaged, the more likely their child is to have a safe and positive experience in sport.

Key actions

Policy Requirement	• Always act in the best interests of the child regarding their rights, wellbeing and safety. • Inform children/young people of their rights and responsibilities and the expected behaviours of adults who work with them. • When asking a child to participate in an activity that requires them to consent e.g. arranging photography or overnight stays, provide them with enough information to understand the risk or possible outcome. Don't rely on the child or their parent ticking a box on their registration as a form of consent. • Involve a parent/carer in any significant decision involving their child, including the signing of any documentation. • Allow opportunities for children/young people to have contact with their parents or an approved person during an overnight stay.
Good Practice	• Develop and promote age-appropriate and accessible resources that inform children and young people how they should be treated by the adults who work with them, and how to report if they feel unsafe. • Actively involve children, young people, families and the sporting community in decisions that affect them, by asking for input, making it easy for people to get involved, listening to views, and showing how feedback has influenced decisions. • Build in structured opportunities for children, young people, their families and the sporting community to contribute e.g. a youth advisory group. Communicate how any feedback is actioned. • Engage with families and the sporting community to best address the requirements of children/young people with additional needs. • Provide children and young people with age-appropriate ways to provide feedback and input into your sport.
Leading Practice	• Co-design programs with children, young people, families and the sporting community to help them recognise harm, report it and seek help. • Embed child-friendly and inclusive decision-making into policies and procedures. • Relevant persons can facilitate conversations with children and young people to help them express their views and participate in decision-making. • Include activities that promote friendships and connection among children and young people.

What you could expect to hear from children and young people

I know what to do if I feel unsafe.

I feel comfortable talking to adults at my club and I know they will listen.

I have friends I can talk to at my club.

My family is welcome and a part of the club.

My family knows what is happening at our club and who to speak to about things that involve or concern them.

I feel safer because my family is involved.

Where to find more info

- [Creating safer sport for children and young people](#) - Particularly principle 2 and 3
- [Child and Youth Engagement Framework](#) (Victorian based)
- [How to involve children and young people in your sporting organisation](#)
- [Your rights at sport \(ages 13 to 17\) – fact sheet](#)
- [Your rights at sport \(ages 7 to 12\) – fact sheet](#)
- [How your sport looks after kids \(ages 7 to 12\) – fact sheet](#)
- [How your sport looks after you \(ages 13 to 17\) – fact sheet](#)
- [How your sport looks after all participants \(ages 13 to 17\) – fact sheet](#)
- [Positive parental behaviour in sport](#)

5. Promoting diversity, equity, inclusion, and creating culturally safe environments

Goal

All children and young people have the opportunity to participate in sport to their full potential.

Why this matters

Sporting organisations that recognise, welcome and enable the diverse needs of children and young people can create safer environments. Some children and young people, because of factors such as their cultural background, ability, sexual orientation or gender identity, can be more exposed to negative sporting experiences.

By valuing diversity, promoting fairness and removing barriers to participation, organisations can encourage all young people to speak up about concerns, strengthening safeguarding efforts. More inclusive environments can set clear expectations for acceptable behaviour, reduce exclusion, and make it easier for issues such as discrimination, bullying and abuse to be raised and addressed, lowering the risk of harm occurring in the first place.

Key actions

Policy

Requirement

- Recognise, support and value the diversity of all children/young people.
- Make reasonable adjustments to enable the participation of all children/young people, e.g. modify equipment, simplify rules, incorporate adaptive equipment, and consult with participants as well as parents/carers about their needs.
- Report all matters regarding discrimination to the relevant authority, your national sporting organisation and Sport Integrity Australia.
- Identify and act upon any incidents of discrimination including racism, homophobia, transphobia and sexism in a manner that upholds respect for all people, instils the community's confidence in the organisation and reinforces a positive culture of inclusion.

Good Practice	• Provide ways for children and families to identify their individual needs to the sport. • Provide education and training for employees and volunteers on inclusion, e.g. making reasonable adjustments to activities or equipment to support participation and cultural safety. Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and or Torres Strait Islander children/young people are respected and valued. • Provide children/young people with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand. • Engage with your sport's community to inform and build culturally safe environments. This outreach can be targeted to reflect the cultural background of your organisation's participants or your local community. • Educate hiring managers on inclusive and equitable recruitment practices. • Create specific policies that promote equity and respect diversity.
Leading Practice	• When hiring, create or assign roles in your organisation that are targeted at people from the cultural backgrounds represented in your sporting community. • Co-design diversity and equity initiatives based on meaningful engagement with people representative of diverse populations. • Identify and remove barriers to participation, ensuring activities, environments and processes are accessible, respectful and inclusive of all children and young people, including those of diverse genders and sexualities, e.g. offer uniforms that do not create barriers to participation, create all-gender teams. • Celebrate significant cultural days within the community. Celebrate events that promote inclusion or significant days that recognise the importance of children and young people. • Embed requirements for diversity and equity training into KPIs for relevant roles. Review annually.

What you could expect to hear from children and young people

I can be myself at my club.

I feel included and I'm treated fairly.

I feel proud of my culture and heritage.

I feel safe to tell people what I need to participate.

Where to find more info

- [Understanding cultural safety for Aboriginal children and young people](#)
- [LGBTQ+ Sport Integrity Guideline](#)
- [Respectful behaviours](#)
- [Keeping Our Kids Safe – Child safety for First Nations children | National Office for Child Safety](#)

6. Leading a child safe culture and setting behavioural expectations

Goal

There are clear rules and guidelines that prioritise the safety and wellbeing of children and young people in sport. These are set and consistently championed by the sport's leaders, building a broader sporting culture where everyone contributes to making children and young people feel valued and respected.

Why this matters

Sport leaders play a key role in setting the standards for behaviour and child safety, thereby influencing the sport's broader culture. When leaders embed safe practices and take consistent action when requirements are not followed, they demonstrate that the safety and wellbeing of children and young people is a priority.

This approach positively influences the culture of their organisation and the broader sporting community and helps reduce the risk of harm. By reinforcing child safety through everyday actions and expectations, leaders send a clear message that everyone within the club has a responsibility to contribute to a safe environment for children and young people.

Key actions

Policy Requirement	Promote and enforce The Safeguarding Children and Young People Policy and child safe practices.
Good Practice	- Embed child safeguarding into your organisation's strategy. - Develop a Code of Conduct that clearly communicates the expected behaviours for Relevant Persons and Persons in a Position of Authority. It should also outline consequences of non-compliance. - Educate participants and Relevant Persons covered by the Code of Conduct on their roles and responsibilities, relevant and proportionate to their level of participation and the associated integrity risks. - Celebrate and recognise positive behaviours e.g. promoting the positive actions of people to your sporting community via internal and external communication like newsletters. - Provide information and resources that inform Relevant Persons of the consequences when rules, policies and codes are not adhered to. - Be transparent and highlight how the organisation has responded to issues/incidents. Share learning outcomes and commit to improvements to prevent future incidents. - Have child safety and wellbeing as a standing agenda item in meetings, such as committee/board meetings and annual general meetings. - Ensure leaders champion and role-model behaviours that prioritise child safety over all other considerations, including performance outcomes. - Communicate consistently to members and your broader sporting community about the importance of upholding child safe behaviours, through things like newsletters and social media. - Inform parents/carers about the organisation's policies and obligations on child safeguarding to build their awareness and foster commitment.

Leading Practice

- Co-design a Code of Conduct with children, young people, families and the sporting community. Detail the shared expectations of behaviours of participants, families, and Relevant Persons. Provide opportunities for feedback and updates at regular periods.
- Appoint a youth representative to decision-making groups, such as your organisation's committee, to help inform child safe practices and influence decision-making.
- Foster healthy expression of emotions and promote respectful behaviours to actively prevent the normalisation of violence through sport.
- Champion a child safe culture at every level of the sport. Equip board members, employees and volunteers, the workforce, participants and their families to advocate for child safeguarding.

What you could expect to hear from children and young people

Adults at my club listen to me and value what I say.

I trust the adults at my club.

I feel safe at my club.

Where to find more info

- [Creating safer sport for children and young people](#)
- [Children and Young People Safe Practices Dos and Don'ts – guide](#)

7. Reporting breaches and speaking up**Goal**

Children, young people, their families, and the sporting community are supported and comfortable speaking up if they feel unsafe. They know how to raise concerns, and they believe that these concerns will be heard and taken seriously. Complaints are dealt with efficiently, respectfully and consistently.

Why this matters

Children and young people may sometimes experience harmful behaviours without recognising that such conduct is unacceptable in sport. It's important to provide them with age-appropriate information about what is and is not appropriate behaviour by adults, and what steps to take if they feel unsafe or see concerning conduct. This can reduce the risk of harm and prevent inappropriate behaviour escalating into more harmful, abusive or criminal actions. When complaints or concerns are not managed effectively, confidence in the process can be undermined and opportunities for identifying and addressing harm may be missed.

Key actions**Policy Requirement**

- Have a clear and accessible process for people to report issues, concerns or complaints.
- Take proportionate and consistent action for all breaches of the Safeguarding Children and Young People Policy (including when the breach does not result in serious harm).
- Educate participants (including children and young people) on transparent reporting mechanisms related to child safeguarding. Make it clear what needs to be reported, when, where, to whom and how this should happen.

	• Provide children and young people with age-appropriate opportunities to raise issues, concerns or complaints. Take them seriously. • Report breaches of the Safeguarding Children and Young People Policy to SIA or the relevant NSO reporting channel. • Ensure people with responsibility for managing complaints and investigations are appropriately trained and understand any reporting obligations they have to law enforcement, child protection agencies and/or regulatory bodies. • Keep children and young people safe when managing an allegation or complaint.
Good Practice	• Have accessible and appropriate reporting channels available by making sure people know who they can talk to and offering different ways to report concerns (e.g. in person, online, by phone). Clearly explain what support is available and what will happen next. • Develop and promote child-friendly, age-appropriate resources about children's rights and how to report if they feel unsafe. • Create confidence in the process by encouraging a culture of reporting and demonstrating a commitment to child safeguarding. • Develop a child-focused complaint management process. • Appoint a person/s who children/young people can contact to raise concerns safely. Promote their contact details to make this easily accessible.
Leading Practice	• Maintain a secure case management system that tracks the end-to-end process of complaint management that centralises information across all levels of the organisation. Use system data to share critical information about unsuitable people and analyse trends in complaints across the organisation. • Provide additional training for those managing complaints that's specific to child safety e.g. trauma-informed practices, cultural safety, child protection/safety training. • Seek feedback from children/young people to gauge if they know how to make a complaint, who to talk to, and how comfortable they feel raising concerns. Use this to inform new resources and training programs for children/young people. • Share information with Sport Integrity Australia on high-risk matters. This aids in supporting the analysis of trends and issues across sporting organisations. • Develop a process to regularly review all complaints and concerns. This helps identify potential for improvement and to implement actions to prevent future occurrences.

What you could expect to hear from children and young people

I will not get in trouble for speaking up.

I know who to tell if someone asks me to do something I'm uncomfortable with.

When I speak up, the club deals with it properly to keep me safe.

Where to find more info

- [Reporting and responding to Safeguarding Children and Young People](#)
- [Complaint Handling Guide: Upholding the rights of children and young people | National Office for Child Safety](#)
- [Child protection reporting state and territory – fact sheet](#)

8. Recruitment and screening

Goal

People in child-related work are suitable and supported to provide a safe sporting environment for children and young people.

Why this matters

Attracting and appointing the right people is essential for creating a safe environment for children and young people. When organisations consistently use robust recruitment and screening practices, they are more likely to attract good candidates who share their values and support for child safety, and deter those who don't.

Key actions

Policy Requirement	• Identify child-related positions using the assessment found in Recruitment and Screening of Staff and Volunteers (SIA resource). • Only appoint a person who has a satisfactory and verified Working with Children Check (WWCC), or equivalent, as required by the relevant jurisdiction(s). • Have a documented process for managing a person who has received a negative notice/barred WWCC outcome (including where they are currently employed). • Use additional screening methods such as a national police check and reference checks to understand a person's suitability to work safely with children and young people. • Employ child safe recruitment and screening practices for contractors or other third parties e.g. this may include positions such as an event photographer, or external security agencies.
Good Practice	• When advertising child-related roles, include the organisation's Child Safe Statement of Commitment. Clearly outline the requirement to hold a WWCC or equivalent. • Clearly outline your organisation's expectations to follow policies and support a child safe culture. This includes describing expectations in job descriptions for volunteers as well as employees. • Include selection criteria that requires experience/ demonstrated skill working safely with children/young people. • Conduct interviews to better understand a candidate's suitability to work with children/young people. • Use a range of questions aimed at understanding the person's suitability to work with children/young people, not just their technical skill. • When determining suitability to work with children/young people consider all previous employment and reasons for leaving. Ask candidates to explain any gaps in careers, breaks or employment omissions.

- Conduct reference checks with relevant employers (minimum 2) about the person's suitability to work with children/young people.
- Maintain accurate records of all WWCCs to ensure they remain up to date and valid.
- Require an international criminal history check where a candidate has resided overseas for 12 months or more in the last 10 years, or when necessary.
- Use a probation period to confirm the person consistently demonstrates child-safe behaviours and practices when working with children and young people.
- Provide child safe recruitment training to those people responsible for hiring people in child-related roles.

Leading practice

- Periodically (every 2-4 years) review recruitment and screening processes to ensure they meet current safeguarding standards and contemporary safeguarding frameworks.
- Consider additional hiring tests to check a candidate's suitability to work with children e.g. aptitude tests.
- Include young people in the recruitment panel/process.
- Develop and maintain an organisational recruitment and screening policy, procedure or guidance, that includes role-specific questions with a child safeguarding focus.
- Require a national criminal history check where a candidate would be ineligible to apply for a WWCC.

What you could expect to hear from children and young people

I feel safe around the adults in my club.

Coaches and officials tell us how we should behave, and the behaviours we should expect from them too.

Adults at my club show concern for me.

Where to find more info

- Safeguarding Recruitment and Screening eLearning [course](#)
- Safeguarding Children and Young People in Sport eLearning [course](#)
- Safer recruitment in sport [webinar](#)
- Recruitment and screening of staff and volunteers in child-related positions [guide](#)
- Recruitment and screening of staff and volunteers in child-related positions [checklist](#)
- [Induction of new volunteers and staff – checklist](#)

9. Education, training and managing a workforce

Goal

Employees, volunteers and everyone working within the sport is committed to child safety. They know their rights and responsibilities under the Safeguarding Children and Young People Policy. They are educated and empowered to contribute to building the sport's child safe culture.

Why this matters

Everyone is responsible for keeping children and young people safe in sport. It's a crucial part of the job, whether as a permanent paid employee, volunteer or temporary contractor. Employees and volunteers need to know their

rights and responsibilities under the Safeguarding Children and Young People Policy to help create a culture of safety and openness in the organisation. Workforce refers to all employees and volunteers at your organisation, as well as third party contractors bound to safeguarding policies.

Key actions

Policy Requirement	• Develop and implement an education plan to inform the workforce of their rights and responsibilities in relation to the Safeguarding Children and Young People Policy. The education plan must be proportionate to the level and associated child safeguarding risks of the workforce and volunteer positions/roles. • Maintain a workforce with the number, resources and capability to provide adequate supervision of children/young people. Consider the number and age of the children/young people, the gender of children and supervisors, the needs of children, the type of activity, environment/location, and other risk factors. • Address unsafe behaviour and Prohibited Conduct of members of the workforce through effective performance management and/or formal complaint management processes.
Good Practice	• National Sporting Organisations and National Sporting Organisations for People with Disability engage with Sport Integrity Australia to assist in the design, implementation and maintenance of an education plan. This can include determining priority education groups and appropriate interventions. • Ensure education programs assess competence and maintain a minimum standard. • Provide child safeguarding education as part of onboarding training. • Assign and appropriately train a designated Child Safe Officer and/or Member Protection Information Officer on organisational child safeguarding. • Assess child safeguarding competencies as part of an official probation period. • Make sure education programs are completed by all workforce annually. • Provide guidance on acceptable and unacceptable behaviours in your safeguarding policies and practices. • Set clear expectations around professional boundaries and physical contact, including appropriate and inappropriate touch. Encourage coaches to provide instruction or direction without the need for physical touch. • Provide ways for Relevant Persons to raise concerns about inappropriate behaviours and protections for whistle blowers. • Implement an accreditation verification and monitoring process to ensure your workforce maintain current and appropriate clearances (e.g. coaching accreditations, Working with Children Checks).
Leading Practice	• Implement education programs that are specific to role and function. Ensure this training is regularly updated with contemporary child safeguarding methods.

- Ensure all People in Positions of Authority are thoroughly educated on professional boundaries and expectations. Ensure this training is regularly updated with contemporary child safeguarding methods.
- Implement child safe education programs for children/young people who are part of the sport's workforce e.g. coaches and officials.
- As part of workforce inductions and the onboarding process, inform new workforce members of their role-specific child safeguarding duties, assess their competence to fulfil their responsibilities, and provide opportunities for continued learning.
- Tailor child-safe learning and education for specific events and activities, including detailed associated risks (e.g. overnight stays).
- Ensure the organisation's performance management framework includes child safeguarding knowledge and behaviours.

What you could expect to hear from children and young people

Coaches and officials tell us how we should behave, and the behaviours we should expect from them too.

Where to find more info

- Useful resources to include in your education plan:
 - > [How to keep children and young people safe in sport](#)
 - > [eLearning course overview | Sport Integrity Australia](#)
 - > [Resources | Sport Integrity Australia](#)
 - > [Safeguarding for Sporting Associations and Clubs](#)
 - > [Play by the Rules](#)
 - > [Education | Sport Integrity Australia](#)

10. Maintaining a policy framework

Goal

Child safety requires a commitment to continuous improvement. Policies and procedures are progressively improved; they are championed throughout the sport and there is a collective ambition to work towards leading practice.

Why this matters

The sporting world is ever-changing. Organisations need to regularly check their policies to make sure the safety needs of children and young people are still being met. Continuous learning from complaints and mistakes helps improve child safety and strengthens child safe protocols. Involving employees, volunteers, children, young people, families, and sporting community members makes child safeguarding stronger. An ongoing review process helps tackle new problems and concerns, as well as identifying different approaches to address risks.

Key actions

Policy Requirement

- Publish this Companion Guide on the website, alongside the Safeguarding Children and Young People Policy.
- Promote the policy to all workforce members and participants to ensure everyone is aware of their rights and responsibilities according to all child safeguarding-related policies.

Good Practice	• Detail in the policies the dates of the last review, as well as the next planned review. Policies should be reviewed regularly. • Resolve child safeguarding gaps and contradictions in other policies and practices, based on identified organisational risks. • Assign responsibility for policy ownership at a senior level. • Present the policies in age-appropriate formats for children/young people. • Ensure child safeguarding-related policies uphold the rights and needs of children/young people. • Seek feedback on your policies from your community, including children/young people, their parents and carers. • Embed child safeguarding requirements into third party contracts and agreements.
Leading Practice	• Consult and co-design policies with your community, including children, young people, their parents/carers. • Support children/young people to express their views. Listen and take them seriously in decision-making. • Present the policies in formats accessible to your sporting community (e.g. easy-reading, visual, languages other than English).

What you could expect to hear from children and young people

People at my club ask for my opinion on how to make the club better.

My family gets a say in improving the way things are run in the club.

I see my club makes positive changes to make us safer.

Where to find more info

[Sport Integrity Australia | Creating safer sport for children and young people: how to apply the National Principles for Child Safe Organisations](#) [p. 22]

National Office for Child Safety | [National Principles for Child Safe Organisations](#)

11. Definitions

Adult means a person aged 18 years or over.

Approved Person means a family member such as mother, father, sister, brother, grandparent, aunt, uncle or cousin, a guardian, carer, or a person who has been approved by the parent/carers and has an established relationship with the Child/Young Person and/or their family.

Bullying means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against a Child/Young Person or a group of Children/Young People to cause distress and risk to their wellbeing, whether in person, online or via any other means of communication.

Child/Young Person means a person who is under the age of 18 years.

Club means any club that is affiliated with <NSO> or a State Sporting Organisation or otherwise enters an Athlete or a Team to participate in a <Sport> contest, match, competition or event which is sanctioned or organised by a Relevant Organisation.

Contractor means any person or organisation engaged to provide services for, or on behalf of, a Relevant Organisation. This includes agents, advisers, and subcontractors of a Relevant Organisation and employees, officers, volunteers, and agents of a Contractor or subcontractor.

Discrimination includes both direct and indirect discrimination, whether in person, online or via any other means of communication, which have the following meaning:

- (a) **‘Direct discrimination’** occurs where, because a Child/Young Person has a Protected Characteristic, they are treated less favourably than a person without that characteristic would be treated in the same or similar circumstances, and the less favourable treatment has the effect of impairing or nullifying that Child/Young Person’s enjoyment of a fundamental human right.
- (b) **‘Indirect discrimination’** occurs where a practice, rule, requirement or condition that applies to everyone disproportionately disadvantages one or more groups of people including a Child/Young Person with a Protected Characteristic and the practice, rule, requirement or condition is not reasonable in the circumstances and has the effect of impairing or nullifying that group’s enjoyment of a fundamental human right.

Employee means a person employed by a Relevant Organisation.

Member means a member of a Relevant Organisation, including:

- (a) **Member Organisation**, which means each company or incorporated association that is a member of <NSO> - including each:
 - (i) State Sporting Organisation and Club Member; and
 - (ii) affiliate that is a member of a State Sporting Organisation.
- (b) **Individual Member**, which means individuals who are registered as a member of a Relevant Organisation.

National Integrity Framework means the National Integrity Framework as developed by Sport Integrity Australia and consisting of the following five policies:

- (a) Safeguarding Children and Young People Policy;
- (b) Competition Manipulation and Sports Betting Policy;
- (c) Improper Use of Drugs and Medicine Policy;

- (d) Participant Protection Policy; and
- (e) Complaints, Disputes and Discipline Policy.

Participant means:

- (a) Athletes;
- (b) coaches appointed or accredited by a Relevant Organisation to train an Athlete or Team;
- (c) administrators who have a role in the administration or operation or activities of a Relevant Organisation including owners, directors, committee members or other persons;
- (d) officials including referees, umpires, technical officials, classifiers and related personnel, or other officials appointed by a Relevant Organisation, or any league, competition, series, Club, or Team sanctioned by a Relevant Organisation;
- (e) support personnel who are appointed in a professional or voluntary capacity by a Relevant Organisation, or any league, competition, series, Club, or Team sanctioned by a Relevant Organisation including sports science sports medicine personnel, Team managers, agents, selectors, and Team staff members.

Person in Position of Authority means a Relevant Person, regardless of age, who through their position or involvement in <Sport> can exercise power, control, or influence over a Child/Young Person.

Prohibited Conduct means the conduct prescribed at clause 5 of the Safeguarding Children and Young People Policy.

Protected Characteristic means:

- (a) age;
- (b) disability;
- (c) race or ethnicity (including skin colour, nationality or migrant status);
- (d) sex or gender identity (including intersex status or identifying as non-binary or transgender);
- (e) family or relationship status (including pregnancy, marital or relationship status, family responsibilities, breastfeeding);
- (f) sexual orientation; or
- (g) religion.

Relevant Organisation means any of the following organisations:

- (a) <NSO>;
- (b) Member Organisations; or
- (c) any other organisation that has agreed to be bound by National Integrity Framework and/or the Relevant Policies.

Relevant Person means any of the following persons, regardless of age:

- (a) Individual Member;
- (b) Participant;
- (c) Employee;
- (d) Contractor;
- (e) Volunteer; or
- (f) Any other individual who has agreed to be bound by the National Integrity Framework and/or the Relevant Policies.

Statement of Commitment means a Relevant Organisation's public statement of commitment to the safety, welfare and wellbeing of Children/Young People safety in <Sport>.

Team means a collection or squad of Athletes, registered with a Relevant Organisation or entitled to participate in a <Sport> contest, match, competition or event which is sanctioned or organised by a Relevant Organisation.

Volunteer means any person engaged by a Relevant Organisation in any capacity who is not otherwise an Employee or Contractor, including parents or carers that volunteer, directors, office holders, coaches, officials, administrators and support personnel.

12. Annexure A

CHILD SAFE STATEMENT OF COMMITMENT EXAMPLE

<NSO> is committed to ensuring the safety and wellbeing of all children/young people that are involved in our sport. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices.

1. We will keep children/young people safe

- a. Every child and young person's personal safety and wellbeing is the primary consideration in all that we do to ensure.
- b. We document our clear commitment to keeping children/young people safe from harm, risk of harm, abuse and neglect.
- b. We communicate our commitment to all our staff and volunteers and give them access to a copy of our commitment statement.

2. We promote inclusion, respect and diversity

- a. We are committed to ensuring all people in our sport feel included, valued and connected.
- b. We lead a culture where every child and young person is treated with respect and dignity and is supported to learn, develop and thrive. We use inclusive program design to support them to participate safely in our sport, particularly children/young people with increased vulnerabilities, such as:
 - i. Aboriginal and/or Torres Strait Islander children/young people;
 - ii. Children/young people from culturally and linguistically diverse backgrounds;
 - iii. Children/young people with disability;
 - iv. Children/young people living in out of home care,
 - v. Children/young people with diverse genders and/or sexualities.
- c. We recognise the rights of lesbian, gay, bisexual, transgender and intersex children/young people to be recognised for their gender identity, sexual orientation or intersex status, and to feel safe and respected when participating in our sport.

3. We create a culturally safe sporting environment

- a. We uphold the rights of Aboriginal and Torres Strait Islander children/young people to:
 - i. identify as Aboriginal and/or Torres Strait Islander with pride and without fear of retribution or questioning;
 - ii. express their culture as they deem appropriate;
 - iii. receive an education that strengthens their culture and identity;
 - iv. maintain connection to their land and country;
 - v. maintain their strong kinship ties and social obligations;
 - vi. be taught their cultural heritage by their Elders and community;
 - vii. receive information in a culturally sensitive, relevant and accessible manner; and
 - viii. be involved in services that are culturally respectful.
- d. We will take action to grow inclusiveness for all cultural identities and to establish equitable, respectful and empowering engagement with culturally and linguistically diverse communities.

4. Our staff and volunteers know the behaviour we expect

- a. Through education and training, we ensure that each person involved in our delivery of services is committed to creating safe, positive and fun experiences for children and young people.

- b. We ensure that each person involved in our delivery of services to children/young people understands their role and the behaviour we expect in relation to keeping children/young people safe from abuse and neglect through application of our child safe practices.
- c. We utilise position descriptions that clearly state relevant child safe requirements.
- d. We have child safe practices, which are approved and endorsed by the <NSO> Board that outlines our expectations for behaviour towards children/young people.
- e. Our staff and volunteers are given a copy of and have access to the child safe practices.
- f. Our staff and volunteers indicate, in writing, that they have read and are committed to the child safe practices.

5. We minimise the likelihood of recruiting a person who is unsuitable

- a. We have appropriate measures in place to minimise the likelihood that we will recruit staff or volunteers who are unsuitable to work/volunteer with children/young people.
- b. We will meet the requirements of the relevant state or territory Working with Children Check regulations.

6. Induction and training are part of our commitment

- a. We will provide all new staff, volunteers, and participants with information about our commitment to child safety including our Safeguarding Children and Young People Policy, child safe practices and Responding to Child Abuse Allegations.
- b. We support ongoing education and training for our staff and volunteers to ensure child/young person safety information is provided and updated as required.
- c. We ensure that our staff and volunteers have up-to-date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.

7. We encourage the involvement of children/young people and their parents

- a. We involve and communicate with children/young people and their families in developing a safe, inclusive, and supportive environment. We will provide information to children/young people and their parents/carers (such as brochures, posters, handbooks, guidelines) about:
 - i. our commitment to keeping children/young people safe and communicating their rights;
 - ii. the behaviour we expect of our staff and volunteers and of themselves;
 - iii. our policy about responding to child abuse.
- b. We have processes for encouraging two-way communication with children/young people and families.
- c. We seek feedback from children/young people and have a process for responding.
- d. We empower children and young people.
- e. We respect diversity and seek to facilitate effective communication with, and empowerment and involvement of children/young people.

8. Our staff and volunteers understand their responsibility for reporting child abuse

- a. Our policy for responding to child abuse is approved and endorsed by <NSO> Board and applies to all our staff and volunteers. Staff and volunteers must:
 - i. immediately report abuse or neglect and any concerns with policies, practices or the behaviour of staff and volunteers;
 - ii. meet any legislated mandatory or other jurisdictional reporting requirements;
 - iii. follow a specified process when reporting abuse or neglect.
- b. Our staff and volunteers are given a copy of and have access to the Complaints, Disputes and Discipline Policy and understand the implications of the policy for their role.
- c. We document any allegation, disclosure or concern regarding child abuse and monitor responses to all allegations, disclosures, or concerns.

8. We maintain and improve our policies and practices

- a. We are committed to maintaining and improving our policies, procedures, and practices to keep children/young people safe from neglect and abuse.
- b. We have assigned responsibility for regularly maintaining and improving our policies and procedures to (insert name or person or group).
- c. We monitor our staff, volunteers, and external providers to ensure appropriate practice, behaviour and policies are followed.
- d. We require our staff and volunteers to disclose convictions or charges affecting their suitability to work with children/young people. We review police record and Working with Children Checks regularly.
- e. We have formally reviewed our service delivery to identify and document potential risks to children/young people.
- f. We undertake formal reviews, at least annually, to identify and document potential risks to children/young people associated with our service delivery.