



NORTHERN REDBACKS
WOMEN'S SOCCER CLUB

CODE OF CONDUCT
& CLUB POLICIES

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1 CODE OF CONDUCT

1.1 Introduction

Northern Redbacks Womens Soccer Club acknowledges that it is vital that all players, parents, spectators, Coaches and match officials associated with football act in a manner that enhances, rather than injures, the reputation and goodwill of the Club, Football West, Football Federation Australia (FFA) and football generally. Therefore the Club has implemented the following Code of Conduct. Failure to adhere to these codes may result in expulsion from the Club and its grounds or disciplinary action in line with the regulations and procedures of the Club.

We believe that football should be safe, enjoyable, inclusive and maximise individual participation. Our Code of Conduct is geared to ensure that everyone involved in football, be they players, Coaches, officials, spectators or parents, behave in a manner of respectfulness, fairness and positivity. Positive experiences will contribute to players developing a lifelong love of football and will also contribute to the general wellbeing of everyone involved in the sport. The Club is focused on maintaining a positive, healthy team and Club environment at all times.

1.2 Player Conduct

As a member of Northern Redbacks Womens Soccer Club, you are responsible for your own performance and conduct. Players are expected to conduct themselves with dignity and integrity both on and off the pitch. Inappropriate behaviour reflects negatively on players, the team and the Club.

- Play by the rules - abide by the laws of the game.
- Never argue with an official. If you disagree, have your captain, Coach or Manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your Coach, teammates and opponents. Without them, there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and Coaches.
- Respect the right, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

1.3 Parent Conduct

The Club appreciates the effort and sacrifice that parents make for their children. This makes it possible for players to achieve their goals and dreams. Please be aware of Club expectations for parents' behaviour.

- Remember that children participate in sport for their enjoyment, not yours.
- Focus on the player's efforts and performance rather than winning or losing.
- Encourage players always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a player for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skillful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach players to do likewise.
- Show appreciation for volunteer Coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

1.4 Spectator Conduct

Coaching from the sidelines by spectators at games is not permitted, this includes player family and friends. This confuses players and sometimes even undermines what a coach is trying to do. No matter how good the intentions are, the Club insists that there be no shouting of instructions to players on the team. Poor sideline behaviour sends the wrong message to others about our Club and will not be tolerated.

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decision of the match officials and teach young people to do the same.
- Never ridicule or scold a player for making a mistake. Positive comments are motivational.
- The Club condemns the use of violence in any form, whether it is by spectators, Coaches, officials or players.
- Show respect to your team's opponents. Without them, there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul or abusive language, sledge or harass players, Coaches or officials.
- Respect the rights, dignity and worth of every person regardless of their gender, race, colour, religion, language, politics, national or ethnic origin.

1.5 Team Officials

Together, the Coach's and Manager's primary responsibility is to the players. Such responsibility includes their development as a team and as individuals, including their welfare.

The Coach and Manager are an integral part of the team and are required to work in concert to uphold the Club's Code of Conduct amongst themselves and players. They are expected to create an environment whereby players can produce their best, be proud to represent their Club, and enjoy all aspects of the game.

Officials are ambassadors of the Club and as such, are expected to refrain from any activity which would discredit the Club's reputation.

- Operate within the rules and spirit of the game and teach players to do the same.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport and teach players to do the same.
- Promote good sportsmanship and teamwork.
- Value the contribution and participation of all players.
- Celebrate the team's achievements.
- Role model appropriate and positive behaviour at training and during matches.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

1.6 Child Safety

Please refer to the Club's Member Protection Policy for information regarding the Child Safety – Code of Conduct.

1.7 Entering the Field of Play

Only team officials and rostered players are permitted to enter the Coaching area (2m radius around the team bench) before and during games. Please respect the space and privacy necessary for the coaches and team to carry out their match responsibilities. Parents and spectators are not permitted to enter the field of play for any reason and must be situated 2m back from the sideline and not behind the goals. Please do not approach the players or Coach until after the post-match talk.

1.8 Communication

Effective communication is essential for success. This is true at the player level, team level and Club level. Each team has a Coach and a Team Manager. All team related questions should go through the Team Manager – schedules, finance, paperwork, gear etc. All football related questions in regard to players should go through the Coach – playing time, training, concerns etc.

Teams communicate primarily via Team App or email. Both training and game schedules can change at short notice due to circumstances beyond the Club's control, and we consider it your responsibility to remain abreast of these changes as and when publicised. Similarly, if circumstances arise which prevent players from attending training or games, or otherwise require them to arrive late or leave early, please notify your Coach or Team Manager as soon as possible. Consequences for tardiness or poor attendance are determined at the Coach's discretion.

Much can be achieved when communication is open and honest. Should you have any questions or concerns regarding issues such as pitch time, starting, or positions, please make time to speak directly with your Coach and/or Manager as they are expected to maintain an "open door" policy. We encourage you to approach team officials after (rather than before or during), training sessions, and not during games. Parents of Junior players are also encouraged to raise any queries or concerns directly where appropriate. Appointments can be made via the Team Manager if required.

Transparency and accountability are core values of the Club, and whilst differences of opinion do occur, we recognise that players perform best when completely clear on what is expected of them and why. In the unlikely event that concerns need to be escalated beyond the team, please contact either the Junior Coordinator or Director of Coaching.

1.9 Disciplinary Actions

Everyone has issues that arise from time to time, and we will make every effort to work with you to help resolve any issues you may have. If the issue involves a player, the Coach will discuss the issue directly and privately with the player, with the assumption that the problem will be corrected. If the issue persists, the Coach will communicate with the player's parents (if applicable) to discuss the issue. Parents will have the opportunity to be involved with correction of the issue at this time.

After we have exhausted all efforts to resolve issues that have been identified, we will have no alternative but to pursue disciplinary action as outlined below. The same procedures will apply to situations where the actions of parents or team officials are adjudged by the Club committee to warrant appropriate discipline.

Breaches of the Code of Conduct by players, Coaches, officials, spectators or parents will also result in consequences.

You may:

- Be required to apologise to your team, the coach, the referee, the other Club or the Club committee.
- Receive a written warning or infraction notice from the Club committee.
- Be fined or receive an infringement notice.
- Be required to serve a suspension.
- Be expelled from the Club.

2 GRIEVANCE POLICY

If any player, parent or guardian of a Junior player is involved in a football-related issue (breach of player participation policies, bias, improper conduct etc.) which they find unacceptable the procedure for redress will be as follows:

- Verbal discussion with the Manager and or Coach to resolve the issue, and, if unsatisfactory or further action is required;
- Verbal discussion with the appropriate liaison officer (Age Group Coordinator or MPIO as appropriate), and, if unsatisfactory,
- Written complaint to the MPIO, forwarded to the Secretary as appropriate, who will arrange for the matter to be addressed by a panel convened by the respective Committee.
- If the panel is unable to arrive at a decision it will be referred to a full meeting of the respective Committee.
- All written complaints will receive a written acknowledgment within five (5) days and a written decision will be conveyed within fourteen (14) days unless all parties agree to an extended time to allow a decision to be reached.
- Under no circumstances should a minor be involved in any dispute discussions unless his/her parent/guardian is present.

3 SOCIAL MEDIA POLICY

3.1 Introduction

Northern Redbacks Womens Soccer Club recognises the importance of social media as a tool for engaging its supporter base. This policy is designed to protect the interests and reputation of the Northern Redbacks Womens Soccer Club and its players by ensuring committee members, Club members and players are equipped with the requisite knowledge and skills to appropriately use social media. The Northern Redbacks Social Media Policy includes, but is not limited to, the use of Twitter, Facebook, YouTube, blogs, websites and any other public online forum. This policy applies to all Club members including team management, players, parents, committee members and volunteers. The Club is not seeking to restrict the use of social media but to create clear lines between private and Club material and set guidelines where material relates to the Club.

3.2 General Guidelines

Only authorised people may speak on behalf of Northern Redbacks Womens Soccer Club. Members that wish to express or transmit Club material need to seek approval through the Club's Media Department.

3.3 Specific Guidelines for Authorised Users

- Northern Redbacks have clear positions in relation to respect and responsibility which must be considered in any communications.
- Club Information must be released through the Northern Redbacks official Club social media accounts before others can publish such information through their individual accounts.
- Social Media should not be used for the posting or exchanging information that has the potential to embarrass or bring Northern Redbacks or its related parties into disrepute.
- Social Media should not be used for communicating confidential or competitively and/or commercially sensitive information without express permission of Northern Redbacks.
- Social media should not be used for the posting of photos of Northern Redbacks events or individuals without the permission of the Northern Redback Womens Soccer Club.
- When using social media and where possible, identify yourself and state that any opinions are yours and do not represent those of the Northern Redbacks.

3.4 General Advice

Use common sense and good judgment - your statements could have an impact on you and Northern Redback's reputation. Remember that what you post or publish will become public information. If you would not say something to a member of the media, do not publish it on any form of social media. Remember, you are accountable for your actions and what you communicate via social media. Committee members, Club members and players who are unsure whether or not they are authorised to publish opinions or views of the Northern Redbacks should contact the media department.

3.5 Non-Compliance

Northern Redbacks will continue to monitor the use of its information technology system to ensure compliance with this policy. Members who fail to comply with this Policy may be the subject of

disciplinary action including suspension or expulsion. It is the expectation of Northern Redbacks that members, players, parents and volunteers will promptly advise the committee of any facts or circumstances which may suggest a breach of the Policy. This may include taking prompt action to remove the offending material if possible.

Members and volunteers should also be aware that the inappropriate or unlawful use of social media may expose the member or volunteer to personal legal liability. Northern Redbacks will not be held liable for the acts and omissions of members or volunteers in breach of this Policy. In circumstances where a member or volunteer fails to comply with this Policy, he or she may be asked to discontinue their association with Northern Redbacks Womens Soccer Club.

3.6 Please note

This Policy will be updated and reviewed regularly as new technology and platforms emerge.

4 ILLEGAL DRUGS POLICY

4.1 Introduction

Northern Redbacks Womens Soccer Club does not allow the use, distribution or selling of illegal drugs by any Club member or any visitors within our Club's jurisdiction. This Policy reflects our Club's commitment to protecting the health, safety and wellbeing of all persons associated with the Club and all persons in attendance at Club activities.

4.2 Purpose of this Policy

The purpose of this Policy is to ensure the Club committee and Club members understand the Club's position regarding illegal drugs and how it will respond to a drug-related incident within its jurisdiction.

4.3 Extent of this Policy

This Policy refers to illegal drugs only, which is defined as "a substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs." This Policy does not apply to pharmaceutical drugs or performance enhancing drugs (unless they are captured in the above definition). This Policy should be read and understood in conjunction with the Club's Code of Conduct.

4.4 When Does This Policy Apply?

This Policy applies whenever the individual is taking part in activities under the Club's jurisdiction. This includes our Club's facilities, games, matches, training, events and trips organised by the Club. Private behaviour of members is not included in this Policy as the Club cannot be responsible for the behaviour of its members outside our Club's jurisdiction; however, this Policy will apply whenever an individual is wearing a part of the official Club uniform which would identify them as being a representative of the Club.

4.5 Who Does This Policy Apply To?

All Club members and visitors to our Club.

4.6 Responsibilities

Our Club will:

- Activate and comply with the Policy.
- Promote the Policy to everyone within our Club.
- Promote and role model expected standards of behaviours at all times.
- Appoint and support appropriate persons such as mentors to lead the initial response, investigation and action for all illegal drug-related incidents.
- Respond to breaches of this Policy discreetly and in a timely manner.
- Investigate all apparent, or alleged, breaches of this Policy and take action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the Club's duty of care to members and visitors.
- Review this Policy every year.
- Educate members on illegal drugs.
- Have a list of health service providers in our area who would be able to support an individual with a drug and/or alcohol-related issue.

Individuals will:

- Comply with the Policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Alert Club officials with any concern about illegal drug use within the Club.
- Honour our commitment to the health, safety and welfare of all of our members.

4.7 Responding to Illegal Drugs

4.7.1 Privacy

Where possible, the investigation of illegal drug-related concerns or incidents will remain confidential in line with our Club's Privacy Policy.

The Privacy Policy of the Northern Redbacks Women's Soccer Club is as follows:

- The Northern Redbacks Women's Soccer Club will always act with discretion.
- Subject to its right to contact the Police if necessary, the Northern Redbacks Women's Soccer Club will maintain the privacy of those involved as far as possible.
- Club members will be informed about the incident on a need-to-know basis only.

4.7.2 Investigating the Concern or Incident

The committee will investigate all illegal drug-related concerns or incidents in a timely and discreet manner. Once all relevant facts and circumstances are known, the President will recommend

appropriate approaches and/or disciplinary measures to the Club committee based on the guiding principles outlined in this Policy.

4.7.3 Response

When responding to an illegal drug-related concern or incident, the responses by the Club will focus on the safety and welfare of those directly and indirectly involved. All responses will reflect the Club's duty of care to members and visitors.

All illegal drug-related concerns or incidents should be discussed with the Club's President as soon as possible. The President will document the issue using the incident register and investigate the concern/incident further. In the event that the President is not available, another Club official may substitute for them.

If illegal drugs are being distributed or sold on the Club's premises by a member or visitor of any age, the President will contact the local police to seek their advice.

If illegal drugs are found within the Club's jurisdiction the President will contact local police to seek their advice and expertise on how they can be disposed of safely.

4.7.4 Illegal Drug Use by a Member Under 18 Years

Where the Club identifies that a person under the age of 18 years is involved in illegal drug use the Northern Redbacks Women's Soccer Club will:

- Inform the individual that the president or relevant committee member may contact the parent or guardian to discuss the incident if it is appropriate and safe to do so.
- Contact the parent or guardian to discuss, unless, informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the Northern Redbacks Women's Soccer Club will inform the visiting club.

4.7.5 Non-Compliance with Policy

Our Club will respond to all breaches of this Policy. Any disciplinary measures imposed under our Policy must:

- Be fair and reasonable and will focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the Club, other members, players, patrons, visitors and the community.
- Take into account the age and personal circumstances of the people involved.
- Take into account whether the incident involved personal use of an illegal drug and/or the supply of an illegal drug to other people.

4.7.6 Examples of Breaches of Policy

1. If a member sells or distributes illegal drugs in the Club's jurisdiction, the following will occur:

- The Northern Redbacks Women's Soccer Club will contact the local Police to seek their advice.
- Consequences for the individual (s) will depend on the circumstances or severity.
- Where applicable, the individual (s) may be referred to a local health service provider.
- The Club will appoint a senior person to act as a mentor to a suspended individual (s) for a nominated period of time and to assist them to reintegrate with the Club, if applicable.
- If the individual (s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor, the Northern Redbacks Women's Soccer Club will inform the visiting club.

2. If a member is found in possession of an illegal drug, the following will occur:

- The individual (s) will be asked to hand-over the substance and the Club will follow the procedures for handling illegal drugs in its jurisdiction.
- The Northern Redbacks Women's Soccer Club will contact the local Police to seek their advice.
- Consequences for the individual (s) will depend on the circumstances or severity.
- Where applicable, the individual (s) may be referred to a local health service provider.
- The Club will appoint a senior person to act as a mentor to a suspended individual (s) for a nominated period of time and to assist them to reintegrate with the Club, if applicable.
- If the individual (s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor, the Northern Redbacks Women's Soccer Club will inform the visiting club.

3. If a member is found using drugs, or is affected by the use of illegal drugs under the club's jurisdiction:

- The Northern Redbacks Women's Soccer Club would ensure the safety and wellbeing of the individual is the first priority.
- Seek out medical assistance, if required.
- If required, contact next of kin.
- If the individual (s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
- Ensure individual is safely transported to their home.
- When the individual's health has returned to a normal state, the Club President/committee members may investigate and take appropriate action.
- Where applicable, the individual (s) may be referred to a local health service provider.
- In the case of a visitor, the Northern Redbacks Women's Soccer Club will inform the visiting clubs.

4.7.7 Managing Media

All contact with the media related to a drug-related allegation or incident within its jurisdiction will be managed by the club's official spokesperson.

5 MEMBER PROTECTION POLICY

5.1 Introduction

A Member Protection Information Officer (MPIO) is generally the first point of contact for persons with member protection or child protection enquiries or complaints. MPIOs provide information to participants about the options available to them. MPIO's are impartial and generally do not mediate or investigate complaints.

5.2 Policy

The purpose of this Policy is to:

1. Work towards a Club culture of member and child safety.
2. Ensure that all persons are aware of their responsibilities for identifying possible occasions for member abuse and for establishing procedures for preventing such abuse and/or detecting such abuse when it occurs.
3. Provide guidance on responding where a person suspects any member abuse within all Club Environments.
4. Provide a clear statement to players, committee members, volunteers, employees and contractors forbidding any such abuse.

Provide assurance that any and all suspected abuse will be investigated.

5.2.1 Scope

This Policy, and the Club's Code of Conduct, applies to all players, committee members, volunteers, Coaches, Team Managers, assistants and parents of players of the Club. Non-registered individuals who otherwise participate in activities with or for our Club are also bound to this Policy by virtue of their participation in our Club's activities.

Breaches of this Policy or the Code of Conduct may be investigated by the Club, and may be processed by the Club as it sees fit.

The Policy and Code of Conduct will be used by the Club:

- As part of yearly registration for all existing and new members, coaches and officials.
- Included as part of the induction process for anyone new to the Club.
- To inform parents/carers and others about what behaviour they can expect from the Club's leadership, staff and volunteers.
- To support and inform Club protocols and reporting procedures should breaches of the Code be suspected or identified.

5.2.2 Guiding Principles

This Policy is based on the following principles:

1. The Club has zero tolerance for abuse of any kind, including child abuse.
2. All members have a right to feel safe and be safe when they play football, and have equal rights to protection from abuse.
3. The Club will consider the opinions of players and use their opinions to develop member protection policies and procedures.
4. The best interests of members are paramount.
5. Child protection is a shared responsibility.
6. The Club is committed to the diversity and cultural safety of all members, including minors from culturally and linguistically diverse backgrounds and minors with disabilities.
7. Everyone covered by the Policy must comply with, and is bound to, the Club's Child Safety - Code of Conduct, as shown below, and the Club's Code of Conduct at all times.

5.2.3 Role of Member Protection Information Officer

The Club's Committee is responsible for ensuring that policies are reviewed and updated. The Committee is also responsible for identifying and managing risk in relation to member safety.

MPIOs are available to listen, discuss and clarify issues confronting individuals in our Club. Players, members, volunteers and committee members can all speak with a MPIO if they have concerns in relation to member abuse. The MPIO will make reports on behalf of the Club and ensure that adequate records are maintained. The Club MPIOs will be listed on our Club website and identified to all members, children and parents at the Club.

5.3 Child Protection

5.3.1 Child Abuse Includes

- a) serious neglect of a child; or
- b) the infliction, on a child, of
 1. physical violence; or
 2. serious emotional or psychological harm; or
- b) any act committed against a child involving
 1. a sexual offence; or
 2. an offence under WA Criminal Code s 204B (grooming)

For the purposes of this Policy "Child" (or minor) means a person who participates at the Club under the age of 18 years, unless otherwise stated under the law applicable to the child.

5.3.2 Voluntary Reporting

Any person who believes on reasonable grounds that a child is in need of protection from child abuse, may disclose that information to the police. The Club encourages all persons to speak with the MPIO for guidance or support with addressing such concerns.

5.3.3 What are “Reasonable grounds for belief?”

You have “reasonable grounds” to notify when:

1. A minor tells you that he/she has been physically or sexually abused.
2. A minor states that they know someone who has been physically or sexually abused (sometimes the minor may be talking about themselves).
3. Someone else, such as a relative, friend, acquaintance or sibling of the minor, tells you that a child has been abused.
4. Your observations of the minor's behaviour or knowledge of children lead you to believe that the child has been abused.
5. You observe physical signs or indicators of abuse (e.g. bruises, cuts etc.).

The Club encourages reporting where you hold a concern about the safety of a minor.

5.3.4 Prevention

Risk Management

The Club will ensure that child safety is a part of its overall risk management approach.

Information will be provided to players, or for players such as Miniroos and Junior teams, to their parents/carers, about child safety.

The Club will also ensure that all committee members, volunteers, Coaches, and Team Managers are provided with ongoing supervision and support such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

Communication

The Club is pro-active in the area of prevention and will communicate the Member Protection Policy, Procedure and Code of Conduct in the manner below.

Recruitment

The Club is pro-active in its recruitment of individuals to the Club, including committee members, volunteers, Coaches and Team Managers, in the area of child safety. The Club will:

a) Implement a recruitment process for Coaches, Assistant Coaches, Team Managers, etc., for all the teams of our Club.

1. Ensure all Coaches, volunteers, etc. read and understand the Clubs' Code of Conduct and other policies.
2. Screen for inappropriate people to satisfy ourselves about people coming into positions of responsibility at our Club.
3. Conduct all necessary Working with Children Checks (WWCC).
4. Include the Member Protection Policy and all Codes of Conduct in player registrations.

Further steps we will take as a Club

1. Unless unavoidable, no adult will have access to an unaccompanied minor without prior permission from the minor's parents or guardian.
2. We will ensure all new Coaches, Team Managers, etc. to our club have a WWCC card.
3. We will ensure appropriate training and education sessions into child safety are available to all new Coaches, Team Managers.
4. We will communicate our Member Protection Policy and Child Safety - Code of Conduct to our stakeholders, and follow it.
5. We will set guidelines and rules for the appropriate levels of communication between Coaches, Team Managers and players who are minors on social media.
6. We will take a preventative, proactive and participatory approach to child safety.
7. We will value and empower minors to participate in decisions which affect them.
8. We will foster a culture of openness that supports disclosure of incidents.
9. We will respect diversity in cultures and child rearing practices while keeping child safety paramount.
10. Ensure minors know who to talk with if they are worried or are feeling unsafe, and that they are comfortable to do so.
11. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
12. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk.

5.3.5 Responding to an Allegation

In the case of an allegation being made against a committee member, Coach, Team Manager, volunteer and/or contractor at the Club, the MPIO will follow this Child Protection Procedure. At all times the safety of the child is paramount.

Withdraw the individual

The first step is to consider withdrawal of the accused person from active duty, which could entail standing down, re-assignment to other duties that do not have direct contact with children, or to work under increased supervision while the matter is being investigated. During the investigation process, it may be necessary for a person to be stood down from their usual duties at the Club or suspended from all activities at the Club.

Investigations

In the event of a child disclosing an incident of abuse to someone they trust it is essential that it is dealt with sensitively and professionally.

The Club will appropriately investigate all allegations relating to an incident of abuse in accordance with its obligations. In some circumstances, it may be necessary for the Club to conduct an investigation in addition to any investigation conducted by authorities (e.g. the Police); to the extent that it will not interfere with investigations by authorities.

All people covered by this Member Protection Policy and Child Safety - Code of Conduct must co-operate fully with any investigation by the Club, CPFS or the Police.

The MPIO will make every effort to keep any such investigation confidential; however, from time to time other committee members, volunteers and Club members may need to be consulted in conjunction with the investigation (e.g. to provide witness statements).

An investigation conducted by the Club will be conducted in accordance with procedural fairness to protect the integrity of the investigation and the interests of all the participants involved in the investigation. The Club will also handle the allegations in a confidential manner to the greatest extent possible.

The outcome will depend on the findings of the investigation, but may include withdrawal from active duty, re-assignment to duties with no contact with children, increased supervision, disciplinary action, dismissal or criminal prosecutions.

The Club shall notify Football West of the outcome of any investigation that results in suspension of an individual from the Club for abuse related matters.

5.3.6 Record Keeping

All reports of alleged abuse or harm, or risk thereof, must be recorded by the MPIO. Places, times, dates, names of people, observable behaviours or evidence of harm are to be recorded. Reports must be to be securely stored by the MPIO or Club Secretary.

5.3.7 Privacy and Confidentiality

The Club will collect, use, disclose and hold personal information in accordance with the *Privacy Act 1988 (Cth)* and Football West's Privacy Policy.

There are two guiding principles in respect to a child's privacy:

1. First, the Club will operate on the best interest's principle. All committee members, volunteers and contractors will do what they believe to be in the best interest of the child. This principle supersedes all others.
2. Second, the Club will respect a child's confidentiality except in situations where it conflicts with the best interest's principle.

Those who make reports, and those about whom accusations are being made, are entitled to confidentiality. Where there is suspected abuse or misconduct, committee members or volunteers must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act consistent with this Member Protection Policy and Child Safety - Code of Conduct, and relevant statutory requirements.

5.4 Child Safety – Code of Conduct

5.4.1 Introduction

The purpose of this Code of Conduct is to promote child safety within all Club environments.

Any form of abusive, derogatory, discriminatory, offensive or intimidating behaviour or language by adults towards minors, or minors towards other minors, is not acceptable.

Any action that may be hurtful or risk being interpreted by a reasonable observer as grooming behaviour is unacceptable. Comments or actions that are negatively and unreasonably critical of a person's culture, ethnicity, language, gender identity, disability, sexuality or age, are unacceptable.

Committee members, volunteers, Coaches, Managers, players and parents/guardians of players at the Club are bound by, and required to abide to, this Child Safety - Code of Conduct.

5.4.2 Unacceptable Behaviour

The below actions are considered unacceptable or inappropriate behaviour:

1. Ignore or disregard any suspected or disclosed child abuse.
2. Put a minor at risk of abuse.
3. Speak to a minor in a way that is or could be construed by any observer as overly harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Some examples are offensive swearing in the presence of a minor, or intimidatory language and gestures directed at a minor.
4. Express inappropriate personal views on cultures, race or sexuality in the presence of a minor (unless the minor is a member of your family).
5. Discuss sexual activities with a minor (unless it is a specific job requirement and the person is trained to discuss these matters, or the minor is a member of your family), or engaging in any sexually-oriented conversations with a minor.
6. Have contact with a minor outside of Club activities or events without the Club's knowledge and/or consent.
7. Have any online contact with a minor (including by social media, email, instant messaging etc.) or their family without the Club or Team's knowledge and/or consent.
8. Exchange personal contact details such as phone number, social networking sites or email addresses with a minor (unless the minor is a member of your family) without the Club or Team's knowledge and/or consent.
9. Using, possessing, or being under the influence of illegal drugs while in the presence of a minor.
10. Using, possessing, or being under the influence of alcohol while supervising a minor (unless the minor is a member of your family or your contact with the minor is accidental/incidental and you are not performing your professional obligations).
11. Providing or allowing a minor to consume illegal drugs.
12. Discriminate against any minor, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
13. Engage in rough physical games (outside of what is reasonably considered appropriate in a Club training session), hold, massage, kiss, cuddle or touch a minor in an inappropriate and or/culturally insensitive way (unless the minor is a member of your family).
14. Take a minor to their home or encourage meetings outside Club activities or events (unless the child is a member of your family or parental permission has been provided) without the Club or Team's knowledge and/or consent.
15. Photograph or video a minor inappropriately, or in circumstances where you have been requested to cease.
16. Being naked in the presence of a minor (unless the minor is a member of your family);
17. Possess sexually oriented or morally inappropriate printed materials (magazines, cards, videos, films, messages, clothing, etc.) in the presence of a minor.

18. Sleep in the same bed, sleeping bag or tent with a minor (unless the minor is a member of your family).
19. Engage in sexual contact with a minor.

Any violation of this Child Safety - Code of Conduct by a committee member, volunteer, Coach, Manager, player, parent or guardian or other Club Associate at the Club may be dealt with as a disciplinary matter by the Club, or may be referred to Football West and /or WA Police.

5.4.3 Physical Contact/Touching

Committee members, volunteers, Coaches, Managers and players are prohibited from using physical discipline in any way for behaviour management of other members. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviours by participants.

Physical contact may be required in an emergency situation to remove members quickly from danger or threat of danger.

Appropriate contact between committee members, volunteers, Coaches, Managers and players, and minors, is part of normal human relationships. Some considerations and guidelines include the following:

1. Consider the minor's age, developmental level, maturity and level of care required, for example, touching a minor to gain their attention, guiding or comforting a distressed minor.
2. Work in an open environment; for example, in one-to-one discussions indoors the door should be open with visual access.
3. Be alert to cues from minors about how comfortable they are in your proximity and respect their need for personal space.
4. Be sensitive when interacting with minors who may misinterpret your actions, such as those who may have been traumatised by abuse or adolescents seeking attention from a member of the opposite sex.
5. Be aware of cultural norms that may influence the interpretation of your behaviour.
6. Be cautious about physical contact in training or during matches. If you need to make physical contact for demonstrations, explain the activity and what you will do, maintain a safe and appropriate distance.
7. Physical contact should be made in a way that makes minors feel comfortable, for example, shaking hands, a congratulatory pat on the back or rub on the side of their arm for reassurance. Massaging a minor if you are not trained to do so or allowing a child to massage you is inappropriate physical contact.

5.4.4 Transportation and Off-Site Events

Other than in an emergency or other abnormal situation where no other option could be reasonably foreseen, it is unwise to transport children without permission of their parent, carer or guardian.

It is prohibited to have minors spend the night at the residence of a committee member, volunteer, or contractor without parental/guardian prior approval.

Changing and showering facilities or arrangements for adults must be separate from facilities or arrangements for children (unless the child is a member of your family).

5.4.5 Confidentiality

Disclosing information to committee members and MPIO

The privacy of the child should be respected at all times. When considering breaching the privacy, who and how many people are told should be based on what is believed to be in the best interests of the child.

Information in relation to abuse or suspected abuse of a minor should be disclosed to a committee member or MPIO of the club only, in order to limit the potential dissemination of confidential information.

Disclosing information to people external to the organisation

Committee members, volunteers, employees, Coaches, Managers and players should not discuss confidential matters about children with people outside the Club in a way that identifies that child, except when they have the express permission of the child or it complies with the Club's Member Protection Policy and Child Safety - Code of Conduct. In circumstances where committee members, volunteers, employees, Coaches, Managers and players believe that there is not enough knowledge within the Club to provide the best possible assistance to a child, they are able to seek expertise external to the Club. When communicating with people outside the Club the child's identity should be protected.

Informing children

It is the responsibility of the Club to communicate the limits of confidentiality in the Club to children who are likely to have an ongoing relationship with the Club.

5.4.6 Contacts

Western Australia Police

Non-urgent police assistance

Ph: 131 444

www.police.wa.gov.au

Department for Child Protection and Family Support

www.dcp.wa.gov.au

Ph: (08) 9222 2555 or 1800 622 258