



**POLICY FOR  
SAFEGUARDING  
CHILDREN AND YOUNG  
PEOPLE**

**BEDFORD JUNIOR CRICKET CLUB**

## **1. PURPOSE**

This Policy aims to ensure that the Club creates a safe, fair and inclusive environment for all Children and Young People associated with the Club.

This Policy has been endorsed by the Club's Management Committee.

## **2. SCOPE**

This Policy applies to the Club and, where applicable, to:

- (a) Cricket Participants; and
- (b) Players.

The Club is committed to ensuring that safeguarding Children and Young People is central to its development of the game of cricket at the Club and has adopted this Policy to safeguard the Children and Young People associated with the Club.

The Club acknowledges that Western Australia has in place child protection laws that are required to be adhered to by the Club. The Club will comply, and will take all reasonable steps to ensure that all Cricket Participants associated with the Club comply, with the child protection laws as they apply in Western Australia.

## **3. THE CLUB'S COMMITMENT TO SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

The Club recognises the important role that Children and Young People play within the sport of cricket and the special care and attention that they need in order to feel safe.

Delivering a child safe framework across the Club is achieved through supporting Children and Young People, their parents and guardians and by the Club striving to be a child safe organisation.

### **3.1 THE CLUB'S COMMITMENT TO CHILDREN AND YOUNG PEOPLE**

As part of our commitment to Children and Young People, the Club seeks to:

- (a) provide a safe and supportive environment for Children and Young People;
- (b) ensure that the experiences of Children and Young People are free from any form of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming;
- (c) empower Children and Young People to act and respond to behaviour that is not acceptable or inappropriate;
- (d) publicise and make available the Codes of Behaviour that underpin our sport;
- (e) make information available on who Children and Young People can approach if they feel unsafe or they become aware of or are concerned about any form of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming;

- (f) establish a reporting framework that allows Children and Young People and others to report any incident affecting the safety and wellbeing of Children and Young People; and
- (g) provide support services to any Child or Young Person and their families who might be affected by any form of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming whilst participating in our sport.

### **3.2 THE CLUB'S COMMITMENT TO PARENTS AND GUARDIANS**

The Club is committed to supporting parents and guardians in protecting and safeguarding Children and Young People. The Club seeks to:

- (a) communicate with parents and guardians of Children and Young People regarding the expectations of our sport in ensuring a safe environment for Children and Young People; and
- (b) publicise and share information with parents and guardians about safeguarding Children and Young People and where they can go to for assistance if they require further information, advice or would like to make a complaint under this Policy.

### **3.3 THE CLUB'S COMMITMENT TO BEING A CHILD SAFE ORGANISATION**

In order to become a child safe organisation, the Club seeks to:

- (a) ensure that Cricket Participants adhere to the Club's Code of Behaviour for Looking After Our Kids;
- (b) use best practice in the recruitment and screening checks for Cricket Participants;
- (c) check that Players who will or will likely have contact with Children and Young People undertake screening processes;
- (d) induct Players and Cricket Participants appropriately for their relevant position, recognising their role in safeguarding Children and Young People and to provide ongoing learning and development opportunities related to child safety;
- (e) take reasonably practicable steps to ensure that Players and Cricket Participants do not engage in Child Abuse, Bullying, Harassment, or other inappropriate conduct such as Grooming or exploit Children or Young People involved in our sport;
- (f) educate Players and Cricket Participants as to the Codes of Behaviour that underpin our sport;
- (g) require that all Players and Cricket Participants report any concerns, complaints or any allegations of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming; and
- (h) provide all Players and Cricket Participants with the appropriate support following any incidents or complaints raised under this Policy.

#### **4. THE CLUB'S EXPECTATIONS FOR THE SAFETY AND WELLBEING OF CHILDREN AND YOUNG PEOPLE**

The Club requires that all Australian Cricket Personnel, Players and Cricket Participants:

- (a) not engage in any conduct that may adversely impact on the safety and wellbeing of Children and Young People associated with the Club. Such conduct includes (but is not limited to):
  - (i) Sexual Abuse of Children or Young People;
  - (ii) Physical Abuse of Children or Young People;
  - (iii) verbal abuse or Bullying of Children or Young People;
  - (iv) engaging in the Grooming of Children or Young People;
  - (v) taking photographs of Children or Young People without the consent of their parent or guardian and/or the distribution of those photographs without the written consent of their parent or guardian, unless Australian Cricket Ticket and Entry Conditions apply;
  - (vi) accessing, downloading, storing or distributing any form of child pornography; and
  - (vii) any other Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming (whether psychological or physical) of a Child or Young Person;
- (b) take all reasonable steps to understand the indicators, risk factors and impact of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming of Children and Young People in order to appropriately respond to allegations and complaints made under this Policy;
- (c) take all reasonable steps to understand the rights of Children and Young People in order to make informed decisions about how to interact with Children and Young People;
- (d) take all reasonable steps to understand the different developmental needs of Children and Young People by communicating effectively and supporting Children and Young People with special needs and recognising additional vulnerabilities of Children and Young People;
- (e) are respectful of Children and Young People and their views, facilitating opportunities for Children and Young People to influence decision making processes and be given the opportunity to provide feedback;
- (f) protect the privacy of Children and Young People and their families in accordance with the Australian Cricket Privacy Policy, save for the extent to which an organisation within Australian Cricket may be required to disclose information to the WA Police, the Australian Federal Police or a state or federal government

department or agency (**Annexure D** to this Policy) concerning the safety and wellbeing of a Child or Young Person;

- (g) act on any concerns raised by Children, Young People and/or their parents and guardians in a confidential, timely and appropriate manner and in accordance with this Policy;
- (h) intervene to identify and prevent Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming from occurring and take action to protect Children or Young People;
- (i) adhere to any processes concerning the care and safeguarding of Children and Young People;
- (j) understand the laws and reporting requirements for Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming and seek advice from Australian Cricket as to appropriate action required;
- (k) cooperate with the Australian Federal Police, WA Police and any state or federal government department or agency in respect of any prosecution brought or investigation instigated in respect of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming within the Club or otherwise within the sport of cricket which may include answering questions, making a statement or giving evidence at an external hearing; and
- (l) support Children, Young People and their families in the event that a Child or Young Person is abused whilst participating in any cricket related program within the Club. This may include the need to attend debriefing sessions.

## **5. SCREENING OF AUSTRALIAN CRICKET PERSONNEL AND PLAYERS**

The Club relies on:

- (a) Australian Cricket taking appropriate steps in the recruitment of Australian Cricket Personnel to ensure that individuals engaged by Australian Cricket do not pose a risk to Children and Young People at the Club and that Australian Cricket will undertake the steps outlined in Australian Cricket's Policy for Safeguarding Children and Young People to ensure the safety and wellbeing of Children and Young People; and
- (b) The WACA taking appropriate steps in the screening of Players to ensure that individual Players do not pose a risk to Children and Young People at the Club and that the WACA will undertake the steps outlined in the WACA's Policy for Safeguarding Children and Young People to ensure the safety and wellbeing of Children and Young People.

In addition to the procedures above, the Club relies upon Australian Cricket and the WACA at all times complying with all state and federal legislation regarding Working with Children Checks (or equivalent) and any other legislation relevant to the protection of children. Where there is inconsistency between this Policy and legislation, legislation will prevail to the extent of higher obligations under legislation.

The Club, as far as is reasonably practicable, will also adhere to the above screening processes (set out in **Annexure A** to this Policy) in the recruitment and appointment of Cricket Participants.

## **6. RESPONSIBILITY OF CRICKET PARTICIPANTS**

Each Cricket Participant has a responsibility to ensure the safety and wellbeing of Children and Young People at the Club. In order to deliver its commitment under this Policy, Cricket Participants must ensure that they understand its responsibilities in respect of this Policy by doing the following:

- (a) strive to ensure that all Cricket Participants understand and are aware of the Australian Cricket policies and Codes of Behaviour relating to the safety and wellbeing of Children and Young People;
- (b) implement any Codes of Behaviour relating to the safety and wellbeing of Children and Young People;
- (c) ensure visibility of Australian Cricket's Commitment to Safeguarding Children and Young People;
- (d) promote the rights of Children and Young People and engage with Children and Young People; and
- (e) report any instances or allegations of Child Abuse to the Club's child safety officer or, where that is not appropriate, to the appropriate state or federal government department or agency, WA Police or the Australian Federal Police.

## **7. THE CLUB'S CODE OF BEHAVIOUR FOR LOOKING AFTER OUR KIDS**

Cricket Participants must at all times act in accordance with the Club's Code of Behaviour for Looking After our Kids as it exists from time to time.

## **8. PROCEDURE FOR HANDLING COMPLAINTS AND ALLEGATIONS OF CHILD ABUSE**

If a Cricket Participant believes that a Child or Young Person associated with the Club is in immediate danger or a life-threatening situation, they must contact WA Police immediately on 000.

Cricket Participants must report any concerns to the appropriate authorities, following the steps outlined below. Mandatory reporting obligations differ between State and Territories and it is therefore important that the relevant WA government agency is contacted.

Under this Policy, a complaint or allegation may be made about any behaviour, conduct, situation, decision or event that relates to:

- (a) a Child or Young Person associated with the Club;
- (b) the Club;
- (c) an incident/s, irrespective of the severity of the incident or incidents;

- (d) the wellbeing and safety of Children or Young People;
- (e) a breach of this Policy, including the Club's Code of Behaviour for Looking After Our Kids;
- (f) an Australian Cricket Personnel, Cricket Participant or Player,

where that behaviour, conduct, situation, decision or event imposes a reasonable belief or suspicion that a Child or Young Person is at risk of harm of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming.

**Step 1: Receive the complaint**

If a Child or Young Person or any other person raises with a Cricket Participant a complaint of Child Abuse, Bullying, Harassment, Grooming or neglect that relates to them or to another child, the Cricket Participant must listen, be supportive and follow these procedures.

DO	DON'T
Make sure you are clear about what the child has told you.	Do not challenge or undermine the child.
Reassure the child that what has occurred is not their fault.	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

**Step 2: Report the complaint**

- (1) Children and Young People are asked to speak to a trusted person within the Club where a behaviour, situation or event makes a Child or Young Person feel unsafe, threatened or uncomfortable. Any person who receives a complaint from a Child or Young Person must report the complaint in accordance with this Policy.
- (2) A Cricket Participant or any other person who:
  - (a) receives a complaint or hears an allegation concerning Child Abuse, Bullying, Harassment, Grooming or neglect that relates to a Child or Young Person;

- (b) suspects Child Abuse, Bullying, Harassment, Grooming or neglect that relates to a Child or Young Person; or
- (c) witnesses Child Abuse, Bullying, Harassment, Grooming or neglect that relates to a Child or Young Person,

whilst participating in a Club program or service must without delay notify WA Police, the Australian Federal Police or the relevant state or federal government department or agency. There is no requirement that the permission of the Child or Young Person be obtained in making this notification.

- (3) With the express permission of the Child or Young Person and, where appropriate, the Child or Young Person's parent or guardian, at least one of the persons identified in the table below as applicable to the Australian Cricket Personnel, Cricket Participant or Player:

Australian Cricket Personnel	Cricket Participant	Players
<p>The Australian Cricket Personnel's:</p> <ul style="list-style-type: none"> <li>• Executive General Manager or Line Manager (as the case may be); and</li> <li>• General Manager of People &amp; Culture (or equivalent role)</li> </ul> <p>Relevant Cricket Australia department/s</p> <p>Cricket Australia's Head of People &amp; Culture</p> <p>Cricket Australia Legal, Risk &amp; Integrity department State and WACA Legal department (if applicable)</p>	<p>The Club's:</p> <ul style="list-style-type: none"> <li>• President; or</li> <li>• Child Safety Officer</li> </ul> <p>Cricket Australia Executive General Manager - Community Cricket</p> <p>WACA General Manager - Game &amp; Market Development</p> <p>Cricket Australia Legal, Risk &amp; Integrity department</p> <p>WACA Legal department (if applicable)</p>	<p>The Player's:</p> <ul style="list-style-type: none"> <li>• WACA High Performance Manager; or</li> <li>• Cricket Australia Executive General Manager of Team Performance Cricket Australia Legal, Risk &amp; Integrity department; or</li> <li>• WACA Legal department (if applicable)</li> </ul>

If the complaint has already been reported to WA Police, the Australian Federal Police or a relevant government department or agency, the Cricket Australia Legal, Risk & Integrity department and the WACA Legal department (if applicable) will liaise with WA Police, the Australian Federal Police or a relevant government department or agency as to the progress of any investigation. In respect of matters involving Cricket Participants, Cricket Australia and the WACA will provide assistance as required by the Club.



See **Annexure D** for relevant contact details.

**Step 3: Protect the child and manage the situation**

- (1) The person/s identified in paragraph (2) of Step 2 above will:
  - (a) designate the Key Liaison Officer for the matter who shall be responsible for the liaison between the relevant parties and compiling of initial information;
  - (b) with the permission of the Child or Young Person and, where relevant their parent or guardian, designate a WACA representative (as the case requires);
  - (c) assess the immediate risks to Children and Young People (if any);
  - (d) take interim steps as required to ensure the safety and wellbeing of Children and Young People, including any Child or Young Person directly impacted by the alleged behaviour, conduct, situation, decision or event relating to an Australian Cricket Personnel or Cricket Participant in line with paragraph (2) below and on the direction and advice of the WA Police, the Australian Federal Police or the state or federal government department or agency; and
  - (e) establish next steps, making general enquiries with relevant individuals and determining the level of investigation required of the matter.
  
- (2) Where an allegation or complaint is made in respect of an Australian Cricket Personnel or Cricket Participant, and there is any potential risk to the safety and wellbeing of Children and Young People whilst general enquiries are being made and/or any investigation is on foot, including any WA Police, Australian Federal Police or state or federal government department or agency investigation, the Club may, in consultation with the advice of the WA Police, the Australian Federal Police or the state or federal government department or agency:
  - (a) temporarily redeploy the Australian Cricket Personnel or Cricket Participant to a position where there is no contact with Children and Young People;
  - (b) restrict the duties of the Australian Cricket Personnel or Cricket Participant to ensure that there is no contact with Children and Young People;
  - (c) suspend the Australian Cricket Personnel or Cricket Participant, pending investigation;
  - (d) terminate the Australian Cricket Personnel or Cricket Participant, following investigation and substantiation of an allegation and/or complaint; or
  - (e) take other action as determined reasonable by the Club in the circumstances.

- (3) The Club will consider what support services may be most appropriate to assist and support the Child or Young Person and their family.
- (4) Australian Cricket will consider what support services may be appropriate for the Australian Cricket Personnel, Cricket Participant or Player.
- (5) The Club will consider what support services may be appropriate for the Cricket Participant.
- (6) Australian Cricket and the Club will consult to determine the appropriate measure to put in place to protect any Child or Young Person, any Australian Cricket Personnel, any Cricket Participant or any Player from possible victimisation; however, to the extent of any inconsistency in opinion, the Club maintains the right to exclude any Australian Cricket Personnel, Cricket Participant or Player from the Club in the best interests of protecting any Child or Young Person associated with the Club.

#### **Step 4: Take internal action**

- (1) The Club recognises that further to it making general enquiries, a number of investigations may be undertaken to examine allegations or complaints that are made against Australian Cricket Personnel, a Cricket Participant or Player including:
  - (a) a criminal investigation (conducted by WA Police or the Australian Federal Police);
  - (b) a child protection investigation (conducted by the relevant Government Child Protection Agency);
  - (c) where an allegation or complaint relates to a Cricket Participant, investigation and resolution under the Australian Cricket Member Protection Policy.
- (2) The Confidential Record of Child Abuse Allegation (**Annexure E** to this Policy), must be completed by the designated Key Liaison Officer, nominated in item 1 of Step 3 and, where permitted by the Child or Young Person in question and, where appropriate, the Child or Young Person's parent or guardian, filed with Cricket Australia's General Counsel.

The Confidential Record of Child Abuse Allegation must remain confidential and not be shared more broadly than the Key Liaison Officer, the WACA representative and Cricket Australia's General Counsel (or their delegate), unless disclosure is required by law.

## **9. DEFINITIONS**

For the purpose of this Policy and unless the context otherwise requires (or if WA legislation differs in definition requiring a higher standard):

**Abuse** means Physical Abuse, Emotional and/or Psychological Abuse, Sexual Abuse, and abuse of power that causes, is causing or is likely to cause harm to a person's safety,

wellbeing or development, whether directly or as a result of indirect actions such as the viewing of material by a person.

**Australian Cricket Personnel** means:

- (a) directors and officers of Cricket Australia, the State and Territory Cricket Associations or a Big Bash League Club;
- (b) Employees, including match officials appointed by Cricket Australia;
- (c) contractors and consultants engaged by Cricket Australia, the State and Territory Cricket Associations or a Big Bash League Club under a Contractor Agreement, Consultancy Agreement or other Agreement to this effect;
- (d) Player Support Personnel;
- (e) board and/or committee members of Cricket Australia, the State and Territory Cricket Associations or a Big Bash League Club; and
- (f) volunteers of Cricket Australia, State and Territory Cricket Associations or a Big Bash League Club under a Volunteer Agreement or other Agreement (whether or not that Agreement is in writing or not) to this effect.

**Australian Cricket** means Cricket Australia and all State and Territory Cricket Associations (including the Big Bash League and Women's Big Bash League Clubs) as follows, Cricket ACT, Northern Territory Cricket, Cricket New South Wales, Queensland Cricket, South Australian Cricket Association, Cricket Tasmania, Cricket Victoria and Western Australia Cricket Association.

**Big Bash League Clubs** means Adelaide Strikers, Brisbane Heat, Hobart Hurricanes, Melbourne Renegades, Melbourne Stars, Perth Scorchers, Sydney Sixers and Sydney Thunder (including the W/BBL teams).

**Bullying** means the ongoing misuse of power in relationships through repeated verbal, physical, social and/or psychological behaviour causing physical and/or psychological harm to an individual. Bullying can involve an individual or a group of individuals using their power over another individual, Child or Young Person. Bullying includes behaviour that is in person or online (cyber bullying).

**Child Abuse** means the mistreatment of a Child or Young Person that harms, is harming or is likely to harm or endanger the Child or Young Person's physical and/or emotional health, safety, development or wellbeing and includes Emotional and/or Psychological abuse, Bullying, Grooming, Sexual Exploitation, Neglect and/or Harassment.

**Children and Young People (Child and Young Person)** means a person under the age of 18 that participates or is involved in any program or services delivered by Australian Cricket or an Affiliated Association or Club.

**Codes of Behaviour** means:

- (a) the Club's 'Looking After our Kids' Code of Behaviour;

- (b) Cricket Australia's Code of Behaviour for Parents;
- (c) Cricket Australia's Code of Behaviour for Administrators and Volunteers;
- (d) Cricket Australia's Code of Behaviour for Coaches; or
- (e) Cricket Australia's Code of Behaviour for Match Officials.

**Cricket Participant** means:

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

**Emotional and/or Psychological Abuse** means any act involving confinement, isolation, verbal assault, humiliation, intimidation or other treatment that may diminish the sense of identity, dignity and self-worth of an individual. Such abuse may include repeated rejection or threats to an individual.

**Employee** means a person employed by Cricket Australia, the International Cricket Council or a State and Territory Cricket Association (including Big Bash League Clubs) under an Employment Contract, including permanent, fixed-term and casual employees.

**Grooming** is a term used to describe what happens when a perpetrator builds a relationship with a Child or Young Person with a view to abusing that Child or Young

Person at some stage. Grooming does not necessarily involve any sexual activity or discussion of sexual activity - for example, it may only involve establishing a relationship with the Child or Young Person, parent or carer (eg giving special attention, providing favours or giving gifts) for the purpose of facilitating sexual activity at a later date. Grooming can take place in any setting where a relationship can be formed, including without limitation training, at a match, in social settings, text messages, social media, online chatrooms or any other means of communication.

**Harm** means any detrimental effect on the child's physical, psychological, emotional wellbeing or safety caused by physical, psychological or emotional abuse, neglect or sexual abuse. Harm can be caused by a single act, omission or circumstance or can be ongoing.

**Harassment** means any behaviour that offends, humiliates or intimidates another person in situations in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated. It may be based on race or gender, related to disability, sex, religion or any other specific grounds and can take many forms such as oral, written or physical behaviour. A person can feel distressed regardless of whether the conduct is deliberate or unintentional.

**Issue Date** means the date on which this Policy becomes effective and binding on Australian Cricket, Affiliated Associations and Clubs, Australian Cricket Personnel, Cricket Personnel and Players.

**Match** means any cricket match:

- (a) played as part of a test series, one day international series or twenty20 international series (whether or not one or more matches are played as part of that series), whether in Australia or overseas, and whether or not played under the auspices of the ICC or any other country's governing authority for cricket;
- (b) played as part of a Cricket Australia-approved cricket tour (whether in Australia or overseas);
- (c) played as part of the domestic one-day competition in Australia;
- (d) played as part of the domestic four-day competition in Australia;
- (e) played as part of the domestic twenty20 competition in Australia (Big Bash League);
- (f) played by a State and Territory Cricket Association or invitational representative Australian team against a touring international team in Australia or against any other team overseas;
- (g) played by a Big Bash League or Women's Big Bash League team against a touring international team in Australia or against any team overseas;
- (h) played as part of the WNCL competition;
- (i) played as part of the W/BBL competition;

- (j) played as part of the Futures League competition;
- (k) played as part of the National Under 19 Male Championships;
- (l) played as part of the National Under 18 Female Championships;
- (m) played as part of the National Under 17 Male Championships;
- (n) played as part of the National Under 15 Female Championships;
- (o) played as part of the Australian Country Cricket Championships, National Indoor Cricket Championships, National Inclusion Championships,

and includes any other matches played under the jurisdiction or auspices or with the consent or approval of Cricket Australia or any State and Territory Cricket Association.

**Management Committee** means the Club's management committee as constituted from time to time.

**Physical Abuse** means any behaviour where a person subjects a person to deliberate physically aggressive acts. The person subjecting the abuse may inflict an injury intentionally or inadvertently as a result of physical punishment or aggressive treatment of a person. It involves behaviour such as hitting, slapping, shaking, throwing, punching, biting, kicking or striking a person with an object.

**Player** means any cricketer who is selected in any playing team or squad that is chosen to represent Cricket Australia or any State and Territory Cricket Association or W/BBL Team in any Match or series of Matches or any cricketer that is contracted to CA or a State or Territory Association to play cricket, including a past player.

**Player Support Personnel** means any umpire, match referee, coach, trainer, team manager, player agent, selector, team official, doctor, physiotherapist, dietitian, fitness or other health related advisor or any other person employed by, contracted to, representing or otherwise affiliated to CA or any State or Territory Association or W/BBL Team or any other person employed by, contracted to, representing or otherwise affiliated to a Team or squad that is chosen to represent CA, a State or Territory Association in any Match or series of Matches.

**Sexual Abuse** means behaviour where an adult or person in authority involves a Child or Young Person in sexual activity or exposes them to matter or communications of a sexual nature. Behaviours may include making sexual comments to a Child or Young Person, engaging the Child or Young Person in sexual conversations online or in person, kissing, touching a Child or Young Person's genitals or other inappropriate touching of a Child or Young Person, oral sex or intercourse with a Child or Young Person, encouraging the Child or Young Person to view pornographic materials (whether that be online, magazines, videos) or engaging a Child or Young Person in sexual conversations (whether online or other forms of communication).

**Sexual Exploitation** means behaviour where a Child or Young Person is forced or involved in sexual activities that are unlawfully recorded, recorded without the consent of an individual, or used to produce pornography.

**Sexual Harassment** means unwanted, unwelcome or uninvited behaviour of a sexual nature, which could make a person feel humiliated, intimidated or offended. It can include unwanted physical contact, verbal remarks, jokes, sharing of inappropriate pornographic or offensive material either in person, online, through social media or other modes of communication.

**Sexual Misconduct** means any of Sexual Offence or Sexual Harassment.

**Sexual Offence** means any criminal offence involving sexual activity or indecency. Sexual offence carries a different meaning in each jurisdiction and can include rape, indecent assault, sexual assault, incest, sexual penetration, indecent act or sexual relationship with a child under the age of 16, sexual offences against people with impaired capacity, publishing or possessing Child and Young Person pornography and indecent articles, promoting or engaging in acts of Child or Young Person prostitution, soliciting acts of sexual penetration or indecent acts.

**Ticket and Entry Conditions** means the Ticket and Entry Conditions for Australian Cricket Matches located on <http://www.cricket.com.au/tickets>.

**Umpire** means any umpire (including any third or other umpires) appointed to officiate in a Match.

**WACA** means the Western Australia Cricket Association and includes its associated Big Bash League Clubs.

**W/BBL Team** means the Perth Scorchers.

## **ANNEXURE A: BACKGROUND & SCREENING PROCESSES**

### **A1. ADVERTISEMENTS**

The Club will include the following wording in advertisements for all positions that require contact with Children and Young People:

"At the Club, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children, and we also offer a flexible work environment for employees. We measure ourselves on our behaviours - "How We Play"; our people value being real, smashing the boundaries, making every ball count and being stronger together."

"We require all applicants to undergo background checks and screening prior to or during any appointments. The Club's Policy for Safeguarding Children and Young People can be found at [bedfordjcc.com.au](http://bedfordjcc.com.au)."

### **A2. THE CLUB'S COMMITMENT STATEMENT TO SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

The Club's Commitment Statement to Safeguarding Children and Young People (set out at Item 3 of this Policy) must be attached to position descriptions of roles with the Club that require contact with Children and Young People.

### **A3. REQUIREMENTS FOR ROLES THAT INVOLVE CONTACT WITH CHILDREN AND YOUNG PEOPLE**

Where an individual is applying or has volunteered for a role that requires contact or interaction with Children and Young People, the following details must be addressed during the process used to assess that individual's suitability:

- (a) the Club's Commitment Statement to Safeguarding Children and Young People;
- (b) the applicant's general awareness and understanding of child protection issues and ensuring the safety and wellbeing of Children and Young People;
- (c) the applicant's beliefs and values in relation to the safety and wellbeing of Children and Young People;
- (d) scenario responses to difficult situations involving Children and Young People;
- (e) any disciplinary action taken or allegations of inappropriate or unprofessional conduct made against the applicant by a previous employer in relation to inappropriate or unprofessional conduct;
- (f) any relevant criminal offences or charges against the applicant; and
- (g) any potential concerns regarding the applicant's resume or work history, gaps in history, frequent changes in employment, inability to nominate precise dates for previous roles.



#### **A4. PROOF OF IDENTITY AND QUALIFICATIONS**

All individuals seeking to apply for an employed position or wishing to volunteer for a role involving contact with a Child or Young Person are required to provide proof of their identity (either a valid Western Australian driver's licence or an Australian Passport) and qualifications relevant to the role and evidence of their suitability to work with Children and Young People upon being offered the role.

Should the individual not be able to provide any proof of identity, qualifications and/or evidence of suitability to work with Children or Young People, the Club may determine an alternate means of establishing this information in its absolute discretion or may withdraw or delay any engagement with the individual.

#### **A5. BACKGROUND AND SCREENING REQUIREMENTS**

The Club must comply with relevant Working with Children Check (or equivalent) requirements and other legislative requirements in Western Australia.

Where the Club has stipulated additional requirements in respect of either a Working With Children Check or background or screening requirements, these must be complied with by any individual applying for employment or seeking to volunteer for a role that involves contact with a Child or a Young Person.

Various other background checks may be undertaken by the Club, Australian Cricket or the WACA from time to time and may include, but are not limited to:

- (a) National Criminal History Record Check;
- (b) signed Member Protection Declaration (**Annexure C**);
- (c) reference check (Australian Cricket's preference is that each referee is a professional referee who has worked with the applicant in the last 5 years ideally in a supervisory capacity and that at least one question be asked in relation to working with children (e.g. is there any reason that you can think of why this person would not be suitable for working with children?));
- (d) past employment and engagements;
- (e) education and training; and/or
- (f) immigration checks.

#### **A6. WORKING WITH CHILDREN CHECKS**

All States and Territories have different requirements for checks for individuals that work with Children and Young People. In Western Australia this is a Working with Children Check or a WWC.

Any individual who is engaged by the Club in a role (whether paid or voluntary) that involves contact with Children or Young People, unless otherwise exempt, must hold a valid Western Australian Working with Children Check in accordance with WA or

Australian law and, if required, ensure the Working with Children check is linked to the appropriate Australian Cricket organisation (see **Annexure B**).

Subject to the paragraph below, as far as reasonably practicable, Working with Children Checks will be satisfied prior to commencement of any engagement within Australian Cricket, however if this is not possible and Working with Children Checks are still being obtained by the applicant, such engagement must be contingent upon the applicant obtaining such Working with Children Check.

Appropriate supervision measures will be imposed until evidence of a satisfactory completion of a Working with Children Check (or equivalent) is provided by the applicant. However, in some jurisdictions the relevant legislation requires that a Working with Children Check be obtained before commencing work. In such jurisdictions, the applicant must not commence work (even with supervision measures) until after the requirement to obtain a Working with Children Check is satisfied.

The Club must not employ a person or allow a person to volunteer within their organisation if the person is prohibited from working with children under WA legislation.

The Club may terminate the engagement of any contractor, the employment of any employee or the engagement of any volunteer in the event that the individual (howsoever described or engaged) becomes ineligible to work with children under WA or Australian law.

#### **A7. NATIONAL CRIMINAL HISTORY RECORD CHECK**

The Club may require a National Criminal History Record Check (or Volunteer National Police Certificate, as applicable in a State or Territory), in addition to a Working with Children Check for some roles.

Where a National Criminal History Record Check is obtained, the check must be assessed by the Club and an appointment must not be made if there is anything in the National Criminal History Record Check which raises concern as to the applicant's suitability for the role or working with children.

#### **A8. MEMBER PROTECTION DECLARATION**

The requirement to complete a signed Member Protection Declaration is independent of any Working with Children Check requirement.

The Club, in its absolute discretion, may request signed Member Protection Declarations from any person associated with the Club (examples include adult club players who are participating in teams where there are junior players) from time to time.

If a Cricket Participant, player registered to the Club or any other person associated with the Club refuses to provide a signed Member Protection Declaration, the Club should consider imposing appropriate supervision measures until the Member Protection Declaration is signed.

Subject to the Club's Constitution or Rules of Incorporation, the Club may also refuse entry to a cricket facility or suspend a person's membership if they refuse to sign a Member Protection Declaration.

The Club should seek legal advice prior to taking such action.

#### **A9. RECORDS**

Employee Working with Children Checks will be recorded on individual employee files as well as in a central confidential register maintained by the Club.

The Club must record Working with Children Checks and other records through MyCricket or its secretarial files as required by the relevant legislative requirements. Such records should include:

- (a) records of all Australian Cricket Personnel, including any background checks set out above at paragraph A5.
- (b) register of Working with Children Checks and National Criminal History Records Check for all individuals associated with the Club for whom checks have been obtained. As a minimum, the following information should be recorded on the register:
  - (i) Full Name of Australian Cricket Personnel;
  - (ii) Date of Birth;
  - (iii) Working with Children Check (or equivalent) reference number;
  - (iv) Start date;
  - (v) Verification date;
  - (vi) Verification outcome;
  - (vii) Expiry date; and
  - (viii) Paid or volunteer status.

Australian Cricket may, to the extent permitted by law, request that individual employment or engagement records, including but not limited to, Working with Children Check registers and/or National Criminal History Record Check registers for Australian Cricket Personnel, be shared by the Club with Australian Cricket for the purpose of resolving recruitment or screening issues, protecting Children and Young People and/or resolving complaints brought under this Policy.

Such files will be confidential and may be held electronically using software from third party vendors.

All applicants applying for a role within the Club must be required to expressly consent to Australian Cricket sharing their personal information as set out above.

In addition to the above requirements, the Club should maintain records of the Member Protection Declarations (including a hard copy of signed Member Protection Declarations) in accordance with ordinary business practice and these records should be kept confidential.

Australian Cricket may request copies of Member Protection Declarations from time to time, subject to law, including but not limited to the purpose of conducting an investigation or responding to a complaint or allegation under this Policy.

## **ANNEXURE B: WORKING WITH CHILDREN CHECK AUTHORITIES**

Western Australia Department of Communities - Working with Children Screening Unit

Website: [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)

Phone: 1800 883 979 (country) (08) 6217 8100 (metro)

Volunteer National Police Certificates: <https://www.police.wa.gov.au/Police-Direct/National-PoliceCertificates/Volunteer-National-Police-Certificates>

## ANNEXURE C: MEMBER PROTECTION DECLARATION

The Bedford Junior Cricket Club (Club) is committed to being a child safe organisation and to ensuring that all of our members are able to play cricket in a safe and supportive environment, free from bullying, abuse and harassment. The Club has a duty of care to ensure that its volunteers are aligned to the agreed values and behaviours of the Club, including those pertaining to safeguarding children. It is a requirement of our Club therefore that we verify the background of volunteers associated with our Club, including (but not limited to) coaches, committee members and other volunteers.

I, ..... (name) of .....  
..... (address) born ...../...../..... (date)

sincerely declare:

1. I have read and understood the Club's Policy for Safeguarding Children and Young People and the Club's Code of Behaviour for Looking After Our Kids.
2. I understand my responsibilities in relation to ensuring and promoting the safety of children and young people.
3. I do not have any criminal charges for a sexual offence, offences related to children and young people or acts of violence pending before the courts.
4. I do not have any criminal convictions or findings of guilt for a sexual offence, offences related to children and young people or acts of violence.
5. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, bullying, harassment or other inappropriate conduct such as grooming, sexual misconduct, sexual offence or acts of violence.
6. To my knowledge, there is no other matter that Australian Cricket or the Affiliated Associations and Clubs may consider to constitute a risk to its Australian cricket personnel, cricket participants, players, children and young people by engaging me.
7. I will notify the CEO of the Organisation/s (or President as the case may be) engaging me immediately upon becoming aware that any matter set out above has changed.

Declared in Western Australia on: ...../...../.....(date)

Signature: .....

Parent/Guardian Consent (in respect of a person under the age of 18 years) I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: .....

Signature: .....

Date: .....

## **ANNEXURE D: CONTACT DETAILS FOR ADVICE OR TO REPORT AN ALLEGATION OF CHILD ABUSE**

Western Australia Police Non-urgent police assistance:

[www.police.wa.gov.au](http://www.police.wa.gov.au)

131 444

Department of Communities - Child Protection and Family Support:

[www.dcp.wa.gov.au](http://www.dcp.wa.gov.au)

(08) 9222 2555 or 1800 622 258

For matters relating to Australian Cricket Personnel or Australian Cricket:

Cricket Australia Legal Risk & Integrity department

Head of People & Culture of Australian Cricket

(03) 9653 9999

The WACA Legal department (if applicable)

(08) 9265 7222

## ANNEXURE E: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Any matter must be immediately reported to WA Police, the Australian Federal Police or the relevant state or federal government department or agency.

<b>Record of child abuse allegation</b>	
<b>Complaint details</b>	
Name of person making the complaint (if other than the Child or Young Person, if compliant wishes to remain anonymous, please note):	
Date complaint received:	
Complaint received by (name), and position within the Club:	
<b>Police report (if required)</b>	
Police agency:	
Name of officer taking report:	
Date:	
Name of person making report:	
Police report or incident number:	
<b>Government agency contacted (if required)</b>	
Department and person to whom report made:	



Name of person making the report:	
Date report made:	
Advice provided:	
<b>Details of complaint or circumstances giving rise to reasonable suspicion</b>	
Child or Young Person's name (use alias if identity needs to be protected and detail that this is the case):	
Child or Young Person's Age:	
Child or Young Person's address (if known and if can be disclosed in line with any protection requirements):	
Person's reason for suspecting abuse (e.g. observation, injury, disclosure):	
Name of person complained about:	
Role/status of person complained about in sport Australian Cricket Club or WACA:	
<b>Notifications (other than to police or a government department or agency) see Step 2 of Item 8 of this Policy</b>	
Name, organisation and position:	

Date of Notification:	
Name, organisation and position:	
Date of Notification:	
Name, organisation and position:	
Date of Notification:	
Name, organisation and position:	
Date of Notification:	
Name, organisation and position:	
Date of Notification:	
<b>Witness details (if applicable and appropriate)</b>	
Witnesses (if more than 3 witnesses, attach details to this form)	
Name (1):	
Contact details:	
Name (2):	
Contact details:	
Name (3):	
Contact details:	

<b>Interim action taken and support provided</b>	
Interim action (if any) taken to ensure the safety of the Child's or Young Person:	
Interim action (if any) taken to support the person complained about:	
Summary of enquiries made:	
<b>Other reporting made (as applicable depending on program or service)</b>	
Who:	
When:	
<b>Police and/or government agency investigation</b>	
Finding:	

<b>Internal Club investigation (if any)</b>	
Finding:	
Action taken:	
Completed by Name:	
Position:	
Signature:	
Date:	
<p>This record and any other documentation (including notes) must be kept in a confidential and safe place and provided to the relevant authorities (police and government agencies) should they require them.</p>	