



OPERATIONS POLICY

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Review

On or before 10 December 2021

Responsible Officer

Child Safe Officer, Advanced Soccer Coaching & Development

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INTRODUCTION

Advanced Soccer Coaching & Development recognises its responsibility in offering a safe and enjoyable environment for everybody involved in and associated with the academy's programmes, particularly the children who are involved in its junior and senior soccer programmes.

This policy shows the academy's commitment to creating a child safe environment and suggests guidelines to illustrate how this is achieved.

This policy also recognises the information, framework and guidelines offered by the Government of South Australia.


This policy does not replace any other documentation but acts to repeat and reinforce the information as well as offer guidelines specific to the academy.

The academy acknowledges that no policy or procedure can totally guarantee a child safe environment. By implementing this policy and associated policies, the academy aims to minimise the risk of harm to children and promote a child safe environment at the academy. By putting this policy into practice, everybody involved in and associated with the academy will have a clear understanding of the behaviour expected at the academy and is aware of their responsibility for acting.

PURPOSE OF THIS POLICY

The purpose of this policy is to support responsible behaviour, as well as helping participants to make ethical and informed decisions at the academy. This policy outlines the academy's commitment to supporting a human right to respectful and dignified treatment, and to be safe and protected from abuse. This policy informs everyone involved in and associated with the academy of their legal and ethical rights and responsibilities, and the standards of behaviour of the academy. It also covers the care protection and participation of children in the academy's programmes through the development and maintenance of a child safe environment.

ENDORSEMENT

Contact person	Endorsement of this policy
MR JEFFREY NAPIER Owner Advanced Soccer Coaching & Development	

DEFINITIONS

1. For the purposes of this policy:
 - a. **(the) Academy** means Advanced Soccer Coaching & Development;
 - b. **ACIC** means the Australian Criminal Intelligence Commission of Australia;
 - c. **DCP** means the Department for Child Protection of South Australia;
 - d. **DHS** means the Department for Human Services of South Australia;
 - e. **DfE** means the Department for Education of South Australia;
 - f. **Documents that confirm a person's suitability to work with children associated with the academy** means:
 - i. One of a, issued within the last three years:
 - 1 Child-related employment screening certificate or letter issued by the DHS Screening Unit;
 - 2 **OR** Criminal history report prepared by:
 - a. An ACIC accredited agency or broker;
 - b. **OR** The ACIC;
 - c. **OR** SA Police;
 - ii. **AND** Document confirming completion of DfE *Responding to Abuse and Neglect* training;
 - g. **Child(ren)** means (a) participant(s) that is(are) under 18 years of age;
 - h. **EOC** means the Equal Opportunity Commission of South Australia;
 - i. **Natural justice** means:
 - i. Informing people of allegations made against them;
 - ii. Everybody affected by a decision should have the relevant information to enable an informed decision by the decision maker or person after reviewing a decision;
 - iii. During the review of a decision, everybody affected by a decision should have an opportunity to put their case, relevant arguments and relevant information forward to all parties;
 - iv. Decision makers act fairly and impartially;
 - j. **Offence(s) that show(s) a considerable risk of harm to children** has the same meaning as described under Standard 5 of the Child Safe Environments standards (Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children), set by DfE and DCP;
 - k. **Offence that potentially shows unsuitability to work with children** has the same meaning as described under Standard 5 of the Child Safe Environments standards (Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children), set by DfE and DCP;
 - l. **ORSR** means the Office for Recreation, Sport and Racing of South Australia;
 - m. **Parent(s)** means (a) person/people that legally provide(s) care to (a) child(ren) that is(are) under 18 years of age. Depending on the circumstances, this could include (a) legal guardian(s), caregiver(s) or relative(s);
 - n. **Participant(s)** means (a) person/people involved in programs arranged by the academy;
 - o. **Relevant criminal offence(s)** means (an) offence(s) that show(s) a considerable risk of harm to children, or that potentially show unsuitability to work with children;
 - p. **Risk assessment** (in the context of child protection) refers to a process of evaluating the information received to reach a decision about the risk of harm a person may pose to children, as set out under Standard 5 of the Child Safe Environments standards (Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children), by DfE and DCP;
 - q. **This policy** means the Participant Protection Policy;
 - r. **Unlawful and criminal behaviour** includes harassment, discrimination, physical assault, sexual assault, child abuse and neglect.

SCOPE AND POLICY EXTENT

2. This policy:
 - a. Applies to all associated with the academy;
 - b. **AND** Covers:

- i. Behaviour where there is suspicion of harm towards a child;
- ii. **AND** Breaches of the academy's code of behaviour and inappropriate behaviour that occurs at practice, on tours and any behaviour that brings, or is likely to bring, the academy's programmes into disrepute.

COMPLAINTS

- 3. If a person has an issue that wish to have resolved by the academy, they should write to the academy detailing:
 - a. A detailed description of their issue;
 - b. **AND** The action(s) they would like applied by the academy to rectify the problem.
- 4. If the academy receives a complaint per Section 3, the academy will:
 - a. Allow all relevant parties an opportunity to respond to the complaint with relevant information;
 - b. **AND** Discard irrelevant information;
 - c. **AND** Make decisions and impose penalties that are:
 - i. Ethical;
 - ii. **AND** Fair;
 - iii. **AND** Informed;
 - iv. **AND** Legal;
 - v. **AND** Reasonable;
 - vi. **AND** Unbiased;
 - d. **AND** Offer full details of the complaint to all relevant parties;
 - e. **AND** Refer complaints beyond the academy's scope to relevant authorities;
 - f. **AND** Seek advice from an external party where necessary;
 - g. **AND** Take the complaint seriously in alignment with natural justice.

APPEALS TO DECISIONS

- 5. If a relevant party of a complaint received by the academy per Section 3 wishes to appeal a decision made or penalty imposed by the academy per Section 4.c, they should write to the academy detailing:
 - a. The decision(s) they wish to appeal;
 - b. **AND** Their reason(s) for appealing the decision(s);
 - c. **AND** Their wish to appeal a decision made by the academy.

PROGRAMS

EXTREME WEATHER

- 6. If the Bureau of Meteorology predict the temperature for a session to be:
 - a. Greater than or equal to 35°C, but less than 38°C, the academy will offer a non-compulsory slowdown session to enrolled participants;
 - b. Greater than or equal to 38°C, the academy will:
 - i. Cancel the session;
 - ii. **OR** Postpone the session.
- 7. The academy will notify enrolled participants of the session via SMS text messaging if the academy takes any action per Section 6.

MISSED SESSIONS

- 8. The academy will not offer supplementary sessions to participants for missed sessions, unless the academy cancelled or postponed the session per Section 6 or 9.

UNSAFE CONDITIONS

- 9. If the academy considers all or part of a session unsafe to deliver, the academy may:
 - a. Cancel the session;
 - b. **OR** Change the session plan to ensure safety;
 - c. **OR** Postpone the session.

RESPONSIBILITIES

RESPONSIBILITIES OF ALL

10. All associated with the academy will:
 - a. Comply with all local and applicable legislation;

BEHAVIOUR

- b. **AND** Be responsible and accountable for their own behaviour;
- c. **AND** Follow with the standards of behaviour outlined in this policy;
- d. **AND** Follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible criminal and unlawful behaviour;
- e. **AND** Not torment or harass others associated with the academy;
- f. **AND** Respect the rights, dignity and worth of all participants of academy programs;
- g. **AND** Treat other participants of academy programs with respect and dignity.
- h. **AND** Treat others with respect;

SPORTSMANSHIP

- i. **AND** Be a good sport;
- j. **AND** Be a team player;
- k. **AND** Manage their temper effectively;
- l. **AND** Never argue with an official;
- m. **AND** Play by the gameplay rules of football under the Fédération Internationale de Football Association (FIFA);
- n. **AND** Take part effectively in academy programs for their own enjoyment.

RESPONSIBILITIES OF PARENTS OF PARTICIPANTS

11. All parents of participants of academy programs who are under 18 years of age will:
 - a. Transport their children to and from sessions;

BEHAVIOUR

- b. **AND** Encourage, but not force, their children taking part in academy programs to fulfil their requirements per Section 10;
- c. **AND** Respect that their children's participation in sport is solely for the participant's enjoyment;

SUPERVISION

- d. **AND** Supervise their children always to a level that is adequate considering the:
 - i. Activity and venue;
 - ii. Child's:
 - 1 Age;
 - 2 **AND** Capabilities;
 - 3 **AND** Life experience;
 - 4 **AND** Maturity.

RESPONSIBILITIES OF PARTICIPANTS

12. All participants of academy programs will:

ABSENTEEISM

- a. Notify the academy as soon as practical if they intend to be absent from a session;

FEES

- b. **AND** Pay all applicable program fees to the academy prior to the program start date.

RESPONSIBILITIES OF THE ACADEMY

13. The academy will:

CHILD PROTECTION

- a. Notify DCP via the Child Abuse Report Line if they suspect on reasonable grounds that a child is being, or has been, abuse or neglected;

The 24-hour telephone number for the Child Abuse Report Line is 13 14 78.

- b. **AND** Protect children from abuse and neglect;

EQUAL OPPORTUNITY

- c. **AND** Encourage active participation in building and supporting a secure environment for all associated with the academy;
- d. **AND** Make reasonable adaptations to help disabled participants associated with the academy to take part effectively in academy programs;
- e. **AND** Support the rights and wellbeing of all associated with the academy.

HEALTH, SAFETY AND WELFARE

- f. **AND** Prioritise health, safety and welfare of participants;
- g. **AND** Supervise children always to a level that is adequate considering the:
 - iii. Activity and venue;
 - iv. Child's:
 - 1 Age;
 - 2 **AND** Capabilities;
 - 3 **AND** Life Experience;
 - 4 **AND** Maturity;

PHOTOGRAPHS

- h. **AND** Avoid naming the child if the academy uses an image of a child;
- i. **AND** Not take photos in changing areas, showers and toilets;
- j. **AND** Obtain permission from the child's parent before taking an image of a child;
- k. **AND** Only use images where the subject(s) are suitably clothed;

PRIVACY

- l. **AND** Never without gaining written consent from the subject publish, or share, personal information to others;
- m. **AND** Take reasonable measures to ensure information is:
 - i. Protected against misuse;
 - ii. **AND** Stored confidentially;

PROFESSIONAL INTEGRITY

- n. **AND** Act in a professional manner;
- o. **AND** Action and resolve all complaints received by the academy per Section 4;
- p. **AND** Promote this policy to everybody associated with the academy;
- q. **AND** Offer and encourage professional development opportunities to staff associated with the academy;
- r. **AND** Review this policy at least once per 12 months per:
 - i. Child protection practices;
 - ii. **AND** Legislative changes;
- s. **AND** Seek advice from, and if necessary or right, refer serious issues to, the relevant authorities;

RECRUITMENT OF STAFF

Under the Children and Young People (Safety) Act 2017 (SA), the academy must conduct assessments of criminal history for all staff and volunteers at the academy.

- 14. If a vacancy becomes available at the academy the academy will:
 - a. Advertise that the vacancy has become available;
 - b. **AND** Decide whether the position involves working with children associated with academy programs.

PRESCRIBED POSITIONS

15. If a position involves working with children associated with academy programs per Section 14, the academy will:
 - a. Request applicants of the position to offer to the academy documents that confirm their suitability to work with children associated with the academy at their own expense;
 - b. **THEN** Assess the applicant's suitability to work with children associated with the academy based on the applicant's criminal history.
16. A person may be offered a position that involves working with children associated with academy programs at the academy if the person:
 - a. Does not present a considerable risk of harm to children;
 - b. **AND** Has:
 - i. Been considered suitable to work with children associated with the academy per Section 15.b;
 - ii. **AND** Offered to the academy documents that confirm the person's suitability to work with children associated with the academy per Section 15.a;
 - c. **AND** Has not been convicted of offenses relating to:
 - i. Child abuse or neglect;
 - ii. Child pornography;
 - iii. Child prostitution;
 - iv. Murder;
 - v. Sexual assault;
 - vi. Violence to child.
17. A parent, guardian or carer can make a written request to see documents that confirm a person's suitability to work with children associated with the academy for any staff associated with the academy.

RISK MANAGEMENT

The academy has named situations (risks) that could potentially occur during activities being conducted by the academy and has devised the techniques to manage these risks and actions to implement in case of an incident occurring, as shown in Table 1.

TECHNIQUES FOR MANAGING IDENTIFIED RISKS

- M1. Ensuring that all staff to suitable for the academy per Section 14
- M2. Having a person trained to offer first aid present during activities
- M3. Having a person trained in responding to abuse and neglect present during activities
- M4. Removing hazards that are likely to result in a participant becoming hurt or injured

ACTIONS TO IMPLEMENT IN CASE OF AN INCIDENT

- A1. Ambulance requested if a person associated with the academy has been hurt or injured
- A2. Incident reported to the Child Abuse Report Line
- A3. Person trained to offer first aid give assistance to the casualty
- A4. Person trained in responding to abuse and neglect to intervene
- A5. Police summoned if a crime has been committed
- A6. Second to last child asked to still be behind to witness

APPENDIX

Table 1: Risks named by the academy

Identified risk	Likelihood	Consequence	Risk	Risk management techniques	Prescribed actions
Child uncollected following a session by their parent(s)	Low	Catastrophic	Moderate		A6
Participant becoming physically hurt or injured	High	High	High	M1 M2 M4	A1 A3 A5
Participant becoming abused, harmed or neglected	Low	High	Moderate	M1 M3	A2 A4

Table 2: Staff associated with the academy named as being in positions that involve working with children associated with the academy

Contact person	Role	Certifications and professional development
MR JEFFREY NAPIER Owner Advanced Soccer Coaching & Development	OWNER	National police check, SA Police Child-related employment screening (SA) Provide first aid (HLTAID003)