Child Safe Volunteers
Screening, supervision, training, risk assessment of Victorian Child Safe Standards
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Introduction

Skate Victoria is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. This document was developed to assist our affiliated clubs in Victoria with meeting compliance requirements for the Child Safe Standards. To the best of our knowledge, the information contained herein is accurate and reliable at date of publication. This document provides general guidance only on the Child Safe Standards. Skate Victoria does not guarantee that the examples provided in the document are sufficient for the purposes of a club’s compliance with existing regulatory or government requirements.

Diversity of Volunteers

Do you invite a mix of ages, backgrounds, populations, members and non-members into your volunteer group?

Look at your club’s current volunteers in terms of age and specific population groups and ask yourself the following questions:

• Are they representative of the surrounding community?
• Is the group as diverse as it could be?
• Is your Committee a representation of your members?
• Are your policies and procedures inclusive and do they allow for diversity?
• Have you looked outside of your club for volunteers?

People volunteer for different reasons, and being able to target specific groups and focus on their skills and motivations to volunteer is important in getting them involved with your club.

Screening Volunteers

Screening is one of the most important steps your club can take to ensure a safe, enjoyable environment to help protect children and young people from physical and sexual harm.

Your club will benefit from screening potential applicants by:

• Creating and maintaining a safe environment at your club.
• Identifying skills, experience and qualifications to match the applicant to the task.
• Providing an opportunity for you to learn more about the applicant’s interest and prospects.

Assessment

Identify any risks which may be associated with specific volunteer appointments.

Position Description

Create meaningful position descriptions for all volunteer positions to provide a clear description of the role and responsibilities for your club to better manage the volunteer throughout their involvement (sample position descriptions are available in Appendix 1).

Application Form

A standard form for all positions, which collects basic information, e.g. name, address, contact numbers, referees etc. (sample application form is available in Appendix 2).

Interview

Develop of list of questions so that each interview has a consistent format.

General Volunteer Screening Questions

Here’s a list of some great open-ended questions you could ask your prospective volunteers:

• What interested you about this volunteer position?
• Is there an aspect of our mission that motivates you to want to volunteer?
• Have you volunteered in the past?
  Yes: What have you enjoyed most about previous volunteer work?
  No: What have you enjoyed most about previous paid work or other activities?
• Are you involved in other organised activities?
• What special skills would you like to utilise as a volunteer?
• Are there tasks that you do not want to do as a volunteer?
• Can you briefly talk about your experiences as they relate to this position?
• Do you prefer working independently or with a group?
• What would be the ideal volunteer job for you – and why?
• What are your expectations of our club?
• What are your personal goals for this experience?
• Do you have any concerns about what we expect of you?
• Are you interested in some training pertinent to this position?
• Are you willing to provide training in your area of expertise to other volunteers?
• Do you have any questions that you would like to ask us?

Screening Volunteers for Emotional Intelligence
Emotional intelligence is the ability to perceive, reason with, understand and manage emotions. It’s often thought of as a key indicator of success in a volunteer position. So, it’s key to ask questions to help measure emotional intelligence during the volunteer interview. These might include:
• How will this role help you to achieve what you want?
• What makes you laugh?
• When is the last time you were embarrassed? (What happened? How did you handle the situation?)
• What activities energize and excite you?
• How do you have fun?
• How good are you at accepting help from others?
• How good are you at asking for help?
• What makes you angry?
• What aspect of your work are you passionate about?
• How could you create more balance in your life?
• Who inspires you? Why?

Read Between the Lines
It is recommended to ask not just standard yes/no or close-ended questions, but leaving some room for candidates to speak freely and openly – let them guide the conversation and listen closely enough to follow up appropriately with enough questions to make sure that you understand not only if a candidate meets the requirements of your vacant position, but also a cultural fit. Remember, it’s not just what they say, but how they say it – and what they don’t say too.

References
Your Application Form should include a section where potential applicants provide referee contact details. Follow up with referees, particularly for positions where your volunteer will be involved in finances or with persons under the age of 18 years. Maintain a record that referees were contacted following the interview process and record those details on the Volunteer Data Sheet.

Working with Children Checks/Police Checks
A Working with Children (WWC) Check and Police Check are not the same.
Working with Children Checks
Under the Working with Children Act 2005, if you are engaged in child-related work and not exempt, you must have a WWC Check even if you have undergone a Police Check. The WWC Check is an ongoing assessment by the Department of Justice of a person's suitability to work with children. It is the examining of relevant serious sexual, physical and drug offences in a person's national criminal history and where appropriate, their professional history. The Department of Justice, State Government Victoria, Working with Children Check website provides extensive information, including:
- How to apply for a WWC Check.
- Information about who requires a WWC Check and who is exempt.
- How much a WWC Check will cost.
- Updating requirements.

Police Checks
The Police Check does not involve an assessment by a government agency. It is only a list of offences at a point in time. Some organisations need the list to help them assess a person's suitability for other kinds of work, e.g. an accountant or treasurer, where they would be looking for any fraud offences. For more information about applying for a Police Check, visit the Victoria Police website.

Induction/Training of Volunteers
During the induction process, your club secretary/executive officer/volunteer coordinator/public officer is responsible for informing the successful applicant of your policies and procedures and ensuring they fully understand what is expected of them in their new role at your club. This includes Skate Victoria Bylaws and Policies, which can be viewed on the Documents page of our website. The induction should be undertaken as soon as possible and convenient. You can download Orientation for new Volunteers fact sheet from Volunteering Victoria.

Sample Induction Checklist (Available as an individual template here).
This checklist supports new Volunteer Induction / Orientation to be thorough and consistent regardless of who conducts it.

Once a volunteer role has been established.
The nominated volunteer should use this checklist as a guide and record of what the Induction has incorporated.

Volunteer name: .................................................... Induction commenced: ....../....../..... Induction completed: ....../....../.....

Induction conducted by: ................................................. Signed: .................................................... Date: ....../....../.....

1. The new volunteer has been shown around your regular venue: Introduced to committee members and other people around the club.
2. The new volunteer is shown around the facility.
   - The amenities.
   - Where equipment and supplies are kept.
   - Shown how to access keys.
   - Shown where the telephone is located.
   - Shown where first aid equipment, ice etc. are located.
3. The volunteer has had the role, purpose and values of the Club explained and has been provided with relevant documents, newsletter, details of website.
4. The volunteer running the induction explains the following procedures and provides a Volunteer Handbook with information for further reference. Sample available here from Volunteering Victoria.
   - Confidentiality, how volunteer privacy is maintained.
   - Grievance procedures.
   - Evacuation procedures.
   - Given a run-down of club contacts and what various people do.
5. The new volunteer has had the club expectations explained and what they should be able to expect from others in the club.
   - Gone through Codes of Conduct.
   - Taken through the Volunteer Handbook.
6. Another member or volunteer is assigned as a Mentor or Supervisor to show the new volunteer the specific tasks outlined in the Position Description.
Training and education is an important tool to help people understand that child safety is everyone’s responsibility. Volunteers, in addition to parents/guardians and children, need to be supported to discuss child protection issues and to detect signs of potential child abuse.

New volunteers will need support and information when they begin their new role, and existing volunteers might need to develop new skills and knowledge to meet the requirements of their positions and changes to legal requirements.

Training and support also promotes an awareness of the appropriate standards of care required to be met by volunteers to ensure that your club meets its duty of care when providing services to children.

It is essential that your volunteers commit to promoting the safety and wellbeing of children, for example by signing your club’s code of conduct. Training should enhance the skills and knowledge of your volunteers, and reduce exposure to risks.

Training can be formal such as:
- Higher education training and accreditation.
- Training offered by external organisations.
- Training developed and delivered internally; or
- on-the-job training meeting key objectives.

Training can also be informal such as:
- Inviting other professionals to speak at meetings or functions.
- Inviting local Aboriginal Elders.
- Aboriginal community controlled organisations and community members to speak at meetings and events.
- Inviting local culturally and/or linguistically diverse community members to speak at meetings and events; or
- internal mentoring and coaching.

Volunteers working with children need to receive training in the following areas:
- Identifying, assessing and reducing or removing child abuse risks (see here).
- Your club’s policies and procedures (including the code of conduct and child safe policy).
- How to handle a disclosure or suspicion of abuse, including your club’s reporting guidelines (sample guidelines are available in Appendix 3, individual template available here).
- Legislative requirements, such as obligations to report child abuse\(^1\), reduce and remove known risks of child abuse\(^2\), and to hold Working with Children Checks\(^3\) where required.
- Cultural awareness training.

**Supervision of Volunteers**

If possible, your club secretary/executive officer/volunteer coordinator/public officer should provide regular supervision of volunteers, requesting feedback and conducting reviews based on their position description. It is also important to make sure that the volunteer’s role is still important and relevant to your club.

**Sample performance assessment and feedback tool** *(Available as an individual template here)*

Name: ………………………………………………………………… Position: ………………………………………………………………………

Supervisor/Assessor: ………………………………………………………………………………………………………… Date: ………/………/………

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\(^1\) The failure to disclose criminal offence requires adults in Victoria to report to police a reasonable belief that a sexual offence has been committed against a child (unless they have a reasonable excuse for not doing so). More information about failure to disclose is available on the Department of Justice and Regulation website. Failure to disclose does not change mandatory reporting obligations. Certain professionals are mandatory reporters, meaning they are required to report to the Department of Health and Human Services if they believe on reasonable grounds that a child is in need of protection from physical and sexual abuse. More information about mandatory reporting is available in the Child protection manual.

\(^2\) The failure to protect criminal offence applies to people within organisations who knew of a substantial risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so. More information about failure to protect is available on the Department of Justice and Regulation website.

\(^3\) For more information about Working with Children checks visit the Working with Children website.
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<th>4</th>
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<td>Punctual when applicable</td>
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<td></td>
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<td>Informs others of absence or lateness</td>
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<td>Shows interest in his/her role</td>
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<tr>
<td>Shows interest in training</td>
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<table>
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<tr>
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<th>4</th>
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<td>Polite and courteous to others</td>
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<td>Worked to capacity</td>
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<td>Supervisor satisfied with quality/quantity of work</td>
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<th>4</th>
<th>5</th>
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1 = Poor | 2 = Adequate | 3 = Good | 4 = Very Good | 5 = Excellent | N/A = Not Applicable

Volunteer’s signature: __________________________  Date: __________
Supervisor’s signature: __________________________  Date: __________

**Feedback from Volunteers**

To better understand your volunteers and the work they are doing for your club, your club secretary/executive officer/volunteer coordinator/public officer should request feedback, which will enable you to modify the role if necessary and continually improve volunteer performance.

**Sample Volunteer Survey** *(Available as an individual template [here](#))*

Thank you for completing this survey. Please return it to *<insert name>*.

- Volunteer Name: (Optional).
- What is your role(s) in the club?
- What specific tasks does this involve?
- Do others assist you in completing these tasks?
- Approximately how many hours a week does this take up?
- Do you enjoy your role?
  - If you answered No to the above question, please detail likes and dislikes.
- Do you feel the club values and recognises your contribution?
- Do you feel supported?
- Please detail anything that would make your role more enjoyable.
- Are you intending to stay in this role next year?
- If you answered No to the above question:
  - Are there any roles or tasks you would be happy to undertake instead?
  - Do you have someone in mind to take over your role that you would be happy to ask?

**Risk Assessments**

Child Safe Standard 6 requires clubs to implement strategies to identify and reduce or remove risks. If you have an up to date SV Venue Checklist and Activity sheet; SV accredited coaches, your members
have current financial SV membership, and your club uses the SV programs, by implementing a Child Safe Policy; Code of Conduct, and Risk Assessment you are creating a child safe club with documentation demonstrating coverage of your duty of care requirements.

**Adopt a Risk Management Approach**

All clubs have a duty of care to protect the children they interact with. Creating a child safe club begins with a clear, evidence-informed understanding of the potential risks to children involved with your club.

Taking a preventative approach means identifying the potential risks in your club. These range from the impact of the physical environment and how it affects the continual supervision of volunteers and children, to volunteer recruitment practices.

Despite the implementation of best-practice approaches, risks always exist for children who access clubs. You are in the best position to know where the vulnerabilities and risks are located within your club’s activities and how you can plan to prevent them. By adopting a risk management approach, you are acting in a preventative manner, can reduce the likelihood of risks becoming realised, and are documenting your duty of care requirements.

**Develop a Risk Management Plan**

To reduce the likelihood of harm, think about and define the risks. What could go wrong within your club as a whole or for any specific activity? Do not forget to involve children in this process, as they may have a very different idea about what makes them feel unsafe.

**Risk Assessment Templates**

In Appendix 5, you will find two sample Risk Assessment templates that cover risks associated with clubs who interact with children. The fist template (*Available as an individual template here*) is for clubs that do not have persons under the age of 18 years of age as members who hold activities that have non-participating persons under the age of 18 years of age attending. The second template (*Available as an individual template here*) is for clubs that have members under the age of 18 years.

**Signage**

There are sign templates available in Appendix 4 Risk Management Signage (*Available as an individual document here*) which can be printed on A4 format or is available 600mm x 1200mm format for retractable signs. By displaying the signage in Appendix 4 you are helping to create a Child Safe club.

**Resources, References and Acknowledgements**

- [www.volunteeringvictoria.org.au/](http://www.volunteeringvictoria.org.au/)
- [www.childwise.org.au](http://www.childwise.org.au)
- [www.verifiedvolunteers.com/](http://www.verifiedvolunteers.com/)

Skate Victoria Inquiries Contact

Gloria Hawken Executive Officer

Email: office@skatevictoria.com.au

Phone: 03 5182 6816

**Document Revision History**

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<td>April 2017</td>
<td>Sample Incident Template</td>
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Appendix 1 Sample Position Descriptions

Club President *(Available as an individual document [here](#))*

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<th><strong>Position Summary</strong></th>
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<tbody>
<tr>
<td><strong>Position:</strong> President</td>
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<td><strong>Reports to:</strong> &lt;insert&gt;</td>
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<tr>
<td><strong>Remuneration:</strong> This is a volunteer position. Reimbursement policies apply where appropriate.</td>
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<tr>
<td><strong>Start date:</strong> &lt;insert&gt;</td>
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<tr>
<td><strong>Term:</strong> &lt;insert&gt;</td>
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About &lt;insert your club name&gt; &lt;insert&gt;

**Purpose**
The role of the President is to provide the principle leadership and responsibility for the club and the committee.

**Responsibilities**
- Chair committee meetings ensuring that they are run efficiently and effectively.
- Act as a signatory for the club in all legal purposes and financial purposes.
- Regularly focus the committee’s attention on matters of club governance that relate to its own structure, role and relationship to its members.
- Periodically consult with committee members on their role, to see how they are going and help them to optimise their contribution.
- Work with the committee to ensure the necessary skills are represented on the committee, and that relevant strategic and business plans are developed in order to achieve the goals of the club.
- Serve as a spokesperson for the club when required.
- Communicate regularly and systematically with the Presidents of other clubs and Skate Victoria.

**Personal Attributes**
- Be well informed of all club activities and able to provide oversight.
- Be a person who can develop good relationships internally and externally.
- Be forward thinking and committed to meeting the overall goals of the club.
- Have a good working knowledge of the club’s Constitution/Rules of Association, policies and duties of office bearers.
- Be able to work collaboratively with other committee members.
- Be a good listener and attuned to the interests of members and other interest groups.
- Be a good role model and a positive image for the club in representing the committee in other forums (e.g. club delegate meetings/social media).

Vice President *(Available as an individual document [here](#))*

<table>
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<th><strong>Position Summary</strong></th>
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<tr>
<td><strong>Position:</strong> Vice President</td>
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<tr>
<td><strong>Remuneration:</strong> This is a volunteer position. Reimbursement policies apply where appropriate.</td>
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<td><strong>Start date:</strong> &lt;insert&gt;</td>
</tr>
<tr>
<td><strong>Term:</strong> &lt;insert&gt;</td>
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</table>

About &lt;insert your club name&gt; &lt;insert&gt;

**Purpose**
The role of the Vice President is to shadow the President in providing leadership and responsibility for the club and the committee, and to step into the President’s roles where needed.

**Responsibilities**
- In the event of the President being unable to fulfill his/her duties, to step into that role.
- When the President is absent, chair committee meetings, ensuring they are run efficiently/ effectively.
- Be an alternate signatory for the club for legal purposes and financial purposes.
- Assist the President in deciding which matters are dealt with by whom.
- Coordinate club planning to ensure appropriate plans are developed, presented to and reviewed by the committee, and enacted as required.
- Other duties as nominated by the President and/or committee.
**Personal Attributes**

- Be well informed of all club activities and able to provide oversight.
- Be a person who can develop good relationships internally and externally.
- Be willing to step in for the President where needed including chairing meetings.
- Be forward thinking and committed to meeting the overall goals of the club.
- Have a good working knowledge of the club’s Constitution/Rules of Association, policies and duties of office bearers.
- Be able to work collaboratively with other committee members.
- Be a good listener and attuned to the interests of members and other interest groups.
- Be a good role model and a positive image for the club in representing the committee in other forums (e.g. club delegate meetings/social media).
- Be able to raise concerns with the President when they arise.

**Secretary/Public Officer (Available as an individual document here)**

**Position Summary**

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<th>Position:</th>
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<tr>
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<tr>
<td>Term:</td>
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**About <insert your club name>**

**Administrative Roles**

- Maintain committee and club records.
- Manage minutes of meetings, including recording the minutes or ensuring they are recorded.
- Develop meeting agendas in consultation with committee members, distribute prior to meetings.
- Be familiar with all current club documents.
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Enable and authorise people to help with the committee’s business. This includes signing a copy of the final approved minutes and ensuring that the signed copy is maintained.
- Ensure that the records of the club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, Skate Victoria and Government compliance and other official records.
- Ensure that official records are maintained of members of the club and committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure that proper notification is given of committee and club meetings as specified in the rules.
- Manage the general correspondence of the committee except for such correspondence assigned to others.
- Help and lead the committee in providing systematic communication from the committee to club members and other relevant stakeholders.
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

**Other duties include:**

- Notify Consumer Affairs of the Secretary appointment or a change of the Secretary’s details.
- Notify Consumer Affairs of a change of the association’s registered address by lodging a Change of Association Details form. No fee is required.
- Within one month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee.
- Obtain from Treasurer, Annual Income and Expenditure Statement and Assets and Liability Statement.
- Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.

**Personal Attributes**

- be organised;
- have computer skills;  
- be a good communicator;  
- be able to keep confidential matters confidential.
Treasurer *(Available as an individual document here)*

**Position Summary**

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<tr>
<td>Term:</td>
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**About <insert your club name>**

**Purpose**
The role of the Treasurer is to be responsible for the financial supervision of the club to allow the committee to provide good governance. The Treasurer is responsible to regularly report on the club’s financial status to both the committee and the club members.

**Responsibilities**
- Provide advice to the committee in their management of the club finances.
- Administer all financial affairs of the club.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the committee for approval.
- Ensure development and committee review of financial policies and procedures.
- Support any required auditing processes.
- Receipt of all incoming monies. • Bank all monies received. • Pay all accounts.
- Maintain accurate records of all income and expenditure.
- Ensure that all receipts and payments concur with bank deposits and withdrawals.
- Produce financial reports – present at committee meetings.
- Arrange and dispatch invoices for payments due. • Issue yearly membership fee.
- Keep accurate record of all membership payments. • Be a signatory on club bank account.

**Personal Attributes**
- good organisational skills
- has some financial expertise
- ability to maintain accurate records
- dedicated Club person
- honest/trustworthy
- computer skills
- good communication skills

**Essential**
- Receipt Books
- Invoice Book
- Cheque books
- Bank deposit book
- Receipt details slips
- Computer
- Club Stamps
- Calculator
- Prepaid Envelopes
- Accounting Book

Publicity Officer/Media Contact *(Available as an individual document here)*

**Position Summary**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Publicity Officer/Media Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>The club President and committee members</td>
</tr>
<tr>
<td>Remuneration:</td>
<td>This is a volunteer position. Reimbursement policies apply where appropriate.</td>
</tr>
<tr>
<td>Start date:</td>
<td>&lt;insert&gt;</td>
</tr>
<tr>
<td>Term:</td>
<td>&lt;insert&gt;</td>
</tr>
</tbody>
</table>

**About <insert your club name>**

**Responsibilities**
- Making contact with media contacts and developing and maintaining media relationships.
- Be the communications contact person for club members and media to gather, present articles.
- Presenting regular articles for the club newsletter, Facebook page and/or website.
- Ensuring that weekly media information e.g. results is provided on time and is accurate.
- Writing media releases to highlight key activities/stories about the club.
- Liaising with the committee about media opportunities.
Personal Attributes
• write well and have some knowhow on presenting media releases and articles;
• have computer skills;
• be a good communicator and be able to develop positive relationships with media contacts;
• be able to liaise with the committee regarding media relations and news items.

Safety Officer (Available as an individual document here)
Position Summary

<table>
<thead>
<tr>
<th>Position:</th>
<th>Safety Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>&lt;insert&gt;</td>
</tr>
<tr>
<td>Remuneration:</td>
<td>This is a volunteer position. Reimbursement policies apply where appropriate.</td>
</tr>
<tr>
<td>Start date:</td>
<td>&lt;insert&gt;</td>
</tr>
<tr>
<td>Term:</td>
<td>&lt;insert&gt;</td>
</tr>
</tbody>
</table>

About <insert your club name>
<insert>

Purpose
The Safety Officer coordinates the first aid personnel and equipment for the club and maintains health and safety documentation.

Responsibilities
• Ensure that each team/game has a nominated First Aid person - Take details of first aid representatives and sight certificates of currency. Develop a database with contact details. Roster First Aid Representatives for games where there is no suitable representative assigned to the team.
• Promote first aid courses - Seek details of Level 2 First Aid Courses prior to the season and promote to members.
• Restock first aid supplies and check equipment and cleanliness of the treatment space - Check that safety equipment is in good condition e.g. stretcher, padding. Ensure that fire extinguishers undergo their regular maintenance check. Check that the treatment area is clean and roster teams to clean this space after each match.
• Restock first aid kits - including ice packs and check that supplies are in date. Keep a track of first aid supplies required through the season - Keep a book where first aid supplies used are noted. Undertake a regular check. Ensure that ground/track checks are undertaken at the start of game/event days.
• Report any known hazards to the Committee - Be active in assessing the overall safety of the club’s regular venue and ensuring that safety policies and procedures are adhered to including having a suitable evacuation procedure.
• Record Keeping - Collect medical information at the commencement of the season and provide details to the relevant coach, team manager, first aid representative (note that consent is required).
• File Relevant Records - Collect Injury Report Forms and retain for 7 years.

Personal Attributes
• Someone who is around the club during training and game/event days
• Organised with computer skills
• A regular email user
• Familiar with the club’s emergency plans including evacuation
• Familiar with all relevant rules and policies e.g. Health and Safety Policy, Skate Victoria Compliance, Mouth Guard, Blood Rules etc.

Sponsorship Coordinator (Available as an individual document here)
Position Summary

<table>
<thead>
<tr>
<th>Position:</th>
<th>Sponsorship Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>&lt;insert&gt;</td>
</tr>
<tr>
<td>Remuneration:</td>
<td>This is a volunteer position. Reimbursement policies apply where appropriate.</td>
</tr>
<tr>
<td>Start date:</td>
<td>&lt;insert&gt;</td>
</tr>
<tr>
<td>Term:</td>
<td>&lt;insert&gt;</td>
</tr>
</tbody>
</table>

About <insert your club name>
<insert>
Purpose
The Sponsorship Coordinator is the chief organiser of sponsorship arrangements for all sections of <insert your club name>. The Sponsorship Coordinator reports regularly to the committee.

Responsibilities
- Convene a group to assist with key tasks and timelines.
- Review the current Sponsorship Package and be familiar with what the club promises to sponsors.
- Prepare a budget, monitor it carefully and report on it regularly
- Seek to raise sponsorship funds for the club
- Send out a letter/email to current sponsors regarding their commitment for the coming season
- Seek new club sponsors and meet with potentials to outline what services they would value most
- Organise that signage be produced when needed
- Maintain a Memorandum of Understanding with each club sponsor
- Make sure sponsor representatives are met when attending functions or game/event days
- Liaise with the committee regarding sponsor invitations and special function calendars
- Give a report at meetings and when required
- Ensure social events support the club sponsors and, where appropriate, raise money for the club
- Liaise with competition coordinators to ensure that sponsors get recognition
- Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year

Personal Attributes
- be organised and professional
- be able to delegate and support a working group
- be personable and can present the club and the virtues of being a sponsor
- be creative in looking at new ways to service and satisfy sponsors

Appendix 2 Sample Volunteer Application Form (Available as an individual document here)

Your Contact Details:
Name: …………………………………………………………………………………………………………………………………………………………………………….. Date of Birth: ………/……/……..
Address: …………………………………………………………………………………………………………………………………………………………………………….
Phone: ……………………………………………………………………………. Email: ……………………………………………………………………………………………….

Emergency Contact Details
Name: ……………………………………………. Relationship: ………………………. Phone: ………………………………………………………………………………

Working with Children Check ☐ Yes ☐ No ☐ Sighted - Card No: …………………………………………….
For some roles, you may be requested to obtain a WWCC. It is free for volunteers.

Ambulance Subscription ☐ Yes ☐ No
In the case of an emergency an ambulance will be contacted and associated expenses are the responsibility of individual volunteer. Everyone is encouraged to have an ambulance subscription.

Medical Conditions
Do you have any medical conditions or disability that could impact on your ability to undertake certain tasks? If so, please detail (All medical and personal information will be treated as confidential):
……………………………………………………………………………………………………………………………………………………………………………………………………………...

Type of Duties Preferred

<table>
<thead>
<tr>
<th>Administration</th>
<th>Safety</th>
<th>Fundraising/Sponsorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>Coaching</td>
<td>Inter-Club Liaison</td>
</tr>
<tr>
<td>Assisting with programs</td>
<td>Recreation Activities</td>
<td>Coordination</td>
</tr>
</tbody>
</table>

Please highlight the skills, knowledge and or experience you bring to this role:
……………………………………………………………………………………………………………………………………………………………………………………………………………
Signed: ………………………………………………………………………………………………………………………………………………………………………………
Date: ………/……/……..

Office Use Only

Date Received: ………/……/…….. Entered into Database: ☐ Confidentiality Statement signed: ☐
Code of Conduct Signed: ☐ Checks and Induction complete: ☐ Orientation complete: ☐
Appendix 3 Sample Club Guidelines for Reporting (Available as an individual document here)

What circumstances should determine whether to make a report to Child Protection?

There may be many factors, or combinations of factors, within family life that adversely impact upon children’s safety, stability and development.

A report to Child Protection should be made in any of the following circumstances:

- Physical abuse of, or non-accidental or unexplained injury to, a child (mandatory reporters must report)
- A disclosure of sexual abuse by a child or witness, or a combination of factors suggesting the likelihood of sexual abuse - the child exhibiting concerning behaviours, for example, after the child’s mother takes on a new partner or where a known or suspected perpetrator has had unsupervised contact with the child (mandatory reporters must notify)
- Emotional abuse and ill treatment of a child impacting on the child’s stability and healthy development
- Persistent neglect, poor care or lack of appropriate supervision, where there is a likelihood of significant harm to the child, or the child’s stability and development
- Persistent family violence or parental substance misuse, psychiatric illness or intellectual disability - where there is a likelihood of significant harm to the child or the child’s stability and development
- Where a child’s actions or behaviour may place them at risk of significant harm and the parents are unwilling or unable to protect the child
- Where a child appears to have been abandoned, or where the child’s parents are dead or incapacitated, and no other person is caring properly for the child
- Many cases will not neatly fit into these categories, and it may be harder to determine whether the level and the nature of any risk is such that the child is in need of protection. The following questions may help resolve the best course of action in such cases.

Factors for consideration

What specifically has happened to the child that has caused your concerns and what is the impact on their safety, stability, health, wellbeing and development?

How vulnerable is the child?

- Is there a history or pattern of significant concerns with this child or other children in the family?
- Are the parents aware of the concerns, capable and willing to take action to ensure the child’s safety and stability, and promote their health, wellbeing, and development?
- Are the parents able and willing to use support services to promote the child’s safety, stability, wellbeing and development?

A report to Child Protection should be considered if, after consideration of the available information you are, on balance, more inclined toward a view that the concerns currently have a serious impact on the child’s immediate safety, stability or development, or the concerns are persistent and entrenched and likely to have a serious impact on the child’s development. Upon receipt of a report containing such factors, Child Protection will seek further information, usually from professionals who may also be involved with the child or family, to determine whether further action is required. In determining what action to take, Child Protection will also consider any previous concerns that may have been reported about the child or young person. In most circumstances Child Protection will inform you of the outcome of your report.

Responding to signs of child abuse

Each situation is different. In considering the most effective response that will ensure the child’s safety and wellbeing, you may need to gather information and facts. These could include:

- Make notes – record what you observe. Date and sign the entry.
- Continue to observe – record what you observe, and date and sign each entry.
- Consult colleagues – get support and advice from your colleagues and supervisors. Compare notes and brainstorm possible strategies.
- Develop action plans based on procedures – familiarise yourself with your employer’s procedures and processes about what to do.
- Talk to other agencies about helping the family – collaborate with or engage family support services, community health services, local government services, regional Department of Human Services and Child Protection contacts, and disability services. You may want to call a case conference for professionals to discuss their concerns.
- Talk to the child – do this with respect for the child’s or young person’s need for privacy and confidentiality.
- Talk to the parent or parents – only if you believe it will not jeopardise the safety of the child or young person.

Contacting Child Protection

To report child abuse, contact your regional Child Protection office as soon as possible. If you are making a report, please use the main Intake Unit number. For all other enquiries, please contact the appropriate regional office.

How to make a report

Call the appropriate Intake Unit phone number. The Child Protection Intake Worker will ask you for certain information, including:

- details – the child’s or young person’s name, age and address
- indicators of harm – the reason for believing that the injury or behaviour is the result of abuse or neglect
- reason for reporting – the reason why the call is being made now
• safety assessment – assessment of immediate danger to the child or children. For example, information may be sought on the whereabouts of the alleged abuser or abusers
• description – description of the injury or behaviour observed
• child’s whereabouts – the current whereabouts of the child or young person
• other services – your knowledge of other services involved with the family
• family information – any other information about the family
• cultural characteristics – any specific cultural or other details that will help to care for the child, for example, cultural origins, interpreter or disability needs.

A report should still be made, even if you don’t have all the information listed above. The reporter’s identity is protected unless they provide written consent for it to be disclosed or it is required by order of the Court.

Your ongoing role when making a report
When Child Protection becomes involved, this may provoke a crisis for the family. After making a report, some of your ongoing responsibilities can include:
• acting as a support person for the child or young person during interviews
• attending a case conference
• participating in case planning meetings
• continuing to monitor the child’s or young person’s behaviour in relation to ongoing harm
• providing written reports for case planning meetings or court proceedings
• helping families make the changes required to keep children safe.

Where to get help
• Child protection (after hours) Tel. 13 12 78
• Intake Unit phone numbers:
  - Northern and western suburban LGAs (Banyule, Brimbank, Darebin, Hobsons Bay, Hume, Maribyrnong, Melbourne, Melton, Moonee Valley, Moreland, Nillumbik, Whittlesea, Wyndham, Yarra) Tel. 1300 664 977
  - Eastern suburban LGAs (Boroondara, Knox, Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges Tel. 1300 360 391
  - Southern suburban LGAs (Bayside, Cardinia, Casey, Frankston, Glen Eira, Greater Dandenong, Kingston, Mornington Peninsula, Port Phillip, Stonnington) Tel. 1300 655 795
  - South-western rural and regional LGAs (Colac-Otway, Corangamite, Glenelg, Greater Geelong, Moyne, Queenscliffe, Southern Grampians, Surf Coast, Warrnambool) Tel. 1800 075 599
  - Western rural and regional LGAs (Ararat, Ballarat, Golden Plains, Hepburn, Hindmarsh, Horsham, Moorabool, Northern Grampians, Pyrenees, West Wimmera, Yarriambiack) Tel. 1800 000 551
  - North-western rural and regional LGAs (Buloke, Campaspe, Central Goldfields, Gannawarra, Greater Bendigo, Loddon, Macedon Ranges, Mildura, Mount Alexander, Swan Hill) Tel. 1800 675 598
  - North-eastern rural and regional LGAs (Alpine, Benalla, Greater Shepparton, Indigo, Mansfield, Mitchell, Moira, Murrindindi, Strathbogie, Towong, Wangaratta, Wodonga) Tel. 1800 650 227
  - Eastern and south-eastern rural and regional LGAs (Bass Coast, Baw Baw, East Gippsland, Latrobe, South Gippsland, Wellington) Tel. 1800 020 202

Things to remember
• Child Protection protects children and young people from harm caused by abuse or neglect within the family.
• Community-based family support services may be able to help families having difficulties.
• A report to Child Protection is appropriate when the risk to children is significant.
• Some professionals are legally obliged to report to Child Protection if they encounter abuse in the course of their work.

Failure to disclose/failure to protect
The failure to disclose criminal offence requires adults in Victoria to report to police a reasonable belief that a sexual offence has been committed against a child (unless they have a reasonable excuse for not doing so). More information about failure to disclose is available on the Department of Justice and Regulation website.

Failure to disclose does not change mandatory reporting obligations. Certain professionals are mandatory reporters, meaning they are required to report to the Department of Health and Human Services if they believe on reasonable grounds that a child is in need of protection from physical and sexual abuse. More information about mandatory reporting is available in the Child protection manual.

The failure to protect criminal offence applies to people within organisations who knew of a substantial risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so. More information about failure to protect is available on the Department of Justice and Regulation website.
Commitment to child safety

All children who attend Skate Victoria activities have a right to feel and be safe. The welfare of the children will always be our first priority and we have a zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and have fun.

The SV Child Safe Policy and SV Code of Conduct were developed in collaboration with all our members, volunteers and the children who use our services and their parents. It applies to all members, volunteers, children, spectators and individuals involved in our club activities.

Victorian Child Safe Code of Conduct

This Victorian Child Safe Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Victorian Child Safe Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps members and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Victorian Child Safe Code of Conduct applies to all people involved in Skate Victorian sanctioned activities, including participants, coaches, officials, volunteers, parents and spectators in Victoria.

All Skate Victoria members and volunteers located in Victoria are responsible for promoting the safety and well being of children and young people by:

- Adhering to the SV Child Safe Policy, this Victorian Child Safe Code of Conduct and other Skate Victoria policies and bylaws.
- Taking all reasonable steps to protect children from abuse.
- Treating everyone with respect, including listening to and valuing their ideas and opinions.
- Welcoming all children and their families and carers and being inclusive.
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability.
- Modelling appropriate adult behaviour.
- Listening to children and responding to them appropriately.
- Reporting and acting on any breaches of this Victorian Child Safe Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children.
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children.
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

Skate Victoria members and volunteers MUST NOT:

- Seek to use children in any way to meet the needs of adults.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- Use prejudice, oppressive behaviour or language with children.
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes.
- Develop ‘special’ relationships with specific children or show favouritism through the provision of gifts or inappropriate attention.
- Exchange personal contact details such as phone number, social networking site or email addresses with children.
- Have unauthorised contact with children and young people online or by phone.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Skate Victoria at office@skatevictoria.com.au

This Victorian Child Safe Code of Conduct will be reviewed by Skate Victoria annually.
If you need to report an offence that requires immediate police attention:

1800 212 936

5.00pm - 9.00am Monday - Friday,
24 hours on weekends and public holidays).
This is an emergency service for week nights,
weekends and public holidays only

1800 99 10 99
This helpline operates Monday to Friday, 9am-5pm AEST.

If you suspect on reasonable grounds that a child is suffering abuse or neglect
or you wish to discuss your concerns about a child or young person, you should telephone:

Child Protection
Crisis Line

National Child Abuse Helpline

If you need support, advise or someone to talk to, you should telephone:

Kids Helpline

Lifeline
Crisis Support. Suicide Prevention.

safe steps
Family Violence Response Centre

Mens Line
AUSTRALIA
**Appendix 5 Risk Assessment Templates**

**Group A - Risk Assessment Template** *(Available as an individual template here)*  
Below is an example of a child safety risk assessment approach that could be used to identify risks and document child safety risk management strategies for clubs that have minimal contact with person under 18 years of age. Examples of this type would be:  
- clubs that hold events/activities open to their member’s family/friends and/or open to the public;  
- clubs that are for 18 years plus only membership but allow members to bring their family/friend to regular activities like training sessions, clinics, etc.

### CHILD SAFETY RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Risk Event</th>
<th>Existing Management strategies or internal controls</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Current risk assessment</th>
<th>New risk management controls or internal controls</th>
<th>Who is responsible?</th>
<th>Residual risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>No culture of child safety</td>
<td>Child safety code of conduct, embedding culture of child safety</td>
<td>Possible</td>
<td>Severe</td>
<td>Extreme</td>
<td>Volunteer induction and annual awareness training, inclusion of obligation in volunteer position descriptions, policy and procedure for managing child safety, reporting procedures, publicise commitment to child safety - signage</td>
<td>Management committee of club</td>
<td>Low</td>
</tr>
<tr>
<td>Recruitment of an inappropriate volunteer</td>
<td>Working With Children Check or equivalent in other state (Blue Card, etc.)</td>
<td>Unlikely</td>
<td>Major</td>
<td>Medium</td>
<td>Criminal history search, online searches (Google, Facebook etc.), reference check includes asking about child safety for positions with contact with children</td>
<td>Management committee of club</td>
<td>Low</td>
</tr>
<tr>
<td>Children alone with one other person unsupervised</td>
<td>Likely to only occur in a parent/child situation</td>
<td>Rare</td>
<td>Moderate</td>
<td>Low</td>
<td>Non-lockable doors in hot spots, signage for all visitors</td>
<td>Club manager of activity/event and members</td>
<td>Low</td>
</tr>
<tr>
<td>Inappropriate behaviour not reported</td>
<td>Volunteer screening, SV venue checklist</td>
<td>Unlikely</td>
<td>Severe</td>
<td>High</td>
<td>Train volunteers to detect inappropriate behaviour, assessment of new or changed physical environments for child safety risks</td>
<td>Management committee and members</td>
<td>Low</td>
</tr>
<tr>
<td>Unsupervised recreational or other activities</td>
<td>SV Accredited coaches</td>
<td>Unlikely</td>
<td>Major</td>
<td>Medium</td>
<td>Supervision or monitoring of activities (SV JNR Quad Fun Program), non-lockable doors in hot spots, signage for all visitors</td>
<td>Club manager of activity/event and members</td>
<td>Low</td>
</tr>
<tr>
<td>False allegations</td>
<td>Child abuse policy and procedures</td>
<td>Possible</td>
<td>Severe</td>
<td>Extreme</td>
<td>Policy and procedure for managing child safety, reporting procedures</td>
<td>Management Committee of club</td>
<td>Low</td>
</tr>
</tbody>
</table>

**Associated Printables – Appendix 4**  
SIGN – Zero Tolerance – No Excuse for Abuse/Please Supervisor your children at all times  
SIGN – Reporting, Counselling and other resources  
SIGN – Statement of Commitment/Code of Conduct
Group B - Risk Assessment Template *(Available as an individual template here)*

Below is an example of a child safety risk assessment approach that could be used to identify risks and document child safety risk management strategies for clubs that have direct contact with person under 18 years. Examples of this type would be:

- clubs that memberships for persons under 18 years of age;
- clubs that have direct contact with persons under 18 years of age;
- clubs that hold events/activities with persons under 18 years of age attending regularly and/or open to the public

### CHILD SAFETY RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Risk Event</th>
<th>Existing Management strategies or internal controls</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Current risk assessment</th>
<th>New risk management controls or internal controls</th>
<th>Who is responsible?</th>
<th>Residual risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>No culture of child safety</td>
<td>Child safety code of conduct, embedding culture of child safety</td>
<td>Possible</td>
<td>Severe</td>
<td>Extreme</td>
<td>Volunteer induction and annual awareness training, inclusion of obligation in volunteer position descriptions, policy and procedure for managing child safety, reporting procedures, publicise commitment to child safety - signage</td>
<td>Management committee of club</td>
<td>Low</td>
</tr>
<tr>
<td>Recruitment of an inappropriate volunteer</td>
<td>Working With Children Check or equivalent in other state (Blue Card, etc.)</td>
<td>Unlikely</td>
<td>Major</td>
<td>Medium</td>
<td>Criminal history search, online searches (Google, Facebook etc.), reference check includes asking about child safety for positions with contact with children</td>
<td>Management committee of club</td>
<td>Low</td>
</tr>
<tr>
<td>Children alone with one other person unsupervised</td>
<td>Likely to only occur in a parent/child situation</td>
<td>Rare</td>
<td>Moderate</td>
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</tr>
<tr>
<td>Inappropriate behaviour not reported</td>
<td>Volunteer screening, SV venue checklist</td>
<td>Unlikely</td>
<td>Severe</td>
<td>High</td>
<td>Train volunteers to detect inappropriate behaviour, assessment of new or changed physical environments for child safety risks</td>
<td>Management committee and members</td>
<td>Low</td>
</tr>
<tr>
<td>Unsupervised recreational or other activities</td>
<td>SV Accredited coaches</td>
<td>Unlikely</td>
<td>Major</td>
<td>Medium</td>
<td>Supervision or monitoring of activities (SV JNR Quad Fun Program), non-lockable doors in hot spots, signage for all visitors</td>
<td>Club manager of activity/event and members</td>
<td>Low</td>
</tr>
<tr>
<td>False allegations</td>
<td>Child abuse policy and procedures</td>
<td>Possible</td>
<td>Severe</td>
<td>Extreme</td>
<td>Policy and procedure for managing child safety, reporting procedures</td>
<td>Management Committee of club</td>
<td>Low</td>
</tr>
<tr>
<td>Familiarity breeding a culture of not reporting</td>
<td>Previous recruitment guidelines</td>
<td>Possible</td>
<td>Major</td>
<td>High</td>
<td>Run current staff through awareness training, policy and procedure for managing child safety, reporting procedures, publicise commitment to child safety - signage</td>
<td>Management Committee of club</td>
<td>Low</td>
</tr>
<tr>
<td>Natural trust of long term volunteers (who may have developed issues over time)</td>
<td>Code of Conduct</td>
<td>Possible</td>
<td>Major</td>
<td>High</td>
<td>Run current staff through awareness training, policy and procedure for managing child safety, reporting procedures, publicise commitment to child safety – signage</td>
<td>Management Committee of club</td>
<td>Low</td>
</tr>
</tbody>
</table>
## CHILD SAFETY RISK ASSESSMENT CONTINUED

<table>
<thead>
<tr>
<th>Risk Event</th>
<th>Existing Management strategies or internal controls</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Current risk assessment</th>
<th>New risk management controls or internal controls</th>
<th>Who is responsible?</th>
<th>Residual risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment via email, SMS or other media</td>
<td>Code of Conduct</td>
<td>Rare</td>
<td>Major</td>
<td>Medium</td>
<td>Updated child safe code of conduct, policy and procedure for managing child safety, reporting procedures, publicise commitment to child safety – signage, SV Member Protection Policy</td>
<td>Management committee and members</td>
<td>Low</td>
</tr>
<tr>
<td>Ad-hoc contractors on the premises (e.g. maintenance)</td>
<td>Volunteer training</td>
<td>Rare</td>
<td>Major</td>
<td>Medium</td>
<td>Policy and procedure for managing child safety, reporting procedures, publicise commitment to child safety - signage</td>
<td>Management committee and members</td>
<td>Low</td>
</tr>
<tr>
<td>Vulnerability of volunteers and members due to unknown personal issues</td>
<td>Volunteer training</td>
<td>Possible</td>
<td>Major</td>
<td>High</td>
<td>Policy and procedure for managing child safety, reporting procedures, publicise commitment to child safety - signage</td>
<td>Management Committee of club</td>
<td>Low</td>
</tr>
<tr>
<td>Unknown people and environments at interclub activities</td>
<td>Volunteer training</td>
<td>Likely</td>
<td>Moderate</td>
<td>High</td>
<td>Policy and procedure for managing child safety, reporting procedures, publicise commitment to child safety - signage</td>
<td>Management Committee of club</td>
<td>Low</td>
</tr>
</tbody>
</table>

### Associated Printables – Appendix 4

SIGN – Zero Tolerance – No Excuse for Abuse/Please Supervisor your children at all times
SIGN – Reporting, Counselling and other resources
SIGN – Statement of Commitment/Code of Conduct

### Risk Rating

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Medium</td>
</tr>
<tr>
<td>Likely</td>
<td>Medium</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Rating</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insignificant</td>
<td>Minor</td>
</tr>
<tr>
<td>Almost Certain</td>
<td>Medium</td>
</tr>
<tr>
<td>Likely</td>
<td>Medium</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
</tr>
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<td>Unlikely</td>
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<td>Rare</td>
<td>Low</td>
</tr>
</tbody>
</table>
Sample Incident Report Template - Child safe standards toolkit: resource 7

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. You can provide this resource to a child or their family if they disclose an allegation of abuse or safety concern in your organisation. Your staff can also use this resource to record disclosures.

All incident reports must be stored securely.

Incident details

<table>
<thead>
<tr>
<th>Date of incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Time of incident:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Location of incident:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Name(s) of child/children involved:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Name(s) of staff/volunteer involved:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an ‘X’ as applicable)

No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐

Please categorise the incident

- Physical violence
- Sexual offence
- Serious emotional or psychological abuse
- Serious neglect

Please describe the incident

When did it take place?

Who was involved?

What did you see?

---


5 The child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. For further explanation of the different types of child abuse, please see An Overview of the Victorian child safe standards: <www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>.
Other information

Parent/carer/child use

Date of incident:
Time of incident:
Location of incident:
Name(s) of child/children involved:
Name(s) of staff/volunteer involved:

Office use:

Date incident report received:
Staff member managing incident:
Follow-up date:
Incident ref. number:

Has the incident been reported?

Child protection
Police
Another third party (please specify):

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes ☐ No ☐

Further information


Note for registered schools: a forthcoming Ministerial Order under the Education and Training Reform Act 2006 will contain the minimum actions that schools must take to meet each of the child safe standards. There will be a lead in time before regulation will commence to allow schools time to prepare. The Department of Education and Training and the Victorian Registration and Qualifications Authority will provide information and materials specifically for schools to assist with capacity building and compliance. Registered schools can contact the Department of Education and Training: chil前面部分... Licensed children's services enquiry line: 1300 307 415

Disclaimer

This document provides general guidance only on the child safe standards. The Department of Health and Human Services does not guarantee that the examples provided in the document are sufficient for the purposes of an organisation's compliance with existing regulatory or government funding requirements.