

		FOOTBALL FEDERATION SA Procedures and Policies	
Subject:	Working with Children Checks		
		Date Implemented	July 2019
	<i>This policy will be reviewed annually</i>		Date Amended:

1. Rationale

- 1.1 Football Federation SA (FFSA) is an organisation that is committed to fostering an environment where children feel respected, valued and encouraged to reach their full potential. A child safe and child friendly environment minimises the risk to children from physical, sexual, emotional and psychological harm and from neglect.
- 1.2 Football Federation Australia (FFA) provides a comprehensive Membership Protection Policy, which FFSA and all affiliated associations are required to implement. The policy aims to ensure that every person involved in our sport is treated with respect, dignity and is safe and protected from abuse.
- 1.3 New, stronger laws for people volunteering with children have been implemented into law following recommendations as part of Federal and South Australian royal commissions into child abuse and child protection systems to help keep children safe in our community, including Working with Children Checks (WWCC).
- 1.4 This policy outlines the process that clubs/associations and individuals need to implement to gain a WWCC.

2. Child Protection Policy

- 2.1 FFSA acknowledges and agrees that the welfare and safety of children is paramount.
- 2.2 FFSA, and its affiliated clubs and associations, shall:
 - a. Implement the FFSA Child Safe Environment Regulations;
 - b. Appoint at least one child safe officer to the club and/or association;
 - c. Provide information and education on child protection to those involved in the club and/or association, including officials, players and parents;

- d. Carefully screen and select any person whose role requires them to have direct access to children. This includes ensuring that all volunteers and/or paid employees in these roles;
 - i. have a Working with Children Check (WWCC) through the South Australian Department for Human Services Screening Unit and;
 - ii. conduct referee checks on each person.
- e. Protect the privacy of any person who is screened and the confidentiality of any information obtained through the screening process, and
- f. Anyone who suspects, on reasonable grounds, that a child or young person is at risk of being neglected or abused, must contact the Child Abuse Report Line on 13 14 78 without delay to report their concerns.

2.3 South Australia requires individuals who work or volunteer with children in sport to report any suspicions they may have that a child or young person is at risk of harm.

3. Employment/Engagement of Persons (Paid or Unpaid)

3.1 FFSA stipulates that any person that holds a 'Prescribed Position', as outlined below, involving a person Under 18 must complete WWCC.

A prescribed position is:

- All people who have contact with children or work in close proximity to children and are not directly supervised;
- Manage or supervise volunteers or paid staff that work with children;
- Have access to records in relation to children.

Exemptions:

- work for SA Police or the Australian Federal Police;
- work in the same capacity as a child (e.g. you work at a checkout in a supermarket that also hires people Under 18 in the same type of role);
- don't work with children for more than seven days (consecutive or not) in a calendar year*;
- live interstate, have a current child-related check from your home state, and are working at an organised event in South Australia lasting no more than 10 consecutive days;
- are under the age of 14.

*The seven-day exclusion does not apply if the person is involved with an overnight activity (e.g. end of season camp) or has close contact with children with disability.

3.2 FFSA and its affiliated clubs and associations shall not employ or engage a person (whether paid or unpaid) to prescribed position without first fulfilling the below requirements;

- a. Interview the applicant to ensure suitability for the role and for working with children, and
- b. Check the applicant's referees (verbal or written).
- c. Obtain a WWCC.
- d. Volunteer is registered on the PlayFootball website.

3.3 FFSA and its affiliated clubs and associations shall ensure that persons employed and engaged (whether paid or unpaid) to coach, instruct or otherwise have direct contact with a child, undertake re-screening every 5 years.

4. Working with Children Checks

4.1 All clubs will be required to register as an organisation with the [Department of Human Services](#).

4.2 Each club will be required to identify people to undertake the roles as specified by the Department of Human Services as a registered organisation. A person may be nominated to fulfil multiple roles.

4.3 A WWCC screening is completed by the individual by going online at the [Department for Human Services](#). At the completion of the application the individual would receive a reference number, this number is to be provided to the club and/or association that the individual is working at (paid or volunteer).

4.4 On receipt of the reference number, the organisation would go on to the website and confirm that the person has a WWCC.

5. Access to PlayFootball and FFSA Volunteers and Paid Staff

5.1 All FFSA Volunteers and Paid Staff that have direct contact with children or information relating to children must provide a WWCC.

5.2 Any person that requires access to the PlayFootball Registration System where their club and/or association registers players Under 18 must have a WWCC.

- 5.3 An individual that requires access to the Playfootball Registration System is required to complete a WWCC online at [Department for Human Services](#). Once the individual has completed the WWCC, the reference number must be provided to FFSA for verification.
- 5.4 FFSA designated staff will verify the person has the WWCC prior to providing access to the registration system or engaging the person in the role.

6. Requirements by Law

- 6.1 All clubs and associations are required to ensure that all people that they engage in a prescribed role have a WWCC.
- 6.2 No club or association is to engage a person that does not have a WWCC or that is prohibited from working with children. This is a requirement by law and a maximum of \$120,000 penalty applies.
- 6.3 Any person that suspects, on reasonable grounds, that a child or young person is at risk of being neglected or abused, must contact the Child Abuse Report Line on 13 14 78 without delay to report their concerns. South Australia requires individuals who work in sport by law to report any suspicions they may have that a child or young person is at risk of harm.

7. FURTHER INFORMATION

- 7.1 If your club or association requires any further assistance in regards to this document or the requirements outlined in this document, please contact Football Federation SA.
- 7.2 Further Information can also be gained by clicking on the links below;

Department for Education and Child Development

<https://www.decd.sa.gov.au/child-protection/child-safe-environments>

Office for Recreation and Sport

https://ors.sa.gov.au/sport_and_recreation/child_safety_and_member_protection/create_a_child_safe_environment

Department of Human Services

<https://screening.sa.gov.au/types-of-check/new-working-with-children-checks>

Play by the Rules

<https://www.playbytherules.net.au/>