

Safeguarding in Sport

Safeguarding in Sport Continuous Improvement Program

Information pack

for National Sporting Organisations and National Sporting Organisations for People with Disability



ACKNOWLEDGEMENT OF COUNTRY



In the spirit of reconciliation the agency acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past, present and future and extend that respect to all Aboriginal and Torres Strait Islander peoples.

The agency recognises the outstanding contribution Aboriginal and Torres Strait Islander peoples make to sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

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SPORT INTEGRITY AUSTRALIA | SAFEGUARDING IN SPORT CONTINUOUS IMPROVEMENT PROGRAM | INFORMATION PACK

A message from the CEO

Sport is part of the fabric of our communities. We participate in sport in our schools, we gather on weekends to watch our children, friends and family participate and we gather again in large groups or at home and watch our favourite athletes and teams compete.

All Australians should feel safe to participate in sport at any level and it is why Sport Integrity Australia has developed the Safeguarding in Sport Continuous Improvement Program. A program that will provide sports with education, training, and ongoing support to ensure organisations are equipped to provide safe and inclusive environments for all members, including children.

By working in partnership with your sport every step of the way, Sport Integrity Australia will conduct an audit to evaluate the operational effectiveness of your child safeguarding and member protection policies and practices. The audit will help determine the maturity of these practices and together, we will then develop a tailored Action Plan to strengthen child safeguarding and member protection practices and processes through a staged approach.

Participation in the Safeguarding in Sport Continuous Improvement Program is voluntary and is open to any national sporting organisation or national sporting organisation for people with disability currently recognised by the Australian Sports Commission.

By signing up, your sport will be entitled to leverage expert resources, education and supporting materials from Sport Integrity Australia, as well as access financial support to implement your Action Plan, which will ultimately provide better outcomes for all members, including children.

Sport Integrity Australia looks forward to the opportunity to work with your sport on how the Program may work within your unique environment.

David Sharpe APM OAM

Chief Executive Officer

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Foreword

Advocating a culture of child safeguarding and member protection across all levels of sport

Sport is synonymous with the Australian culture and psyche. As a nation, we intuitively understand its benefits, whether that be in relation to the health and wellbeing benefits of participating in sport or the national pride from major sporting triumphs on the world stage.

Sporting organisations have a responsibility to embed a culture of child safety and member protection across all levels of their sport. The sports ecosystem is complex and there are distinct challenges at each level. Every organisation and their stakeholders play differing roles to achieve this. Creating a safe sporting organisation for children and members, and fostering a safe culture in sport, is supported by a range of policies and procedures which are in addition to legislative and regulatory obligations imposed on many sporting organisations across Australian jurisdictions. This process can be resource intensive and confusing for sports, and particularly challenging for many clubs that rely on volunteers.

Sport Integrity Australia's role is to keep Australian sport safe and fair, at all levels, for all participants. By providing national leadership, best practice guidance and resource support, Sport Integrity Australia aims to strengthen sporting organisations safeguarding practices along an improvement continuum, ultimately creating safer environments; driving better outcomes for children and members; and minimising the risk of harm to all who participate in sport.

The objective of the Safeguarding in Sport Continuous Improvement Program (the Program) which was designed in partnership with sport, is to provide a nationwide, structured, continuous improvement program that builds the capacity and capability of Australian sporting organisations to keep all members, including children and young people safe.

The Program entails a phased, collaborative approach for National Sporting Organisations (NSO) and National Sporting Organisations for People with Disability (NSOD) to guide them in maturing their safeguarding capabilities and lead a cultural shift across their sport which prioritises the safety of children and members.

It acknowledges that safeguarding is a collective responsibility and that individual organisations can't safeguard, protect and prevent harm to all children and members that participate in sport on their own.

The Program focuses on extending beyond the introduction of policies and procedures and will enable innovation and best practice to be identified and shared. The Program will empower sports to demonstrate their commitment to child safeguarding and member protection and bolster community confidence that sports are safe for all.



Sport Integrity Australia

Sport Integrity Australia's role is to keep Australian sport safe and fair, at all levels, for all participants.

The agency was established in response to the Australian Government's Review of Australia's Sports Integrity Arrangements (Wood Review)¹, which found the vulnerability of Australian sport to future corruption was exacerbated by the lack of a clear and national regulatory, law enforcement, policy and program delivery response across the sports integrity threat continuum.

As a result, Sport Integrity Australia was established in 2020 to draw together and develop existing sports integrity capabilities, knowledge and expertise and to coordinate all elements of a sports integrity threat response nationally including prevention, monitoring and detection, investigation and enforcement.

Sport Integrity Australia provides a single point of contact for athletes, sporting organisations, law enforcement bodies and other stakeholders for matters relating to sports integrity, including the:

- use of prohibited substances and methods in sport
- abuse of children and other people in a sporting environment
- manipulation of sporting competitions
- failure to protect people in a sporting environment from bullying, abuse, intimidation, discrimination or harassment.

Sport Integrity Australia prevents and addresses threats to sports integrity² and coordinates a national approach to matters relating to sports integrity in Australia, with a view to:

- · achieving fair and honest sporting performances and outcomes
- promoting positive conduct by athletes, administrators, officials, supporters and other stakeholders; on and off the sporting arena
- · achieving a safe, fair and inclusive sporting environment at all levels
- enhancing the reputation and standing of sporting contests and of sport overall.³

We have 3 primary areas of focus:

- 1. policy and program delivery (including engagement, education, outreach and development)
- 2. monitoring, intelligence and investigations
- 3. regulation.

Two of Sport Integrity Australia's core responsibilities are to be Australia's National Anti-Doping Organisation, providing a comprehensive anti-doping program for the Australian sport community and to be the national platform for information-sharing on competition manipulation under the Macolin Convention⁴. We are responsible for leading further development and implementation of the Government's response to the Wood Review. Further detail on our role and functions are set out in the *Sport Integrity Australia Act 2020*, the *Sport Integrity Australia Regulations 2020* and the National Anti-Doping scheme.

¹ The Wood Review was commissioned by the Australian Government in August 2017 and was conducted by an independent expert panel. The Report of the Wood Review was presented to the Government in March 2018 and addressed key domestic and international threats to the integrity of sport through 52 Recommendations. The Government Response to the Wood Review was released on 12 February 2019.

² Sports integrity means the manifestation of the ethics and values that promote community confidence in sport.

³ Section 3A – Sport Integrity Australia Act 2020.

⁴ The Convention on the Manipulation of Sports Competitions (the Macolin Convention) is the only multilateral treaty specifically aimed at combating match-fixing and other related corruption in sport.

The Safeguarding Unit within Sport Integrity Australia works with NSOs/NSODs to:

- embed safeguarding into their culture
- ensure everyone involved in sport understands that discrimination, harassment, bullying and abuse are
 unacceptable and will not be tolerated
- enable anyone who has witnessed or experienced discrimination, harassment, bullying and abuse, to report the incident without fear of victimisation or retaliation
- ensure a fair, appropriate and coordinated response to any incidents of discrimination, harassment, bullying and abuse within or connected to participation in sport
- minimise the likelihood of incidents of discrimination, harassment, bullying and abuse
- research and evaluate the effectiveness and impacts of safeguarding interventions in sport.

Sport Integrity Australia's Safeguarding Unit is responsible for developing best practice national policies, resources and education.



Safeguarding in Sport Continuous Improvement Program

The Program is a structured, government designed and led approach that ensures children and members are protected from abuse in sport. It is complimentary to the National Integrity Framework (the Framework) and provides a nationally consistent approach to child safeguarding and member protection across national, state and club level, that is tailored to each sport.

Sport Integrity Australia acknowledges there is significant work required to transform the Framework's Member Protection and Child Safeguarding policies into practice, and to genuinely embed safeguarding into a sport's culture. Sport Integrity Australia has developed the Program to support NSOs, NSODs, State Sporting Organisations (SSO) and community affiliated bodies (associations/leagues and clubs) to implement these policies.

At its core, the Program aims to embed a culture of child safety and member protection across all levels of sport in Australia.

The Program aims to achieve this by:

- · advocating a nationally consistent approach to safeguarding in sport
- promoting best practice child safeguarding and member protection in alignment with the National Principles for Child Safe Organisations
- assisting sporting organisations to meet emerging and existing legislative and regulatory requirements, such as state/territory-based Child Safe Standards
- providing a mechanism through which a sport can demonstrate its commitment to child safeguarding and member protection to its community and members
- taking a targeted approach to addressing each sport's needs through tailored Action Plans
- identifying high risk areas and implementing strategies and actions to minimise and manage these areas with the support and guidance of Sport Integrity Australia
- holding the sport to account to continuously improve and progress its child safeguarding and member protection practices
- providing the governing bodies of sport with visibility and oversight of a sport's current child safeguarding and member protection level of maturity from an independent perspective, as well as oversight of the sport's plans to improve and mature.
- creating safer environments and better outcomes for children and members through matured policies, processes and practices, ultimately minimising the risk of harm to children and members.

The objectives of the Program are to:

- build the capacity and capability of Australian sporting organisations to keep children and members safe
- lead a cultural shift which prioritises the safety of children and members, by empowering every level of sport
- enhance organisational capability to respond to child abuse risk
- bolster community confidence that sports are safe for children and members
- enable sports to demonstrate their commitment to child safeguarding and member protection.

How does the program work?

The Program is critical to the future and ongoing development of integrity capabilities in sport across Australia. It reduces risk by supporting sporting organisations to implement best practice safeguarding practices and processes.

The Program consists of 3 phases (Recognise, Achieve and Embed). Each Phase takes a collaborative approach to implementation of child safeguarding and member protection requirements across 9 core Themes – all of which are underpinned by the National Principles for Child Safe Organisations and best practice member protection processes.

Through extensive consultations, the Phases and Themes of the Program were carefully designed to encourage adoption and implementation of safeguarding and member protection processes while shifting culture at all levels of the sport.

All sports are different, with unique governance models and at varying stages of their safeguarding journey. This means a 'one size fits all' approach to the Program is not appropriate. This has been factored into the design of the Program, enabling flexibility to contextualise and adjustment based on the unique environment of each and every sport.

Themes



Phases

Each Phase of the Program represents a new stage of maturity that builds upon the last. There are differing Theme requirements for each Phase, to take into consideration the resources and journey required for sports to successfully implement child safeguarding and member protection.

Each NSO, NSOD, SSOs and affiliated bodies (associations/clubs) should work towards achieving the Embed Phase, which helps keep the focus on continuous improvement and fostering a safe culture.



Recognise Phase

The Recognise Phase will focus solely on the NSO/NSOD and on 4 key Themes:

- Leadership, governance and culture
- Risk management
- Policies and procedures
- Human resource management.

By taking a risk-based and targeted approach, the NSO/NSOD will ensure strategic safeguarding and member protection fundamentals are embedded into key policies and culture. This Phase establishes the NSO/NSOD in preparedness for implementation and support at the SSO and community affiliated body (associations/clubs) level.

This phase involves the inclusion of:

- human resource management and policies and procedures where NSOs/NSODs must address every area
 of safeguarding and member protection in policy. This ensures they have processes and systems in place
 to meet all child safeguarding and member protection legislative and regulatory obligations, such as
 Working With Children Check laws and reportable conduct schemes
- · leadership, governance and culture; meaning safety is role modelled from the top
- risk management which addresses the ongoing need to proactively identify and manage child safeguarding and member protection risks within the sport.

Achieve Phase

The **Achieve Phase** is focused on embedding and implementing safeguarding and member protection elements of policy into practice. For this reason, the SSO will be introduced into the Program by assigning them targeted, practical and achievable actions to further mature child safeguarding and member protection. This Phase focuses on:

- complaints, discipline and disputes practices and processes
- training and education.

These Themes are operational in nature and therefore the NSO, NSOD and SSO will have set requirements for each. As SSOs are introduced and involved in this Phase they will also have additional requirements regarding the Recognise Phase Themes.

Embed Phase

The Embed Phase is focused on driving cultural change through the NSO, NSOD, SSOs and the community affiliated bodies (associations/clubs) by embedding the Themes:

- system, policy and process review and improvement
- engagement with children, families and the community
- ensuring equity and diversity is authentic.

This Phase introduces requirements for affiliated bodies, which will mean they will have additional requirements regarding the Themes from the Recognise Phase and Achieve Phase.

A full overview of the aims, objectives and outcomes of each Phase of the Program can be found at the end of the booklet.

Audit Questionnaire

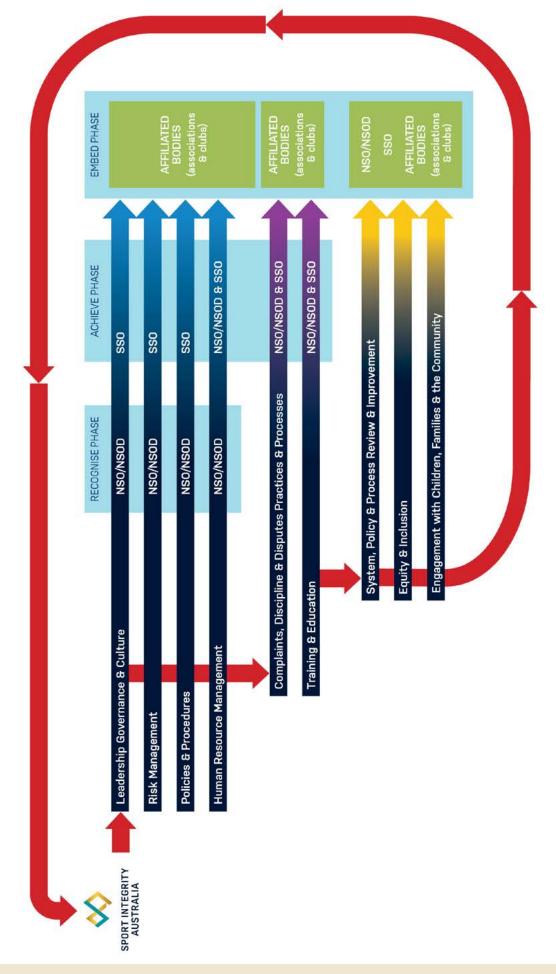
As part of the Program, Sport Integrity Australia will conduct an Audit Questionnaire in partnership with the NSO/ NSOD, to map their progress against child safeguarding requirements (aligned to the National Principles) and best practice member protection requirements. The audit will help determine the maturity of these practices in the sport and together, Sport Integrity Australia and the NSO/NSOD will then develop a tailored Action Plan to mature child safeguarding and member protection practices and processes.

Action Plans

The tailored Action Plans will include practical steps to building safer environments for children and other members. Sport Integrity Australia will work with each sport to help implement each Action Plan, and move to the next, by providing support, guidance and resources.

Lifecycle of the Safeguarding in Sport Continuous Improvement Program

IMPLEMENTATION RESPONSIBILITIES



Support and Resources

Sport Integrity Australia will support sports in the following ways.

- Funding support to assist in implementing actions identified within a sport's Action Plan.
- Allocating a dedicated Safeguarding team member from Sport Integrity Australia to each sport.
- Providing external assurance over Safeguarding practices through an independent Auditor.
- Tailoring sport specific action plans developed specifically to drive change across the sport.
- Six monthly formalised check-in meetings.
- Supplying extensive safeguarding resources to support sports organisations, which will promote emerging examples of best practice from sports and safeguarding organisations.
- Establishing a nationally coordinated 'Safeguarding Communities of Practice'. This will be an optional forum of NSO/NSOD representatives and other key stakeholders, that will be convened no less than 3-times a year, to share learnings and initiatives and provides an opportunity for shared learning and peer support.
- Implementing an external monitoring and evaluation framework.



PARTICIPATION IN THE PROGRAM

Signing up to the Program is voluntary. By signing up, an NSO/NSOD has the opportunity to leverage resources, education and supporting materials, reducing the safeguarding burden on sports and providing better outcomes for all members, including children, young people and members with increased vulnerabilities.

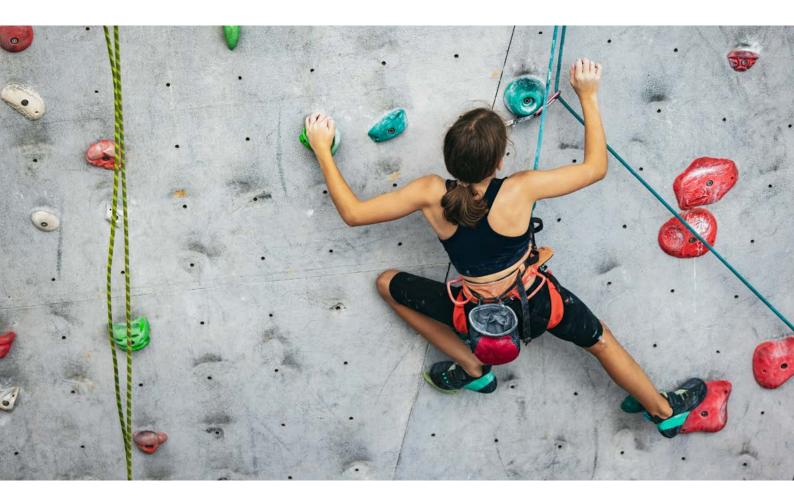
Sport Integrity Australia encourages NSOs/NSODs to sign up and participate in the Program, so together we can collaboratively achieve a nationally consistent approach and identify opportunities to continuously improve practices that keep children and members safe.

How to sign up to the Program

To officially sign up to the Program, an NSO/NSOD CEO or Board is required to complete an official 'sign up acknowledgement form'. This process ensures the CEO or Board makes a commitment on behalf of the sporting organisation to all its members, whatever their age.

Minimum requirements to sign up

To sign up to the Program an NSO/NSOD must be a current recognised sport by the Australian Sports Commission and an NSO/NSOD must identify a key contact who will have the management responsibility of the Program.



ROLES AND RESPONSIBILITIES

To be successful, the Program must be implemented in a collaborative way, where all stakeholders are aware of their responsibilities and have genuine buy in and commitment to the aims and objectives of the Program.

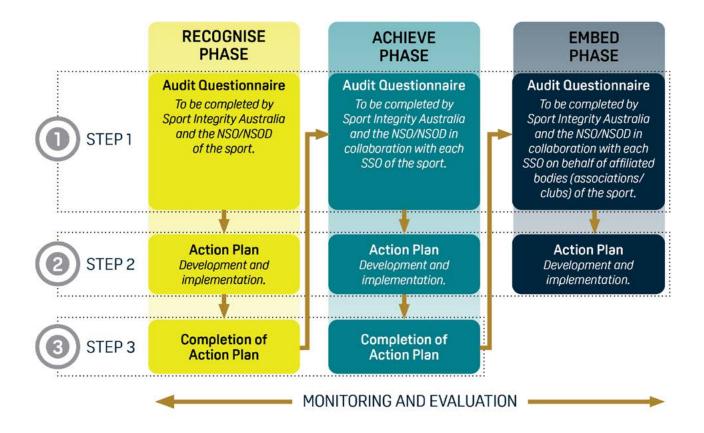
The ultimate accountability for participation in, and implementation of the Program is led by the NSO/NSOD. The SSOs and affiliated bodies are involved in the implementation of child safeguarding and member protection policies, processes and systems at the grass roots level.

This is supported by the following key roles and responsibilities:

WHO	RESPONSIBLE FOR
National Sporting Organisation/National	Signing up to the Program.
Sporting Organisation for people with Disability	 Completing the Audit Questionnaires for the Recognise, Achieve and Embed Phases and implementing the associated actions within the Program Action Plans.
	 Working collaboratively with SSOs to complete the Achieve and Embed Audit Questionnaires and assisting SSOs to implement applicable actions within the Program's Achieve and Embed Action Plans, with an aim to effect and influence cultural change at all levels of the sport.
	 Working collaboratively with affiliated bodies (associations/clubs) to complete the Embed Audit Questionnaire and to implement applicable actions within the Embed Action Plan at the grassroots level.
State Sporting Organisations	• Working with the NSO/NSOD during the Achieve and Embed Phases to complete the respective Audit Questionnaires and implementing applicable actions from the Achieve and Embed Action Plans.
	 Working with affiliated bodies (associations/clubs) to implement localised safeguarding practices during the Embed Phase.
Sport Integrity Australia	• Working in partnership with NSOs/NSODs to implement the Program through leadership, collaboration, education and access to supporting resources and tools.
	 Administering the Program, including continually improving the key elements of the Program to ensure requirements and actions are continuously aligned to industry leading practices and reflective of sector learnings.
	 Monitoring and reporting on participation and progress of NSOs/ NSODs, including reporting to the Australian Sports Commission as part of the Annual Sport Performance Review process and the National Office for Child Safety.

STEPS TO IMPLEMENTING THE PROGRAM

There are 3 simple steps to implementing the Program across the Program's Recognise, Achieve and Embed Phases.



Step 1: Audit Questionnaire

Sport Integrity Australia conducts a purpose-built audit questionnaire in partnership with the NSO/NSOD at each phase of the Program:

- Recognise Phase to be completed by Sport Integrity Australia and the NSO/NSOD of the sport.
- Achieve Phase to be completed by Sport Integrity Australia and the NSO in collaboration with each SSO of the sport.
- **Embed Phase** to be completed by Sport Integrity Australia and the NSO/NSOD in collaboration with each SSO on behalf of affiliated bodies (associations / clubs) of the sport.

This process is designed to measure maturity of current practice against child safeguarding requirements (underpinned by the National Principles) and better practice member protection requirements. Every sport will begin the Program by completing the Recognise Phase NSO/NSOD Audit Questionnaire.

Step 2: Action Plan Development

Following completion of the audit process, Sport Integrity Australia and the NSO/NSOD will develop a tailored Action Plan designed specifically to further mature child safeguarding and member protection practices and processes within that sport based on the identified needs/risks relevant to the Phase they are at.

Step 3: Implementation

Once the Action Plan is agreed to, Sport Integrity Australia will work in partnership with NSOs/NSODs to implement the Program through collaboration, leadership, education and access to supporting resources and tools.

In partnership with NSOs/NSODs and stakeholders, Sport Integrity Australia will monitor progress and determine where an NSO/NSOD has demonstrated implementation of key actions which will trigger progress to the next phase, where the process will start again at Step 1.



STEP 1: AUDIT QUESTIONNAIRE

Once an NSO/NSOD has signed up and met the minimum requirements to participate in the Program, Sport Integrity Australia will work in partnership with the NSO/NSOD to complete the Audit Questionnaire for the *Recognise Phase*.

The Audit Questionnaire is an opportunity for Sport Integrity Australia to work collaboratively with an NSO/NSOD to complete a deep dive into their safeguarding and member protection maturity. Its purpose is to help understand what the NSO/NSOD has done, what's working well and what is still on the horizon relevant to the Themes within that Phase.

NSOs/NSODs will be required to provide examples of their current practices, processes and initiatives in place to support child safeguarding and member protection within their sport.

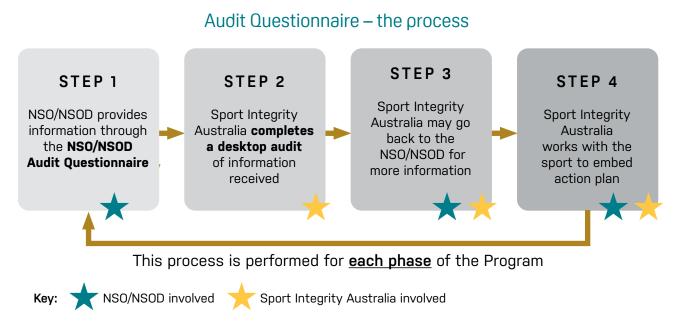
An Audit Questionnaire will be completed:

- initially when signing up to the Program (Recognise Phase Audit Questionnaire)
- when progressing to a new phase (Achieve Phase or Embed Phase Audit Questionnaire)
- should any significant organisational changes occur.

Should an NSO/NSOD opt out and then sign back up to the Program, the Audit Questionnaire for the *Recognise Phase* may be required to be completed again. This will be at the discretion of Sport Integrity Australia in consultation with the NSO/NSOD.

The Audit Questionnaire will enable Sport Integrity Australia and each NSO/NSOD to collaboratively assess the sport's status and progress in relation to child safeguarding and member protection. The outcome of this assessment will inform the NSOs/NSODs corresponding Action Plan. The aim is to provide the NSO/NSOD with an accurate picture of key areas of significant progress and success, as well as those where further development or resources are required to continually improve. This process is illustrated in the figure below.

Figure 3: NSO/NSOD Audit Questionnaire Process



Audit Questionnaire Roles and Responsibilities

WHO	RESPONSIBLE FOR
Sport Integrity Australia's Sport Partnership Team	 Initial communication and engagement with the NSO/NSOD and introducing the Safeguarding team.
Sport Integrity Australia's Safeguarding team	Supporting the NSO/NSOD with collection of evidence and answering questions.
	Engaging and consulting with the NSO/NSOD and KPMG throughout the audit process.
	Providing the NSO/NSOD with their summary snapshot at the completion of the audit program.
	Assigning a tailored Action Plan upon completion of the audit program for each maturity phase.
Director of Safeguarding	Approval of Audit Program Work Order to commence audit process.
	Notification of signed Work Order to Deputy CEO.
	Signing off on NSO/NSOD audit program outcomes and NSO/NSOD summary snapshot.
External Auditors	Conducting the audit by completing the audit program for each Phase.
	• Engaging and consulting with the relevant Safeguarding team member throughout the audit process.
	Presenting the audit outcomes to the relevant Safeguarding team member(s).
	Presenting the audit outcomes to the NSO/NSOD at the final Audit Outcome meeting.
NSO/NSOD Point of Contact	Completing the Recognise Phase Audit Questionnaire.
	Completing the Achieve and Embed Phase Audit Questionnaires in collaboration with the SSOs.
	Being available for consultation throughout the audit process.
NSO/ NSOD Executive,	Providing leadership and oversight.
CEO or Board	• Supporting the NSO/NSOD to complete the audit and collect evidence as required and within the specified timeframes.
	Review and sign off the completed audit questionnaire before submission to Sport Integrity Australia.
	Agreeing on the actions and timeframes documented in the Action Plan provided to the NSO/NSOD.
	• Maintaining a child safe organisation including safe environments, safe people and compliance with child safety legislative and regulatory obligations.

Completing the NSO/NSOD Audit Questionnaire

Sport Integrity Australia will work with an NSO/NSOD to complete the required Audit Questionnaire prior to commencing each Phase of the Program. All sports will start with the *Recognise* Phase Audit Questionnaire. If a sport provides evidence to satisfy all the requirements of the *Recognise* Phase, they will progress to the *Achieve* Phase, and similarly progress to the *Embed* Phase if all necessary requirements are met and evidenced.

Evidence

As part of completing the NSO/NSOD Audit Questionnaire, Sport Integrity Australia will review any documentation and evidence provided by the NSO/NSOD to support their responses. This could include policies, procedures and training materials. This review will enable Sport Integrity Australia to understand the maturity of a sport's safeguarding and member protection policies, processes, systems and culture enabling NSOs/NSODs to progress through the Program and continuously improve their maturity.

Other forms of assurance

Where an NSO/NSOD has other forms of assurance regarding child safeguarding and/or member protection (such as external oversight, or other forms of compliance assurance), Sport Integrity Australia will consider these and use this information when assessing the maturity of the NSO/NSOD.

Where other forms of assurance can be demonstrated, a Declaration of Assurance and Compliance will be completed by the NSO/NSOD. This Declaration aims to reduce duplication by allowing Sport Integrity Australia to review the extent of coverage by the external assurance processes and exempt these from the Program where they are already covered by an external provider. Evidence of the assurance process will be sought by Sport Integrity Australia and if an organisation cannot adequately demonstrate that the external assurance process is in place, the agency will apply the full scope of Program Action Plan.



STEP 2: ACTION PLAN DEVELOPMENT

The outcomes of the Audit Questionnaire will lead to the creation of a co-developed, contextualised Action Plan with the NSO/NSOD.

Action Plans will be targeted to the specific outcomes of the Audit Questionnaire, contextualised to the relevant sport, and aim to provide clear, measurable goals and actions.

Each Action Plan will build on the previous plan and promote a sport moving from the Recognise Phase, to the *Achieve Phase* and to the *Embed Phase*.

Actions are categorised by the Responsible Body and by Theme. A sport will continuously work on their Action Plan for each phase before transitioning to the next Phase. Each action will be assigned a responsible owner, from within the responsible body (NSO, NSOD, SSOs or affiliated body) and will have a target date for implementation. The target date will be determined by Sport Integrity Australia in collaboration with the sport to recognise the time and resources involved in implementing the action. The sport must also ensure they can evidence how actions have been implemented as Sport Integrity Australia will request this information for key actions. This includes documenting, recording and securely storing policies, processes and systems changes, storing any internal or external communication document and any other related materials.



STEP 3: IMPLEMENTATION

Once the Action Plan is agreed to, Sport Integrity Australia will work in partnership with NSOs/NSODs to implement the Program through collaboration, leadership, education and access to supporting resources and tools.

In partnership with NSOs/NSODs and stakeholders, Sport Integrity Australia will monitor progress and determine where an NSO/NSOD has demonstrated implementation of key actions which will trigger progress to the next phase, and where the process will start again at Step 1.

Every sport will begin the Program by completing the Recognise Phase Audit Questionnaire. The following key milestones must be achieved to progress to the next phase:

- 1. The NSO/NSOD meets all requirements and criteria of the Recognise Phase and provides sufficient evidence and explanation through the Recognise Phase Audit Questionnaire, or the NSO/NSOD does not meet all requirements and criteria of the Recognise Phase and requires a Recognise Phase Action Plan.
- 2. The NSO/NSOD completes all actions within their Recognise Phase Action Plan.
- 3. The NSO/NSOD provides Sport Integrity Australia with evidence to demonstrate the implementation of key actions.
- 4. Once Sport Integrity Australia is satisfied with the completed Action Plan, they will provide the NSO. NSOD and SSOs with the next Audit Questionnaire for the Achieve Phase. The NSO, NSOD and SSOs will work together to complete the Achieve Phase Audit Questionnaire.
- 5. Sport Integrity Australia will utilise the responses to the Achieve Phase Audit Questionnaire to develop the sport's Achieve Phase Action Plan. The sport will now transition to the commencement of the Achieve Phase.

The same key milestones must be met for the sport to transition, and progress to the Embed Phase. A sport can also regress and transition back to an earlier Phase of the Program. Sport Integrity Australia may identify this at any stage of the Program process, or as a result of a significant incident or event.



MONITORING AND EVALUATION

Formal monitoring and evaluation

Sport Integrity Australia has engaged an external organisation to develop and deliver a formal monitoring and evaluation program. The external monitoring and evaluation will:

- look at the effectiveness of the Program delivery model and explores ways in which the Program can be improved
- through the development of key research objectives aligned to the Program objectives, determine the extent to which the Program has achieved its stated objectives (impact) through a longitudinal study.

Participating sporting organisations will be invited to take part in the monitoring and evaluation program.

Informal monitoring and evaluation

On an ongoing basis, Sport Integrity Australia will work with NSOs/NSODs to review and assess evidence that they are progressing through the Action Plans and working towards increased maturity. Regular monthly meetings will be utilised to track and monitor progress against Action Plans.

It is expected that an NSO/NSOD implements or leverages its internal monitoring and evaluation systems to internally track and monitor progress.

Annual reports

A publicly available report will be developed and published by Sport Integrity Australia on an annual basis outlining those NSOs/NSODs that have chosen to sign up to the Program and demonstrated their commitment to the safety of children and members. The report will be published on Sport Integrity Australia's website and will form part of the annual update Sport Integrity Australia provides to the Attorney General in relation to the status of recommendations from The Royal Commission into Institutional Responses to Child Sexual Abuse (2017).



ENGAGEMENT WITH CHILDREN, FAMILIES AND THE COMMUNITY

The imperative to keep children safe and promote their rights and wellbeing is recognised internationally through the United Nations Convention on the Rights of the Child, to which Australia is a signatory.

Through this commitment it is important we recognise the vulnerability of children and young people, including consideration of additional vulnerabilities that may be experienced by:

- Aboriginal and Torres Strait Islander children
- children from culturally and linguistically diverse backgrounds
- children who identify as lesbian, gay, bisexual, transgender, intersex, and queer (LGBTIQ+)
- children with a disability.

Whilst the Embed Phase of the Program is focused on driving cultural change particularly at the community level, by engaging with children and young people, their families, and the community, the need to consider and consult with children and young people, in particular those participants with lived experiences, throughout the entire process will strengthen NSOs/NSODs safeguarding practices.

NSOs/NSODs are encouraged to identify opportunities for engagement and consultation with children and young people across the lifecycle of all safeguarding programs, activities and initiatives that involve or impact children and young people.

Sport Integrity Australia recommends utilising the Empowerment and Participation Guide developed by the Commission for Children and Young People in Victoria to support and guide this process.





NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

The Sport Integrity Australia Child Safeguarding Policy and Safeguarding in Sport Continuous Improvement Program are both underpinned by the National Principles for Child Safe Organisations. Each of the 10 National Principles is made up of several actions and indicators – both of which are applicable and demonstrate the requirements which organisations must seek to achieve.

Each maturity phase of the Program (Recognise, Achieve and Embed) addresses all 10 National Principles, ensuring completion of actions and activities within the Program works towards achievement of the National Principles.

STATE/TERRITORY CHILD SAFE LEGISLATION AND STANDARDS

The Sport Integrity Australia Child Safeguarding Policy template requires individuals and organisations to comply with the relevant jurisdictional legislation in relation to working with children/vulnerable people checks and specific statutory child protection requirements.

In addition to jurisdictional legislation, some states and territories have established child safe standards for organisations that work with children. These standards require organisations to have policies, procedures and practices in place to keep children safe. In most instances, these child safe standards are based on the National Principles.

The Sport Integrity Australia Child Safeguarding Policy template sets the expected standards of behaviour when working with children, but allows each organisation the flexibility to determine how they will go about achieving these standards.

The Program does not replace state/territory child safe legislation and standards. NSOs/NSODs are encouraged to connect with their respective state-based Departments for further information, guidance and resources around any state-based Standards.



PHASE OVERVIEWS – AIMS, OBJECTIVES AND OUTCOMES

Recognise Phase

OVERVIEW	 The Recognise Phase is focussed on taking a risk-based and targeted approach, where the NSO and NSOD will ensure child safeguarding and member protection fundamentals are embedded into key policies and culture. In this phase, NSOs/NSODs must: develop policies that address every area of safeguarding and member protection develop processes and systems to meet all child safeguarding and member protection legislative and regulatory obligations, such as Working with Children Check (WWCC) laws and reportable conduct schemes develop and implement human resource management systems to recruit and screen personnel that are suitable to work with children and young people meet leadership, governance, culture and risk management requirements. This ensures NSOs/NSODs are ready to implement and support SSO and community affiliated bodies (associations/clubs).
CORE THEMES	 The Recognise Phase focuses solely on the NSO/NSOD across four key themes: Leadership, governance and culture Risk management Policies and procedures Human resource management Inclusion of leadership, governance and culture means that a safety tone from the top is set. Inclusion of risk management addresses the ongoing need to proactively identify and manage child safeguarding and member protection risks within the sport. Inclusion of policies and procedures in this phase means the NSO/NSOD must address every area of safeguarding and member protection in policy and therefore must have processes and systems in place to meet all child safeguarding and member protection legislative and regulatory obligations such as WWCC laws and reportable conduct schemes. Human resource management, through screening, recruitment and ongoing performance review, plays a vital role in protecting children and members from harm. Child and member-focused human resource practices help screen out people unsuitable for working with children in sport and discourage their application and employment. A WWCC or equivalent, is just one tool in a suite of screening resources that must be used to protect children from harm. Many other measures exist to prevent harm to children and members, such as reference checks, performance management and training and development. It's important to note that human resource management will be focused on staff employed by the NSO/NSOD only. Staff employed by SSO will be considered in the Achieve Phase and staff employed by the affiliated bodies (associations /clubs) will be considered in the Embed Phase.

PRE-REQUISITES	An NSO/NSOD must be a current recognised sport by the Australian Sports Commission. An NSO/NSOD must also identify a key contact who will be responsible for the management of the Program. Note: Sport Integrity Australia, in consultation with the NSO/NSOD, reserves the right to progress the organisation straight to the Achieve Phase <i>should the evidence support</i> <i>this movement</i> . If it is in the best interest of the sport and the sport has demonstrated achievement against the Recognise Phase Audit Questionnaire , then a decision may be made to progress directly to the Achieve Phase Audit Questionnaire .
WHO	Completed by the NSO/NSOD, with the support of Sport Integrity Australia.
OUTCOMES	 Leadership, Governance and Culture The NSO/NSOD commitment to child safeguarding and member protection is defined and easily accessible. Values include safeguarding and protection elements and are embedded into the NSOs/NSODs culture. Governance arrangements facilitate implementation of child safeguarding and member protection best practice at all levels to develop a safe sporting environment. Fisk Management The NSO/NSOD has risk management strategies focused on preventing, identifying and mitigating risks to all members, including children and young people. NSOs/NSODs that contract facilities and services to and from third parties have procurement policies and contract management arrangements that ensure safeguarding of children. Policies and Procedures All policies and procedures reflect the NSOs/NSODs commitment to child safeguarding and member protection by embedding safeguarding requirements throughout all policies and procedures where relevant. NSO/NSOD personnel understand and implement policies and procedures. Policies are updated regularly and align to better practice and changing legislation. Human Resource Management All NSO/NSOD current and new staff and volunteers are aware of expectations and responsibilities in relation to upholding child safeguarding and member protection values. The NSO/NSOD has developed systems to oversee and monitor relevant screening checks and staff's ability to uphold child safety and member protection values. NSO/NSOD staff are ervided or signs of harm and understand their responsibilities and the ir reporting obligations. NSO/NSOD staff are provided with ongoing support and supervision to assist with their compliance to child safeguarding and member protection requirements. NSO/NSOD staff are tunned to signs of harm and understand their responsibilities and the strategies to enhance child safeguarding within the spor
	 Failure to adhere to Child Safeguarding and Member Protection Policy is taken into consideration in the staff discipline process.

LINKS TO THE NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS Completion of all activities within the Recognise Phase Action Plan works towards achievement of the following National Principles.

Leadership, Governance and Culture

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.

Principle 4: Equity is upheld, and diverse needs respected in policy and practice.

Principle 6: Processes to respond to complaints and concerns are child focused.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

Risk Management

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Policies and Procedures

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Principle 6: Processes to respond to complaints and concerns are child focused.

Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Principle 9: Implementation of the national child safe principles is regularly reviewed and improved.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

Human Resource Management

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.

Principle 4: Equity is upheld, and diverse needs respected in policy and practice.

Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

Achieve Phase

OVERVIEW	The Achieve Phase embeds and implements elements of the Child Safeguarding and Member Protection Policy into practice. For this reason, SSOs are introduced into the Program during this phase and assigned practical actions to further develop child safeguarding and member protection across the sport.
CORE THEMES	 This Achieve Phase sets requirements for both the NSO/NSODs and SSOs across two key themes: 1. Complaints, discipline and disputes practices and processes. 2. Training and education These themes are operational in nature and therefore the NSO/NSOD and SSOs will have set requirements for each. As SSOs are introduced and involved in this phase, they will also have additional requirements relating to the <i>Recognise Phase</i> themes, which the NSO/NSOD will already have completed at their own level. These include: Leadership, governance and culture Risk management Policies and procedures Human resource management
PRE-REQUISITES	An NSO/NSOD must have satisfactorily completed their Recognise Phase Action Plan. Note: Sport Integrity Australia, in consultation with the NSO/NSOD, reserves the right to progress the organisation to the Embed Phase prior to all actions being achieved. If it is in the best interest of the sport and the sport has demonstrated significant progress and success against the Achieve Phase Action Plan , then a decision may be made to conduct the Embed Phase Audit Questionnaire before final sign off on the Achieve Phase Action Plan .
WHO	Completed by the NSO/NSOD in partnership with their SSOs, with the support of Sport Integrity Australia.

KEY OUTCOMES Complaints, Discipline and Disputes Practices and Processes (NSO/NSOD/SSO)

- Processes to respond to complaints and concerns are child focused.
- All parties involved in a complaint are supported.
- Processes are in place to give the sport assurance that complaints are managed effectively.

The following actions are relevant to NSOs/NSODs who haven't adopted the National Integrity Framework Complaints, Discipline and Disputes Policy. The following questions should only be provided to NSOs/NSODs with a standalone complaints policy.

- Information and support are documented and provided to all those involved in the complaints process.
- · Consistent complaints management guidance is provided to all levels of the sport.

Training and Education (NSO/NSOD & SSO)

- A national safeguarding education plan ensures personnel are equipped with the right skills, capability and capacity to safeguard their members.
- Personnel receive appropriate induction and are aware of their child safeguarding and member protection responsibilities, including reporting obligations.
- Additional training is provided for personnel who work in child-related roles.
- Additional training is provided for personnel who work in member protection specific roles.
- Specialised training should be provided to coaches, umpires and children.

Human Resources Management (SSO only)

- All new and potential staff are aware of expectations and responsibilities in relation to upholding child safeguarding and member protection values.
- The sport has developed systems to oversee and monitor relevant screening checks and staff's ability to uphold child safety and member protection values.
- Staff are provided with ongoing support and supervision to assist with their compliance with child safeguarding and member protection requirements.
- Recruitment processes champion diversity and inclusion.
- Failure to adhere to Child Safeguarding and Member Protection Policy is taken into consideration in the staff discipline process.

Leadership, Governance and Culture (SSO only)

- The sport's commitment to child safeguarding and member protection is defined and easily accessible.
- Governance arrangements facilitate implementation of child safeguarding and member protection better practice at all levels to develop a safe sporting environment.

Risk Management (SSO only)

- The sport has risk management strategies focused on preventing, identifying and mitigating risks to all members, including children and young people.
- Sports that contract facilities and services to and from third parties have procurement policies and contract management arrangements that ensure safeguarding of children.

 All policies and procedures reflect the sport's commitment to child safeguarding and member protection by embedding safeguarding requirements throughout all policies and procedures where relevant. Personnel understand, have access to, and implement policies and procedures. Policies are updated regularly and align to bast practice and changing legislation. LINKS TO THE NATIONAL PERSONAL SECTOR AND ALL PROVIDED AND ALL PROVIDE	KEY OUTCOMES continued	Policies and Procedures (SSO only)
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LINKS TO THE NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS continued

Human Resource Management (SSO only)

- **Principle 1:** Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Principle 3:** Families and communities are informed and involved in promoting child safety and wellbeing.
- Principle 4: Equity is upheld and diverse needs respected in policy and practice.
- **Principle 5:** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Principle 7:** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Principle 10:** Policies and procedures document how the organisation is safe for children and young people.

Complaints, Discipline and Disputes Practices and Processes (NSO/NSOD and SSO)

- **Principle 2:** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- **Principle 3:** Families and communities are informed and involved in promoting child safety and wellbeing.
- **Principle 4:** Equity is upheld and diverse needs respected in policy and practice.
- **Principle 6:** Processes to respond to complaints and concerns are child focused.
- **Principle 7:** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Principle 10:** Policies and procedures document how the organisation is safe for children and young people.

Training and Education (NSO/NSOD and SSO)

- **Principle 1:** Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Principle 2:** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- **Principle 5:** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Principle 7:** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Principle 8:** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- **Principle 10:** Policies and procedures document how the organisation is safe for children and young people.

Embed Phase

OVERVIEW	The Embed Phase drives cultural change through the NSO/NSOD, SSOs and the community affiliated bodies (associations/clubs). Community affiliated bodies (associations/clubs) are introduced and involved in this phase.
CORE THEMES	 The Embed Phase focuses on NSO/NSOD, SSOs and community affiliated bodies (associations/clubs) embedding three key themes: 1. System, policy and process review and improvement 2. Engagement with children, families and the community 3. Ensuring equity and diversity is authentic As affiliated bodies (associations/clubs) are introduced and involved in this phase, they will also have additional requirements relating to the Recognise and Achieve Phase themes.
PRE-REQUISITES	An NSO/NSOD must have satisfactorily completed their Achieve Phase Action Plan. Note: Sport Integrity Australia, in consultation with the NSO/NSOD, reserves the right to progress the organisation to the Embed phase prior to all actions being achieved. If it is in the best interest of the sport and the sport has demonstrated significant progress and success against the Achieve Phase Action Plan, then a decision may be made to conduct the Embed phase Audit Questionnaire before final sign off on the Achieve Phase Action Plan.
WHO	Completed by the NSO/NSOD in collaboration with each SSO on behalf of their affiliated bodies (associations/clubs), with the support of Sport Integrity Australia.
KEY OUTCOMES	 Policy, Process and System Review and Improvement Child safeguarding and member protection data is collected and used to identify causes and trends to inform policy, process and system improvement. The sport is kept accountable through independent review and self-reflection. All levels of the sport leverage their networks to enhance child safeguarding and member protection. Equity, Diversity and Inclusion The sport welcomes members and children regardless of their abilities, sex, gender, race, or social, economic or cultural background and has policies, procedures and systems in place to support inclusion. Maturing the sport's safeguarding practices to include all vulnerable people.

KEY OUTCOMES Engagement with Children, Families and the Community continued The sport considers the input of members, children, families and the community to develop a child and member safe sporting environment. The opinion and thoughts of children within the sport are actively requested and valued at all levels. Personnel are attuned to signs of harm and understand their responsibilities and the strategies to enhance child safeguarding within the sport. Leadership, Governance and Culture (affiliated bodies [associations/clubs] only) The sport's commitment to child safeguarding and member protection is defined and easily accessible. Risk Management (affiliated bodies [associations/clubs] only) The sport has risk management strategies focused on preventing, identifying and mitigating risks to all members, including children and young people. Policies and Procedures (affiliated bodies [associations/clubs] only) All policies and procedures reflect the sport's commitment to child safeguarding and member protection by embedding safeguarding requirements throughout all policies and procedures where relevant. Human Resources Management (affiliated bodies [associations/clubs] only) All new and potential staff are aware of expectations and responsibilities in relation to upholding child safeguarding and member protection values. Complaints, Discipline and Disputes Practices and Processes (affiliated bodies [associations/clubs] only) The following actions are relevant to NSOs/NSODs who haven't adopted the National Integrity Framework Complaints, Discipline and Disputes policy. The following questions should only be provided to NSOs/NSODs with a standalone complaints policy. Consistent complaints management guidance is provided to all levels of the sport. Training and Education (affiliated bodies [associations/clubs] only) Personnel receive appropriate induction and are aware of their child safeguarding and member protection responsibilities, including reporting obligations. Additional training is provided to personnel who work in child-related roles. Additional training is provided to personnel who work in member protection specific roles. Specialised training should be provided to coaches, umpires and children.

LINKS TO THE NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS Completion of all activities within the Embed Phase Action Plan works towards achievement of the following National Principles

Leadership, Governance and Culture (affiliated bodies [associations/clubs] only)

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.

Principle 4: Equity is upheld, and diverse needs respected in policy and practice.

Principle 6: Processes to respond to complaints and concerns are child focused.

Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

Risk Management (affiliated bodies [associations/clubs] only)

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Policies and Procedures (affiliated bodies [associations/clubs] only)

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Principle 6: Processes to respond to complaints and concerns are child focused.

Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

Human Resource Management (affiliated bodies [associations/clubs] only)

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

LINKS TO THE NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS continued

Complaints, Discipline and Disputes Practices and Processes (affiliated bodies [associations/clubs] only)

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 4: Equity is upheld and diverse needs respected in policy and practice.

Principle 6: Processes to respond to complaints and concerns are child focused.

Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

Training and Education (affiliated bodies [associations/clubs] only)

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.

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Principle 6: Processes to respond to complaints and concerns are child focused.

Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

System, Policy and Process Review and Improvement

Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Principle 6: Processes to respond to complaints and concerns are child focused.

Principle 9: Implementation of the national child safe principles is regularly reviewed and improved.

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

LINKS TO THE NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS continued	 Equity and Inclusion Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture. Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously. Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing. Principle 4: Equity is upheld, and diverse needs respected in policy and practice. Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. Principle 6: Processes to respond to complaints and concerns are child focused.
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For more information: Email: safeguarding@sportintegrity.gov.au





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