

Mornington Peninsula Cricket Association



Child Protection Policy

<http://www.mzca.asn.au/>

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Mornington Peninsula Cricket Association

Child Protection Policy

Purpose

Through the application of this policy the Mornington Peninsula Cricket Association (MPCA) aims to:

- Provide direction to member clubs in the development of their own Child Protection Policies; and
- Ensure a safe, fair and inclusive environment for all children and young persons' participating in and associated with cricket within the MPCA.

Commitment

To achieve our purpose the MPCA will utilise best practice principles. In addition to adhering to all relevant legislation and our support of the purpose of the Australian Cricket's *"Policy for Safeguarding Children and Young People"*, the MPCA also commits to ensuring that all the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse released in 2017 that relate to sporting organisations are implemented. This policy has referenced and addressed the seven Victorian Child Safe Standards in its development.

[Royal Commission Recommendations](#)

[Child Safe Standards](#)

This policy provides guidance and supports, encourages and enables clubs to ensure its members, volunteers, parents and children understand, identify, discuss and report child safety issues through the identification of their roles and responsibilities in child safety. It provides direction to ensure compliance with relevant laws and standards through;

- Identifying individual responsibilities and organisational accountabilities; (refer page 4)
- Information as to what constitutes child abuse and associated key risk indicators; (refer page 5)
- Processes and procedures for reporting, responding, reporting and investigation of allegations of child abuse; (refer page 6);
- Processes and procedures for screening holders of relevant positions; (refer page 6)
- Access to a child protection training program for all members, volunteers and parents; (refer page 7)
- Guidelines with respect to record keeping, privacy and confidentiality; (refer page 7)
- Identifying how this policy addresses the seven Child Safe Standards; (refer page 7)
- A system for continuous improvement and review; (refer page 8)
- Links to relevant internet pages/sites referred to.

Application

This policy shall apply to any organisation; club or person involved in cricket related activities under the control and/or management of the MPCA whether in a paid or unpaid/volunteer capacity and includes but is not limited to:

- Club committee members, administrators and any other Club officials;
- Coaches, assistant coaches, scorers and other personnel participating in club events and activities, including match day activities, training sessions and social activities;
- Umpires and other officials;
- Players;
- All members, including social and life members;
- Parents;
- Volunteers; and
- Spectators.

Accountability

Everyone is accountable for child safety.

The Board of Directors of the MPCA takes ownership and responsibility for the promotion, application and enforcement of this policy.

A Member Protection Information Officer (MPIO) and a Child Safety Officer (CSO) have been appointed to assist the board in this function.

Details of these persons can be accessed by contacting the General Manager of the MPCA or by visiting the MPCA Website.

Individual Responsibilities

All organisations, clubs or persons to whom this policy applies must:

- Make themselves aware of, and comply with, the contents of this policy;
- Adhere to all relevant legislative requirements;
- Treat other people with respect;
- Always place the safety and welfare of children above other considerations;
- Be responsible and accountable for their behaviour;
- Avoid situations where they find themselves alone with a child, in particular areas such as change rooms, toilets or secluded areas;
- Follow the processes and procedures outlined in this policy to make a complaint or raise a concern regarding any child safety related matter;
- Immediately report any instances of child abuse or a threat to a child's safety upon becoming aware of same; and
- Comply with any decisions and/or disciplinary measures imposed under this policy.

Child Abuse

The *Child Wellbeing and Safety Act 2005* defines child abuse to include any act against a child involving a sexual offence, grooming for sexual conduct or the infliction on a child of physical violence, serious emotional or psychological harm and neglect. Child abuse can occur whenever there is actual or potential harm to a child.

Three criminal offences have been introduced into the Victorian Crimes Act 1958 to protect children from child abuse. They are:

- Failure to disclose: All adults (*not just those working with children*) have a legal duty to report information about child sexual abuse to Victoria Police. The offence applies to any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 and fails to report that information to the Victoria Police.
- Failure to protect: The offence applies to people within organisations who hold positions of authority and who know of the substantial risk another adult associated with the organisation may commit a sex offence and they have the power or responsibility to remove or reduce the risk but negligently fail to do so.
- Grooming offence: The offence targets predatory conduct by an adult with the intent of committing child sexual abuse. Conduct may include communication, including online communication, with a child under the age of 16 or their parents.

Signs of Child Abuse

Signs of child abuse or neglect may include;

- Physical signs could include bruises, burns, fractures (broken bones), frequent hunger, sexually transmitted infections (STIs) or poor hygiene;
- Behavioural signs could include showing little or no emotion when hurt, wariness of their parents, alcohol or drug misuse, age-inappropriate sexual behaviour, stealing food, excessive friendliness to strangers or wearing long sleeves and trousers in hot weather (to hide bruises)

Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from cricket related activities under the control and/or management of the MPCA.

In the absence or failure of those arrangements, the MPCA, club or their authorised representative will attempt to contact the parents of the child to make suitable arrangements. If contact is unable to be made with the parents the MPCA, club or their authorised representative will make the most appropriate arrangement to ensure the safety of the child.

Images

No images of children are to be taken or used at MPCA or club activities, including matches, without the permission of the child's parent or guardian.

If any organisation, club or person wishes to take or use images of children at or for use in activities or promotions, a parent of that child must sign an 'image consent and release form' prior to any images being taken or used. Refer Appendix 1

Reporting, Responding and Investigation

Any person who believes a child is in immediate danger or in a life-threatening situation MUST take appropriate steps, including contacting the police immediately.

All persons must report any child abuse or threat to a child's safety that they witness or become aware of immediately to:

- A member of their club's committee; or
- Club Child Safety Officer; or
- Club MPIO.

Or if related to an activity directly managed by the MPCA including but not limited to representative competitions and presentations;

- A member of the MPCA board; or
- An authorised representative of the MPCA;
- MPCA Child Safety Officer; or
- MPCA MPIO.

A person to whom an allegation of child abuse or threat to a child's safety has been reported, including breaches of this policy, must notify their club committee or in the case of directly managed MPCA activities, the MPCA board, at the first available opportunity.

Any allegation of a criminal offence having being committed or this policy having been breached must be brought before the committee/board at the first available opportunity to assess the allegation and;

1. If the matter discloses an alleged criminal offence;
 - Immediately notify any relevant agencies (Police, DHHS, etc.) if not already notified;
 - If the allegation is against a member of the Club or board, the club committee or board may stand the member down until the investigation is completed;
 - Decide on appropriate disciplinary action if the member is charged with a criminal offence and subsequently found guilty: and
 - Advise the MPCA of the incident and action taken at the first available opportunity.
2. If the matter does not disclose a criminal offence;
 - Appoint an internal investigator if necessary;
 - If the allegation is against a member of the Club or board, the club committee or board may stand the member down until the investigation is completed;
 - Review the outcome of the internal investigation;
 - Decide on appropriate disciplinary action if the allegation is, on the balance of probabilities, found to have been substantiated; and
 - If deemed necessary, advise the MPCA board of the incident and action taken.

Working with Children Checks

All persons performing [child related work](#) associated with club or MPCA activities must obtain and/or produce a current Working with Children Check.

Child related work is an activity that usually involves direct contact with a child. Activities are not child-related work by reason only of occasional direct contact with children that is incidental to the work.

If a person is in doubt as to whether they require a Working with Children Check or if they wish to apply for an exemption from obtaining a Working with Children Check, as detailed in sections 27 to 32A inclusive of the *Working with Children Act 2005*, they must contact a member of their committee, CSO or MPIO for advice. If any of those representatives are unable to provide advice the representative is to contact the MPCA CSO or MPIO for advice.

[Working with Children Act 2005](#)

Working with Children Checks are free of charge for volunteers. Recent amendments to the [Working with Children Act 2005](#) now requires teachers to register their volunteer status on the working with Children website.

Use the link below to apply/register or visit the Working with Children website for details.

[Apply for a Working with Children Check](#)

Nothing in this policy prevents a person from obtaining a Working with Children Check voluntarily even though their role involves child contact that is incidental, infrequent or is not within the definition of [child related work](#).

Training

The link below provides access to a free online training course recommended by the Royal Commission.

[Child Protection online course](#)

This training is highly recommended for all members, volunteers and parents to complete and is mandatory for all persons that require a Working with Children check.

Record Keeping

The list of positions/roles requiring a Working with Children Check at each club and at MPCA level is to be entered onto a 'Child Related Work Register'. Refer Appendix 2

A copy of each clubs register must be forwarded to the MPCA General Manager prior to the start of each season for compliance and filing. The General Manager will maintain the MPCA.

Any documentation relating to reports and allegations of child abuse will be maintained by individual clubs or the MPCA for activities directly managed by the MPCA.

Privacy

The details of all persons involved in incidents and contents of the Child Related Work Register will remain confidential and only be released to a third party as required by law or if there is a risk to a persons' safety.

Child Safe Standards

The seven Victorian Child Safe Standards that provided direction in the development of this policy are;

Standard 1: **Governance and Leadership** *is achieved through the application and enforcement of this policy and the review of this policy after any incident and annually before the commencement of each season.*

Standard 2: **Clear Commitment to Child Safety** *is achieved through the application and enforcement of this policy.*

Standard 3: **Code of Conduct** *is achieved through the dissemination of expectations, information and updates via open communication channels and the application of this policy.*

Standard 4: **Human Resource Practices** *is achieved through the screening process, review of applicants by the respective club committee or MPCA board prior to appointment and access to training programs.*

Standard 5: **Responding and Reporting** *is achieved through effective communication and educating club committees, volunteers and parents of this policy and associated processes.*

Standard 6: **Risk Management and Mitigation** *is achieved through access to training for club committee members, volunteers and parents and communication of this policy to club committees, volunteers and parents.*

Standard 7: **Empowering Children** *is achieved through access to a child safety officer or a Member Protection Information Officer.*

Review

This policy will be reviewed at the conclusion of any incident and/or at the commencement of every season to identify any applicable legislative changes and opportunities for enhancement of the policy.

Interpretation

This policy must be read in conjunction with;

[Crimes Act 1958](#)

[Child Wellbeing and Safety Act 2005](#)

[Working with Children Act 2005](#)

[Royal Commission Recommendations](#)

[Child Safe Standards](#)

If there is a conflict between this policy and the law, the law prevails.

UPDATE HISTORY	
Date Updated	Summary of Change
16/9/19	Approved by the MPCA Board

Club Logo

Image Consent and Release Form

I, _____ (*insert full name*), and my parent/guardian, hereby give our full and complete permission, without reservation or restriction to the _____ Cricket Club and assigns to use television and photographic image/s of me obtained from cricket junior to use, reproduce and publish in any communication medium whatsoever, as determined by the _____ Cricket Club in consultation with myself from time to time, for educational, game development, promotional, commercial or marketing purposes.

I, and my parent/guardian, agree and acknowledge that this permission is un-conditional and applies in perpetuity.

I, and my parent/guardian, accept that no fee or remuneration will be provided for my appearance in any such communication mediums.

I, and my parent/guardian, hereby waive, release and forever discharge the _____ Cricket Club from all claims, actions and liability relating to its use of said television and photographic image/s.

I or my parent/guardian may withdraw this permission at any time in writing.

Participant's Name: _____

Signed: _____

Date: _____

Participant's parent or guardian who if first legal point of contact must sign:

Name: _____

Relationship to participant: _____

Signed: _____

Date: _____

Ph: _____

??? Cricket Club
List of Child Related Work Positions
2019/20 season

Full Name	Date of Birth	Position	Date commenced	WWC Registration number	WWC Expiry Date	Exemption Claimed	Exemption Certification
		Under ?? Coach				Choose an item.	
		Under ?? team manager				Choose an item.	
						Choose an item.	
						Choose an item.	
						Choose an item.	
						Choose an item.	
						Choose an item.	
						Choose an item.	
						Choose an item.	
						Choose an item.	
						Choose an item.	
						Choose an item.	
		Junior Co-ordinator				Choose an item.	
		Junior Vice President				Choose an item.	
		President				Choose an item.	
		Senior Vice President				Choose an item.	
		Treasurer				Choose an item.	
		Secretary				Choose an item.	
		Committee Member				Choose an item.	
		Committee Member				Choose an item.	
		Committee Member				Choose an item.	
		Committee Member				Choose an item.	
		Committee Member				Choose an item.	
		Committee Member				Choose an item.	
		Any other position				Choose an item.	

MPCA Process Map for Working with Children Reporting Requirements

STEP 1

Familiarise yourself with the MPCA Child Protection Policy



STEP 2

Determine if the activity/role is Child Related Work as defined in the Working with Children Act 2005
Refer Section 9 on the link below
[Working with Children Act 2005](#)



STEP 3A

Have the person apply for a Working with Children Check using the link below
[Apply for a Working with Children Check](#)



STEP 3B

If the person wishes to claim an exemption, have them contact your Child Safety Officer or Member Protection Information Officer to discuss their claim or if there is doubt as to whether the person requires a Working with Children Check



STEP 4

The club Secretary completes all the details on the 'Child Related Work' spreadsheet at Appendix 2 of the MPCA Children Protection Policy and forwards same to the MPCA General Manager prior to the commencement of the junior season



STEP 5

The MPCA General Manager checks the spreadsheet for completeness and files a copy

NOTE

A teacher wishing to claim an exemption is required to register their exemption on the Working with Children website
Click link below to register
[Teacher Exemption Registration](#)