



Notes for the adoption of Australian Cricket's Policy for  
Safeguarding Children & Young People and related documents

# LOOKING AFTER OUR KIDS ACTION PLAN

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## PURPOSE

This resource has been prepared to assist Committee members within Affiliated Associations and Clubs to adopt Australian Cricket's Policy for Safeguarding Children and Young People and to assist Affiliated Associations and Clubs to deliver a child safe sport.

Related resources include:

- Australian Cricket's Policy for Safeguarding Children and Young People;
- Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs;
- Australian Cricket's Commitment to Safeguarding Children and Young People.

The resources contained in this pack may be used by Affiliated Associations and Clubs and may be downloaded separately from [www.cricketaustralia.com.au/about/safeguarding](http://www.cricketaustralia.com.au/about/safeguarding).

Your Affiliated Association or Club may wish to incorporate some parts of these resources into existing resources, registration forms or other documents as required.

For the purpose of this resource, Cricket Participants means:

- a) directors, committee members and officers of an Affiliated Association and Club;
- b) employees, consultants or contractors of an Affiliated Association and Club;
- c) volunteers of an Affiliated Association and Club;
- d) players that are registered with or entitled to participate in the activities of an Affiliated Association or Club and who have agreed to be bound by the Australian Cricket Child Safe Policy and the Australian Cricket "Looking After our Kids" Code of Behaviour;
- e) coaches (including assistant coaches), who:
  - i. hold a Cricket Coaches Australia Accreditation, unless the coach falls within the definition of Australian Cricket Personnel;
  - ii. are appointed and/or engaged by an Affiliated Association and Club;
  - iii. have an agreement (whether or not in writing) with an Affiliated Association and Club to coach in a facility owned or managed by the State and Territory Cricket Association;
  - iv. have an agreement (whether or not in writing) with an Affiliated Association and Club to coach in a facility owned or managed by the Affiliated Association and Club;
- f) umpires, selectors and other officials, who:
  - i. hold a Cricket Umpires Australia Accreditation unless the umpire falls within the definition of Australian Cricket Personnel;
  - ii. umpire or officiate cricket matches for Affiliated Associations and Clubs;
- g) Cricket Blast Coordinators (including Cricket Blast Coordinators for both Junior Blasters and Master Blasters);
- h) team support staff; and
- i) parents/guardians holding a specific role within in the Affiliated Association and Club (including regular scorers).

Capitalised words within this document have the meaning as set out in Australian Cricket's Policy for Safeguarding Children and Young People.



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# CHECKLIST FOR ADOPTION OF AUSTRALIAN CRICKET'S POLICY FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE

The following checklist items detail the **minimum** actions required for the adoption of Australian Cricket's Policy for Safeguarding Children & Young People.

- Items 1-3 are recommended as annual action items before the season begins.
- Items 4-5 are ongoing action items.

Each action item is accompanied by further guidance, available within this document and as standalone resources at [www.cricketaustralia.com.au/about/safeguarding](http://www.cricketaustralia.com.au/about/safeguarding).

ITEM		ACTIONED
1	Appoint a Child Safe Officer and/or Member Protection Information Officer who will be responsible for championing child safety within your Affiliated Association or Club.	<input type="checkbox"/>
2	Endorse/re-endorse the following documents at your next AGM or committee meeting: <ul style="list-style-type: none"> <li>• Australian Cricket's Policy for Safeguarding Children and Young People;</li> <li>• Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations, Clubs and Indoor Centres; and</li> <li>• Australian Cricket's Commitment to Safeguarding Children and Young People.</li> </ul>	<input type="checkbox"/>
3	Ensure the documents are publicly available and accessible to current and potential members on your website and/or social media pages.	<input type="checkbox"/>
4	Continually manage and monitor recruitment, screening, and induction of Cricket Participants.	<input type="checkbox"/>
5	Report and take appropriate action regarding any instances or allegations of Prohibited Conduct in accordance with the process set out in Annexure B of Australian Cricket's Policy for Safeguarding Children and Young People.	<input type="checkbox"/>





# CHECKLIST ITEM 1

## CHILD SAFETY OFFICER

Consider the following when recruiting a Child Safety Officer, where possible:

- Appoint two people to share the load, ideally one male and one female volunteer.
- Look for potential volunteers with professional skillsets that will help them adapt quickly to the role.
- Appoint persons with a demonstrated ability to connect with your Association or Club community, people with strong listening and empathy skills and an ability to form empowering, respectful relationships with Children & Young People.
- Avoid appointing individuals already undertaking important roles with Children & Young People like coaches or junior coordinators.

<b>POSITION</b>	Child Safety Officer
<b>REPORTS TO</b>	Association or Club Committee
<b>PURPOSE</b>	<p>The Child Safety Officer (CSO) will champion a culture of child safety where everyone takes responsibility and Children and Young People feel safe, empowered and included.</p> <p>The CSO will ensure that the Affiliated Association or Club has adopted Australian Cricket’s Policy for Safeguarding Children and Young People and that the Affiliated Association or Club implements practices and procedures in line with Australian Cricket’s Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs.</p> <p>The CSO must always hold a valid Working with Children Check or Blue Card as the case may be.</p>
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>• Communicate and promote             <ul style="list-style-type: none"> <li>• Australian Cricket’s Policy for Safeguarding Children and Young People;</li> <li>• Australian Cricket’s ‘Looking After Our Kids’ Code of Behaviour for Affiliated Associations, Clubs and Indoor Centres; and</li> <li>• Australian Cricket’s Commitment to Safeguarding Children and Young People</li> </ul> </li> <li>• Promote good practice for safeguarding Children and Young People within the Affiliated Association or Club, creating a welcoming and safe environment for Children and Young People</li> <li>• Encourage and promote an environment where Children, Young People, Parents and Guardians are participants in the decision making process</li> <li>• Be the point of contact for all safeguarding Children and Young People matters</li> <li>• Advise the Committee on roles that require Working with Children Checks (or Blue Cards) (See Notes for the Adoption of Australian Cricket’s Policy for Safeguarding Children and Young People, Recruitment and Induction)</li> <li>• Attend all Committee meetings and ensure that safeguarding Children and Young People is a standing agenda item for each Committee meeting, with junior cricket decisions being made with the safeguarding of Children and Young People in mind</li> <li>• Ensure all complaints, allegations and/or suspicion of Prohibited Conduct are reported to the Police and/or Government Agency and the State and Territory Cricket Association in line with Australian Cricket’s Policy for Safeguarding Children and Young People</li> <li>• Ensure all paperwork, background checks and Working with Children Checks (or Blue Cards) are completed by Cricket Participants, and that all Working with Children Checks (or Blue Cards) are linked to the Affiliated Association or Club</li> </ul>
<b>AREAS OF KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of the following:             <ul style="list-style-type: none"> <li>• Australian Cricket’s Commitment Statement for Safeguarding Children and Young People;</li> <li>• Australian Cricket’s Policy for Safeguarding Children and Young People;</li> <li>• Australian Cricket’s Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs;</li> <li>• Different forms of abuse that can occur; and</li> <li>• Reporting requirements.</li> </ul> </li> </ul>
<b>ONLINE TRAINING AVAILABLE</b>	<ul style="list-style-type: none"> <li>• Sports Integrity Australia / Play by the Rules Online Child Protection and Safeguarding Course (mandatory)</li> <li>• Member Protection Information Officers online training (recommended)</li> </ul>

## CHECKLIST ITEM 2

# ENDORISING AUSTRALIAN CRICKET'S POLICY FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Your Affiliated Association or Club may adopt Australian Cricket's Policy for Safeguarding Children and Young People by either:

- passing a resolution adopting the Australian Cricket's Safeguarding Children and Young People Policy at a committee meeting; or
- passing a resolution in accordance with your Affiliated Association or Club's constitution or rules of incorporation.

Example wording for committee/member endorsement:

That the [INSERT ASSOCIATION/CLUB] endorses and adopts Australian Cricket's Policy for Safeguarding Children and Young People, Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs, and Australian Cricket's Commitment to Safeguarding Children and Young People, effective as at [date].

All documents can be found at [www.cricketaustralia.com.au/about/safeguarding](http://www.cricketaustralia.com.au/about/safeguarding).

### Ongoing endorsement of the Safeguarding Children & Young People Framework

Australian Cricket regularly reviews the Framework to ensure that it meets the needs of our sport, to respond to changes in state or federal legislation and to improve the usability of the resources.

It is recommended that Affiliated Associations, Clubs and Indoor Centres commit to re-endorse the Policy, re-appoint a Child Safety Officer and promote the documents at the start of each committee cycle. The benefits of this are:

- Keeping Children and Young People safe.
- Maintaining good governance by keeping child safeguarding top of mind at the beginning of each season.
- Re-educating the committee on child safeguarding roles and responsibilities.
- Ensuring the most current versions of the Australian Cricket documents are in use, which will include current contacts for reporting to Australian Cricket and child protection authorities.
- Enabling a culture – as felt and perceived by current members and the local community – of an organisation that places high value on the safety of Children and Young People.



# CHECKLIST ITEM 3

## PROMOTING AUSTRALIAN CRICKET'S POLICY FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE

The following documents should be made publicly available:

- Australian Cricket's Policy for Safeguarding Children and Young People;
- Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations, Clubs and Indoor Centres; and
- Australian Cricket's Commitment to Safeguarding Children and Young People.

Australian Cricket recognises Affiliated Clubs and Associations use a variety of platforms to communicate with current and prospective members, including websites, social media pages, email and posters.

The best place to house the documents is via your website. This ensures current members can access them and demonstrates your commitment to child safeguarding to parents or guardians who are searching for local sporting opportunities. This can be done by:

- Completing the editable PDF documents so that the 'Looking After Our Kids' Code of Behaviour for Affiliated Associations, Clubs and Indoor Centres and Commitment to Safeguarding Children and Young People include the names and contact details of your President and Child Safety Officer.
- Create a page titled 'Child Safety' and upload the documents to that page.
- Alternatively, copy the text from the Commitment to Safeguarding Children and Young People onto your Child Safety page, add the contact details for your President and Child Safety Officer, and link to the documents on the Cricket Australia website at [www.cricketaustralia.com.au/about/safeguarding](http://www.cricketaustralia.com.au/about/safeguarding).

Other suggestions are to:

- Create a post on your association or club Facebook page to promote the documents. Pin the post to ensure visibility.
- Add the documents and/or the Commitment to Safeguarding Children and Young People to the 'About' section of your Facebook page.
- Email the documents to all club contacts at the beginning of the season with a message from your Child Safety Officer.
- Add contact details to the editable Child Safety Poster and place it around your association or club rooms (available at [www.cricketaustralia.com.au/about/safeguarding](http://www.cricketaustralia.com.au/about/safeguarding)).

## CHECKLIST ITEM 4

# RECRUITMENT, SCREENING AND INDUCTION

### ADVERTISEMENTS

Advertisements for Cricket Participant roles within your Association or Club that work or interact with Children and Young People should feature the following wording:

***'We require all applicants to undergo background checks and screening prior to or during any appointment. Australian Cricket's Commitment Statement to Safeguarding Children and Young People can be found at [INSERT LINK].'***

### POSITION DESCRIPTIONS

Position Descriptions for roles that work or interact with Children and Young People should include reference to *Australian Cricket's Commitment Statement to Safeguarding Children and Young People*.

WORKING WITH CHILDREN CHECKS, GENERAL BACKGROUND CHECKS AND SCREENING OF PERSONNEL ARE ONE PART OF A WELL-ROUNDED CHILD SAFETY FRAMEWORK WHICH INCLUDES ADOPTION OF AUSTRALIAN CRICKET'S 'LOOKING AFTER OUR KIDS' CODE OF BEHAVIOUR.

## SCREENING AND 'WORKING WITH CHILDREN' CHECKS/BLEU CARDS

Your Association or Club must conduct screening and background checks in line with Australian Cricket's Policy for Safeguarding Children and Young People for Cricket Participants and State and Territory Law relevant to your Association and Club.

State and Territory laws require Working with Children Checks or Blue Cards (**WWCCs**) to be obtained by persons employed or volunteering in child related work. Australian Cricket acknowledges that in some jurisdictions, parents, guardians and some specific volunteers may be exempt from these requirements, however as part of our commitment to safeguarding Children and Young People, Australian Cricket requires that:

- in all States and Territories (excluding Western Australia), all parents, guardians and other volunteers who hold a specified role within an Association and Club obtain a WWCC regardless of any exemption; and
- due to legislative limitations in Western Australia all parents, guardians and other volunteers who hold a specified role within an Association and Club that are exempt from obtaining a WWCC obtain a Volunteer Police Check and/or sign a Member Protection Declaration at the commencement of each cricket season.

In the event that there is discrepancy between these screening and background check requirements and State or Territory laws, the State or Territory law will prevail only to the extent that the State or Territory law has a higher level of WWCC requirements.



## ALL STATES AND TERRITORIES (EXCLUDING WESTERN AUSTRALIA)

As a **minimum** for all States and Territories **excluding Western Australia (see below)**, Australian Cricket requires that persons appointed to the following roles obtain and hold a valid WWCC:

- all coaches who interact and deal with Children and Young People;
- umpires who officiate cricket matches involving Children and Young People;
- club captains who interact and deal with Children and Young People;
- team managers who interact and deal with Children and Young People;
- junior coordinators;
- club president, secretary and other committee members for all clubs with Children and Young People participants;
- other volunteers directly involved in the delivery of programs and services to Children and Young People; and
- any other person required by any applicable State or Territory law to hold a WWCC.

## WESTERN AUSTRALIA ONLY

In Western Australia only, if a person appointed to one of the following roles is exempt from holding a WWCC by State law, then Australian Cricket strongly recommends that clubs or associations require that the person obtain a **Volunteer Police Check and/or signs a Member Protection Declaration** at the commencement of each cricket season:

- all coaches who interact and deal with Children and Young People;
- umpires who officiate cricket matches involving Children and Young People;
- club captains who interact and deal with Children and Young People;
- team managers who interact and deal with Children and Young People;
- junior coordinators;
- club president, secretary and other committee members for all clubs with Children and Young People participants; and
- other volunteers directly involved in the delivery of our programs and services to Children and Young People.

## MEMBER PROTECTION DECLARATION (ALL STATES AND TERRITORIES)

Your Association or Club may also request that players or any other persons associated with your Association and Club sign a Member Protection Declaration (examples include adult club players who are participating in teams where there are junior players).

In the event that an individual refuses to sign a Member Protection Declaration or there are grounds upon which they are unable to sign a Member Protection Declaration, your Association or Club should consider imposing appropriate supervision measures until the Member Protection Declaration is signed.

Subject to your Association or Club Constitution or Rules of Incorporation, your Association or Club may also refuse entry to a cricket facility or suspend a person's membership if they refuse to sign a Member Protection Declaration. Your Association or Club should seek legal advice prior to taking such action.

## REFEREE CHECKS

Your Association or Club should give consideration to referee checks for certain roles within your Association or Club from time to time (such as Junior Coordinators, Head Coaches). In such circumstances, sample questions may include:

1. What were their duties and responsibilities?
2. Would you have any concerns about the applicant working with Children and Young People?
3. Have there been any incidents, findings or allegations against the applicant in relation to allegations of inappropriate behaviour with respect to Children and Young People?
4. Describe their ability to work within a team? How did they relate to their peers/colleagues/supervisors?
5. Have you ever had any reason to question their honesty or integrity, if yes please provide further information?

YOUR ASSOCIATION OR CLUB SHOULD ALSO ENSURE THAT CRICKET PARTICIPANTS UNDERTAKE AN INDUCTION TO ENSURE THAT THEY ARE AWARE OF THEIR OBLIGATIONS AND RESPONSIBILITIES FOR ENSURING THE SAFETY OF CHILDREN AND YOUNG PEOPLE.

## INDUCTION

### CRICKET PARTICIPANTS

As a minimum, your Association and Club should require that prior to the commencement of each cricket season, all Cricket Participants (irrespective of any prior involvement with the Association or Club):

- Understand Australian Cricket's Policy for Safeguarding Children and Young People;
- Understand Australian Cricket's Commitment to Safeguarding Children and Young People and;
- read, understand and sign an acknowledgment of Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs and Australian Cricket's Policy for Safeguarding Children and Young People, returning a copy to returning a copy to the Association or Club secretary.

### PLAY BY THE RULES CHILD PROTECTION ONLINE COURSE

Australian Cricket strongly recommends that, as a minimum, all roles listed below should undertake the Play by the Rules / Sport Integrity Australia Child Protection and Safeguarding online course (approximately 30 minutes in duration) at [elearning.sportintegrity.gov.au](http://elearning.sportintegrity.gov.au) and return the completion certificate to the association or club prior to the commencement of their role and every 2 years as a refresher:

- all coaches who interact and deal with Children and Young People;
  - umpires who officiate cricket matches involving Children and Young People;
  - club captains who interact and deal with Children and Young People;
  - team managers who interact and deal with Children and Young People;
  - junior coordinators;
  - club president, secretary and other committee members for all clubs with Children and Young People participants; and
  - other volunteers directly involved in the delivery of programs and services to Children and Young People.





## CHECKLIST ITEM 5 RESPONDING TO AND REPORTING ALLEGATIONS OF PROHIBITED CONDUCT

All persons involved in our game play a crucial role in protecting Children and Young People and must follow the process set out in Australian Cricket's Policy for Safeguarding Children and Young People when making or responding to any complaints or allegations of Prohibited Conduct.

Within the Policy, refer to:

- **Definitions** – refer to the definitions on pages 8-11 of the Policy if you are unsure whether an allegation, suspicion or concern relates to prohibited conduct.
- **Annexure B** – Australian Cricket Procedure for Handling Complaints and Allegations of Prohibited Conduct
- **Annexure E** – Contact Details for Advice or To Report an Allegation of Child Abuse

If you believe a Child or Young Person is at risk of immediate harm, call 000 for medical or police assistance.



