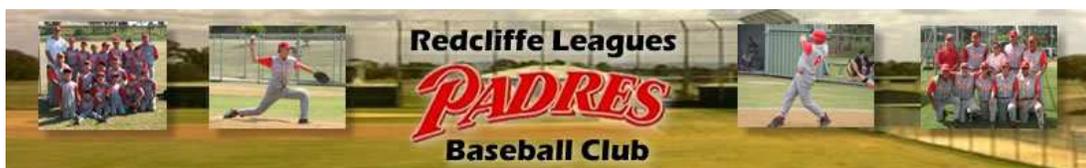




Peninsula Padres Baseball Club Inc

Child Protection Policy and Procedure Guidelines

By:
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Policy Statement

Protecting children from abuse is a responsibility that we must all undertake

Through the implementation of strategies that assist in preventing child abuse from occurring the Peninsula Padres Baseball Club Inc has taken a pro-active role in relation to child protection and intervention.

These strategies will help to foster a safe and positive environment for children and young people to participate in our sport and club activities. The club is committed to ensuring that the safety, welfare and wellbeing of children and young people is maintained at all times during their participation in activities run by the Peninsula Padres Baseball Club Inc.

The Peninsula Padres Baseball Club Inc aims to promote a safe environment for all children and to assist officials, coaches, members and volunteers to recognise the signs of child abuse and neglect and to follow the appropriate notification procedures when reporting alleged abuse.

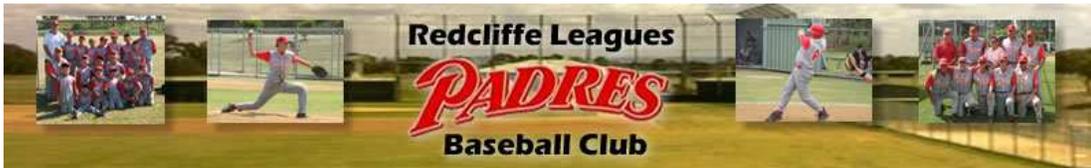
Rationale

The focus of the policy and guidelines is the prevention of child abuse in the sporting environment. This policy and guidelines promote the care and protection of children participating in baseball at the Padres club and provide information and direction for officials, coaches, volunteers, parents and members of the organisation.

This policy and guidelines will assist the Peninsula Padres Baseball Club Inc in establishing coordinated strategies for dealing with the problem of child abuse and neglect in a responsible, effective and consistent manner.

Definition of a child

For the purpose of this policy a child is considered to be a person up to the age of 18 years.



Understanding Child Abuse

Child abuse can take many forms. Children may be harmed by both verbal and physical actions. People failing to provide them with basic care may also harm them. Child abuse could include;

- **Sexual Abuse/Sexual Misconduct** – any sexual act or sexual threat imposed on a child, including suggestive behaviour and inappropriate touching
- **Physical Abuse** – non-accidental injury and/or harm to a child caused by a parent, care-giver or another person responsible for the child
- **Emotional abuse** – behaviours that may psychologically harm a child, including severe verbal abuse and threats of abuse or excessive and unreasonable demands.
- **Neglect** – where a child is harmed by the failure to provide the child with the basic physical and emotional necessities of life.

The greatest risk for sport and recreation clubs would be sexual and physical abuse, however, emotional abuse is also a serious problem. All forms of child abuse must be avoided and addressed.

Indicators of Child Abuse

It is important that people working with children are aware of the indicators of abuse and have the confidence to respond to any indication that a child may have been abused.

Some indicators of child abuse are:

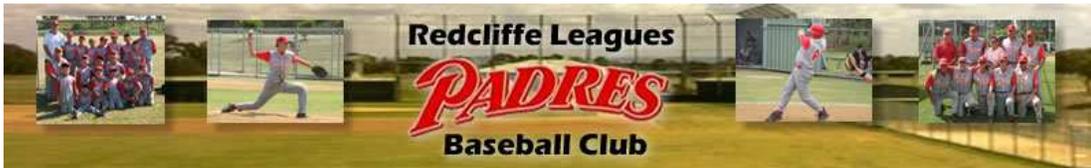
- bruising, particularly in the face, head or neck region
- multiple bruising or injuries - for example, burns, scalds, sprains, dislocations or fractures
- injury left untreated
- differing versions of how an injury occurred
- child/relative advising of abuse
- a child, referring to someone else being abused, may mean him/herself
- sexual behaviour that is inappropriate for the age of the child
- nightmares/bedwetting/going to bed fully-clothed
- a high level of distrust of other people
- an inability to relate well with adults and/or children
- extreme attention-seeking behaviour, disruptive or aggressive behaviour and bullying
- seeking indiscriminate or inappropriate adult affection.

The presence of one indicator does not necessarily suggest that a child is the subject of abuse. People working with children need to consider the context in which the indicators are observed and use common sense in the reporting of child abuse. If you feel any doubt, speak with the club Safety Officer or report to the authorities.

Roles and Responsibilities

All administrators, officials, coaches, members and volunteers

- have a responsibility to provide a safe environment for players and participants that is free from discrimination, harassment and abuse
- be aware of the indicators of child abuse so that they may recognise abusive situations



- report any suspected case of child abuse using the appropriate procedures
- know and understand the requirements placed on them by recent legislation, in relation to reporting child abuse and disclosing any child-related convictions they may have
- be aware of the contents of this policy and guidelines and the Code of Conduct and Adhere to these at all times
- recognise that they are role models and therefore are in a position of power and influence over children and young people
- behave in an appropriate manner to ensure that the safety, welfare and wellbeing of children in their care is maintained at all times
- Read and sign the 'Working with Children Check – Prohibited Employment Declaration' form. [Blue Card Application]

Parents

Parents have a responsibility to protect their children from abusive situations at all times, including when they participate in sport and recreation activities. Parents should:

- be aware of the indicators of child abuse so that they may recognise abusive situations
- ask if their child's sporting club has a policy and guidelines on child protection and intervention
- know the content of the policy and guidelines on child protection and intervention for their child's sporting club
- know the steps to take if they suspect a child has been abused
- educate their children about abuse and inappropriate behaviour
- let children know that it is OK to tell someone if they have fears or concerns about an adult or bigger person.
- Adhere to the clubs Code of Conduct

Guidelines for Coaches, Officials and Parents.

The following guidelines have been adapted from the play by the rules website and are provided to assist coaches and officials in working with children. These guidelines compliment the Australian Baseball Federation Codes of Conduct <http://www.baseball.org.au/?Page=23945> adopted by Peninsula Padres Baseball Club Inc, which clearly defines the expected standards for fairness, equity and good sportsmanship in baseball, both on and off the field.

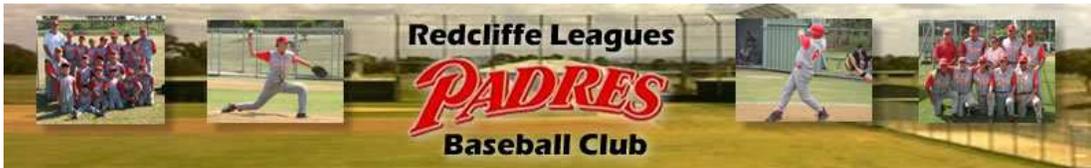
Physical Contact

Generally physical contact with players/participants should be:

- to develop sport skills
- to treat an injury
- to prevent or respond to an injury
- to meet the specific requirements of the sport.

All physical contact by personnel should fulfil the following criteria:

- physical contact should be appropriate for the development of sport skills
- permission from the player/participant should be sought
- player / participants to be congratulated or comforted in a public setting not in an isolated setting.



Supervision of Children

The number of adults required will depend on the age and number of children involved, and whether there are disability considerations.

Being alone with a child

Do not isolate yourself and a child and avoid being alone with any particular child. If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults. Ideally advise another coach or official and ask them to stay within sight while you have the discussion and to come to your assistance if the child becomes emotional and/or you indicate support is required in dealing with the child. Avoid unaccompanied and unobserved activities with children.

Adopt positive language and behaviour

Adopt positive language when talking with children and in the presence of children. This includes avoiding bad or aggressive language that could intimidate a child or set a poor example.

Change Rooms

Before going into change rooms knock or announce that you will be coming in and try to have at least one other adult with you in a change room with children. Do not isolate yourself and a child from others in the change room.

Maintain Control – avoid losing your temper

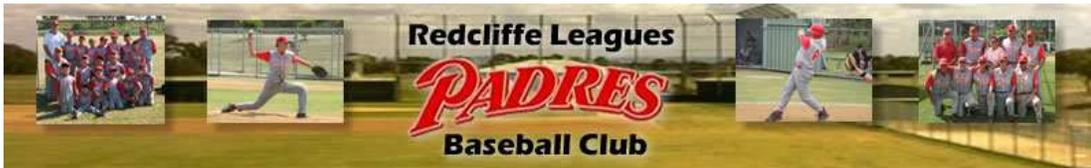
Try not to lose your temper with a child (verbally or physically). If you find that you regularly lose your temper with children you should seek support on behaviour management strategies, anger management or consider whether you have the patience to work with children.

Some ideas to assist with maintaining control include;

- Set-up basic rules at the beginning of the season – i.e. be nice, follow instructions, have a go, no put-downs. Make sure children are aware of these rules.
- Give positive messages
- Have a time out area for children and young people that are not behaving.
- Consider a card system to express concerns about a child's behaviour rather than yelling at them. I.e. A yellow card is a warning, two yellow cards is time out and a red card could mean a child misses a game.

Collection by parents / guardians

- Let children, parents/guardians know the times of training and games, when they can expect to collect their children and that it is not your responsibility to transport children home if parents are delayed.
- Avoid being left alone with a child whilst waiting for them to be picked up – do this by having a parent/guardian assist at training as a support person, or have the 'second to last' parent wait with you for the final parent.
- The club should maintain emergency contact numbers for all parent/guardians. Each team should have access to the numbers for their team members.



Transport of players/participants

Ideally all players/participants should have their own transportation to and from training and games. You should only provide transportation when;

- The driver is properly licensed
- Other players/participants/parents/guardians are in the vehicle
- The ride has been approved by parents/guardians
- The ride is directly to/from club activities
- You should also call someone and tell him or her what you are doing, the exact time you are leaving – so that you are accountable for your time.

Overnight Trips

Always have more than one adult with children on an overnight trip and do not separate yourself and children from other adults. There should always be more than one adult with a group of children, even if the number of children is small. Adults should avoid sleeping in the same room. There must be emergency procedures in place to enable supervising adults to be able to respond to any alarm raised by a child. If a child raises an alarm, more than one adult should respond.

Injuries and illness

Only persons who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Medical assistance should be sought if required. Considerations include;

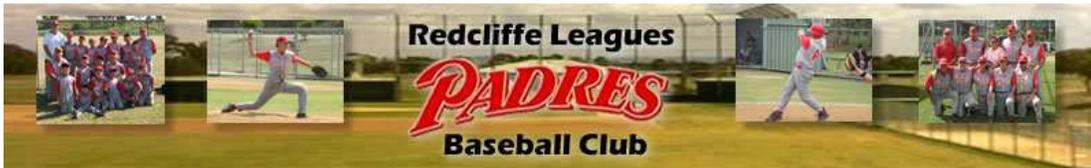
- Avoid treating injuries out of sight of others.
- The comfort level and dignity of the injured persons should be a priority
- Only uncover the injured area
- Always report injuries and any treatment provided to parents and document the incident
- If necessary seek medical attention as soon as possible
- Remove any child that is bleeding from the game and treat the bleeding before allowing them to rejoin the activity.
- Report any injuries to the Club Safety Officer

Photographing children

You should be aware that there are some people who visit sporting events to take inappropriate photographs or video of children. You should be alert to this possibility and report any concerns to the Club Safety Officer or Executive Committee. For details <http://www.baseball.org.au/default.asp?Page=36618&MenuID=Policies/13721/0/>

Key Principles For Dealing With Incidents

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. The initial response to the alleged abuse of a child should be immediate in incidents that are serious or criminal in nature while less serious/urgent allegations should be actioned as soon as possible, preferably within 24 hours. The following is a basic outline of the key principles and process to follow.



Step 1 – clarify basic details of allegation

- Refer any complaints, concerns or allegations to Club Safety & Child Protection Officer or the Club President.
- The initial response of the person to whom the child (or person on behalf of the child) confides is crucial to the well being of the child. It is important for the person receiving the information to:
 - Listen to and believe what the child says;
 - Reassure the child that what has occurred is not the fault of the child;
 - Ensure the child is safe;
 - Be honest with the child and explain that other people may need to be told in order to stop what is happening;
 - Ensure that what the child says is quite clear **but do not elicit detailed information about the abuse.**
 - Obtain and clarify basic details:
 - Child's name, age and address
 - Person's reason for suspecting abuse (observation, injury or other)
 - Names and contact details of all people involved, including witnesses

Step 2 – Report allegations of a more serious nature

To deal appropriately with these issues and to ensure that the confidentiality of all parties involved is maintained, one person within the Peninsula Padres Baseball Club Inc will be designated as the child protection officer – this role lies with the Club Safety Officer.

The Club Safety Officer is responsible for reporting any allegations of child abuse that occur within the club to the local branch of the Department of Children's Services, and the Qld Police Force. If the Club Safety Officer is not available then the Club President should be notified.

Club Safety Officer (includes role of Child Protection Officer):

Name: Mr. David West

Club President:

If there is any doubt about whether the allegation should be reported the Club Safety Officer will contact the relevant state authority (Qld Police / Department of Children's Services) for advice. The Commission for Children and Young People and Child Guardian has a Child Protection Info line for advice on child protection issues 07 3247 5525 or **1800 688 275** (Free call)

Step 3 – Protect the child

It is the responsibility of the Executive Committee and the Club Safety Officer to:

- Assess the risks and take interim action to ensure the child's/children's safety. Some options could include redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal from their duties.



- Address the support needs of the alleged offender. Supervision would ideally occur with the knowledge of the person. If stood down, it should be made clear to all parties that are aware of the incident that this does not mean the person is guilty and a proper investigation still needs to be undertaken.

Step 4 – Further clarify and investigate allegation

- allegations of a more serious nature (e.g. sexual abuse) Maintain strict confidentiality, fairness and due process.
- the Club Safety Officer should liaise with the club executive committee and the relevant authority (Police / Child protection agency) and be guided by their requirements.

For allegations of a less serious nature (e.g. verbal abuse)

- These matters should be reported to the Club Safety Officer or a member of the Executive Committee
- The guidelines set out in the 'Grievance Procedure' document should be adhered to with the exception that where the issue relates to child protection or abuse the club safety officer will participate in the hearing with the executive committee.

Important Contacts

President: David West Ph. 3880 0173
david_west@obrienglass.com.au Mobile: 0401 984 235

The Club President undertakes the Role of Club safety Officer.

Department of Children's Services Help line: **Crisis Care** (24 hours a day - 7 days a week)
Phone: 1800 177 135 (outside Brisbane - free call) or **3235 9999** in Brisbane

Queensland Police Assistance Line: **Phone: 3364 6464**

Sport and Recreation Queensland **Phone: 1300 656 191**

Resources

- Sport & Recreation Queensland 'Clubs and the Law' – a guide to the way things should be done.
- Australian Sports Commission 'Policies & issues - Children and Sport' & 'Risk Management and Sport'.
- Play by the Rules Website - Parents and Guardians 'where to go if you are concerned'.
Baseball Queensland website;
- <http://www.qld.baseball.com.au/site/baseball/qld/downloads/MPO%20courses.doc>
- Australian baseball Federation 'Child Protection Requirements'
<http://www.baseball.org.au/?Page=23944>
- Commission for Children and Young People and Child Guardian