





### 3. Does the club have a designated child safe officer or integrity officer?

Every club should have a designated person that is available to listen to your concerns and to provide information on how the concern may be addressed. Individual clubs may have different names for this person, such as Child Safe Officer, Welfare Officer, Integrity Officer or Member Protection Information Officer.

A well-run club should be willing to listen, and address concerns in a timely manner.

### 4. Does the club provide information to children and young people on their rights to be safe and feel safe?

A club should have child friendly information to provide to children and young people explaining how they should be treated and how to make a complaint if they feel unsafe.

### 5. How does the club communicate directly with children and young people?

Clubs should outline the way they will communicate with children, parents and carers.

If a club official wishes to communicate with a child or young person electronically or online, the club should have a procedure in place to ensure that the parent/carer is included in all communication that involves the health, welfare or decision making of the child or young person.

Should a club official wish to communicate with children and young people electronically, at least one other adult must be included in the communications at all times.

A club official, coach, manager or any other adult involved at the club should not communicate one-on-one with a child or young person.

### 6. How are staff and volunteers recruited?

When recruiting staff and/or volunteers, the club should conduct interviews and reference checks prior to making appointments and should always ensure the staff member or volunteer holds any required accreditations for that position, which must be current and valid.

Where required by relevant state or territory laws, staff/volunteers should have a valid Working with Children Check (or equivalent state/territory requirement) prior to being appointed to a role involving children and young people.

### 7. Do staff/volunteers receive ongoing training and education on how to keep children and young people safe?

All staff and volunteers should receive ongoing training and education on how to keep children and young people safe while participating at their club.





## 8. Who will be supervising your child or young person?

It is important to find out the number of people that will be supervising your child or young person at any given time. This should identify that the club ensures that no staff/volunteer members are left alone when in charge of children and young people and that children and young people can be seen at all times. It also ensures there are appropriate child to adult ratios based on the activity your child or young person will be participating in.

## 9. Does the club ask for signed parent/carer consent and emergency details?

As part of your child's registration, you should be asked to provide emergency contacts, key medical information (allergies, asthma, etc.) and whether there are any other issues that the club should be aware of to maximise the participation and safety of your child or young person.

As part of gaining this information, the club should also outline who will access the information and how it will be used.

## 10. How does the club engage with parents/carers and children and young people?

It is important to find out how the club involves parents/carers, children and young people in club decision making. Allowing parents/carers, children and young people to provide feedback and be involved in decision making around operations, policies and procedures is an important element in developing a safe and informed club environment.

## 11. What first aid does the club have in place?

The club should have first-aid provisions in place to keep members safe in the event of an injury or emergency. This should include:

- Qualified people to administer first-aid
- Access to a first-aid kit
- Access to additional supplies such as ice for injuries
- A procedure for responding to and reporting injuries
- Insurance coverage for all participants
- Access for parents to read the first-aid policy or procedures



