POLICY FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Implemented January 2013

Reviewed November 2025

1. Introduction

Football South Australia (Football SA) is committed to providing a safe and enjoyable environment for everyone that participates in football. Everyone that is involved in the sport should be treated with respect and dignity and be able to participate free of being discriminated against, harassed, bullied, harmed or abused.

Children and young people are a major stakeholder of football and should be able to enjoy participating in a safe, supportive, and empowering environment. Football SA and all its affiliated associations and clubs have a responsibility to safeguard the welfare and wellbeing of children and young people, who should feel comfortable, and be encouraged to speak up and report any concerns they may have or be aware of in relation to the safeguarding of children and young people.

In 2018 some of the requirements to create and maintain a child safe environment was removed from the *Children's Protection Act 1993 and replaced by the Children and Young People (Safety) Act 2017.* New, stronger laws for people volunteering with children have been implemented into law following recommendations as part of Federal and South Australian royal commissions into child abuse and child protection systems to help keep children safe in our community.

2. Scope

The Safeguarding Children and Young People Policy forms part of Football SA's ongoing commitment to providing a safe and inclusive culture, which safeguards participants from any form of harm or risk of harm.

The wellbeing of Children and Young People is of paramount importance and this policy forms part of the Football SA Member Protection Framework and should be read in conjunction with the following documents:

- Football Australia Member Protection Policy
- Football Australia Safeguarding Policy and Framework
- Football Australia Code of Conduct
- Football SA Code of Conducts

This policy is to be implemented by all Football SA Clubs, Affiliated Associations and Clubs that provide services to children and young people Under 18 years of age.

3. Child Safe Environment Compliance Requirements

3.1. Lodging a Compliance Statement.

All clubs that provide services to children and young people Under 18 years of age must lodge a Child Safe Environment Compliance Statement with Football SA to confirm that they are implementing the requirements of a child safe environment as outlined in this policy.

A single compliance statement on behalf of all clubs and affiliated associations will be submitted by Football SA to the Department of Human Services. This compliance statement stipulates that all affiliated clubs and associations will implement and abide by the child safe environment policies and procedures.

Action: All affiliated clubs must complete the Child Safe Compliance Statement as outlined in *Appendix A and A (2)*. This statement must be completed and submitted to Football SA, within the specified timeframe as outlined by Football SA, by affiliated associations and clubs that provide services to children and young people Under 18 years of age.

The Child Safe Compliance Statement will be an annual requirement by all Clubs and Associations to be completed prior to the season commencing.

The adoption of a single compliance statement will ensure consistency across the whole of sport. The single compliance statement also means that each individual club and/or association are not required to submit such a statement.

3.2. Working with Children Checks (WWCC)

South Australia has introduced stronger, more effective, and transparent screening laws for people working or volunteering with children. The new laws mean that everyone working or volunteering with children must have valid child-related screening.

The Working with Children Checks (WWCC) have replaced all other child screening checks including the National Police Certificates. Football SA as a sporting code with a significant number of children involved requires all workers (paid and unpaid) over the age of 14 years to have a WWCC regardless of their involvement with children and young people.

A person is not required to have a WWCC if they:

- live interstate, have a current child-related check from your home state, and are working at an organised event in South Australia lasting no more than 7 consecutive days:
- are under the age of 14.

Football SA has already developed a policy relating to the WWCC. This policy clearly outlines who needs to complete a WWCC and the process that needs to be undertaken to obtain such a screening.

Action: All affiliated associations and clubs must implement the Football SA WWCC requirements.

3.3. Mandated Notifiers

The *Children and Young People (Safety) Act 2017* make it a legal requirement for certain people to report a reasonable suspicion or incidences of harm or risk of harm. This obligation is known as mandatory notification and a penalty may stem from an individual's failure to comply. Notifications must be made to the Department for Child Protection - *Child Abuse Report Line (CARL) on 13 14 78.*

3.4. Definition

Mandated notifiers are an employee of, or volunteer in, a government or non-government organisation that provides health, welfare, education, sporting or recreational, childcare, or residential services wholly or partly for children.

These people:

- are engaged in the actual delivery of those services to children and young people; or
- Hold a management position in the relevant organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

Based on the above definition, coaches, trainers, managers, any person that is providing services to children and young people, and leaders within the affiliated club and/or association are required by law to report harm or risk of harm to children and young people.

Action: All affiliated clubs and associations are to identify and inform the relevant people within their organisation of their legal obligation to be a mandated notifier. In providing this information it is important for the club/association to emphasize that a failure by a mandated notifier to report a suspicion formed on reasonable grounds that a child or young person is or may be at risk may result in a person being prosecuted and a court imposing a fine.

All clubs and associations are to manage the following:

- The person who identifies the harm is the person to make the report to CARL/SA Police;
- If an internal report is also required following a report to CARL/SA Police;
- Your process to ensure ongoing safety of children and young people (following a report to authorities) if a person in your organisation has caused harm to children and young people;
- What support you will provide children and young people following a report being made;

All adults, employees, volunteers have a legal obligation to:

- Report child sexual abuse to the police; and
- To protect a child from sexual abuse;
- Failure to meet these obligations may be considered a cranial offence (Criminal Law Consolidation Act 1935 (s.64A & s.65)

For more information on Mandated Notifiers and their role visit
https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role

4. Summary Of Requirements

To ensure that your club/association is child safe compliant, the following requirements are to be implemented:

4.1. Read and discuss the contents of this document with your club and/or association board/committee.

4.2. Sign the compliance form as outlined in Appendix A agreeing to abide by the Member Protection Framework and the adoption of policies and procedures relating to this framework.

4.3. The documents relating to the Member Protection Framework are to be made accessible and promoted to all stakeholders of the club/association. This can be undertaken by placing the documents on the club/association website or by posting a link directly to the Football SA website for access to the information.

4.4. Ensure that your organisation is registered with the Department for Human Services Screening Unit for the purpose of registering your club/association's volunteers.

4.5. Ensure that the information relating to Working with Children Checks (WWCC) is provided to your volunteers at the time of being appointed and ensure that all appointed volunteers, required to have a WWCC, register for the WWCC and provide the details to the club/association.

4.6. Each club or association must nominate at least one Child Safe Officer (CSO) and ensure the nominated individual completes all mandatory Child Safe training requirements. To be appointed, a CSO must have completed:

- Childe Safe Environments – Reporting Child Abuse and Neglect training (full-day or 3-hour refresher, renewed every 3 years)
- Sport-Specific Child Safe Officer Training delivered by the Office for Recreation, Sport and Racing (ORSR)
- Sport Integrity Australia – Safeguarding Children and Young People in Sport Induction

(The minimum CSO training requirements are detailed in the Football SA Child Safe Officer Checklist – Appendix B)

Larger clubs and associations are strongly encouraged to appoint more than one CSO to ensure adequate support across programs and age groups.

Once appointed, the CSO's name and contact information must be made available to all stakeholders through the club or association handbook, website, and / or digital platforms.

4.7. Interview and seek references for all volunteers that are to be appointed to your club/association.

4.8. All volunteers must be registered on the National Registration System and enter their WWCC information during the registration process.

4.9. Provide all volunteers with an induction session and information pack relating to their role at the club/association.

4.10. Ensure all volunteers are provided with a Code of Conduct and have access to all other Member Protection Framework polices.

4.11. Clubs and associations must encourage all volunteers, coaches, team officials and committee members to undertake the Safeguarding Children and Young People in Sport Induction, available through the Sport Integrity Australia (SIA) e-learning hub. This course provides core knowledge on child safety, expected behaviour and reporting obligations, and supports volunteers in understanding their responsibilities under the Football South Australia's Child Safe Environment and Football Australia's Member Protection requirements.

4.12. Undertake a risk assessment of the club's/association's facilities and practices to identify any potential risks to the safety of children. Address any identified risks as soon as possible. Keep a register of your club's/association's actions.

4.13. A guide can be found at the Department of Human Services for advice on how you can capture the range of risks that may be pertinent to your club including other child safe environments resources to assist clubs and associations.

https://dhs.sa.gov.au/how-we-help/child-and-family-support-system-cfss/child-safe-environment

4.14. Engage children and young people so they can have a say on issues that impact their involvement. This may be simply through feedback/survey forms or via other forums.

4.15. Ensure that all stakeholders are aware of the process to raise a grievance/complaint within the club.

4.16. Build and maintain a commitment to provide a child safe environment which is embedded in the culture of the club/association. This will ensure that the club/association is a safe and welcoming place for children and young people and will encourage other people to want to come to your club/association.

5. Further Information

If your club/association requires any further assistance in relation to this document or the requirements outlined in this document, please contact Football SA.

Further Information can also be gained by clicking on the links below:

Department of Child Protection
https://www.childprotection.sa.gov.au/

Department of Human Services
www.dhs.sa.gov.au/cse

Office for Recreation and Sport
ORSR - Child Safeguarding

Play by the Rules
https://www.playbytherules.net.au/

Football Australia
https://www.footballaustralia.com.au/governance/member-protection-framework

Football SA
https://www.footballsa.com.au/child-safe-environments

Education SA
Child Safe Environments – Reporting Child Abuse and Neglect (RAN-EC)

DHS Child Safe Environments
Safe Environments: Through Their Eyes

Sport Integrity Australia
Safeguarding Children & Young People in Sport Induction free eLearning
Let Kids be Kids free eLearning
Inclusive Coaching - PBTR
Safeguarding Recruitment & Screening

Sport SA
ORSR / Sport SA – Child Safe Officer Training

Australian Sports Commission
Coaching and Officiating Women and Girls

Appendix A:

FOOTBALL SOUTH AUSTRALIA

CHILD SAFE ENVIRONMENT COMPLIANCE STATEMENT CLUB

Club Name: _____

Declaration

The Club listed above:

1. Confirms that it endorses and agrees to abide by the Child Safe Environment Compliance Statement lodged by Football South Australia with the South Australian Department of Human Services (DHS).

2. Agrees to implement and follow the steps outlined in the Football SA Safeguarding Children and Young People Policy to ensure ongoing compliance with child safety requirements.

3. Acknowledges that if this document is not completed and signed, the club will not be able to participate in any Football South Australia sanctioned competition/s.

Authorised Signatory

Role President / Chair _____

Name _____

Signature _____

Date _____

Please return this completed form to:
elvira.liaptsis@footballsa.com.au

Appendix A(2):

FOOTBALL SOUTH AUSTRALIA

CHILD SAFE ENVIRONMENT COMPLIANCE STATEMENT ASSOCIATION

Association Name: _____

Declaration

The Association listed above:

1. Confirms that it endorses and agrees to abide by the Child Safe Environment Compliance Statement lodged by Football South Australia with the South Australian Department of Human Services (DHS).

2. Agrees to implement and follow the steps outlined in the Football SA Safeguarding Children and Young People Policy to ensure ongoing compliance with child safety requirements.

3. Acknowledges that if this document is not completed and signed, the Association / Club will not be able to participate in any Football South Australia sanctioned competition/s.

Authorised Signatory

Role Association President / Chair _____

Name _____

Signature _____

Date _____

Every club that is affiliated to the association must sign off on this document.

Name of Club	Name of President/chair	Sign	Date

If more space is required for clubs to sign, please attach a separate page.

Please return this form to Football SA to elvira.liaptsis@footballsa.com.au

Appendix B:

FOOTBALL SOUTH AUSTRALIA

Football South Australia – Child Safe Officer (CSO) Compliance Checklist (2026)

Purpose:
Football South Australia (FSA) requires every affiliated club and association to appoint at least one Child Safe Officer (CSO). The CSO ensures all participants under 18 are protected, supported, and able to participate in a safe, inclusive environment.

This checklist confirms that your appointed CSO meets South Australian legal requirements (Children and Young People (Safety) Act 2017 and Child Safety (Prohibited Persons) Act 2016), Football Australia's Member Protection Framework, and the National Principles for Child Safe Organisations.

Child Safe Officer (CSO) Mandatory Training

Completed **Child Safe Environments – Reporting Child Abuse & Neglect (RAN-EC)** course	☐ Yes ☐ No
Completed **Sport Integrity Australia – Safeguarding Children & Young People in Sport Induction**	☐ Yes ☐ No
Completed **ORSR / Sport SA – Child Safe Officer Training**	☐ Yes ☐ No
Holds a **current Working with Children Check (WWCC)**	☐ Yes ☐ No

Training available

Training	Provider	Who	Validity
Child Safe Environments – Reporting Child Abuse and Neglect (RAN-EC)	Approved training providers: Education SA	**Recommendation:** All people prescribed child-related roles (including CSOs, coaches, managers, volunteers) **Mandatory: CSO**	3 years
Safe Environments: Through Their Eyes	DHS Child Safe Environments:	**Recommended** All people prescribed child-related roles (including CSOs, coaches, managers, volunteers)	
Sport Integrity Australia – Safeguarding Children & Young People in Sport Induction	Sport Integrity Australia (free eLearning)	**Recommendation:** All people prescribed child-related roles (including CSOs, coaches, managers, volunteers, Boards) **Mandatory: CSO / Coaches**	3 years
ORSR / Sport SA – Child Safe Officer Training	Sport SA (on behalf of ORSR)	**Designated Child Safe Officers**	3 years
Let Kids Be Kids	Sport Integrity Australia (free eLearning)	All Members	
Inclusive Coaching	Sport Integrity Australia PBTR - Inclusive Coaching	Coaches, Managers,	
Safeguarding Recruitment and Screening	Sport Integrity Australia Safeguarding Recruitment and Screening	Boards	
Complaint Handling	Sport Integrity Australia Complaint Handling	Boards	
Community Coaching	Australia Sports Commission Community coaching	Coaches	
Coaching and Officiating Women and Girls	Australia Sports Commission **Coaching and Officiating Women and Girls**	Coaches	

2. *Knowledge and Understanding*

☐ Understands and can apply the National Principles for Child Safe Organisation.

☐ Understands the definitions and indicators of child abuse and neglect and how to respond appropriately.

☐ Knows how and when to report concerns to CARL (13 14 78) or SAPOL (000 if immediate danger).

☐ Has read and is familiar with the

- club's or association's Child Safe Environment Policy or Member Protection Policy;
- FSA's Safeguarding Children and Young People Policy;
- ORSR Child Safe Environments for Sport and Recreation Organisation face sheet
- Sports Integrity Australia's Child Safe Practices Evidence

sighted: ☐ Yes ☐ No

3. *Screening and Compliance*

☐ Holds a current Working with Children Check (WWCC).

☐ Is listed on the club or association's volunteer register as a recognised Child Safe Officer.

☐ Understands obligations under the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016, and Volunteer Protection Act 2001 (SA).

☐ Upholds FSA's Code of Conduct and Safeguarding Policy.

4. *Appointment and Support*

☐ A Letter of Appointment has been issued, signed by the Club/Association President or Secretary.

☐ The CSO has been provided with access to Football Australia Safeguarding Children and Young People resources, Sport Integrity Australia learning hub.

☐ The CSO's contact details are displayed on the club's website or noticeboard.

☐ The CSO has access to a senior contact person (e.g., President or Secretary) for escalation of concerns.

5. *Recordkeeping and Review*

☐ All training certificates and WWCC details are recorded and stored securely by the club/association.

☐ The CSO role and compliance are reviewed annually as part of the club's

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governance review.

☐ Any incidents or concerns are documented and reported in line with FSA's procedures.

Checklist completed by:

Name:

Position:

Date:

Additional Resources

Office for Recreation, Sport and Racing (ORSR): www.orsr.sa.gov.au

Sport Integrity Australia (SIA): https://elearning.sportintegrity.gov.au/user_login

Sport SA – Child Safe Officer Training**:** sportsa.org.au/training/child-safe-officer-training

DHS Child Safe Environments**:** www.dhs.sa.gov.au/services/child-safety Child Abuse

Report Line (CARL): 13 14 78

SAPOL (immediate danger): 000

Football South Australia: www.footballsa.com.au Sport Integrity

Australia Safeguarding in sport

- Child Safe Practices
- Safeguarding for coaches
- Safeguarding for sporting associations and clubs
- Safeguarding for children and young people
- Safeguarding for parents and carers Attached:

eLEARNING COURSE OVERVIEW

Appendix C:

FOOTBALL SOUTH AUSTRALIA COMPLAINTS PROCESS

1. Rationale

Football SA is committed to providing a high-quality service to all our stakeholders. If a stakeholder has a complaint or grievance, it needs to be addressed firstly with the party that the complaint/grievance relates to. Football SA recommends that the matter is addressed at the level that it occurs so that it can be dealt with in a timely matter and to avoid the matter being escalated higher.

If the complaint/grievance is raised with the club/association and is not addressed, the matter can then be referred to Football SA. Generally, Football SA will not address the matter if the club/association has not been provided with the opportunity to remedy the complaint/grievance.

Complaints may vary in severity and complexity and may be addressed informally or formally. Any complaints received should be addressed in a timely manner and should not be avoided as it may result in a minor complaint becoming significant. Football SA aims to provide consistency and fair handling of all complaints through this procedure.

Required Outcome 1:
To ensure that all affiliated clubs and associations abide by the Football Australia (FA) and Football SA Competition Rules and Regulations, policies and procedures.

Required Outcome 2:
To provide a clear and concise complaints handling process including an appeal process.

Required Outcome 3:
To provide consistency and fair handling of all complaints and grievances.

2. COMPLAINT PROCESS

2.1. Prior to Submitting a Formal Complaint to Football SA.

2.1.1. Prior to contacting Football SA in relation to a complaint, the complainant should consider whether the matter has been addressed with the person/s concerned. If the complaint is in relation to a club or association, in the first instance, the club and/or association should be provided with the opportunity to resolve the matter.

2.1.2. In submitting a complaint to a club or association, this may in the first instance be undertaken informally. This may involve having a conversation with the relevant person about the complaint/grievance. If the matter is resolved no further action is required.

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2.1.3. If the matter cannot be resolved informally, the complaint/grievance should be submitted in writing to the relevant party outlining the nature of the complaint and the outcome that is being sought. Any formal correspondence should provide a timeframe for a response, normally 7 days. If the matter is resolved no further action is required.

2.1.4. If the complaint/grievance is not resolved by the club/association following informal and formal process, a formal complaint may be made to Football SA. Prior to doing so, a person may contact Football SA to determine if the matter can be resolved without making a formal complaint. In undertaking this process the Football SA will only provide advice; a determination will not be made, and the person will not be instructed what action they should or should not undertake.

2.2. Submission of a Formal Complaint to Football SA.

2.2.1. All complaints are to be submitted in writing. The information should be specific and provide details relating to the actual complaint.

2.2.2. If the complaint/grievance is in relation to a competition matter, it should be addressed to the relevant Competition Administrator. Please note that Football SA Competition Staff will not address matters with individuals if they have not been addressed through their club.

2.2.3. If the complainant is unsure who the matter is to be addressed to, they may contact Football SA for further information.

2.3. Investigating a Complain

2.3.1. Once the complaint/grievance has been received, it will be reviewed and investigated. Investigation may entail requesting additional information, referring the matter to another person within the organisation or referring the matter to the Football SA Grievance and Disciplinary Committee.

2.3.2. If the matter is not referred to the Grievance/Disciplinary Committee and a determination is made, a written response relating to the findings and the action to be implemented will be conveyed to the complainant.

2.4. Grievance/Disciplinary Committee

2.4.1. Football SA Grievance and Disciplinary Committee is an independent body.

2.4.2. If the matter is referred to this committee, a hearing date and time will be conveyed to the complainant.

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2.4.3. The complainant and any witnesses, where applicable, will be required to attend the hearing.

2.4.4. The Grievance and Disciplinary Committee will hear the matter and provide a finding. The outcome of the hearing may be provided verbally at the hearing. All findings will be provided in writing to the complainant within 7 days, where possible.

3. APPEAL PROCESS

3.1. A person may appeal a decision of Football SA or the Grievance and Disciplinary Committee in accordance with the National Disciplinary Regulations and Football SA Grievance and Disciplinary Regulations.

3.2. To lodge an appeal, the appeal must be submitted on the prescribed form and must be accompanied by the appeal fee.

3.3. On receipt of the appeal, Football SA will refer the matter to the Appeal Committee.

3.4. An Appeal Hearing will be scheduled and notified to the person who submitted the appeal.

3.5. The Appeal Committee will hear the matter and provide a finding. The outcome of the hearing may be provided verbally at the hearing. All findings will be provided in writing to the complainant within 7 days, where possible.

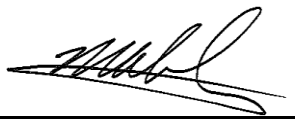
4. National Grievance Procedure

If a complainant is not satisfied with the outcome of the above process, a grievance may be submitted to the Football Australia in accordance with the National Grievance Resolution Regulations.

Signatures:

Signed:

Football South Australia President

Signed: 

Football South Australia CEO

This policy will be reviewed every two years, or earlier if required due to legislative or governance changes.

Next policy review date is:
March 2028

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