



Ocean Grove Cobras Junior Football Club (OGCJFC)

Child Safety and Wellbeing Framework

Version 1.0

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1. Commitment to Child Safety, Wellbeing and Safeguarding

Ocean Grove Cobras Junior Football Club (OGCJFC) is committed to providing a safe, inclusive Supportive environment where all children and young people feel valued, respected and protected.

The Club has zero tolerance for child abuse, grooming, bullying, harassment, discrimination or any behaviour that places a child or young person at risk of harm.

Child safety and wellbeing are central to all Club activities and decision making. The safety and wellbeing of children always takes priority over reputation, performance and convenience.

OGCJFC is committed to:

- Promoting a culture of openness, accountability and respect
- Implementing practices that prevent harm and reduce risk to children and young people
- Listening to and empowering children and young people
- Maintaining environments where children feel safe, included and supported
- Taking all concerns about child safety seriously and responding appropriately
- Ensuring all members understand their shared responsibility to protect children

OGCJFC is committed to providing an environment that is inclusive, culturally safe and respectful of all children and families.

2. Child Safe Standards & Safeguarding Requirements

OGCJFC is committed to implementing and maintaining practices that align with the Victorian Child Safe Standards and AFL/AFL Barwon safeguarding requirements.

The Club recognises that creating and maintaining a child safe environment requires proactive and ongoing attention to culture, behaviour and governance.

OGCJFC will:

- Maintain clear processes for identifying and responding to child safety concerns
- Ensure child safety responsibilities are understood by all members
- Responding promptly and appropriately to risks or concerns

- Review and improve child safety practices on a regular basis

This framework sets out the practical steps the Club takes to prevent harm, respond to concerns and maintain a safe environment for all children and young people involved in Club activities.

3. Roles and Responsibilities

Creating and maintaining a safe environment for children and young people is a shared responsibility across the Club.

Committee

Ensure this framework is implemented and reviewed

Support a culture that prioritises child safety and wellbeing

Respond appropriately to concerns raised

Support the Child Safety Officer in their role

Child Safety Officer (CSO)

Act as the first point of contact for child safety concerns

Maintain secure and confidential records of concerns and actions taken

Maintain the Working With Children Check (WWCC) register

Provide guidance to coaches, volunteers and families where required

Provide guidance and recommend actions to concerns or incidents

Coaches & Team Managers

Provide safe, inclusive and respectful environments

Comply with this framework and Club policies

Report any concerns regarding a child's safety or wellbeing

Model appropriate behaviour at all times

Complete any required child safety training and comply with reporting obligations

Parents/Carers

Retain primary responsibility for the supervision of their child

Support a safe and respectful environment

Raise any concerns regarding child safety or behaviours

Players

Treat others with respect

Speak to a trusted adult if they feel unsafe or uncomfortable

Report behaviour that makes them feel unsafe

Spectators

Behave respectfully at all times

Support a safe and inclusive environment

Follow directions of Club officials regarding child safety where required

Raise concerns if they observe behaviour that places a child at risk

Shared Responsibility

All affiliates of the Club share responsibility for reporting any child safety concern. Concerns should never be ignored or assumed to be someone else's responsibility.

4. Working with Children Checks (WWCC) & Screening

OGCJFC is committed to ensuring all individuals working with children and young people are appropriately screened and considered suitable for their roles.

All Committee members, Coaches and Team Managers must hold a current and valid Working with Children Check prior to commencing in their role.

No person may undertake a child-related role within the club until their WWCC has been verified and recorded by the Club.

The Club will not permit any person to undertake a child-related role where suitability concerns have been identified.

The Child Safety Officer will:

- Maintain a current WWCC register
- Verify WWCC details prior to commencement of any role
- Monitor renewal dates and follow up where practicable

Where applicable, current Victorian Institute of Teaching (VIT) registration may be accepted in place of a WWCC, as determined by the Club.

The Club may implement additional screening or role restrictions where any concerns are identified in relation to child safety.

Records relating to WWCC verification will be maintained securely by the Club.

5. Recruitment, Induction & Training

OGCJFC is committed to ensuring all coaches, volunteers and officials understand their responsibilities in relation to child safety and wellbeing.

All coaches and Team Managers will receive appropriate induction into the Club which includes:

- Expected standards of behaviour
- Supervision and duty of care expectations
- Reporting obligations
- Key elements of the Child Safety, Wellbeing and Safeguarding Framework

- Induction will occur prior to or as soon as practicable following commencement in the role
- Safeguarding training is compulsory for all coaching and team manager roles

Where safeguarding training is provided or recommended by AFL, AFL Barwon or relevant governing bodies, the Club will support and encourage completion of such training.

The Club may require completion of safeguarding training prior to commencement in certain roles.

The Club will continue to promote awareness of child safety responsibilities across all areas of the Club.

6. Alcohol and Smoke Free Environment

OGCJFC is committed to maintaining a safe and appropriate environment for all children and young people.

Alcohol must not be sold, supplied or consumed during any junior training session or official match.

Alcohol may only be present or consumed at approved Club events where junior activities are not occurring and where the environment is considered appropriate by the Committee.

All members and spectators are expected to model responsible behaviour and ensure that all presence of Alcohol does not compromise the safety, wellbeing or comfort of children and young people.

Where behaviour related to alcohol consumption impacts the safety or wellbeing of others, Club officials may direct individuals to modify behaviour or leave the environment where necessary.

OGCJFC supports a smoke and vape free environment and is committed to maintaining a healthy and safe setting for all children and young people.

In accordance with Victorian legislation and local council requirements, smoking and vaping are not permitted within 10 meters of any playing field, training areas or sporting venue during junior training sessions, matches or officials junior activities.

To support a healthy and safe environment for children and young people, smoking and vaping may only occur in designated smoking areas away from junior participants.

Members, volunteers and spectators are expected to model responsible behaviour and ensure that smoking and vaping does not negatively impact the safety, wellbeing or comfort of children and young people.

7. Supervision, Parent Responsibility & Duty of Care

OGCJFC is committed to providing a safe environment for all children and young people participating in Club activities. Parents and carers always retain primary responsibility for the supervision and wellbeing of their child.

Children must not be dropped off at training sessions, matches or Club activities without a responsible parent, carer or delegated trusted adult present.

Where a parent or carer is unable to remain present, responsibility for supervision must be clearly delegated to another trusted adult. Coaches and volunteers are present to coach and manage football activities, not to provide individual supervision of children.

However, coaches and volunteers will take reasonable steps to support a safe environment by:

- maintaining general oversight of players
- avoiding leaving a child alone where possible
- ensuring children are collected safely where practicable
- raising concerns where a child appears unsupervised or at risk

The Club will always act in the best interests of the child where any supervision concern arises. This represents a shared responsibility between parents/carers and the Club to ensure children are safe and always supported. Where concerns arise regarding supervision or a child's safety, these should be raised with a coach, team manager or the Child Safety Officer.

The Club is not responsible for the supervision of children during scheduled training sessions, matches or official Club activities.

8. Safe, Respectful & Inclusive Behaviour (including Bullying)

OGCJFC is committed to maintaining a culture that is safe, respectful and inclusive for all children and young people. The Club has zero tolerance for bullying, discrimination, harassment, vilification, intimidation, sexual harassment, violence, hazing, humiliation or any behaviour — including online behaviour — that harms, excludes or places a child or young person at risk. Bullying includes repeated or intentional behaviour that harms, intimidates or excludes another person physically, verbally, psychologically or socially, including through digital communication or group messaging platforms.

All members are expected to behave respectfully toward children, officials and families at all times and to contribute to a positive and inclusive environment. Where unacceptable behaviour occurs, the Club will act promptly and appropriately in accordance with its complaint incident management procedures.

Actions may include:

- directing behaviour to cease
- discussion with a parent/guardian or relevant adult
- involvement of the Child Safety Officer or Committee
- conditions placed on attendance or participation

The Club will support early and respectful resolution of concerns wherever possible. Children and young people are encouraged to speak up if they feel unsafe or uncomfortable. Concerns may be raised with a coach, team manager, trusted adult or directly with the Child Safety Officer. Where behaviour creates a child safety risk, the matter will be managed in accordance with the Club's Incident Reporting and response procedures.

Cultural Safety

OGCJFC has zero tolerance for discrimination, racism, vilification or exclusion based on race, cultural background, religion, gender, ability or any other personal characteristic. The Club is committed to providing an environment that is inclusive, respectful and culturally safe for all players and families.

9. Communication, Online safety & Photography

OGCJFC is committed to ensuring all communications involving children and young people is respectful, transparent and safe. All communication with players must be appropriate and, wherever possible, parent inclusive. Private one-to-one messaging between coaches, volunteers or officials and players is not permitted.

Adults must not use communication with players to develop private or personal relationships outside of the Club environment. Coaches, volunteers and officials must not initiate or accept private social media connections with players from personal accounts. Electronic communication with players must occur via approved team platforms that include parents or guardians.

Transport of players to and from training, matches or Club activities should be arranged by parents or carers. Single-adult transport of a player is not recommended and should only occur with parent or carer consent.

Photography and video recording at Club activities is permitted for personal use only. Videography and images must not be taken in changerooms, bathrooms or private areas at any time. Images of players must not be publicly posted on social media or other public platforms without appropriate parent or guardian consent.

Images must be respectful and not place any child or young person at risk of embarrassment, harm or identification of personal information. The Club reserves the right to request removal of images or online content where concerns are raised.

All online and in-person communication must reflect the Club's commitment to child safety, wellbeing and respectful behaviour at all times.

Consent for the Club to take photos/video during training, matches and club functions is given during registration. If a player/family does not wish to give photo/video consent, an email must be sent to secretary@oceangrovecobras.com.au at registration. The Club may use this photo/video material for social media and website content.

Any concerns relating to communication, online conduct or photography must be reported to the CSO or a Committee member.

10. Raising and Responding to Concerns

OGCJFC is committed to responding promptly, calmly, fairly and appropriately to any concern relating to the safety or wellbeing of a child or young person.

Concerns may be raised by players, parents, coaches, volunteers, spectators or any member of the Club.

There is no wrong door for raising a concern. Concerns may be raised with:

- the Child Safety Officer (preferred)
- the President
- a coach or team manager
- a committee member

All concerns must be taken seriously and responded to respectfully.

Immediate Safety

If a child or young person is at immediate risk of harm, emergency services should be contacted by calling 000.

The immediate safety and wellbeing of the child will always be the first priority.

The Club will also notify relevant authorities in line with mandatory reporting obligations where required.

Initial Response

When a concern is raised, the Club will:

- listen respectfully and take the concern seriously
- prioritise the safety and wellbeing of the child
- ensure the concern is passed to the Child Safety Officer as soon as practicable
- document relevant information and actions taken
- determine appropriate next steps

Supportive & Fair Process

The Club will respond in a calm, fair and respectful manner.

Where appropriate, concerns will be managed at Club level through discussion, support and early resolution.

Where a matter involves potential risk to a child or serious misconduct, the Club may:

- seek guidance from relevant governing bodies
- make a report to appropriate external authorities
- implement protective actions

Protective Action

Where concerns relate to the safety or wellbeing of a child or young person, the Club may take immediate protective action.

Protective action may be taken at any time and may include:

- modifying roles or responsibilities
- placing conditions on attendance or participation
- asking an individual to step away from duties
- temporarily standing down an individual from duties or Club activities while a matter is considered

The Club may act on a precautionary basis where a risk is identified.

Protective actions are precautionary and are not disciplinary findings. They are implemented to prioritise the safety and wellbeing of children and to allow concerns to be considered appropriately.

11. Confidentiality & Records

OGCJFC is committed to handling all child safety and wellbeing concerns in a respectful and confidential manner.

Information relating to concerns or incidents will only be shared where necessary to ensure an appropriate response and to protect the safety and wellbeing of those involved.

The Club will maintain clear, accurate and secure records of concerns raised, actions taken and any outcomes, in accordance with its child safety obligations.

Records will be maintained by the Child Safety Officer and stored securely, with access limited to authorised personnel.

Where appropriate, information may be shared with relevant governing bodies, insurers or external authorities where required to ensure an appropriate response or to meet legal and safeguarding obligations.

The Club will ensure information is handled sensitively and in a manner that respects the privacy of children, families and all parties involved.

12. Managing Risk and Safe Environments

OGCJFC recognises the importance of identifying and managing risks to the safety and wellbeing in all Club environments.

The Club will take reasonable steps to ensure that training, matches, events and online environments are safe and inclusive.

This includes consideration of:

- Use of change rooms and facilities
- Physical environments and equipment
- Online communication and digital platforms
- Behaviour of players, spectators and volunteers

Where potential risks are identified, the Club will take reasonable steps to reduce or manage those risks.

All members share responsibility for maintaining safe environments and raising any concerns regarding safety or wellbeing.

Related policies

- Constitution
- Code of Conduct (Coaches, Players, Parents & Volunteers)
- Complaints and Injury Management Policy
- Team Allocation Policy
- AFL Barwon & AFL Victoria Safeguarding Children & Young People Policies
- Victorian Child Safe Standards

