



MEMBER PROTECTION – JUNIOR GOLFERS

References:

A	The Children's Protection Act 1993	
B	Golf SA Member Protection Policy	www.golfsa.com.au
C	Department of Families & Communities	www.dfc.sa.gov.au http://www.dfc.sa.gov.au/pub/Default.aspx?tabid=927
D	Office for Recreation & Sport	www.recsport.sa.gov.au
E	National Police Certificates	www.sapol.sa.gov.au/public/download.jsp?id=20130
F	Kids Help Line	www.kidshelp.com.au
G	Play-by-the-Rules	www.playbytherules.net.au

INTRODUCTION

Golf SA has adopted the Golf Australia Member Protection Policies and Procedures per reference B. This policy sets out in clear terms the Policy Position Statements, Individual Responsibilities, Organisational Responsibilities, Codes of Conduct, and Complaints Procedures to be adopted.

Recent amendments to the Children's Protection Act, 1993 (Reference A), in South Australia, promotes a whole of community responsibility to the care and protection of children and young people.

The new provisions will require government, non-government and volunteer organizations that are entrusted with the care of children or regularly come in contact with children to have strategies in place to prevent and minimize opportunities for abuse and respond appropriately when abuse occurs or is suspected. Organisations will also be required to implement guidelines and processes that clearly outline effective and timely responses to child protection issues and steps of action.

Mandatory Reporting: Mandatory reporting is currently a requirement by law in South Australia. Mandatory reporting means that those people covered by the law must report reasonable suspicions of child abuse or neglect. Those currently mandated under law include teachers, medical practitioners, health professionals, child care workers, day care providers, social workers and workers, volunteers and managers within government departments or non-government agencies that provide services to children.

Under the new legislation a person employed by, or who volunteers in, organizations that provide sporting or recreational services for children are mandated. This includes Golf SA, its Member Clubs and their Staff and Volunteers.

Criminal History Assessment: From January 2011 all paid or volunteer persons holding a 'prescribed position' will now be required to undertake a 'criminal history assessment' to be conducted by the organisation, before they are engaged in or appointed, which must include a police check unless exemption applies.

A 'prescribed position' is defined as follows:

- All people who have regular contact with children or regularly work in close proximity to children and are not directly supervised
- Manage or supervise such personnel
- Have access to records relating to children that are prescribed by regulation (child protection services, education services, health services, disability services, court orders and proceedings)

Golf SA is authorized by the State Government to request National Police Checks using the Volunteer Organisation Authorisation Number (VOAN) Scheme. This is a free service to any club of association member.

PROCEDURES

The following procedures are laid down for Golf SA and its Member Clubs. The procedures take into account the Golf SA Member Protection Policy (as adopted from Golf Australia), the Children's Protection Act 1993 and subsequent amendments and

enactments, policies and procedures recommended by the Department of Families and Communities and the Office for Recreation & Sport.

The procedures have been developed to manage the risk taking into account a number of factors across the sport. Clubs are required to adopt these procedures as a '...minimum standard...' Clubs may enhance these procedures at their own discretion.

Golf SA will continue to develop and update procedures that can be adopted by Clubs & Districts in relation to creating a child safe environment. These Procedures are available on the Golf SA website www.golfsa.com.au

Golf SA Inc Procedures

Lodge Child Safe Environment Compliance Statement: Golf SA will lodge a Child Safe Environment Compliance Statement for and on behalf of its affiliated clubs and associations by 28th February 2011.

Appointments: Golf SA will appoint appropriately trained and qualified persons as follows:

1. Golf SA Member Protection Information Officer (MPIO)
2. Golf SA Child Safe Officer (Female) and Child Safe Officer (Male)

Staff & Contractors: Golf SA Staff and Contractors (Coaches etc) that work with children will be required to:

1. Provide a CV with Referees
2. Undertake a National Police Check
3. Undergo Department for Families and Communities Screening¹
4. Undergo appropriate training and development with respect to Child Protection & Mandatory Reporting
5. Undertake Play by the Rules '...on-line...' training
6. Comply with Golf SA Code/s of Conduct as appropriate

Volunteers: Golf SA Volunteers who work with children:

1. Will be required to undertake a **criminal history check** including a National Police Check¹
2. May be required to submit a CV with Referees
3. May be required to complete and sign a Statutory Declaration
4. Undergo appropriate training and development with respect to Child Protection & Mandatory Reporting
5. Undertake Play by the Rules '...on-line...' training
6. Comply with Golf SA Code/s of Conduct as appropriate

Data-Base/Records: Golf SA will maintain records/data-bases of:

1. Criminal History Check & National Police Checks (VOAN)
2. Club Child Safe Officers/Member Protection Information Officers

Golf SA Club & District Procedures

1. **Adopt and Comply with Golf SA Member Protection Policies & Procedures**
 - Minute the adoption of the Golf SA Member Protection Policy by the Club Management Committee
 - Sign & return the Club Child Safe Environment Compliance Statement to Golf SA.
 - Obtain an electronic or hard copy of the Golf SA Member Protection Policy and Procedures
 - Ensure appropriate persons know their responsibilities
2. **Appoint appropriately trained and suitably qualified persons as a Club or District Member Protection Information Officers or Club Child Safe Officers**
 - Significant Clubs & Country Districts should appoint a Member Protection Information Officer annually
 - All Clubs should appoint a Club Child Safe Officer/s annually
3. **Ensure persons who work with children (Junior Development Coordinators, Managers of Junior Teams, Volunteer Coaches etc):**
 - a. **Undertake a National Police Check (Golf SA VOAN system): or Complete and sign a Statutory Declaration (if appropriate)**
 - Clubs that have a structured junior program are required to have its volunteers working in a 'prescribed' position undergo a National Police Check
 - Clubs that conduct a 'one-off junior event' may use a Statutory Declaration
 - b. **Are provided with information on the Club's Child Protection Policies & Procedures including Mandated Reporting requirements**
 - Adopt the Golf SA folder system for Volunteers

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Comment: Do not need to do both the NPC and the DFC. Since you are paying for them the recommendation would be for the DFC screening as these are more thorough and include the CrimTrac check as per the National police check.

¹ Golf SA Inc has a SAPOL Volunteer Organisation Authorisation Number – VOAN – that may be used by the Association and its Member Clubs

- Provide 'briefings' by the Club Child Safe Officer or Member Protection Information Officer before an event or activity
- Ensure that the Volunteer acknowledges (by signature) his/her responsibilities

Useful Resources: Clubs will find the following documents on the Office for Recreation & Sport website <http://www.recsport.sa.gov.au/training-development/checklists.html> useful resources.

1. Appendix 3: Child Protection Strategies for the provision of a safe and supportive recreation and sport environment
2. Appendix 4: Maintaining professional boundaries for coaches (and others working with children)
3. Appendix 5: National Police Checks for recreation and sport
4. Appendix 6: Definitions for recreation and sport
5. Sample Statutory Declaration
6. Child Safe Environment Checklist:
 - a. Is the Environment Safe
 - b. Day Trip or Overnight Stay

Golf SA is providing its Staff and Key Volunteers with a folder (clear display sleeves) with the required information as well as a list of Golf SA appointments and various relevant contact details. The information will also be on the Golf SA website. Clubs are required to adopt a similar approach.

FAQ

Q: Why do we need to comply?

A: Golf SA and its Member Clubs have a legal obligation. Under Section 8c of the Child Protection Act it states that:
 '...An organization to which this section applies must, as soon as...possible...establish appropriate policies and procedures for ensuring
 1. that appropriate reports of abuse or neglect are made...; and
 2. that child safe environments are established and maintained within the organization...'

Q: Does that mean our Club?

A: It applies to organisations that provide sporting and recreational services wholly or partly for children. This means Golf Clubs.

Q: What do we need to do?

A: The Act requires organisations to develop and implement policies and procedures that reflect the requirements of the Chief Executive, Department for Families and Communities (DFC). In simple terms Golf Australia and now Golf SA have done much of the policy and procedure development. It is now up to individual Clubs to ensure that these are followed.

Q: Who is required to report suspected abuse and neglect?

A: The Act applies to all employees and volunteers that provide sporting or recreational services to report abuse under the penalty of a \$10,000 fine.
 In reality this involves the Staff of Golf SA and key persons within each Club (Junior Coordinator/Coach, Junior Team Manager etc). But, Club Boards/Management Committees, Managers should understand their responsibilities under the Act.

Q: Where can we get more information?

A: There are a number of very useful sources of additional information including the Department for Families and Communities (Families SA) and the Office for Recreation & Sport. Check their websites.

Q: Why do people need a National Police Check?

A: The use of National Police Checks (NCP) can act as a deterrent to the small number of convicted offenders who may seek to use 'volunteer' positions.

A NCP can be obtained by Clubs through Golf SA's VOAN and is an ideal 'start point' in risk management when appointing individuals that come in regular and direct contact with children.



CLUB & ASSOCIATION CHILD SAFE ENVIRONMENT COMPLIANCE STATEMENT

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Comment: The process for applying for NPC needs to be documented so it is clear.
 •Complete online form
 •Take form with ID to SAPOL for identification stamp
 •Send to Golf SA for VOAN number
 •GSA will send to SAPOL.
 •Document returned to applicant who will need to present/post to Golf SA
 •GSA record and return document to applicant and notify club of clearance

Golf SA as the representative body has lodged a Child Safe Environment Compliance Statement with the Department of Families & Communities on behalf of its clubs and associations in accordance with amendments to the Child Protection Act 1993 to be implemented from January 2011.

Clubs are encouraged to follow the procedures laid down in Golf SA's *Member Protection – Junior Golfers* as a means of achieving compliance.

As part of the compliance procedure each club is required to acknowledge the following:

1. My Club has a nominated Contact Person for information relating to the Children's Protection Act 1993.

(Normally the Club General Manager or Club Secretary)

Name:

Telephone:

E-Mail:

2. My Club has adopted the Golf SA Member Protection Policy & Procedures

Y N

3. My Club knows its obligations to conduct criminal history assessments on staff and volunteers who are working with children in '*prescribed positions*' as required by the Children's Protection Act 1993 (s88)

Y N

A '**prescribed position**' is defined as follows:

- All people who have regular contact with children or regularly work in close proximity to children and are not directly supervised
- Manage or supervise such personnel
- Have access to records relating to children that are prescribed by regulation (child protection services, education services, health services, disability services, court orders and proceedings)

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Club Name:.....Date.....

Name (Print).....Signature.....
Elected Club Representative ie Secretary or Club Manager