

Water Polo Victoria



Water Polo
VICTORIA

Child Safeguarding Self Audit Checklist

Introduction

This Child Safeguarding self-audit toolkit is designed to allow your club to meet the minimum requirements of the eleven Child Safe Standards. This toolkit provides information on where to find relevant Child Safeguarding information, how to communicate the information with members and various other strategies to improve Child Safeguarding practices at your club.

This toolkit is by no means a one-stop shop; Child Safeguarding is an ongoing commitment and is ever-changing. Thus, you must aim to improve your practices continually. The Water Polo Victoria Child Safeguarding Handbook contains additional information for your club to utilise and should be the main point of reference.

Questions in this self-audit toolkit have been grouped into three different sections:

1. Club Safeguarding Policies and Procedures
2. Club Risk Management
3. Club Leadership and Governance

How to use this toolkit?

This toolkit has been separated into two sections, with each section complimenting the other.

Section 1: Self-audit tool.

The self-audit tool has several questions for your committee to answer. Each question can be answered with 'In Place', 'Partially in Place', or 'Not in Place.' You will then be able to complete the 'Action Required' text box depending on the answer to your question.

Section 2: Action Required

The action required portion of the toolkit goes through several ideas your club can put into place to meet the minimum requirements of the relevant question. From these ideas, you will then be able to fill in the 'Action Required' text box area.

Note: This toolkit is NOT designed to be a one-stop shop. It is a necessary toolkit to understand where your club's Child Safeguarding practices are at, what needs to be improved and how to improve them at a minimum level; continual improvement on top of the recommendations found in this document is required.

Self-Audit Tool

Child Safeguarding Policies & Practice

Activity	In Place	Partially In Place	Not In Place	Action Required	Timeframe For Actions
1. Does your club display your club's commitment to child safeguarding (posters, info sheets)?					
2. Are you providing regular information to members regarding child safety?					
3. Has one or more of your committee/members undertaken safeguarding training?					
4. Is your club welcoming and inclusive of young people (e.g. Aboriginal and Torres Strait Islander kids, Kids from multicultural backgrounds, kids with disability, LGBTIQ+ kids)?					
5. Are your club members/parents aware of Water Polo Victoria's child-safe policy and know where to find it?					

Self-Audit Tool

Activity	In Place	Partially In Place	Not In Place	Action Required	Timeframe For Actions
6. Are your club members/parents aware of your code of conduct for participants, parents, volunteers/staff, and know where to find it?					
7. Are you club members/parents aware of your complaint handling, reporting procedure, and incident report form?					
8. Does your club have guidelines in place that dictate how adults communicate with children via the online environment?					
9. Does your club discuss the safeguarding procedures with all the children and young people within the club and advise them to speak to if they have a concern?					
10. Does your club discuss the safeguarding procedures with all the coaches and volunteers within the club?					

Self-Audit Tool

Club Risk Management

Activity	In Place	Partially In Place	Not In Place	Action Required	Timeframe For Actions
1. Do you feel that if an incident or suspicion of child abuse occurred at your club, it could ensure obligations were met?					
2. Does your club annually review its compliance against the Child Safe Standards and other legislative obligations related to reporting?					
3. Has your club screened all employed staff/volunteers in accordance with the Water Polo Victoria Child Safe Policy screening requirements?					
4. Have you maintained accurate screening records and stored them securely? Have you stored all photographs of children and young people securely with restricted member access?					
5. Do your club members know how to respond to and report suspicious or allegations of child abuse?					

Self-Audit Tool

Child Safeguarding Self Audit Checklist

Club Leadership and Governance

Activity	In Place	Partially In Place	Not In Place	Action Required	Timeframe For Actions
1. Is Child Safety a regular discussion topic at your club's committee meetings?					
2. Does your club have a Member Protection Officer or Child Safety Officer dedicated to ensuring the safety of children and young people?					

Action Required

This section of the toolkit goes through several ideas your club can put into place to meet the minimum requirements of the relevant Child Safe Standard. From these ideas, you will then be able to fill in the 'Action Required' text box area above.

Club Safeguarding Policies and Practices

1. Does your club display your club's commitment to child safeguarding (posters, info sheets)?
 - a. Displaying your club's commitment to child safeguarding can be an easy fix. At a minimum, we recommend displaying the VicSport Posters at your club training sessions and on your website for all to see (<https://vicsport.com.au/child-safe-sport>)
2. Are you providing regular information to members regarding child safety?
 - a. A key area of the new Standards is the requirement of organisations to provide ongoing training and education to their volunteers, officials, and staff members. Although this may seem a daunting task, it can be a relatively straightforward process.
 - b. Clubs should ensure Child Safety and Wellbeing is on the agenda at every committee meeting. Some weeks, you may have nothing to discuss regarding Child Safety. However, the topic needs to remain on the agenda for clubs to improve their processes continually.
 - c. Clubs will always be able to deliver ongoing information to club members. Ways this can be achieved include:
 - i. By utilising third party government services. An example of this can be achieved through the eSafety Commissioner. eSafety offers online safety presentations for sporting organisations and clubs interacting with young people. Their online safety experts provide training for administrators, coaches and managers. The training is delivered face to face and is free of charge.
3. Has one or more of your committee/members undertaken safeguarding training?
 - a. Child Safe organisations must have at least one member of your club complete the Child Protection and Safeguarding Online Course. All Water Polo Victoria clubs must have a Child Safety Officer (CSO) in place.
 - b. The role is intended to give players, clubs and parents a known point of contact for matters regarding child safety. More information on Child Safety Officer can be found in the Water Polo Victoria Child Safeguarding Handbook.
 - c. Complete the Play by the Rules - Child Protection and Safeguarding Online Course
 - d. Other courses/resources are available through VicSport
4. Is your club welcoming and inclusive of young people (e.g. Aboriginal and Torres Strait Islander kids, Kids from multicultural backgrounds, kids with disability, LGBTIQ+ kids)?
 - a. It takes planning and ongoing work to be welcoming and inclusive of young people from all backgrounds. Even if you believe your club is inclusive of young people from various backgrounds, the information below will provide additional insights on how to create a more inclusive environment at your club.
 - b. Water Polo Australia has Diversity and Inclusion policies which are continuously updated in order to include all peoples into our sport.
 - c. Linking in with external inclusive organisations in order to encourage those individuals to participate in the sport.
5. Are your club members/parents aware of Water Polo Victoria's child-safe policy and know where to find it?
 - a. Two main steps should be taken to ensure members/parents are aware of Water Polo Victoria's child-safe policy:
 - i. Upload the Child Safe Policy to your website. Alternatively, make a link to Water Polo Victoria's Child Safety page available on your website.
 - ii. Distribute an email to all members detailing where to find the relevant information.

6. Are your club members/parents aware of your code of conduct of participants, parents, volunteers/staff and know where to find it?
 - a. Two main steps should be taken to ensure members/parents are aware of your code of conduct of participants, parents, volunteers/staff and know where to find it:
 - i. Upload your code of conduct of participants, parents, volunteers/staff to your website.
 - ii. Distribute an email to all members detailing where to find the relevant information.

7. Are your club members/parents aware of your complaint handling and reporting procedure, and incident report form?
 - a. Three main steps should be taken to ensure members/parents are aware of your complaint handling and reporting procedure:
 - i. Upload the complaint handling and reporting procedure to your website (or direct to Water Polo Victoria Website).
 - ii. Upload the complaint incident report form to your website.
 - iii. Distribute an email to all members detailing where to find the relevant information.
 - iv. Depending on the nature of the report being lodged the complaint maybe referred to Sports Integrity Australia under the National Integrity Framework.

8. Does your club have guidelines in place that dictate how adults communicate with children via the online environment?
 - a. Clubs need to consider how adults communicate with children via the online environment. The following points are built into the Water Polo Victoria Child Safety Code of Conduct:
 - i. Use of electronic communications – where possible email, text messages and social media communications to include parent/guardian or within an open group message.
 - ii. Photographs of children and young people – within expectations of Water Polo privacy policy e.g. photos taken in context of the program
 - b. The following resources will be useful to your club when developing guidelines on how adults at your club communicate with children via the online environment.
 - i. [Creating a culture of online safety for your organisation](#) – This document provides information regarding how adults should communicate with children, including considering adopting a ‘twodeep’ model where no one-on-one contact via text, social media or other forms of digital communication is acceptable.
 - ii. [Creating a team culture of online safety](#) – This document provides coaches with useful information on how to set online boundaries and various other tips to improve online safety.
 - iii. [VicSport Guidelines for communication when working with children](#) – This document provides guidelines on how to communicate with children face-to-face and via telephone or other electronic devices.

9. Does your club discuss the safeguarding procedures with all the children and young people within the club and advise them to speak to if they have a concern?
 - a. All children and young people at your club should be given the appropriate education and empowerment so, if the time does arise, they are able to make respond appropriately to an incident of inappropriate behaviour.
 - b. VicSport has a template which provides an opportunity for clubs to ensure they cater the discussion to the needs of their particular members. These templates can be found on the VicSport Child Safe website in the resource section ([Click Here](#))

10. Does your club discuss the safeguarding procedures with all the coaches and volunteers within the club?
 - a. The best way to discuss the safeguarding procedures with all coaches and volunteers at your club is to provide them with the following documents:
 - i. Water Polo Victoria Child Safety and Well Being Policy
 - ii. Water Polo Victoria Child Safety Code of Conduct
 - iii. Water Polo Victoria Child Safeguarding Handbook

Club Risk Management

1. Do you feel if an incident or suspicion of child -abuse was to occur at your club it could ensure its obligations were met?
 - a. Ensure your child safety officer is aware of Water Polo Victoria Child Safety Incident Reporting Form and the Child Safety Reporting Process.
2. Does your club annually review its compliance against the Child Safe Standards and other legislative obligations related to reporting?
 - a. Examples of how your club can review its compliance against the Child Safe Standards and other legislative obligations include:
 - i. Complete the Child Safeguarding Self-Audit Toolkit annually
 - ii. Use incident reporting data to continually improve child safe practices at your club.
3. Has your club screened all employed staff/volunteers in accordance with Water Polo Victoria's Child Safe Policy screening requirements?
 - a. To meet the Child Safe Policy screening requirements, all newly appointed roles must follow the role appointment details template.
4. Have you maintained accurate screening records and stored them securely? Have you stored personal information related to children and young people securely?
 - a. Tips on storing information
 - i. Carefully manage portable storage devices
 1. Avoid use of portable devices where possible.
 2. Use password protection.
 3. Encrypt data on discs, USB flash drives, SD cards and the like.
 4. Lock portable devices aware securely.
 - ii. Make sure laptops are protected and secure
 1. Use a reliable antivirus program and a personal firewall and keep these regularly updated.
 2. Backup the information on your laptop as often as possible to a secure device or site
 3. Don't store unnecessary confidential information on a laptop's hard drive.
 4. Never leave access numbers, passwords, or security devices in your laptop case.
 - iii. Ensure hard copies of information is kept secure
 1. Employ a 'clear desk' policy – hard copies containing personal or sensitive details should be filed and locked away securely.
 2. Keep paper files in locked filing cabinets or stored away unless actively working on them.
 3. Use a shredder rather than disposing of unwanted information in normal waste.
5. Do your club members know how to respond to and report suspicious or allegations of child abuse?
 - a. You will need to communicate with your members to ensure they know how to respond to and report suspicious or allegations of child abuse. Ways of doing this include:
 - i. Upload the Water Polo Victoria Incident Report Form (or your clubs individualised incident report form) to your website.
 - ii. Upload the Child Safety Reporting Flowchart to your website.
 - iii. Distribute an email to all members detailing where to find the relevant information.

Club Leadership and Governance

1. Is child safety a regular discussion topic at your club's committee meetings?
 - a. Meeting this step is simple. Make Child Safety an agenda item for each one of your committee meetings. Making Child Safety an agenda item ensures your club is always staying on top of best practice and continually meeting the Standards.
 - b. Examples of how Child Safety could be incorporated into your committee meetings include:
 - i. Discussion of one/two/three questions from the Club Safeguarding Self-Audit Toolkit; analyse how your club is meeting each question and determine how you can improve.
 - ii. Analyse incident reporting data to determine how your club can improve child safe practices.
2. Does your club have a Member Protection Officer or Child Safety Officer dedicated to ensuring the safety of children and young people?
 - a. At a minimum, each club should have one dedicated Child Safety Office. The role is intended to give players, clubs, and parents a known point of contact for matters relating to child safety, and to give clubs a liaison for training and information regarding the issue. Essentially, having a CSO is intended to ensure that if an incident occurs, people know who to turn to, and that person they turn to understands what to do. Your CSO must:
 - i. Complete education modules, such as Play by the Rules - Child Protection and Safeguarding Online Course and VicSport EtrainU modules.
 - ii. Ensure your club maintains its commitment to child safety by meeting everything discussed in the Water Polo Victoria Child Safeguarding Handbook.
 - iii. Oversee training and educating your club personnel, players and parents about child safety