

# Child Safety Policy

KNOX CHURCHES SOCCER CLUB



## **Introduction**

1. Knox Churches Soccer Club is committed to providing a child-safe and child-friendly environment.
2. Knox Churches Soccer Club adopts the ChildSafe SP3 system and is committed to sound implementation of it. This policy is intended to help Knox Churches Soccer Club achieve this.
3. This policy must be followed by every person involved in serving in any activity in Knox Churches Soccer Club. Any activity must be authorised by Knox Churches Soccer Club.
4. For the purpose of this policy a child is a person under the age of 18 years.

## **The People Responsible**

5. Knox Churches Soccer Club Executive Committee accepts ultimate responsibility for ensuring Knox Churches Soccer Club is child-safe.
6. Knox Churches Soccer Club Executive Committee appoints Johann Poppenbeck – Club President as Risk Management Officer ('**RMO**'). The RMO is responsible for overseeing the integration of ChildSafe SP3 into Knox Churches Soccer Club as a whole and reporting quarterly to Knox Churches Soccer Club Executive Committee on this.
7. The Coordinators in Knox Churches Soccer Club, and their respective activity areas, are set out in Item 1, Schedule 1. Each Coordinator is responsible for ensuring the implementation of ChildSafe SP3 into their activity area and reporting monthly to the RMO on this.
8. Team Leaders are the people in Knox Churches Soccer Club, who hold recognised positions in, or who are responsible for, Team Members and participants in Club activities.
9. Team Members are unpaid people who are invited by Team Leaders to assist them in their activity.

## **Screening**

10. A person must have a valid Working with Children Check and be screened (including reference-checked) in accordance with the Appointment Procedure before serving in any club position listed in Item 2, Schedule 1.
11. A person who has been charged with a violent or sexually-related offence (whether convicted or not) cannot be involved in child-related programs or work in immediate proximity to child-related programs.

## **Training**

12. The RMO, Coordinators, Team Leaders and Team Members must be trained (face-to-face and online) in accordance with the Training Procedure.
13. The RMO must maintain a training register. Refresher training must be held every 3 years.

## **Accountability**

14. No-one is accountable to themselves. Everyone is accountable to someone-else.
15. A Team Member or Team Leader cannot go ahead with an activity unless 'Permission-to-Proceed' has been granted by the Coordinator using the Permission to Proceed Procedure. This is a critical, foundational principle for all ministries at Knox Churches Soccer Club.

## **General Rules for Conduct**

16. Every person involved in ministry at Knox Churches Soccer Club must treat the safety and care of children as paramount.
17. Knox Churches Soccer Club adopts the Code of Practice set out in pages 15 - 28 of the SP3 Team Members Guide. Each person involved in activity in Knox Churches Soccer Club, including every Team Member, Team Leader and Coordinator, must comply with the Code of Practice. Failure to do so will result in discipline under the Discipline Procedure.
18. The only person authorised to speak to the media in relation to any Knox Churches Soccer Club activity is the President (Johann Poppenbeck) and Vice-President (Tim de Graaf). No other person should speak to the media.

## **Incident Reporting**

19. Allegations of abuse are very serious and require a high degree of care when handling. Children should be believed.
20. Incidents must be reported in accordance with the Incident Reporting Procedure and where applicable investigated in accordance with the Investigations Procedure. Steps must be taken to ensure the safety of children while an investigation is underway.

## **Record-keeping**

21. Information and documents that contain personal information must be stored confidentially and securely in accordance with Knox Churches Soccer Club Privacy Policy.

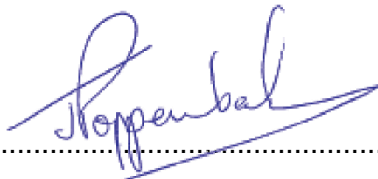
### **Other documents**

22. The procedures and other documents that will be used by Knox Churches Soccer Club to implement this policy are set out in Items 3 and 4 in Schedule 1.

### **Review**

23. This policy must be reviewed and updated by 1<sup>st</sup> March 2025. The person responsible for this is named in Item 5 of Schedule 1.

This policy was adopted by resolution of the Knox Churches Soccer Club Executive Committee on 1<sup>st</sup> March 2024.

A handwritten signature in blue ink, appearing to read 'Stoppembal', is written over a horizontal dotted line.

Signature of Club President

## SCHEDULE 1

Item #	Description	Names and Positions
1.	The Coordinators in Knox Churches Soccer Club:	<ul style="list-style-type: none"> <li>• Executive Committee Members for senior teams</li> <li>• Junior Coordinator for all junior teams</li> <li>• KickStart coordinators for KickStart</li> <li>• All Stars coordinators for All Stars – All Abilities</li> </ul>
2.	The people that must have valid Working with Children Checks and be screened:	<ul style="list-style-type: none"> <li>• All members of Committee of Management</li> <li>• All Coaches, Assistant Coaches and Team Managers of Junior Teams</li> <li>• All Coaches, Assistant Coaches and Team Managers of Senior Teams</li> <li>• All Coordinators and Assistants of Goalkick</li> <li>• All Club Referees</li> <li>• All First Aiders and Trainers</li> </ul>
3.	<b>Primary</b> policies and procedures:	<ul style="list-style-type: none"> <li>• Code of Practice contained in SP3 Team Members Guide, pages15-28.</li> <li>• Training Procedure.</li> <li>• Permission to Proceed Procedure.</li> <li>• Discipline Procedure.</li> <li>• Incident Reporting Procedure.</li> <li>• Investigations Procedure.</li> <li>• Privacy Policy.</li> </ul>
4.	Other relevant documents:	Disciplinary Form Harm & Abuse Complaint Policy      CSE4-Compl018  Incident & Accident Form                      CSE3-IR Alleged Child Abuse Disclosure              CSE3-IR Leader Application Form                        CSE3-OA WWCC & Mandatory Reporting Matrix      CSE3-MR Resources Summary Index                       CSE3-SP3R
5.	Person responsible for ensuring policy is reviewed and updated:	Johann Poppenbeck