



CHILD SAFETY FRAMEWORK PARENTS & GUARDIANS GUIDE

KEEPING KIDS IN CRICKET SAFE

The following Child Safe resource is provided as a reference only.

This document and its content is provided as a guide for your organisation as of July 2020. Your organisation should also consider referencing any information, documents and strategies that might be specifically required for your organisation and relevant to its circumstances, structure and operations.

The information contained in this document is general in nature and should not be considered or relied upon as a substitute for legal advice.

Please note that references in [square brackets] throughout this document should be tailored for your organisation's policies and procedures.

Cricket Victoria recommends using this resource with due consideration and consulting a child safe expert or legal advisor to assist with any questions.

Keeping Kids in Cricket Safe

Date created:	June 2020															
Audience:	Parents/guardians of kids involved in Victorian Cricket, Associations & Clubs Victorian Regions, Associations and Clubs in order to distribute to parents/guardians of kids involved in cricket															
Version:	2020:4															
Purpose of Document:	Summarise and simplify what parents and guardians need to know about all of our responsibilities to keep kids in cricket safe															
Actions:	<p>Read and understand</p> <p>Ask and ensure that parents/guardians acknowledge that they have read and understand Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs</p> <p>Encourage others to read and understand</p>															
Review:	June 2021 if not prior															
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Other relevant documents (see Cricket Victoria website):	<ul style="list-style-type: none"> Form - Confidential Record of Child Abuse Allegation Flowchart – Managing Child Safety Concerns 															

The Australian **Cricket Child Safety Framework** sets out the responsibilities that all Victorian Associations, Clubs and Cricket Participants (including parents and guardians) have to keep kids in cricket safe. It consists of:

- Australian Cricket’s Commitment Statement for Safeguarding Children and Young People;
- Australian Cricket’s Policy for Safeguarding Children and Young People; and
- Australian Cricket’s Looking After Our Kids Code of Behaviour.
- Looking After Our Kids Action Plan.

WHY YOUR KIDS’ SAFETY IS OUR PRIORITY:

1. We love our game and your kids playing our game. We want them to keep playing cricket. Yet we realise that they have to FEEL safe to enjoy cricket and want to keep playing.
2. All kids have a right to feel safe, be involved and have a voice in decisions that affect them*.
3. Society has changed, and with it, higher standards of behaviour are now expected – of all of us. Sometimes, even though we have good intentions, others’ perception of behaviour is different. So we want to help you to understand what needs to happen now to protect your kids in cricket, as well as to help you.

WHAT WE’RE TRYING TO DO:

1. We’re here to help. Victoria has legislative requirements and mandatory standards in place about child safety. We can’t ignore those. But we want to make it as simple as possible for you, your kids and all of our Victorian cricket organisations.
2. We’ve developed these resources for you to explain how we keep your kids safe in cricket. They explain what we need to do and where to find help or further information. The best place to start to understand all this, keep our kids feeling safe and enjoying cricket is this **Parents & Guardians Guide**.

SOME CHILD SAFETY GUIDANCE FOR PARENTS & GUARDIANS:

You know your kids best. Also, our schools now often teach their students about safety, boundaries with adults and that it’s OK to speak up if they don’t feel comfortable or safe around certain adults. Yet you can also help us to reinforce the key messages we have for kids about child safety in cricket, just as in life.

The **three key messages** we have in our “**Kids Guide to Keeping Safe in Cricket**” are:

1. Cricket should be fun, safe and enjoyable.
2. You should never feel uncomfortable around others in cricket, particularly adults.
3. If you don’t feel safe or comfortable, it’s OK to speak up. We want you to tell an adult that you trust – whether that’s your Mum or Dad, guardian, coach or another member of your cricket club or family.

We know that kids are more likely to speak up if they **feel valued** and are **listened to** in an authentic and **genuine** way. So please help us to **keep the conversations open with your kids** about how they are feeling when they are part of our cricket community.

SOME CONVERSATION TIPS TO TALK ABOUT SAFETY WITH YOUR KIDS:

It's not always comfortable talking to kids about how they are feeling in our cricket community or other environments. The delivery of conversations is just as important as the message or content itself. You're more likely to engage with kids about tricky topics if the conversation is calm, non-judgmental and open. That is, you're listening carefully to them and open to hearing more – showing empathy and letting them know that they're doing the right thing by talking.

To open up a conversation with your child about safety in cricket, first of all, choose the right time. Sometimes, you may get more information in casual interactions, such as when driving in the car. You could try using an example that you have heard of with another kid and whether they had seen or heard anything similar. For example, "*another parent or guardian at the club told me that they were worried about how the coach is talking to their child. Have you seen or heard anything similar?*".

IF YOU NEED HELP

If ever your child tells you that they are not happy, comfortable or safe playing cricket, [please tell an appropriate person in cricket such as your Club's Child Safety Officer or a trusted Club or Association senior person](#). Then we'll make sure that any issue raised is dealt with appropriately and in line with our Child Safety Framework.

If you reasonably believe[^] that any child is in immediate danger from Child Abuse or is in a life threatening situation, please call 000 to speak with police. You can also contact services such as Parent Helpline, NAPCAN, Lifeline, Kids Helpline and the Raising Children Network. Then advise the Club's Child Safety Officer or trusted Club or Association senior person of the issue and action taken, so the Club or Association is able to take any further steps required under the Child Safety Framework.

*Australian Government National Child Office for Child Safety Complaint Handling Guide: Upholding the rights of children and young people – A Reference Guide, 2019.

Commission for Children and Young People – Empowerment and Participation of Children Tip Sheet

[^] A **reasonable belief** is one that a reasonable person in the same position would have formed the belief on the same grounds.

In a global and domestic context that is increasingly reliant on online connection and education, the safety of our children in the sporting cyber world is now more critical than ever. This resource collates extracts and provides adaptations of some of the more practical and specific eSafety tips for:

- Parents
- Children and Young People
- Sporting Organisations/Clubs when delivering online training or forums for children and young people.

1. Types of Online Risks

Being online these days is complex – for many of us. The sheer number of apps, sites, connection forums and platforms is immense. Parents, educators and those running clubs or sporting organisations are navigating this web for themselves, and also for their kids. There is a lot to digest.

Online activity has the potential to result in harm and/or abuse to children such as:

- Cyberbullying;
- Grooming;
- Exposure to, or engagement with, pornography or sexually explicit images;
- Privacy breaches; or
- Scams targeting children.

While abuse to children occurring in the physical world is more often than not perpetrated by people that children know and trust, in the online world, it is the opposite – the overwhelming majority of abuse is perpetrated by people that children do not know.

According to *Australian Cybersafety expert Susan McLean, 80% of online abuse also has an offline component. These days, kids can be on a number of online platforms that heighten the risks of harm or abuse to children, including:

- a) Social Media – eg, Facebook, Instagram, Snapchat, Houseparty, TikTok;
- b) Games – eg, Fortnite, Minecraft;
- c) Chat rooms/apps or Bulletin Boards – eg, WhatsApp, Facebook Messenger;
- d) Email; and
- e) Video messaging and conferencing services – Zoom, GoToMeetings, Facetime.

2. Mitigating the Risks

There are a number of things that can be done to reduce online risks for children. They include:

- a) **Education** – as to the risks, indicators of harm, the cyber world generally, child safeguarding policies and procedures, as well as strategies available, such as online controls.
- b) **Ongoing communication** – normalising discussion about the online world, risks and strategies by keeping open lines of communication.
- c) **Accessing resources** – finding and using the best resources for your organisation.
- d) **Implementing controls, policies and strategies to reduce risks** – ensuring that any club/organisation-based platforms are “filtered” to be as safe as possible and that policies exist to guide online communication with kids.
- e) **Responding to and reporting actual or potential risks of online harm to children** – knowing what to do if dangers or harm arises and who to report it to.

**Susan McLean (Child Safe Australia), 2020, Interview and Q&A with Susan McClean (webinar)*

eSafety Tips for Parents & Guardians

Victoria Police Online Safety Advice Extract

1. Steps for improving your child's safety:

- a) Be aware of the programs and files children use.
- b) Consider installing filtering software on computers used by young people.
- c) Be aware of the programs and files that are on your family's computers.
- d) Place the computer in a public area of the home, such as a living room.
- e) Ensure you are able to access your child's email and randomly check the contents.
- f) Check your phone bill for unusual outgoing calls or consider using a 'caller ID' device to identify incoming calls.
- g) Discuss online safety with your child's school, public library or anywhere that you believe your child accesses the Internet.
- h) Make sure children are aware of some of the issues involved with spending time on the Internet.
- i) Show children what sites they can go to and what information they can send out.
- j) Sit down with your children and discuss the issues.

2. Risk factors

The following may be signs that your child has been targeted by an online predator:

- a) You find pornography on your child's computer.
- b) Your child is receiving phone calls from people you don't know or is calling numbers you don't recognise.
- c) Your child is spending a large amount of time on the Internet.
- d) Your child is receiving gifts or mail from people you do not know.
- e) When you enter the room your child changes the screen or turns the computer off.
- f) Your child is becoming withdrawn or displaying behavioural problems.

3. Advice for your children

It is advisable to tell your children:

- a) Not to send a picture of themselves to someone they do not know.
- b) Never place a full profile and picture of themselves anywhere on the Internet.
- c) If using a Facebook page or similar, ensure your child blocks everyone's access to the page and only allows friends to have access.
- d) Never give out personal information including their name, home address, phone number or school.
- e) Never arrange a face-to-face meeting with someone they have chatted with on the Internet.

Guide for Sporting Organisations - Online Training Delivery for Children & Young People

Adaption of Football Victoria - online do's and don'ts

1. CONSENT

DO

- a) **Obtain written permission** (e.g. by email) for the child or young person (CYP) to participate in online training directly **from their parent/guardian and retain on file.**
- b) Advise the CYP and their parents/guardians that a **parent/guardian must (recommended)/should be in the room for training sessions** [where possible].
- c) **Provide parents/guardians with the name of the person leading the training** session and his/her credentials, including currency of their Working with Children Check.

DON'T

- d) **Rely on a CYP advising you that their parent/guardian has granted permission.**
- e) Engage in any form of communication a parent/guardian has not given **express permission** for their CYP to participate in or is unscheduled.
- f) **Publish recordings of CYP** to social media channels without express written parent/guardian consent.

2. COMMUNICATION/PRESENTATION

DO:

- a) Limit online communication to **issues directly related to delivering online training**, such as advising the time of a session or, when conducting the session, to explaining drills and providing instruction.
- b) **Copy all communications to a child's parent/guardian** [where possible].
- c) Ensure all training sessions are led by a person engaged by your club with a current **Working With Children Check**, which you have on file.
- d) Clearly **communicate expectations to CYP and their parents/guardians**. Eg, who is leading the session, what sessions consist of, what equipment or space will be needed.
- e) Ensure that **appropriate security features** are being used for video calls. Eg:
 - o lock online forums so that they can only be accessed using a password that has been distributed via email to participating players.
 - o Mute participants on entry.
 - o Disable the record function.
 - o Set platform settings to use one way interaction where possible (eg, CYP can see you but you can't see them).
- f) Make sure all **presenters know how to apply platform security and privacy settings** to online classes or sessions. Adults should know how to prevent uninvited attendees accessing online sessions, how to block video, audio or chat functions, and how to avoid exposing personal information.
- g) Encourage presenters to practise the session before running it.
- h) Use **organisation/club accounts** for coaches to use (eg. Zoom) as opposed to personal accounts.
- i) Ensure that a presenter's **physical location is in a common area** such as living rooms, rather than private spaces (eg. bedrooms).
- j) **Keep communication professional and avoid using emojis** to CYP in electronic chat functions in case they are misinterpreted.

- k) If needing to share something on screen, **share individual applications rather than your entire screen.**
- l) **Disable email alerts and other notifications** whilst presenting.
- m) Ensure that **presentation material to CYP is reviewed** by another official or more senior person in your organisation or club where possible.
- n) Try to make sure that there are **at least two officials/club or organisation representatives** on each online forum. This also allows one official/representative to monitor the chat function and/or questions during the forum and ensure that it is appropriate.
- o) **Keep to the allocated times** for the online forum.

DON'T

- a) **Add as a friend, accept friend requests from, follow or engage with CYP** on social media, video-conferencing or gaming platforms or via other communication channels outside of training.
- b) **Communicate** with CYP using chat rooms, social networking sites, game sites or instant messaging **from personal profiles or accounts.**
- c) **Engage in one-on-one sessions or communications** with CYP. All communications should be with the team or group as a whole.
- d) Use any communications to **promote unauthorised 'social' activity or to arrange unauthorised contact.**
- e) **Communicate anything** (verbally, in writing or via images or footage) that a reasonable observer could view as being of a **sexual or inappropriate nature**, or which **suggests the use of tobacco, alcohol or prohibited drugs.**
- f) Allow CYP to **share their screens or other files** during/using the online forum.
- g) Request a CYP to **keep a communication secret** from their parents.
- h) **Require attendance** at online training – if a CYP does not wish to participate or their parent/guardian does not consent, that is the individual choice and they should not be discriminated against or excluded on that basis.
- i) **Record training sessions** unless express and informed consent has been given by the CYP's parent/guardian for a specified organisation/club-approved purpose (eg. for posting on the organisation/club's official social media channels, with consent). Any recordings should be deleted once the purpose has been expended.

Note: If a CYP decides not to participate or their parent/guardian does not consent to their participation in video training, consider sending a training program with the drills and exercises from each session so that the CYP can continue to train at home.

3. HEALTH AND SAFETY

- a) Ensure that the online training is conducted in a safe outdoor or indoor area that is free of hazards.
- b) Wear suitable and **appropriate clothing and footwear.**

Note: Inappropriate clothing/footwear or a training area that is not clear of hazards may affect insurance.

4. COMPLIANCE

- a) Abide by applicable **codes of behaviour.**
- b) Abide by **rules issued by the government** in relation to social distancing.
- c) Consider random online training 'spot checks' or regular moderation to ensure that they are safe.
- d) Remind participants that the **standard sport/club policies** will apply to these sessions and participants are expected to behave appropriately and treat their fellow participants and club staff accordingly.
- e) **Report any inappropriate behaviour** of CYP or presenters of online forums to the relevant senior person within your organisation/club.

5. RESPONDING TO ESafety CONCERNS

The Office of eSafety provides support for children and young people to report online abuse:

- Cyberbullying: eSafety can help remove material that seriously threatens, intimidates, harasses or humiliates a child or young person under 18. eSafety also works with parents, schools and police to stop further cyberbullying.
- Image-based abuse: if someone shares or threatens to share an intimate image or video of a person without their consent, eSafety can help to have it removed. In some cases, eSafety can also impose civil penalties against the abuser or the platform they used.

YOUR CLUB'S CONTACT FOR KIDS

Name:

Phone Number:

Three Important Messages

The **three key messages** to always keep in mind are:

1. Cricket should be fun, safe and enjoyable.
2. You should never feel uncomfortable around others in cricket, particularly adults.
3. If you don't feel safe or comfortable, it's OK to speak up. We want you to **tell an adult that you trust** – whether that's your Mum or Dad, guardian, coach or another member of your cricket club or family.

Your rights

We believe that all kids involved in our sport should:

- Feel comfortable;
- Feel safe;
- Have a right to contact your parents, guardians or others if you feel unsafe, uncomfortable or distressed at any time when you are involved in cricket;
- Be provided with clear directions and given the chance to positively change your behaviour if cricket staff, coaches, volunteers or officials believe that you have broken any rules or policies, or you have misbehaved;
- NOT be subject to disciplinary action involving physical punishment, or any form of treatment that could reasonably be considered cruel, frightening, discriminatory, humiliating or like you are being put down; and
- Contribute suggestions or feedback about cricket activities.

Our Commitment to Kids in Cricket

Cricket in Victoria now has a **Child Protection Commitment Statement** that aims to make sure that kids are protected from harm. When involved in cricket, we want it to be enjoyable for everyone. So, we'll try to make sure that activities are suitable for your age and development and are led by appropriately qualified people.

Cricket in Victoria commits to:

- Doing our best to make sure that you are protected from harm;
- Supervising your involvement in cricket in Victoria;
- Obtaining parent/guardian permission in writing before we can:
 - take you on an excursion;
 - arrange overnight stays or camps; and/or
 - provide transport to another location.
- Ensuring that **employee/coach/volunteer/official-to-Kids ratios are maintained**. (Note - please check with us if you are unsure what is meant by "ratios");
- Trying to make sure that **kids are not alone** with staff, coaches, volunteers or officials where they can't be seen by other adults – in person and online (see the **Guide for Kids – eSafety Tips**);

- Trying to make sure that **cricket staff, coaches, volunteers and/or officials stay within their role**. This means that they cannot be employed for looking after you or visiting you at your home unless with the permission of your Parent/Guardian. They are not allowed to friend you on Facebook, take photos or footage of you for Instagram, YouTube, Tik-Tok, Snap Chat or other forms of social media. Communication between you and coaches, officials and volunteers in cricket must be regarding your involvement in cricket, unless your Parent/Guardian has given their permission for you to have contact with them at a particular time;
- **Guiding kids fairly, respectfully and appropriate to their age and background;**
- **Reporting and responding to any incidents** of abuse or neglect towards kids who are involved in cricket; and
- Where and when possible, our **Cricket staff, volunteers and officials wearing a uniform and/or having an appropriate name badge visible** only when on duty.

What to do if you have concerns:

- If at any stage you feel uncomfortable, unsafe or worried, you must let your parent/guardian or a trusted adult in cricket know what has happened – they will want to support you.
- All you need to do is tell someone about what happened and they will do their best to make sure that you feel safe and protected from harm.

Responsibilities of Kids in Cricket

When you are involved in cricket, you also have some responsibilities. These include:

- Letting a club member/parent or guardian know if you are unhappy with how you are being treated or you don't feel safe;
- Treating other participants and adults with respect;
- Following the rules when involved in cricket;
- Remembering that there are others involved in cricket. You are certainly free to choose your own friends. However, don't stop other kids from enjoying and participating in cricket; and
- Listening to others and respecting their opinions.

Youth Central Online eSafety Tips for Children and Young People Victoria Police Extract

PROTECT YOUR PRIVATE INFORMATION

Only give your mobile phone number and email address to people you can trust. Think about the information you have in your online profiles - if it includes your home address, your mobile number and a photo of you, it makes you very easy to find.

And when it comes to things like bank details or credit card numbers, you should make double-sure that you don't give that information out without thinking about the possible negative consequences first.

KEEP YOUR PASSWORDS TO YOURSELF

Never share your password - ever. Make sure your password is at least eight characters long, a mix of letters and numbers and not the name of your favourite band, pet or football team.

PHOTOS

Think twice before sending or posting a photo. A private joke can become a public embarrassment in one click. Once it's out there you can't take it back and it can travel a long way very quickly.

CHATTING TO STRANGERS

It's not necessarily bad to chat to strangers online, but be aware they might not be who they say they are. Don't share private information and if you are planning to meet them, take a friend, choose somewhere busy and, if possible, meet during the day.

MODERATE COMMENTS

If you've got a blog, make sure you moderate comments. You might consider publishing a blog comment policy, so people know what's okay to discuss and why you have deleted their comments.

ARGUMENTS

If an online argument is turning into a flame war, let it go. Step away, take a few deep breaths and remember what you are posting is probably not something you'll be proud of tomorrow.

IS IT TIME TO ACT?

No matter how prepared you are, sometimes, bad things happen to careful people. If any of these things have happened, it might be time to take a stand:

- Having a friend pass on a private online conversation to someone else without your permission
- Being harassed via messages, Facebook, Twitter, email or in-game chat
- Being tricked into giving out a secret online
- Having an embarrassing picture of you posted or sent around online
- Being signed up to receive unwanted emails, like pornography, by someone else
- Having someone break into your account or steal your password
- Finding out that the person you're emailing, texting or messaging isn't the person you thought they were
- Having someone pretend to be you online
- Being entered in an online poll or contest without your knowledge
- Having someone post nasty comments on your guestbook, blog, or on a discussion board

WHAT TO DO

If you find yourself on the wrong end of some suspect, nasty, or even illegal, online activity, there are steps you can take to start sorting out your digital issues:

Let Someone Know

Tell someone you trust or contact a support service such as Kids Helpline (1800 55 1800) or eSafety. Don't retaliate or reply - this can lead to a flame war and only encourages the other person.

You can also access help through Victoria Legal Aid's Below the Belt Android app, which has advice about things like sexting and cyberbullying.

Change Your Password

If you think someone has been accessing your email or social media accounts, change your password and see if things settle down. Make sure your new password is at least eight characters long, a mix of letters and numbers and not the name of your favourite food, pet or football team.

Block or Report

If the bullying is happening via social media, you can use your account settings to block the accounts being used to bully you. If this doesn't stop the bullying, you can report the bullying to your Internet Service Provider or mobile phone provider to ask for more advice.

If you are receiving threatening messages and feel in danger, you should call 000 and report it to the police.

Save The Evidence

Learn how to keep records of offending online conversations, messages and images. To do this you can print out emails and web pages or take screen captures.

HELPFUL LINKS AND RESOURCES

- [Below the Belt: Sex, Selfies & Cyberbullying](#) - A free Android app with info about laws on sex and consent, sexting and cyberbullying.
- [eSafety](#) - The Australian Government's eSafety site is designed to help empower you to be safe online.
- [ThinkUKnow](#) - Helpful site full of tips on how to stay in control on the web.
- [ehespace](#) - ehespace is a confidential, free and secure space where young people 12 - 25 or their family can chat, email or speak on the phone with a qualified youth mental health professional.
- [Lifeline](#) - If you or someone you know need someone to talk to, for any reason, about anything, you can call Lifeline on 13 11 14, 24 hours.
- [Kids Helpline - 1800 55 1800](#) - Kids Helpline is a free, 24-hour counselling service for young people aged 5-25 years. Counselling is offered by phone, email and over the web.
- [Tagged](#) - An Australian film about a group of high-school friends who post a rumour about a rival and spark a chain reaction that leaves no one untouched. Will these friends avoid being tagged forever?

BACKGROUND TO VICTORIAN CRICKET'S CHILD SAFETY FRAMEWORK:

The Child Safety Framework represents best practice processes and procedures to keep kids in cricket safe and is complemented with tools and guidance for all.

The following table sets out the key responsibilities we have under the Child Safety Framework and where to find further detail in the Framework documents and resources.

KEY:

CSF or Framework – Child Safety Framework

Code of Behaviour – Australian Cricket’s Looking After Our Kids Code of Behaviour

CYP – Children and Young People or “Kids”

Kids – People under the age of 18 years

RESPONSIBILITY OR ACTION	RESOURCE	WHEN TO ACTION
1 Fulfil Australian Cricket’s Commitment Statement for Safeguarding Children and Young People (CYP) to:		
a) provide a safe and nurturing environment for kids;	Australian Cricket’s Commitment Statement for Safeguarding CYP	Ongoing
b) take an inclusive approach to our activities; and		
c) educate people in Cricket about our Child Safety responsibilities.		
2 Fulfil Australian Cricket’s Commitment Statement for Safeguarding CYP obligations that include:		
a) adopting Australian Cricket’s policies to keep kids safe;	Australian Cricket’s Commitment Statement for Safeguarding CYP	As soon as possible
b) adhering to the Code of Behaviour to keep kids safe, free from harm, abuse or other inappropriate behavior;	Summary of Australian Cricket’s “Looking After Our Kids Code of Behaviour”	Ongoing
c) making sure that kids are treated respectfully and appropriately with respect to developmental and cultural differences;		Ongoing
d) respecting & empowering kids, facilitating opportunities to hear their views, provide feedback and be involved in decision making;		Ongoing
e) ensuring that the Code of Behaviour and associated policies and resources are actively promoted and publicised to all via your website;		As soon as possible
f) appointing a Child Safety Officer, Member Protection Information Officer or other individual in your cricket organisation to champion child safety. Make sure that this is known to all involved in cricket in your organisation;		As soon as possible
g) ensuring that kids in cricket know who to approach if they feel unsafe – a Child Safety Officer, a senior person at your club or a trusted adult;		As soon as possible
h) supporting kids, families and others affected in cricket when child safety concerns arise and throughout issue management;	Looking After Our Kids Action Plan – Checklist for the Adoption of Australian Cricket’s Policy for Safeguarding CYP	When concerns arise
i) communicating to parents/guardians of kids in cricket as to our expectations to keep kids safe in cricket;	Flowchart and Guidance to deal with Child Safety Concerns resources	Ongoing
j) providing training and support so that people in cricket can fulfil their roles, understand kids’ rights and our obligations to kids in cricket; and		Regularly
k) protecting the privacy of kids & those involved in child safety concerns and asking for consent to disclose information where necessary.		Ongoing

3	Ensure that the Child Safety Framework recruitment and screening requirements are followed regarding background and Working with Children Checks, interviews, advertising, reference checks and proof of identity and qualifications checking.	Recruitment & Screening Checklist, Interview Questions & Reference Check template	When engaging or employing people in cricket (this includes volunteers)
4	Follow Australian Cricket's Looking After our Kids Code of Behaviour regarding supervision, electronic communications, language, adhering to role boundaries, positive guidance, transporting children, change rooms, photographs, physical contact, sexual misconduct, giving gifts, wearing uniforms, overnight stays and use of alcohol or drugs.	Code of Behaviour Code of Behaviour Summary	At all times
5	Treat child safety complaints brought to our attention promptly, seriously and with a high degree of sensitivity and confidentiality and then:		
	Contact police where you reasonably believe that kids are in immediate danger of significant harm or are in a life threatening situation;	Complaint Management Guidance resource	As they arise
	Report any child abuse concerns to the appropriate people in Cricket in Victoria;	Flowchart – Managing Child Safety Concerns	
	Ensure that:		
	a) matters involving likely or actual sexual abuse of children under 16 years by an adult are reported <u>to police</u> ; and/or	Victorian Mandatory Reporting of Child Abuse Summary	
	b) any reasonable belief that a child under 18 years has suffered or is likely to suffer significant harm as a result of abuse (including sexual abuse) or neglect and their parent(s)/guardian(s) has not protected or is unlikely to protect the child from harm of that type, is reported <u>to DHHS</u> ; and		
	c) "Reportable Conduct"* is reported <u>to the Victorian Commissioner for Children and Young People</u> within three business days;		
	d) Kids are protected and child safety concerns are raised to Cricket Victoria who will help with appointing a Key Liaison Officer		
	Consider the wishes of the Complainant(s) and communicate as appropriate with the Complainant(s), explaining next steps and options to all involved;	Flowchart – Managing Child Safety Concerns	
	Ensure that natural justice [^] is followed in complaint handling whilst ensuring confidentiality; and	Conversation Tips Resource	
	Maintain appropriate records of complaints securely.		

[^] **Natural Justice** (or procedural fairness) is the principle that, when resolving a complaint:

- Both parties to a complaint know the full details as to what has been alleged and have an opportunity to respond;
- All parties are heard and relevant submissions considered; and
- No party can judge their own case and decision makers are unbiased, fair and just.

Reasonable belief – *a reasonable person in the same position would have formed the same belief on the same grounds.*

***"Reportable Conduct"** includes any one or more of the following including where the conduct occurs on Cricket Victoria "declared" overnight camps or stays or if you are employed elsewhere and are required to report in your alternative role:

Sexual offence committed against a child	Sexual misconduct committed against a child
Sexual offence committed with a child	Sexual misconduct committed with a child
Sexual offence committed in the presence of a child	Sexual misconduct committed in the presence of a child
Physical violence committed against a child	Behaviour that causes significant emotional or psychological harm to a child
Physical violence committed with a child	
Physical violence committed in the presence of a child	Significant neglect of a child

We want kids in cricket to feel safe, included, encouraged and supported – essentially, to enjoy themselves so that they keep playing. To make sure that we create this environment and in line with legislative requirements, **Australian Cricket's Code of Behaviour for Looking After Our Kids (Code of Behaviour)** requires everyone involved in cricket to abide by certain behavioural standards when it comes to dealing with Kids. This table summarises those requirements.

CODE OF BEHAVIOUR REQUIREMENT FOR DEALING WITH KIDS IN CRICKET		CODE PAGE REFERENCE
1	<p>Language and Tone of Voice:</p> <p>Should provide clear direction, encourage and affirm kids and boost their confidence.</p> <p>Should NOT be harmful - ie, derogatory (eg "you're a loser"), threatening, frightening, profane, discriminatory, racist, sexual.</p>	Page 5
2	<p>Adhering to professional role boundaries:</p> <p>Act only within the confines of your duties/role (eg, if you're a coach, just be a coach).</p> <p>Unless with <u>express consent</u> from a nominated supervisor, do NOT:</p> <p>Provide unauthorised transportation to kids – see <u>Transportation Approval Form</u> and section 13 below.</p> <p>Engage in activities or seek contact with kids in cricket outside of cricket.</p> <p>Involve yourself in kids in cricket's private and/or family matters, <u>unless you reasonably believe or suspect that they are at risk of harm</u>.</p> <p>Provide support to kids or their families that is unrelated to cricket.</p> <p>Accept an invitation to attend any private social function at the request of kids or their family/carer in cricket (current or past) unless there was an existing social, personal or family relationship.</p> <p>If any of the above occur or you are made aware of a kid requiring assistance outside the confines of your role, either contact their parent/guardian or seek advice from an appropriate senior person in cricket.</p>	Page 5
3	<p>Sending electronic communications to kids (emails, texts and other direct messages):</p> <p><u>Must copy parent(s)/guardian(s)</u> into any text, email, Facebook or any other form of electronic communication message.</p> <p>Must <u>only communicate with kids regarding issues relevant to cricket</u>.</p> <p>Ensure that any messages are polite/friendly and in no way sexual in nature.</p> <p><u>Must not</u> communicate with kids, request to be "friends" or "follow" kids using Internet chat rooms, social networking sites, game sites, instant messaging or anything of a similar nature, particularly to encourage social contact of an unauthorised nature.</p> <p><u>Must not</u> request that kids keep communication a secret.</p>	Page 7
4	<p>Supervision of Kids - When supervising kids in cricket:</p> <p>Avoid unsupervised situations with kids wherever possible - you should always be in view of others.</p> <p>Engage positively with our sport.</p> <p>Behave appropriately towards one another.</p> <p>Ensure that you are in a safe environment, protected from external threats.</p>	Page 6
5	<p>Physical Contact with Kids – must be appropriate to delivery of our sport (eg, bowling, batting or fielding techniques or fitting cricket equipment) and based on the needs of the kids (ie. to comfort if distressed). Unless for medical or allied health purposes by a health care professional, contact must not:</p> <p>Involve touching genitals, breasts or buttocks.</p> <p>Appear to have a sexual connotation.</p> <p>Be intended to cause pain or distress.</p>	Page 8

	<p>Be overly physical (eg, wrestling, tickling, etc).</p> <p>Be unnecessary (eg, assisting kids with toileting when they don't need help).</p> <p>Be initiated against the wishes of kids (unless to prevent injury, in which case physical restraint should be a last resort).</p> <p>Physical contact initiated by kids that is sexual and/or inappropriate behaviour between kids must be reported to an appropriate senior person in cricket in Victoria as soon as possible.</p>	
6	<p>Sexual Misconduct:</p> <p>No form of "sexual behavior" is to occur between, with or in the presence of kids in cricket, even if the kids are above the legal age of consent – 16 years. This includes contact and non-contact behaviour (eg. flirting, sexual innuendo, electronic messaging or photography).</p>	Page 4
7	<p>Positive Guidance and Discipline:</p> <p>We want to create a positive environment for everyone in cricket in Victoria, understanding that kids need to understand the acceptable limits of their behavior, whilst ensuring that:</p> <p>We give kids clear direction.</p> <p>Kids are given an opportunity to redirect their misbehaviour in a positive way.</p> <p>Behaviour management strategies are fair, respectful and appropriate to kids' developmental stage.</p> <p>No physical punishment, cruel/degrading/humiliating, etc treatment is used.</p> <p>Under no circumstances is physical punishment to be used, nor any other treatment that could be considered as degrading, cruel, frightening, humiliating or discriminatory.</p>	Page 4
8	<p>Giving gifts to Kids: Must always be authorised by parents/guardians.</p>	Page 7
9	<p>Photographs/video footage of kids:</p> <p>You may only take photographs or video footage of kids involved in cricket if:</p> <p>prior approval has been granted by their parent(s)/guardian(s); and</p> <p>the context of the photo/footage is directly related to cricket;</p> <p>kids are appropriately dressed and posed; and</p> <p>the image/footage is taken in presence of others involved in cricket.</p> <p>Images must not be distributed to anyone outside the Affiliated Association or Club other than CYPs (or parents/guardians) without knowledge and approval of a parent/guardian and nominated senior person in your cricket organisation.</p> <p>Images must not be exhibited online without parent/guardian approval (through an Image Consent Form) unless kids are de-identified.</p>	Page 7 Image Consent & Release Form – Australian Cricket's Looking After our Kids Action Plan document on the Cricket Victoria website
10	<p>Overnight Stays and Sleeping Arrangements for Kids:</p> <p>Overnight stays are to only occur with the prior written authorisation of parents/guardians and the relevant General Manager of Cricket Victoria (or their nominated representative). Association or Region Tours or overnight stays are NOT supported by Cricket Victoria unless it has "declared" them.</p> <p>Behaviour on declared tours/overnight stays should be consistent with all standards in this document. See page 9 of Code of Behaviour for further details of all other requirements.</p>	Page 9
11	<p>Change Room arrangements: People involved in cricket in Victoria must:</p> <p>Supervise kids in change rooms whilst balancing their right for privacy.</p> <p>Avoid one-to-one unsupervised situations with kids in a change room area (other than with their own child), whilst ensuring adequate supervision to keep kids safe (eg, standing outside the entrance to the change room).</p> <p>Not dress/undress in the change room whilst kids are present, unless they are playing in a Senior Team and there are other members of the team present.</p> <p>Ensure that photos, video or other recordings are not taken in change rooms. To manage this, consider a "NO MOBILE PHONES" policy and signage in change rooms.</p>	Page 10

	Ensure that participants use the change room of their affirmed gender.	
12	<p>Use, possession or supply of alcohol or drugs:</p> <p>All persons involved in cricket who are delivering a program or on tours/overnight stays involving kids must not use, possess, or be under the influence of illegal or illicit drugs, alcohol or be incapacitated by any other legal drug.</p> <p>Legal (ie, prescription) drugs are permitted to be used provided that it does not interfere with your ability to provide an appropriate level of care to kids in cricket and that you do not supply legal drugs (including alcohol and tobacco) to kids.</p>	Page 10
13	<p>Transporting children:</p> <p>You can only transport kids in circumstances that are directly related to the delivery of our sport and only with prior written approval of kids' parent/guardian (see Transportation Approval Form) and the express acknowledgment of a nominated senior person at your Club or Association.</p> <p>If it is not possible to get prior written consent or approval, you must notify in writing the details of the travel to the nominated senior person at your Club or Association as soon as possible after the journey.</p> <p>Where it is not possible to get a parent/guardian's approval in advance, the parent/guardian should send an approval text/electronic message to the Team Coach, Team Manager and the Association or Club senior person. This should then be documented appropriately.</p>	<p>Page 11</p> <p>Parent/Guardian Transportation Approval Form</p>
14	<p>Pick up and collection of kids: We must:</p> <p>Ensure that kids and their parents/guardians know the times/locations of training/matches and that they arrive before the scheduled times so that kids aren't unattended.</p> <p>Have an operational phone and register of parent/guardian emergency contact details.</p> <p>Ensure they are aware of pick up details for kids and that all relevant approvals are given.</p> <p>If a parent/guardian is late, make efforts to contact them, noting that it is not your responsibility to drive kids in cricket home. You should also ask the second last child and their parent/guardian to wait until the final child is collected.</p> <p>Not leave the training/match until all kids have been collected.</p> <p>If necessary, ask the parent/guardian to collect their kid(s) from the Club rooms if there are others present and arrangements are documented.</p> <p>If a parent/guardian is repeatedly late to collect their kid(s), notify the nominated senior person at your Club or Association.</p>	Page 11

1. IMMEDIATE DANGER OR LIFE THREATENING SITUATION INVOLVING A CHILD OR YOUNG PERSON

Report the matter immediately to police - call 000.

2. FAILURE TO DISCLOSE OFFENCE

In Victoria, ALL adults who have a reasonable belief that child sexual abuse of a child under 16 years, by an adult, has occurred or is likely to occur MUST report that belief to police.

3. REPORTABLE CONDUCT

In addition, under the Victorian Reportable Conduct Scheme, if they occur on Cricket Victoria "declared" overnight stays or camps, or you are a person who is required to report, under the Reportable Conduct Scheme, the following acts/behaviour, or reasonable beliefs or suspicions of acts/behaviours or likely acts/behaviours MUST be reported to the Commission for Children and Young People (**CCYP**) within three business days:

Sexual offence committed against a child	Sexual misconduct committed against a child
Sexual offence committed with a child	Sexual misconduct committed with a child
Sexual offence committed in the presence of a child	Sexual misconduct committed in the presence of a child
Physical violence committed against a child	Behaviour that causes significant emotional or psychological harm to a child
Physical violence committed with a child	Significant neglect of a child
Physical violence committed in the presence of a child	

4. MANDATORY REPORTERS

Mandatory Reporters MUST report to the Department of Health & Human Services (DHHS), child physical and sexual abuse (actual or likely) where the child's parents have not protected or are unlikely to protect them. See the DHHS website to check who is mandated to report in Victoria.

5. MORAL OBLIGATION TO REPORT

In cricket in Victoria, even if you are not a mandatory reporter, nor required to report under the Reportable Conduct Scheme to report a concern about a CYP (eg, some of the above acts/behaviours or reasonable beliefs or suspicions of the behaviour listed above have not occurred on a Cricket Victoria declared overnight camp or stay), you can and are advised to report matters to DHHS and CCYP that you reasonably believe or suspect did cause or are likely to cause significant harm to a child under the age of 18 years.

6. DEFINITIONS – "REASONABLE BELIEF" AND "SIGNIFICANT HARM"

A "**reasonable belief**" is "a belief that a reasonable person in the same position would have formed the same belief on the same grounds".

"**Significant**" harm or neglect is "more than trivial or insignificant, but need not be as high as serious and need not have a lasting permanent effect".

How to make a report to child safety authorities

IS THERE A HELPLINE MANDATED REPORTERS CAN CONTACT TO DISCUSS A POSSIBLE REPORT PRIOR TO MAKING ONE?

Child protection intake staff are experienced practitioners skilled in receiving reports and discussing with reporters their concerns about a child. The legislation requires mandatory reporters to make a report to child protection as soon as practicable after forming the belief and after each occasion you become aware of any further grounds for the belief.

WHO CAN I CONSULT?

As a mandated reporter, the legislation requires you to make a report to child protection as soon as practicable after forming the belief and after each occasion you become aware of any further grounds for the belief.

Also, any person in Victoria is entitled to make a report to DHHS or CCYP if they believe a child is in need of protection from actual or likely significant harm AND that they are have not or are unlikely to be protected by their parents/guardians – you don't need to be a mandatory reporter. Child protection staff are experienced practitioners skilled in receiving reports and discussing concerns about a child with reporters.

HOW DO I MAKE A REPORT?

In Victoria, reports to child protection must be made to a protective intervener, or other appropriately delegated officer. Reports cannot be made via the DHHS website or email, as staff who monitor the department's website are not delegated officers. Almost all reports are made to child protection by phone.

To make a report, you should contact the child protection intake service covering the local government area (LGA) where the child normally resides.

Telephone numbers to make a report to DHHS during business hours (8.45am -5.00pm), Monday to Friday, are listed below.

North Division intake: 1300 664 977

South Division intake: 1300 655 795

East Division intake: 1300 360 391

West Division intake - metropolitan: 1300 664 977

West Division intake - rural and regional: 1800 075 599

If you are not sure which number to call, check the following website for details on the LGAs covered by each intake service at [Child protection contacts](#).

FOR IMMEDIATE HELP FOR A CHILD:

To report concerns that are life threatening, you should contact Victoria Police: **000**

To report a matter to CCYP under the Reportable Conduct Scheme: **13 12 78**

To report concerns about the immediate safety of a child outside of normal business hours, you should contact the After Hours Child Protection Emergency Service on **13 12 78**.