

CHILD SAFE ENVIRONMENT GUIDELINES

Background

Everyone involved in a UniSA Sporting Club, affiliated or endorsed, has a responsibility to take the necessary steps to care and protect for any children (includes students of the University who are under the age of 18 years of age) who participate in their club.

This procedural document must be read in conjunction with the UniSA Children's Protection Policy (Appendix 2).

The processes detailed within this document align with the University's policy on Child Protection as well as the recommendations from the South Australian Office for Recreation, Sport and Racing. This document provides a procedural expectation for all UniSA Sport clubs.

UniSA Sport Child Protection Process

This section outlines the process UniSA Sport and its Clubs with official junior programs, as well as those without which may still have members under the age of 18, will do to ensure that it is providing a child safe environment and meeting its child protection requirements. Even without junior programs, as a university club, it may be common occurrence that first year students under the age of 18 are involved with a club.

Affiliated and Endorsed Clubs

A Department of Human Services (DHS) Child Related Employment Screening is required for those coaching, supervising, and having regular unsupervised contact with people under the age of 18 years or have access to their personal details.

As of 1 November 2018, DHS Child Related Employment Screenings for volunteers is free.

A [step by step guide](#) to this process is outlined below. The screening process needs to be started by UniSA Sport and is completed by the individual applicant.

1. The club clearly determines which roles require a DHS Screening. At a minimum, UniSA Sport expect the following roles:
 - a. Coaches
 - b. Team Managers/Coordinators
 - c. Committee members with access to personal records of members under the age of 18 or who are in regular unsupervised contact with members under 18.
2. Inform those club volunteers that are required to have a DHS Screening.
3. UniSA Sport Club volunteers, who require a DHS Screening, must complete the online **Child-related employment screening form**. In order to initiate the online form, email UniSA Sport Clubs & Participation Officer, Deanna.kennedy@unisa.edu.au the following details:
 - a. First Name
 - b. Surname
 - c. Email

- d. Date of Birth
 - e. Role Description i.e. Treasurer of UniSA Volleyball Club, Men's Soccer Coach)
 - f. Whether you are a volunteer or contractor (contractors should have their own ABN and a contract with the club in return for a service i.e. coaching)
4. Once UniSA Sport have entered the details of the club volunteer online the individual applicant will receive an email to complete the process. As part of the application process you will need **100 points of verification**.

Please note, the difference between a National Police Certificate and a DCSI Child-Related Employment Screening is that a child related employment screening by the DCSI Screening Unit also involves a risk assessment specifically focused on an applicant's risk of harm to children in a workplace or volunteer environment. There is no such assessment with issuing a National Police Certificate (NPC); it is simply a record of a person's disclosable criminal conviction history from which the club must determine risk.

The DHS Screening Unit also has access to additional sources of information, including child protection information, care concerns investigations, cross-jurisdictional expanded criminal history information and police reports. This information is not included on a NPC or available to an employer organisation conducting its own assessment of a NPC

When implementing this process, the following key details should be taken into account and implemented accordingly:

Accept 'other evidence' and conduct an assessment

A person, needing to provide a DHS screening may have previously obtained a DHS screening for another purpose (such as employment or volunteering). A club can accept this evidence to assess a person's suitability to work with children providing it is current (completed within the last three years).

Any of the following forms of evidence may be accepted to assess a person's suitability to work with children (provided it was obtained within the last three years):

- A current registration with the Teachers Registration Board
- A current interstate working with children check e.g. Blue Card.

The club will need to decide whether it will accept these types of evidence and communicate the decision to all members.

In all cases, the final decision of whether to engage or retain a person to work with children rests with the club. Clubs must retain appropriate records as evidence that decisions made by your club are rigorous, defensible and transparent.

Records management

UniSA Sport and clubs must ensure that information is protected & confidentially stored and safeguards are in place to protect against loss, unauthorised access, modification, disclosure or other misuse.

UniSA Sport and clubs should not retain any documentation once a decision has been made regarding a person's suitability to work with children. Screening reports should never be retained for more than three months.

As evidence that decisions made by UniSA Sport or clubs are rigorous, defensible and transparent, UniSA Sport and clubs should retain the following information regarding its decision:

- that a screening report was obtained
- Outcome of the screening report and how the report affected the decision making processes e.g. approved, further review, declined etc.
- Date of screening and next required screening (3 years from previous)

Refer to Appendix 1 for a simple 'child related employment screening' records template, which captures the information that must be retained by UniSA Sport clubs.

Exemptions from the requirement to conduct relevant history assessments

In accordance with guidelines UniSA Sport has agreed to exempt the following persons from the requirement to undertake a criminal history assessment, unless that person is also involved in a function or event conducted by UniSA Sport, its affiliated associations or clubs which involves the care of children in overnight accommodation.

- A person volunteering in an activity in which their child ordinarily participates
- A person who volunteers who is less than 18 years of age
- A person working or volunteering for a short-term event or activity of less than 10 days duration or for no more than 1 day in any month
- A person occupying a position in which all work involving children is undertaken in the physical presence of the child's parents or guardians and in which there is ordinarily no physical contact with the children
- A person who undertakes, or a position that only involves, work that is primarily provided to adults or the community generally and is not provided to any child on an individual basis
- A person who has regular contact with a child as part of an employment relationship with that child (such as a person working alongside a child or supervising an employee who is a child)

Please note: No exemption applies if the work involves residential or overnight care (e.g. Uni camps).

Conducting DHS Screenings is one effective way clubs can ensure the safety and well-being of children.

Clubs must also:

- Make members aware of the UniSA Children's Protection Policy and this procedural document.
- Address the safety of children with respect to other people within the club in the club's risk management plan.
- Consider clear recruitment procedures for club volunteers/paid coaches e.g. referee checks, qualification checks if applicable.
- Encourage the participation of children in decision making (let them have a say or provide feedback).
- Ensure all club coaches and team managers complete the free online training in Child Protection and Harassment and Discrimination, <http://www.playbytherules.net.au/interactive-scenarios/free-online-training/child-protection-harassment-and-discrimination-course>, and present the certificate to the club for recording.

APPENDIX 1: Relevant History Assessment Register

Name	Position		Date of screening or other evidence*	Due date for renewal**	Cited by: (name, position with in club)	Outcome
Eg: John Smith	Head Coach	RQT007	01/01/2015	01/01/2018	Kelly Jones, Club Secretary	

* This date refers to the day that the DCSI Screening outcome or other evidence was received and not the day the assessment was completed.

** The date of renewal is a maximum of three years from the day National police record or other evidence was issued.

APPENDIX 2: UniSA Children’s Protection Policy

<http://w3.unisa.edu.au/policies/policies/corporate/c29.as>

