



# SAFE FOOTY CHECK IN TOOL

Easy to use tool to understand your current safeguarding practices and identifying areas for improvement

# INTRODUCTION

This tool is designed to provide your club with some practical activities to undertake to better understand:

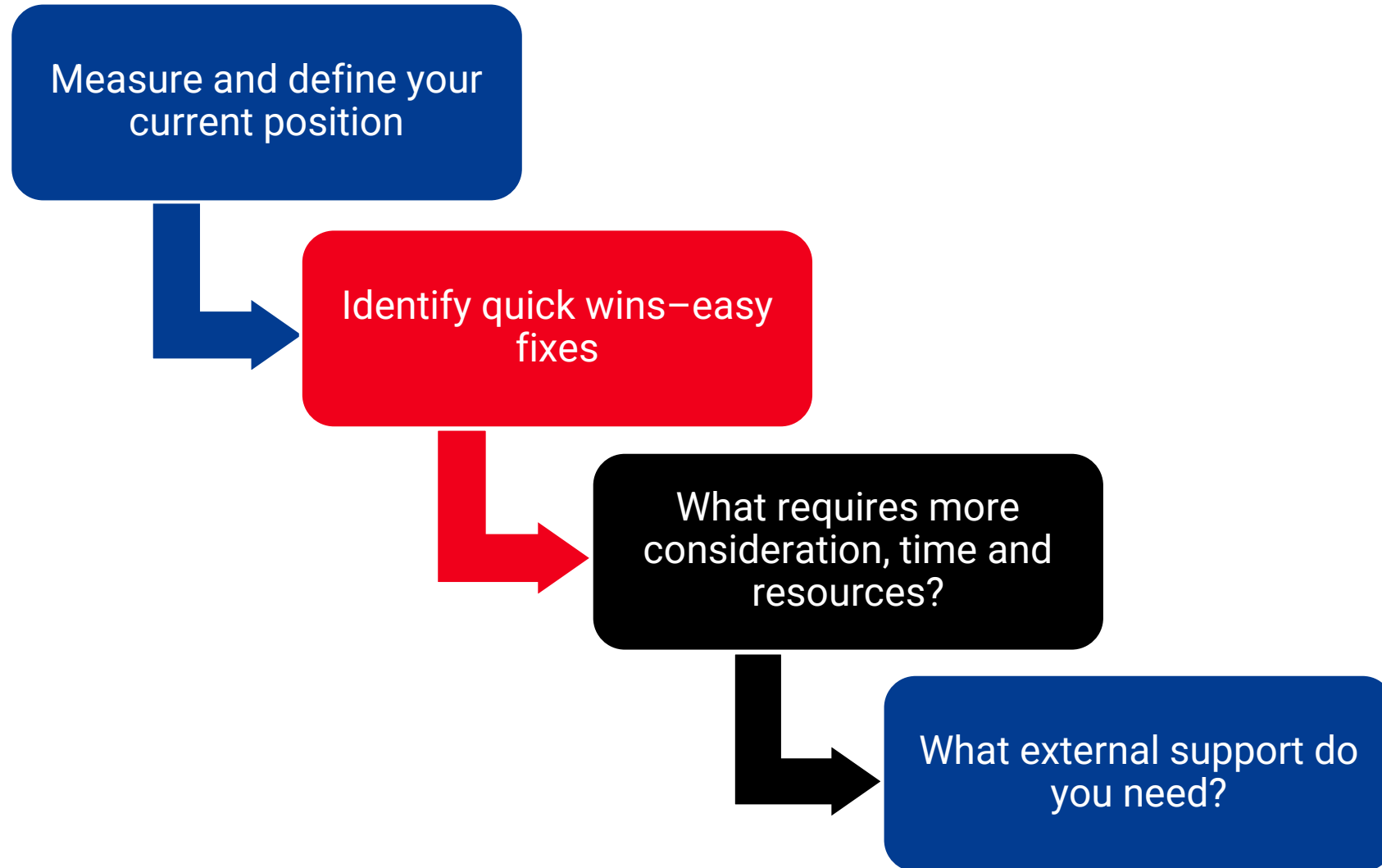
- The current state the club is in, in relation to safeguarding
- The areas of strength and the gaps
- The priorities, the easy fixes and the long-term goals

It is recommended that this tool be used by the committee, through a collaborative approach to improvement. We all have a role to play.

There are three activities:

1. Stop Start Continue
2. Current State Check in
3. AFL Checklist

# CURRENT STATE DIAGNOSTIC



# 1. STOP START CONTINUE

Once you have watched the recording from the sessions delivered by the AFL and AFL Vic, as a group discuss:

What your club needs to **STOP** doing

What your club needs to **START** doing

What your club needs to **CONTINUE** to do

Write down your answers and use them to inform your planning.

**TIP:** What can you **STOP, START** or **CONTINUE** immediately? These are your quick fixes!

## 2. CURRENT STATE CHECK IN

Using the following slides, see how your club scores on the following areas:

- 1 Leadership:** embedded in organisational leadership, prioritise and continuous improvement
- 2 Rules:** that are clear and unambiguous, accessible and enforced
- 3 Education:** creating awareness, setting expectations for behaviour and conduct for adults, and what children and young people should expect from adults
- 4 People:** bringing in safe and appropriate people to work with children and young people

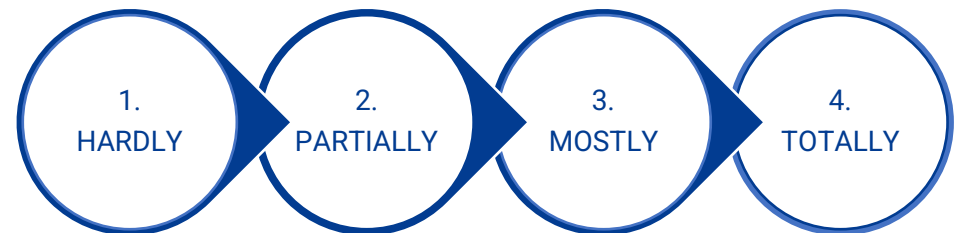
**TIP:** Be honest, but don't overthink it – use this as a guide only!

# CURRENT STATE – LEADERSHIP

Is you club committee:

- **Diverse:** Is there a diverse representation(e.g. Gender, LGBTIQ+, Aboriginal and Torres Strait Islander)?
- **Committed:** Are members attending meetings and committed to the club?
- **Experienced:** Do members have working with children expertise (e.g. Teachers, Social Workers, Police Officers)?
- **Informed:** Are members aware of their legal obligations regarding the safety of children and young people?
- **Risk Aware:** Are the risks associated with children and young people in footy regularly discussed?

**YOUR SCORE/RATING:**



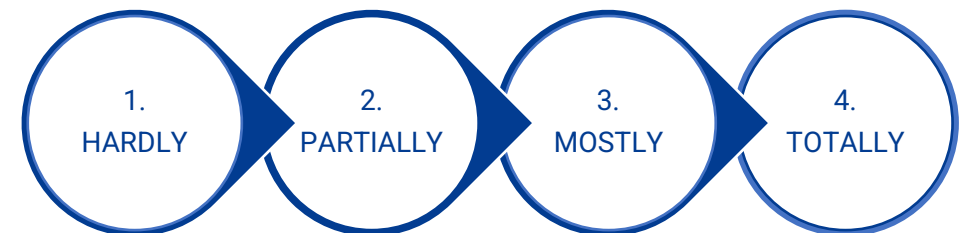


# CURRENT STATE – RULES

Does your club have:

- A **Code of Conduct** that lists expected behaviours, that is easily accessible and understood by any adult working with children and young people?
- **Policies, Procedures and Guidelines** that provide direction on matters relating to children and young people? (e.g. social media and communication, appropriate physical contact, rules regarding transport and overnight footy trips)
- **Complaints and reporting processes** that are clear and accessible that anyone can follow if they want to make a complaint or report a concern?

**YOUR SCORE/RATING:**

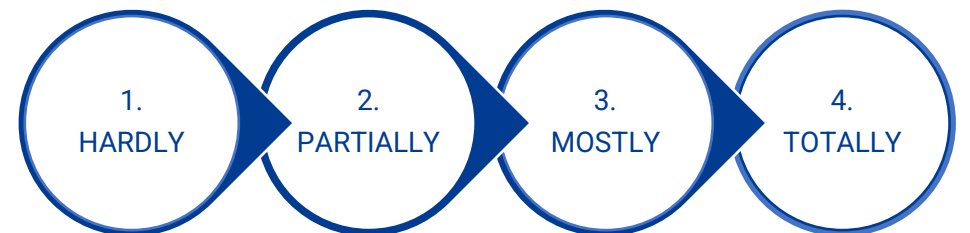


# CURRENT STATE – EDUCATION

Does your club provide safeguarding education to:

- **Committee members**
- People who **engage in child and young people-related work** (e.g. coaches, umpires, officials and regular volunteers)
- **Parents, guardians and carers**, particularly those that **regularly volunteer**?
- **Players and participants** – children and young people themselves?
- Do these programs and materials cover **expectations of adults, abuse signs and indicators** and **responding to concerns and complaints**?

**YOUR SCORE/RATING:**



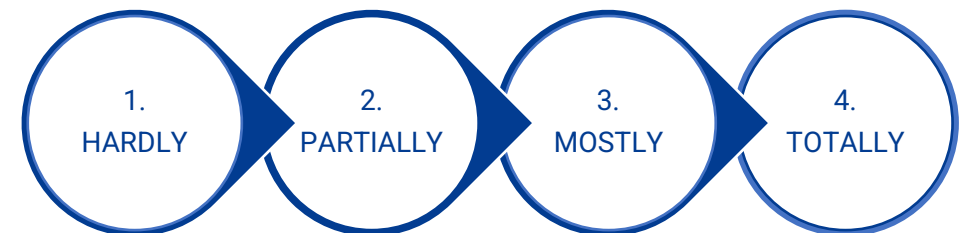


# CURRENT STATE – PEOPLE

Does your club require:

- **Working with Children Checks (WWCC):** Are WWCC's required for anyone in a role that involves children and young people?
- **WWCC Monitoring:** Is someone tasked with the responsibility for checking and reviewing WWCC's?
- **Reference Checks:** Do recruitment staff speak directly with someone to determine the suitability and experience of applicants with a role that involves children and young people?

**YOUR SCORE/RATING:**



# YOUR SCORE/RATING – MOSTLY 1S AND 2S

**RESULT:** Not a great result! However, there are some things you can do immediately to kick-start your safeguarding efforts.

Next steps:

- ✔ Make sure 'safeguarding' is on the agenda for your next committee meeting.
- ✔ Delegate safeguarding responsibilities to someone in a relevant role and experience. They don't have to do all the work, but they will be tasked with getting the ball rolling.
- ✔ Review the club's WWCC register, what remedial actions are required? Send out communications to the club community letting them know the legal requirements for working with children and what actions will be taken moving forward.
- ✔ Have someone present to your committee to provide a more detailed overview of what is required and a plan to guide your clubs safeguarding implementation plan.

# YOUR SCORE/RATING – MOSTLY 3S AND 4S

**RESULT:** Awesome result! You likely have some key safeguarding components already in place such. However, there is always more to do!

Next steps:

- ✔ If you don't have a safeguarding plan, get one! There are many resources available to assist
- ✔ Have someone present to your committee to outline and critique your clubs safeguarding plan and to guide you through the next steps of continuous improvement.
- ✔ Think about upcoming events and activities. How can you use these forums to promote the safeguarding message to different audiences.
- ✔ Reach out and collaborate with other clubs. Share ideas, experiences, resources and costs – what goes around comes around.
- ✔ Conduct a site assessment at your club's venue/facilities. What child/young people safety risks exist? How can they be mitigated? Involve children and young people in the process.

# 3. AFL CHECKLIST

Use this checklist provided by the AFL to determine which child safeguarding practices your club already have in place.

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## CLUB SAFEGUARDING CHECKLIST

All children and young people who participate in Australian Football competitions and programs have a right to be safe, feel safe and play safe. The following safeguarding checklist provides clubs with key information when developing their policies and procedures to ensure child safe practices and a culture of child safety at club level. This safeguarding checklist should be completed on an annual basis prior to commencement of the football season to ensure your compliance with relevant State/Territory Child Safe Standards/National Principles.

### CLUB SAFEGUARDING POLICIES AND PRACTICES

Does your club display your club's commitment to Child Safeguarding (posters, info sheets)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you providing regular information to members regarding child safety?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has one or more of your committee/members undertaken safeguarding training?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is your club welcoming and inclusive of all children and young people (e.g. Aboriginal and Torres Strait Islander kids, kids from multicultural backgrounds, kids with a disability, LGBTI+ kids)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are your club members/parents aware of your Child Safeguarding Policy and know where to find it?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are your club members/parents aware of your Code of Conduct for participants, parents, volunteers/staff and know where to find it?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are your club members/parents aware of your Complaints Handling and Reporting procedure?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have set policies or procedures within your club that allow children and young people to provide feedback and be involved in club decisions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your club have a policy around direct communication with children and young people?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your club discuss the safeguarding procedures with all the children and young people within the club and advise them who to speak to if they have a concern?	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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## CLUB SAFEGUARDING CHECKLIST

### CLUB RISK MANAGEMENT

Is safeguarding children and young people part of your club's risk management plan?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your club annually review its compliance against the Child Safe Standards and other legislative obligations related to reporting?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has your club screened all employed staff/volunteers in accordance with your Child Safeguarding Policy screening requirements?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you maintained accurate screening records and stored them securely?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you stored personal information related to children and young people securely?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you stored all photographs of children and young people securely with restricted member access?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do your club members know how to respond to and report suspicions or allegations of child-abuse?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you feel if an incident or suspicion of child-abuse was to occur at your club it could ensure its obligations were met?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### CLUB LEADERSHIP AND GOVERNANCE

Is child-safety a regular discussion topic at your club's committee meetings?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your club have a Member Protection Information Officer or a Child Safety Officer who is dedicated to ensuring the safety of children and young people?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you feel your club is doing all it can to create a child-safe and child-friendly environment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO





# THANK YOU & STAY SAFE

For more information:

[info@dellamartaconsulting.com](mailto:info@dellamartaconsulting.com) OR [clubhelp@afl.com.au](mailto:clubhelp@afl.com.au)

