

# **MCC Hockey Section Child Safe Processes:**

## **Specific Guidance for Junior participants aged under 18 years**

The MCC Hockey Section is committed to the safety, participation and empowerment of all children. We want children to be safe, happy and have an enjoyable environment within which to participate in Hockey.

We support and respect all children, coaches, volunteers and hockey participants. MCC Hockey is committed to the diversity and cultural safety of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, minors from culturally and linguistically diverse backgrounds, minors with disabilities, and will make reasonable efforts to accommodate these matters.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with robust policies and procedures. We have a legal and moral obligation to contact authorities when we are worried about a child's safety. MCC Hockey is committed to preventing child abuse and identifying risks early and removing and reducing these risks.

If you believe a child is at immediate risk of abuse telephone 000.

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## Contents

<b>1. Specific guidance for Child Safety</b>	<b>3</b>
1. Prevention & Risk Management	3
2. Change Room Etiquette	3
3. Travel	4
4. Phone calls, email, text & social media including private social media groups	4
5. Coaches and Team Managers	5
6. Sexual Relationships	5
7. Safety on the Field	6
8. Safety off the field	6
9. Bullying, harassment or discrimination	7
10. Children/Young People Coaching, Umpiring or officiating Senior hockey	7
11. Taking Images of Children	7
12. Hotel rooms and other accommodation and General Proximity (if applicable)	8
13. Events and expected behaviour	8
14. Working with Children Checks	8
15. Reporting and responding to suspected child abuse	8
16. Reporting and responding to incidents and concerns	9
17. Record keeping	9
<b>2. Definitions</b>	<b>10</b>
<b>3. Other Terms</b>	<b>13</b>
<b>Annexure A: Safe Hockey Safe Kids Code</b>	<b>16</b>
<b>Annexure B: Child Safety Risk Assessment Template</b>	<b>17</b>
<b>Annexure C: Working with Children Check Roles and Levels</b>	<b>18</b>
<b>Annexure D: Resources</b>	<b>19</b>
<b>Annexure E: Complaints, disputes and discipline policy</b>	<b>20</b>
<b>Annexure F: Prohibited Conduct</b>	<b>21</b>

## 1. Specific guidance for Child Safety

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### 1. Prevention & Risk Management

- The MCC Hockey Section (“Club”) will ensure that child safety is a part of its overall risk management approach.
- As part of its risk management strategy and practices, the Club will monitor and evaluate the effectiveness of the implementation of its risk controls. The Club will ensure that appropriate information sessions regarding a child-safe environment are conducted for:
  - a) Committee members
  - b) Coaches, team managers and Volunteers; and
  - c) Employees.
- Information will be provided to all Members and Parents of Junior participants about child safety.
- See Annexure B for Risk Assessment Template.
- See Annexure D for Safe Hockey Resource links.

### 2. Change Room Etiquette

- Change room etiquette is intended to allow a Child time to change clothes privately from Adult Members.

***Example: Privacy for Adult members to change privately from Junior participants when playing Senior games. Vice versa for nudity and exposure reasons. Similarly for Junior participants to have privacy from Coaches or Team Managers when changing clothes for Junior games – pre or post match.***

- Change rooms may also be used to conduct team talks, where children should be in their playing attire.
- Encourage children to come dressed ready for training or games if there are no private/safe change room facilities.
- If the change room facilities are publicly accessible by design, Coaches or Team Managers to ensure appropriate supervision of children.
- A Child playing in Senior games should access change rooms at a designated separate time to Adult Members of the team, pre and post the game, to maintain privacy.
- Adult Members, Coaches, Employees, Volunteers and Visitors, regardless of gender, should not be alone with a Child in a change room where they are not the Parent of the Child.
- Any adult should announce to the people in the change room of their intended entrance, prior to entering the change rooms.
- For the avoidance of doubt this requirement does not apply to Parents in a room with their own Child unless other Children are present in the change room at the same time.
- When multiple change rooms are not available for a mixed Underage team, times should be designated by gender for set periods of time, pre and post matches to enable privacy changing and team talks together.

### 3. Travel

- Where a Parent engages another Club participant to transport their child for hockey activities, it is strongly recommended that the Parent ensures the following:
  - a) The vehicle has adequate insurance
  - b) The driver is appropriately licensed
  - c) The circumstances are directly related to the Hockey activity
  - d) If possible, another adult in Hockey is present
- All Members, including team members, coaches, and officials over 18 years of age retain an overriding responsibility for the safety and welfare of all Children they accompany during team travel activities.
- In accordance with Sports Integrity Australia NIF Child Safe Practices it is recommended that children and young people being transported, sit in the back of the vehicle.
- Parents should arrange expected departure and arrival times relating to their child's transport to games or training or other Hockey activities.
- The MCC Hockey Section Safe Transport Policy underpins the above points.

### 4. Phone calls, email, text & social media including private social media groups

- Coaches and team managers must not communicate directly with Junior participants without inclusion of the relevant Parent, this includes phone calls, text messages, emails, social media (public and private groups). This includes messages that may be deemed positive and harmless (eg wishing a player happy birthday or congratulations for making a rep team).
- **Email:** All communication with Junior participants must be directed to the Parent, unless explicit consent is given by the Parents for a Junior participant's email address to be added to email distribution lists and the Parent email address must also be included in all communication.
- **Text messages:** All text based communication with Junior participants should be directed to the Parent unless explicit consent is given from the Parents for a Junior participant to be contacted. Where an Adult member is contacting a Junior participant by text, the Parent must also be included in the message.
- **Social media groups:** It is highly recommended that Parents sign up to join any private social media groups that their Child is involved in, related to the Club's activity (Facebook private groups (MCC Hockey Facebook Private Group). If Junior participants wish to have a group amongst themselves (with no adults including coaches / team managers) this group must abide by the Club's social media, code of conduct and all other policies.
- **Group text platforms:** Parents must ensure they are included in group text groups that their Child is involved in, related to the Club's activity (for example Facebook messenger, WhatsApp groups and any other such group). If Junior participants wish to have a group amongst themselves (with no adults including coaches / team managers) this group must abide by the Club's social media, code of conduct and all other policies.
- **Phone calls:** Adult Members must not contact Junior participants directly by phone unless a Parent is also present for the phone call.

- The Club has adopted the HV Social Media Policy which underpins a number of the above points.

**Example: If a Junior participant contacts an Adult member regarding a hockey activity we would recommend the Adult member should respond to the Parent and Child. The Adult member may need to contact a coach or team manager if they do not have the Parent's mobile number. The Parent should provide a text or email to the Adult member consenting to direct communication with the Child.**

## 5. Coaches and Team Managers

- Coaches and team managers should use strategies that are fair, respectful and appropriate to the developmental stage of the Child/Young person involved.
- Children participating in our sport must be made aware of the acceptable limits of their behaviour (typically during the introduction by the Coach at the beginning of the session or season) so that we can provide a positive experience for all participants.

**Example: Sticks should be respected and not used as weapons against another person. When the whistle is blown, stop what you are doing.**

- Children must be given clear directions and the opportunity to redirect their behaviour in a positive manner.
- All coaches and team managers must ensure that any physical contact with Children that occurs in relation to coaching or team management is appropriate for the situation. It is strongly recommended that:
  - a) Coaches and team managers avoid being alone with a Child whenever coaching on or off the field (i.e. ensure that both the Adult Member and the Child's dialog and actions are observed in context by other Members);
  - b) Coaches and team managers should always interact with children/players in a public place;
  - c) Coaches and team managers should take care to explain the procedure to the Child prior to any physical contact; and  
**Example: Explain that you want to move hands into the correct position on the stick.**
  - d) Coaches and team managers obtain consent from the athlete prior to beginning any physical contact.  
**Example: Discuss and agree on applying a bandaid on a cut.**
- All coaches must ensure that where practical, a child (for ages U12) who goes to the toilets should do so in pairs or accompanied by a team manager or Parent, whether it is during training times or matches. Alternatively suggest a toilet break for everyone at the same time, to reduce the risk.

## 6. Sexual Relationships

- It is strictly prohibited for any Person in Authority, acting in a position of responsibility, including when they are travelling with a team that includes a Child or Children, to engage in any inappropriate conduct of a sexual nature with any Child.

- Inappropriate conduct of a sexual nature by any such person includes inappropriate conversations of a sexual nature, obscene language of a sexual nature, and/or suggestive remarks or actions.

## 7. Safety on the Field

- Attending to injuries of Junior participants should be mindful and respectful of the dignity of the Child.
- A Coach, team manager or Volunteer should avoid treating injuries out of sight of others.
- Always report injuries and any treatment provided to the Child to the Parents and document an injury incident.
- Any significant injury should be recorded in the MCC Hockey Section injury register that will contain basic information about the time and date of the injury, where it occurred, what it was, the treatment provided and by whom, and whether further medical attention was required or recommended.
- If necessary, seek medical attention as soon as possible or recommend that Parents seek medical attention.
- The Club recommends that all Junior participants playing competition level hockey should wear mouthguards, shin guards and if defending Penalty Corners, facemasks.
- Adhere to HV Heat and extreme weather guidelines which may affect young people more significantly than adults.
- The Club recommends coaches and team managers to utilise the HV Hockey Australia concussion assessment and management resources to provide safety for players.
- A player with a suspected or actual concussion is not to continue playing for the remainder of the match or training session.
- All suspected or actual concussions must be reported to the Club, including any suspected or actual concussion incidents occurring out of Club hockey activities.
- Players removed from training or a game for suspected concussion are not to:
  - a) resume training before 14 days from the date of suspected concussion (if free of symptoms at rest); and
  - b) return to playing before a minimum of 21 days from the date of the suspected concussion.

unless otherwise cleared in writing by a specialist concussion doctor such as a neurologist, neurosurgeon or sport and exercise physician.

- Player wellbeing must be paramount and protected by coaches during the field of play. If a dangerous action or inaction occurs by players or umpires during the match, the Coach or Team Manager should take appropriate action to speak with both umpires, match officials and opposing Coach and Team Managers as soon as practical.

## 8. Safety off the field

- HA provides information in the Safe Environments procedure to guide coaches and managers on how to respond if a young person discloses a mental health concern.

- Coaches and team managers are responsible to engage with Parents as appropriate, where a Junior participant has disclosed a mental health concern.

***Example: A Coach or team manager should work with the child's Parents on a management plan, if a young person has disclosed a mental health concern.***

- Parents are responsible to know the time and location of a Junior participants training and matches.

**Example: Parents use HV fixture information for match time and location.**

**Example: The Club will make available game and training times by a variety of means for Parents to determine arrival and collection times of their children.**

- Parents must arrive on time to collect their child from training or matches, for reasons of courtesy and safety.
- If it appears a Coach, team manager or Volunteer will be left alone at the end of a training session with just one child, they will ask another Adult to stay until the child is collected.
- The Coach, team manager or Volunteer should make contact with the Parent if they are 15 minutes late for collection. They should also follow up with the Parent after the fact to ensure they are clear on the pickup time and location and have a suitable contingency plan.
- If a Parent or other family member is unable to be contacted, then the Coach, team manager or Volunteer should contact the police.

## 9. Bullying, harassment or discrimination

- Our Club opposes all forms of harassment, discrimination and bullying.
- Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.
- Our Club takes all claims of harassment, discrimination, bullying and cyber bullying seriously.
- We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the Club.

## 10. Children/Young People Coaching, Umpiring or officiating Senior hockey

- The Club promotes the development and growth of young players and people through the Club in various nominated roles such as coaching, umpiring or other officiating activity.
- When a Young person/Child is either Coaching, Umpiring or officiating any hockey match (Junior or Senior or Masters) there should be support available to them through a mentor/coach to ensure the protection of the wellbeing of that Young person/Child.

## 11. Taking Images of Children

- The Club does not want images of children to be used inappropriately or illegally.
- All members agree to the terms and conditions of HV regarding taking images of Children.
- The Club reminds all members, that they consent to photos and images of Children and young people in the context directly related to participation in Hockey, where the child or children are appropriately dressed.
- Our Club does not permit the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- If our Club uses an image of a child, it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname without gaining consent from the Parent.
- The Club will not display personal information such as residential address, email address or telephone numbers.



- The Club will not display information about hobbies, likes/dislikes, school, etc. as this information can be used as grooming tools by pedophiles or other persons.
- The Club will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

#### 12. Hotel rooms and other accommodation and General Proximity (if applicable)

- No Member, Volunteer or Visitor should be alone in the room of a Child or should separate the Child from the group by a noticeable distance without the presence of another adult.
- The doors should always be open to a private room when an Adult Member is meeting with a Child and should be within sight of another Member, Volunteer or Visitor.
- Should it be necessary for a Member, Volunteer or Visitor to be alone with a Child, the team manager or other responsible adult must be informed.
- For the avoidance of doubt this requirement does not apply to Parents in a room with their own Child unless other Children are present in the room at the same time.

#### 13. Events and expected behaviour

- At any time, it is expected that no Member, Volunteer or Visitor should provide or procure alcohol or drugs to a Child.
- No Child should be served alcohol at either a hockey match or Club event.
- The MCC Hockey Section Alcohol Management Policy and MCC Hockey Section Smoke free policy underpins these points about expected behaviour.

#### 14. Working with Children Checks

- The selection and assignment of coaches, team managers and all level 1, 2 & 3 volunteers that interact with children/young people will be carefully considered with respect to their responsibilities towards Child Safety at the Club.
- Coaches and team managers are required by the Club to register with HV.
- See Annexure C of roles for Level 1, 2, 3
- All Club committee members, coaches, team managers, and any other level 1, 2 & 3 volunteers are required to hold WWCC cards and have them linked to the Club.
- All the previously mentioned Level 3 positions (committee, coaches, team managers, significant volunteers) shall be monitored annually by the Club Secretary to ensure they are appropriately certified and educated in Child Safe Practices.
- Working with children requires an up to date understanding of Child Safe Practices where there are a number of education resources available on **Hockey Australia Safe Hockey Hub** which will be updated from time to time.
- The Safe Hockey Safe Kids Code – Annexure A – is part of the HV Code of Conduct that the Club has adopted and is agreed to by registered participants at the Club.

#### 15. Reporting and responding to suspected child abuse

- If a person is concerned about an immediate risk to a Child's safety, the person must phone "000" as soon as practicable.

- All allegations are taken seriously.
- All members, coaches, volunteers and Parents have the responsibility to report an allegation of abuse to either [HA Safe Hockey Hub](#) or our Club [Safe Hockey Officer](#) (“SHO”) if there is a reasonable belief that an incident has taken place.
- The Club will work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.
- If an adult has a reasonable belief that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:
  - o a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
  - o behaviour consistent with that of an abuse victim is observed.
  - o someone else has raised a suspicion of abuse but is unwilling to report it
  - o observing suspicious behaviour.

## 16. Reporting and responding to incidents and concerns

- In the case of a Safe Hockey code of conduct incident being observed at our Club or another club, against our Club Member, it should be reported to either [HA Safe Hockey Hub](#) or our Club [SHO](#).
- The SHO will follow the [Safe Responses](#) Procedure.
- In the case of an allegation being made against a committee member, coach, team manager, employee, volunteer and/or contractor at the Club, the SHO will follow the [Safe Responses](#) Procedure. At all times the safety of the child is paramount.

## 17. Record keeping

- All Safe Hockey Code of Conduct incidents reported to the SHO or Club of abuse or harm, or risk thereof, must be recorded by the SHO.
- Places, times, dates, names of people, observable behaviours or evidence of harm are to be recorded.
- Reports must be securely stored by the Club Secretary.

## 2. Definitions

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In this document, the following words have the corresponding meaning:

**Activity** means a sporting contest, match, competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, which is sanctioned or organised by the Club or Hockey Victoria.

**Adult** means a person aged 18 years or over.

**Adult member** means a member of the Club who is an Adult.

**Allegation** means when a child, young person or any other person tells someone about an incident or incidents of abuse that happened to someone else or that someone else was directly involved in.

**Approved Person** means a family member such as mother, father, sister, brother, grandparent, aunt, uncle or cousin, a guardian, carer, or a person who has been approved by the Parent and has an established relationship with the Child/Young Person and/or their family.

**Bullying** means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing, whether in-person or online.

**Child/Young Person** means a person who is under the age of 18 years.

**Child Abuse** means;

- (a) **Physical Abuse** is when a person subjects a Child/Young Person to application of physical force, which may cause injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a Child/Young Person. Physically abusive behaviour includes, but is not limited to:
  - (i) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking; and
  - (ii) harmful training methods or overtraining where there is the potential to result in damage to a Child/Young Person's physical development.
- (b) **Emotional Abuse** occurs when a Child/Young Person does not receive the love, affection, or attention they need for healthy emotional, psychological, and social development or are exposed to violence/abuse against other Children/Young People or Adults. Such abuse may involve:
  - (i) repeated rejection or threats to a Child/Young Person (either in-person or online);
  - (ii) constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion, continual coldness, and rejection (either in-person or online);
  - (iii) Bullying and Harassment (either in-person or online);
  - (iv) threats to physically harm or hurt a Child/Young Person (either in-person or online); and
  - (v) harmful training methods or overtraining where there is the potential to result in damage to a Child/Young Person's physical, intellectual, or emotional wellbeing and development.
- (c) **Sexual Abuse** occurs when an Adult, or a person in authority (i.e., older, or younger but more physically or intellectually developed) involves a Child/Young Person in any sexual activity.

Perpetrators of sexual abuse take advantage of their power, authority, or position over the Child/Young Person for their own benefit. It can include making sexual comments to a Child/Young Person, kissing, touching a Child/Young Person's genitals or breasts, oral sex, or intercourse with a Child/Young Person.

- (d) **Neglect** is the persistent failure or deliberate failure or denial to meet a Child/Young Person's basic needs. Neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention, or supervision to the extent that the Child/Young Person's health and development is or is likely to be harmed. Types of Neglect include physical, medical, emotional, educational neglect and abandonment.
- (e) **Exposure to Family and Domestic Violence** refers to abusive behaviour in any personal relationship that allows one person to intimidate, or to gain power and control over the other. This is often thought to occur between married spouses or in other intimate relationships, but actually refers to any family relationship, or persons living in the same home.

**Child/Young Person Safe Commitment** means the Club's commitment to Child/Young Person safety in Hockey, an example of which is outlined in Annexure A.

**Child/Young Person Safe Practices** means the Child/Young Person safety requirements and practices adopted and implemented by the Club to help ensure the safety of Children/Young People participating in a Hockey activity as outlined in this document.

**Club** means the MCC Hockey Section Inc.

**Complaints, Disputes and Discipline Policy** means the policy adopted by the Club for the handling and resolution of allegations regarding Prohibited Conduct.

**Coach** means a person engaged by the Club as a Volunteer, Employee or Contractor to train Members in the Activity.

**Employee** means a person employed by the Club.

**HA** means Hockey Australia which is the governing body of Hockey in Australia.

**Hockey** means the sport of Hockey, as governed by Hockey Victoria and Hockey Australia from time to time.

**Hockey Victoria** means the incorporated association that is a Member Organisation.

**Incident** means an event or occurrence.

**Junior participant** means a child under the age of 18 involved in playing hockey at the Club in the winter competition, summer competition, indoor competition, or Come and Try sessions.

**Member** means a member of the Club, including:

- (a) **Individual Member**, which means individuals who are individuals registered with the Club.
- (b) **Member Organisation**, which means the Club.

**National Integrity Framework** means the National Integrity Framework as developed by Sport Integrity Australia and consisting of the following five policies:

- (a) Safeguarding Children and Young People Policy;
- (b) Competition Manipulation and Sport Gambling Policy;

- (c) Improper Use of Drugs and Medicine Policy;
- (d) Member Protection Policy; and
- (e) Complaints, Disputes and Discipline Policy.

**Parent** means the parent, carer or guardian of the Junior participant.

**Participant means:**

- (a) Athletes;
- (b) coaches appointed to train an athlete or team in an Activity;
- (c) administrators who have a role in the administration or operation or Activity of the Club including committee members or other persons;
- (d) officials including referees, umpires, technical officials, or other officials appointed by the Club, or any league, competition, series, club, or team sanctioned by Hockey Victoria;
- (e) support personnel who are appointed in a professional or voluntary capacity by the Club, or any league, competition, series, club, or team sanctioned by Hockey Victoria including sports science sports medicine personnel, team managers, agents, selectors, and team staff members.

**Volunteer**, means any person engaged by the Club in any capacity who is not otherwise an Employee or Contractor, including parents or carers that volunteer (eg team manager), directors, office holders, coaches, officials, administrators and team and support personnel;

**WWCC** means a 'Working with Children Check' (however named) under the applicable legislation of a state or territory, a summary of which is available [here](#).

Any capitalised term not defined in this Policy has the meaning given to it in the Complaints, Disputes and Discipline Policy.

### 3. Other Terms

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**Child Protection Legislation** means all state/territory Child/Young Person protection legislation as amended from time to time, a summary of which is available [here](#).

**Contractor** means any person or organisation engaged to provide services for, or on behalf of the Club. This includes agents, advisers, and subcontractors of a Relevant Organisation and employees, officers, volunteers, and agents of a Contractor or subcontractor.

**DHS** means Department of Human Services, which is responsible for child protection, prevention of family violence, housing, disability, multicultural affairs, LGBTIQ+ equality, veterans and the offices for Women and Youth.

**Discrimination** includes both direct and indirect discrimination (either on person or online) which have the following meaning:

- (a) 'Direct discrimination' occurs where, because a person has a Protected Characteristic, they are treated less favourably than a person without that characteristic would be treated in the same or similar circumstances.
- (b) 'Indirect discrimination' occurs where a practice, rule, requirement or condition that applies to everyone disadvantages people with a Protected Characteristic and the practice, rule, requirement or condition is not reasonable in the circumstances.

**Grooming** means behaviours that manipulate or control a Child/Young Person, their family, guardian and carers or other support networks, or organisations, with the intention to gain access to the Child/Young Person, obtain the Child/Young Person's compliance, maintain the Child/Young Person's silence, and avoid discovery of sexual abuse.

**Harassment** means any type of behaviour towards a Child/Young Person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the Child/Young Person who is the subject of the harassment, whether in-person or online.

**Harmful Behaviour Towards a Child/Young Person** means any behaviour involving a Child/Young Person that is objectively age inappropriate and/or places the Child/Young Person at risk of harm. This includes but is not limited to:

- (a) Child Abuse;
- (b) harmful training methods including physical punishment or overtraining which may cause harm to a Child/Young Person;
- (c) excessive or unnecessary emphasis on appearance, weight requirements or muscularity (either in-person or online) that may include practices such as:
  - (i) encouraging or enforcing excessive dieting or restrictive eating;
  - (ii) excessive weigh-ins or focus on weight goals, body composition testing that is a sport requirement that carries punishment for the outcome (for example repeated bouts of exercises as punishment for weight gain); or
  - (iii) unsafe practices that could put health at risk in order to reach weight or appearance requirements without adequate medical support (for example dehydration or restrictive eating).
- (d) forcing a Child/Young Person to train or compete when ill or injured;
- (e) threatening or humiliating a Child/Young Person (either in-person or online);
- (f) using disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;

- (g) making sexual comments to a Child/Young Person or engaging in open discussions of a sexual or Adult nature with (either on person or online), or in the presence a Child/Young Person;
- (h) taking inappropriate photos or footage of a Child/Young Person; or
- (i) inappropriate and/or intimate physical contact with a Child/Young Person which is sexual in nature or causes them to feel uncomfortable or feel pain or distress.

**Person in Position of Authority** means a person, regardless of age, who through their position or involvement in Hockey can exercise power, control, or influence over a Child/Young Person.

**Policy** means the National Integrity Framework – Safeguarding Children and Young People Policy including any annexures and appendices.

**Prohibited Conduct** means the conduct prescribed at Annexure F of this Policy.

**Protected Characteristic** means:

- (a) age;
- (b) disability;
- (c) race or ethnicity;
- (d) sex or gender identity;
- (e) sexual orientation; or
- (f) religion.

**Recruitment, Screening & Training** means the Child/Young Person safety recruitment, screening and training strategies adopted and implemented by the Club to help ensure the safety of Children/Young People participating in Hockey.

**Relevant Organisation** means any of the following organisations:

- (a) MCC Hockey Section Inc;
- (b) Hockey Victoria;
- (c) Member Organisations; or
- (d) any other organisation that has agreed to be bound by National Integrity Framework and/or the Relevant Policies.

**Relevant Person** means any of the following persons:

- (a) Individual Member;
- (b) Participant;
- (c) Volunteer;
- (d) Contractor;
- (e) Employee; or
- (f) Any other individual who has agreed to be bound by the National Integrity Framework and/or the Relevant Policies.

**Victimisation** means subjecting a person, or threatening to subject a person, either in-person or online, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint, report or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.


**Vilification** means a public act, conduct or behaviour, either in-person or online, that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a Protected Characteristic they hold, as covered by applicable legislation.





## Annexure A: Safe Hockey Safe Kids Code

**NATIONAL SAFE HOCKEY GUIDELINES**



# SAFE HOCKEY SAFE KIDS CODE

This is an extract from the HA Code of Conduct and provides specific expectations of any adult in hockey who is in contact with a child or young person. For further information on how each of the eight statements apply go to the [Safe Behaviours Policy & Procedure](#)


**I will do what I can to provide a safe, fun and welcoming environment for all children and young people in hockey, free from physical, sexual and emotional abuse or neglect. I will do this by:**

1. Listening and responding to children and young people, and take what they say seriously.  
\_\_\_\_\_
2. Communicating safely and effectively with children and young people, in person and online.  
\_\_\_\_\_
3. Having firm boundaries when interacting with children and young people.  
\_\_\_\_\_
4. Only engaging in safe and appropriate physical contact with children & young people, putting their safety and wellbeing first.  
\_\_\_\_\_
5. Never engaging in any behaviour of a sexual nature, physically, verbally non-verbally, or through online communication.  
\_\_\_\_\_
6. Role modelling positive behaviours that prioritise the health and safety of a child or young person in hockey.  
\_\_\_\_\_
7. Contributing to a safe and inclusive environment for children and young people from ALL backgrounds and treating everyone fairly.  
\_\_\_\_\_
8. Taking any concerns about the safety of a child or young person seriously, and responding in line with policies, procedures, guidelines and the law.  
\_\_\_\_\_

**ACKNOWLEDGMENT OF THE SAFE HOCKEY SAFE KIDS CODE**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Annexure B: Child Safety Risk Assessment Template

CHILD SAFETY RISK ASSESSMENT TEMPLATE			
AREA / QUESTIONS	ASSESSMENT / OBSERVED	LIKELIHOOD OF HARM OCCURRING?	NOTES
<b>FACILITIES &amp; SURROUNDS</b>			
Are Safe Hockey resources/assets displayed at the club/facility?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
Are the Safe Hockey Officers' contact details signposted at the club/facility?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
Are there any hazards, obstructions or dangers?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
<b>CHANGEROOM ARRANGEMENTS</b>			
Are children and young people sharing facilities with adults?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	Is there unauthorised access to children's and young people's areas (e.g. changing rooms)?
Are phones, cameras and other recording devices used in changerooms?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
Are children and young people appropriately supervised in change rooms whilst maintaining their right to privacy?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
<b>PHYSICAL CONTACT &amp; BEHAVIOUR</b>			
Are adults modelling appropriate behaviours towards children and young people (e.g. being fair, respectful and appropriate to the individual's developmental stage)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
<b>PHYSICAL CONTACT &amp; BEHAVIOUR (CONT'D)</b>			
Is any physical contact with children and young people appropriate for delivering hockey activities (e.g. demonstrating technique)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
<b>SUPERVISION OF CHILDREN &amp; YOUNG PEOPLE</b>			
Are there children unattended?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
Is there any opportunity for a child to be left alone with an adult at the club?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
Are there appropriate arrangements / practices for children's drop-off and collection?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
Have pick-up and drop-off arrangements been communicated to parents?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
<b>USE OF, POSSESSION OR SUPPLY OF ALCOHOL OR DRUGS</b>			
Were employees, volunteers, or any other people in hockey using or under the influence of alcohol or drugs (prescription and/or illegal)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
<b>TRANSPORTING CHILDREN</b>			
Are adults in the club transporting children they are not related to?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
<b>SAFETY SCREENING OF PEOPLE</b>			
Have all employees, volunteers and other relevant people in hockey been screened, and is a copy of their WWCC or equivalent on file?	YES <input type="checkbox"/> NO <input type="checkbox"/>	N/A <input type="checkbox"/> LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	

This risk assessment was performed and completed by:

Name(s):		on	
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Signed:

Name:		Signature:	
Role:		Date:	

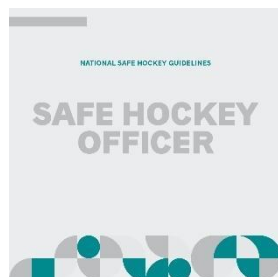
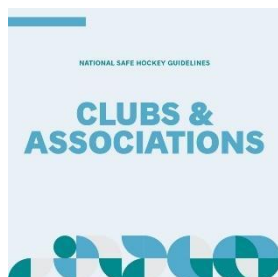
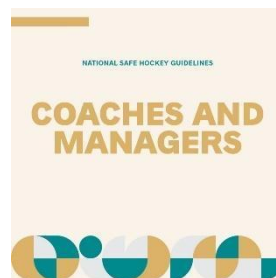
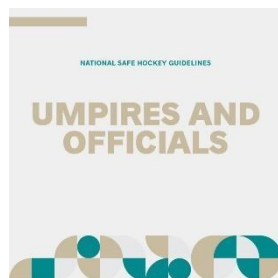
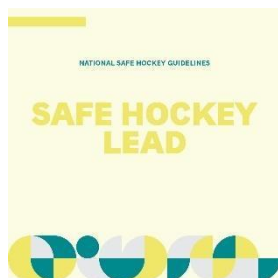
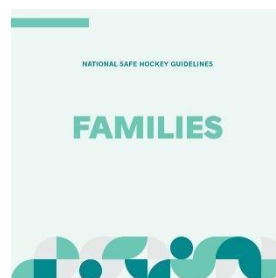
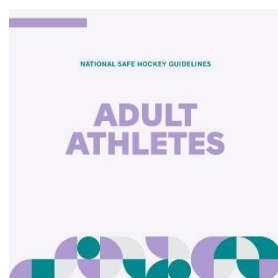
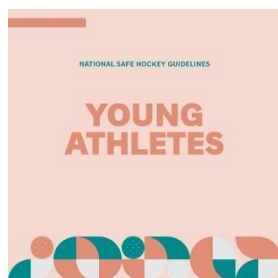
Name:		Signature:	
Role:		Date:	

## Annexure C: Working with Children Check Roles and Levels

Level 1	Level 2	Level 3	Level 4
Board Directors	Casual or Contracted Employees	Club / Association Employees and Volunteers	Senior Players at all levels of Hockey, excluding High Performance Athletes
Permanent Employees	State/ National Teams Official Roles		
Executive Employees	Tournament Officials		
Examples	Examples	Examples	Examples
CEO	Casual Development Officers	Committee Members	
Member Protection Information Officers	Contracted High Performance Athletes	All Coaches & Managers	
Finance Managers	Coaches and Managers	Junior Coordinators	
Participation Coordinators	Health / Medical Practitioners	Player Wellbeing Officers	
	Umpires	Supervising Adults on overnight trips at any level	

## Annexure D: Resources

- [Hockey Australia Safe Hockey Hub](#)
- [Safe Leadership](#)
- [Safe People](#)
- [Safe Behaviours](#)
- [Safe Environments](#)
- [Safe Responses](#)



## **Annexure E: Complaints, disputes and discipline policy**

Hockey Australia provides an online form to all members to Raise a Concern in relation to something about hockey.

This form allows you to let us know that you would like to raise a concern. It will be received by the Hockey Australia Integrity Manager, and then forwarded to the relevant Member Association.

Your concern can be about anything relating to hockey. Your State or Territory association will get in contact with you to get more information.

You can choose to remain anonymous but if you do, they will not be able to follow up.

If you have immediate concerns about a child or young person please call the police on 131444 or if it is an emergency, call 000.

MCC Hockey Section has adopted the Hockey Australia Complaints, disputes and discipline policy, which is available on the MCC Hockey Section website.

Specific details regarding the process to lodge complaints, disputes or the discipline measures are contained in the policy.

<b>1.</b>	<b>Introduction.....</b>	<b>3</b>
<b>2.</b>	<b>Definitions.....</b>	<b>3</b>
<b>3.</b>	<b>Preliminary Matters.....</b>	<b>5</b>
<b>4.</b>	<b>How to make a Complaint.....</b>	<b>7</b>
<b>5.</b>	<b>How to handle Alleged Breaches.....</b>	<b>8</b>
<b>6.</b>	<b>Resolving Alleged Breaches.....</b>	<b>10</b>
<b>7.</b>	<b>Hearing Tribunals.....</b>	<b>14</b>
<b>8.</b>	<b>Appeals.....</b>	<b>14</b>
<b>9.</b>	<b>Finalising an Alleged Breach.....</b>	<b>16</b>
<b>10.</b>	<b>Interpretation and other information.....</b>	<b>17</b>
	<b>Schedule 1: Complaint Form.....</b>	<b>18</b>
	<b>Schedule 2: Letter - Minor Breach Procedure.....</b>	<b>20</b>
	<b>Schedule 3: Letter - Breach Offer.....</b>	<b>21</b>
	<b>Schedule 4: NST Eligible Matters.....</b>	<b>23</b>
	<b>Schedule 5: Internal Tribunal Procedure.....</b>	<b>24</b>
	<b>Schedule 6: Internal Appeals Tribunal Procedure.....</b>	<b>28</b>
	<b>Annexure A: Record of Alleged Breach.....</b>	<b>29</b>

## Annexure F: Prohibited Conduct

### 1 Prohibited Conduct – Relevant Persons

A Relevant Person commits a breach of the National Integrity Framework – Safeguarding Children and Young People Policy when they:

(a) are found guilty of any breach of a relevant state or territory or Commonwealth law relating to or involving Child Abuse or Grooming; or

(b) either alone or in conjunction with another or others, engage in any of the following conduct, either in-person, online or via any other form of telecommunication, against, or in relation to, a Child/Young Person in the circumstances outlined in Section 1:

- i. Harmful Behaviours Towards a Child/Young Person;
- ii. Bullying;
- iii. Discrimination;
- iv. Harassment;
- v. Victimisation;
- vi. Vilification;
- vii. request or infer that the Child/Young Person keep any communication secret from their parents/carer, or other Relevant Person such as a coach or administrator, or Relevant Organisation;
- viii. supply alcohol, or drugs (including tobacco) to a Child/Young Person;
- ix. supply medicine to a Child/Young Person, except for:

(A) where the Relevant Person reasonably believes that the medicine is necessary for lifesaving medical treatment;

(B) when permitted by law; or

(C) with the consent of the parent, guardian, or carer of the Child/Young Person and under a valid prescription for that Child/Young Person and at the prescribed dosage; or

(c) do not comply with the Child/Young Person Safe Practices as set out in Annexure A that are applicable to all Relevant Persons.

### 2 Prohibited Conduct – Person in a Position of Authority

In addition to Prohibited Conduct outlined above, a Person in a Position of Authority commits a breach of this Policy when they, either alone or in conjunction with another or others, engage in any of the following conduct against, or in relation to, a Child/Young Person in the circumstances related to the Club activities:

- a) continue in a Child/Young Person-related position if they have been charged or convicted of a crime that would make them ineligible to be granted a WWCC; or
- b) do not comply with the Child/Young Person Safe Practices that are applicable to Persons in a Position of Authority.

### 3 Prohibited Conduct – Relevant Organisations

A Relevant Organisation commits a breach of the National Integrity Framework – Safeguarding Children and Young People Policy when it:

- a) engages a person who does not have a satisfactory WWCC in the relevant jurisdiction(s);
- b) does not confirm the validity of a Relevant Person's WWCC currency;
- c) does not undertake any screening measures when appointing a person to a child-related position;
- d) does not obtain adequate informed consent from Approved Person/s prior to any sport sanctioned transportation or overnight accommodation of Children/Young People; or
- e) has knowledge of and does not report a breach of the above clauses to Hockey Victoria in accordance with the Complaints, Disputes and Discipline Policy.