



Changeroom Access Policy

1. Purpose

The Melbourne Jets Ice Hockey Club (IHC) Changeroom Access Policy demonstrates the Club's commitment to providing a safe and respectful environment. This policy, combined with other relevant Club policies and procedures, makes clear the Club's expectations concerning changerroom behaviours and practices for Coaches, Managers, Players, Administrators and Parents (collectively referred to as members) and Spectators.

2. Statement of commitment

The Melbourne Jets IHC is committed to facilitating safe access to and use of changerrooms, at all ice sports facilities in which the Club trains and play games. This is particularly relevant for our junior players, given the increased risks they are exposed to within a changerroom environment. The Club has zero tolerance for inappropriate member and spectator attitudes and behaviours.

3. Scope

This policy applies to all Melbourne Jets IHC members and spectators. Members include the Executive Committee, Coaches, Managers, Players, Administrators and Parents.

4. Responsibilities

Key roles and responsibilities include:

Role	Responsibility
Executive Committee	<ul style="list-style-type: none"> Providing and promoting a safe changerroom environment and ensuring the Club meets relevant legislation, regulations, and standards. Reviewing proposed policy changes and approving new versions.
President	<ul style="list-style-type: none"> Ensuring implementation of this policy across Club operations. Communicating the presence and operation of this policy to Club members. Ensuring children and young people are empowered about their rights, participate in decisions affecting them, and taken seriously. Ensuring Coaches, Managers, Players, Administrators and Parents are equipped with the knowledge, skills and awareness to keep children and young people safe through education and training.
Vice-President	<ul style="list-style-type: none"> Supporting implementation of this policy and related activities.
Secretary	<ul style="list-style-type: none"> Ensuring implementation of this policy is regularly reviewed and improved.
Coaches, Managers, Players, Administrators and Parents	<ul style="list-style-type: none"> Participating in Club and external education and training activities. Supporting implementation of this policy and related activities. Reporting breaches of this policy. Maintaining privacy and confidentiality during and after breaches of this policy and subsequent investigations.
Child Safety and Wellbeing Sub-Committee Child Safety Officer/s	<ul style="list-style-type: none"> Supporting implementation, monitoring and review of this policy and other relevant policies and procedures.

5. Principles

This policy states the Melbourne Jets IHC's position on changerroom access, including the requirement of all members and spectators to adhere to the Ice Hockey Victoria (IHV) Changerroom

Access Policy, and the Victorian Government's Commission for Children and Young People (CCYP) Child Safe Standards and Reportable Conduct Scheme.

This policy is underpinned by the CCYP Child Safe Standards. The eleven Standards were made to support greater national consistency, reflecting the National Principles for a Child Safe Organisation developed following the Royal Commission into Institutional Responses to Child Sexual Abuse.

The key Standards that relate to this policy are as follows:

Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Standard 9 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Standard 11 - Policies and procedures document how the organisation is safe for children and young people.

Access

Coaches, managers, players and ice sports facilities first aid personnel are permitted to enter a changeroom. Executive Committee members, Administrators and Parents, and Spectators, are not permitted to enter a changeroom.

All players are to dress and undress in the nominated changeroom unless a State Government or Ice Sports Facility directive instructs them to dress in another location.

Should a player require assistance to get dressed prior to a game or undressed after a game, they are to first request assistance from a coach or manager. If assistance is unable to be provided, then the coach or manager will permit the player to leave the changeroom (but not the facility) to receive assistance from their parent / carer. They may be accompanied by a coach or manager to their parent / carer, depending on their coach / manager availability and competing team priorities.

Coaches, managers and first aiders must hold a valid Working with Children Check (WWCC) to enter a changeroom with child players. In addition, they must be accompanied at all times by another coach or manager.

A coach, manager or first aider must not be in a changeroom by themselves with a child/ren. In such cases where a coach or manager has the potential to be, they are to remove themselves from the changeroom immediately. Only when a combination of two or more coaches/manager can be present, should they return to the changeroom.

However, in situations where first aid is being provided to a child in the changeroom, there may be a short period of time where the first aider cannot leave the child whilst further assistance is being sought. In such cases where a coach or manager cannot be present to support, the first aider should request another person to accompany to the changeroom them until such time an authorised Club member can attend and support.

Inclusion

All players have the right to feel and be safe and respected within the changeroom.

Teams may consist of a variety of different sexes and genders. At the time of this policy being written, IHV and each of the three ice sports facilities have no formal procedure as to how changerooms will be managed and used to support players with different genders and sexes.

The Melbourne Jets IHC will be accessible to and inclusive of people of all gender and sexes. Coaches and Managers will work with the three ice sports facilities and their staff to support all players to change in a space where they feel safe and comfortable. If players, particularly children, do not feel safe and comfortable, they have the right to make a complaint or raise their concerns.

More information is available in our Diversity and Inclusion Policy.

Supervision

Coaches and managers are responsible for the supervision of children in the changeroom, at training sessions and on game days. The period of supervision is defined as upon arrival and up to 30 minutes before a training session or game commences, during the training session and game; and for no more than 30 minutes after a training session or game concludes.

Outside of this defined supervision period, players (and their parents / carers) are responsible for their own safety and wellbeing.

Prohibited Activities

Drugs and alcohol are not permitted to be taken into changerooms.

Mobile devices are not permitted to be used in the changerooms. Neither the Club nor individual ice sport facility can guarantee the safety of devices. The Club will not be liable in the event a mobile device is taken into a changeroom and damaged and/or lost/stolen.

Under no circumstances are players permitted to take photos or record videos in a changeroom.

6. Definitions

Term	Definition
Adult	<ul style="list-style-type: none"> Means a person who is over the age of 18 years.
Changeroom	<ul style="list-style-type: none"> A dedicated space where coaches, managers and players meet to plan for, rest, and/or debrief after, a training session or game.
Child/children	<ul style="list-style-type: none"> Means a person who is under the age of 18 years.
Child abuse	<ul style="list-style-type: none"> Means: <ul style="list-style-type: none"> A sexual offence committed against a child. An offence committed against a child under section 49M(1) of the Crimes Act 1958 (Vic) such as grooming. Physical violence against a child. Causing serious emotional or psychological harm to a child. Serious neglect of a child.
Concerns and Complaints	<ul style="list-style-type: none"> A concern refers to any potential issue that could impact negatively on the safety and wellbeing of children/adults. A complaint is an expression of dissatisfaction to Melbourne Jets IHC related to one or more of the following: <ul style="list-style-type: none"> Our coaching, training, or dealings with individuals. Allegations of abuse or misconduct by a member or person associated with Melbourne Jets IHC. Disclosures of abuse or harm made by a child or adult. The conduct of a child or adult at Melbourne Jets IHC. The inadequate handling of a prior concern. General concerns about the safety of a group of children or adults.
Harm	<ul style="list-style-type: none"> Means the damage to the health, safety or wellbeing of a child or young person, including as a result of child abuse by adults or the conduct of other children. It includes physical, emotional, sexual and psychological harm. Harm can arise from a single act or event and can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.
Mobile Devices	<ul style="list-style-type: none"> A computer small enough to hold and operate in the hand. Typically has a flat LCD/OLED screen, a touchscreen interface, and digital or physical buttons. Can connect to the Internet and with other devices, via WiFi, Bluetooth, cellular networks e.g. phones, tablets, laptops.

7. Relevant legislation and standards and related Club policies and procedures

Legislation

- United Nations Convention on the Rights of the Child 1989
- Child Wellbeing and Safety Act 2005

Regulations and Standards

- Victorian Government Commission for Children and Young People Child Safe Standards
- Victorian Government Reportable Conduct Scheme
- Ice Hockey Victoria Child safe Code of Conduct (TBC)
- Melbourne Jets IHC Code of Conduct

Policy

- Ice Hockey Australia Child Safety Policy 2020
- Ice Hockey Victoria Child Safety and Wellbeing Policy (TBC)
- Melbourne Jets IHC Electronic Communications Policy
- Melbourne Jets IHC Feedback and Complaints Policy
- Melbourne Jets IHC Diversity and Inclusion Policy

Procedure

Supporting document

- Ice Hockey Victoria Cultural Safety for Aboriginal children Commitment Statement (TBC)
- Ice Hockey Victoria Cultural Safety Action Plan (TBC)
- Melbourne Jets IHC Child Safety and Wellbeing Action Plan
- Melbourne Jets IHC Child Safety and Wellbeing Risk Assessment

All documents are subject to change. In the event of any inconsistency, legislation and/or regulations take precedence.

8. Reporting

All reports of inappropriate behaviour in the changeroom will be treated seriously, whether they are made by an adult or a child and whether they are about the conduct of an adult or a child. All complaints and child safety concerns will be responded to promptly and thoroughly.

Melbourne Jets IHC has a Feedback and Complaints Policy that includes information for all members and spectators about how a complaint or concern will be responded to. An easy-to-understand complaints information sheet will be provided to members to know about the complaint process and the supports available to those making a complaint and those involved in the complaint process.

If a complaint includes an allegation or incident of child abuse or harm, then Melbourne Jets IHC members and spectators must report it in accordance with the Feedback and Complaints Policy. Melbourne Jets IHC members are required to prioritise children's safety in any response and to report all potentially criminal conduct to Victoria Police. Under the Code of Conduct, and Feedback and Complaints Policy, members may be subject to actions to support child safety including:

- Being stood down during an investigation or terminated following an investigation.
- Having their duties altered so they do not engage with children at Melbourne Jets IHC.
- Not allowing unsupervised contact with children at Melbourne Jets IHC.
- Removing their access to Melbourne Jets IHC systems and ice sports facilities.

General complaints can be emailed to the Club President or Secretary. Specific complaints involving or relating to children can be emailed to childsafety@melbournejets.com.au or you can speak with a Child Safety Officer. *If there is concern for the immediate safety of a child, immediately call 000.*

Child Safety Officers

Melbourne Jets IHC has two trained Child Safety Officers (CSOs) with responsibility for responding to any child safety related complaints or concerns. CSOs are introduced to children so they know and understand who the appointed officers are, and how and when they may contact them. Photos and names of the CSOs are displayed on our Club website and in regular electronic communications.

If a person does not feel comfortable making a report to a CSO, they may report their concern to a Coach, Manager, Child Safety and Wellbeing Sub-Committee or Executive Committee member.

Record keeping

Melbourne Jets IHC is committed to making and keeping full and accurate records about complaints or concerns. All complaints, concerns, incidents and near misses will be recorded in the incident reporting system.

Records which may assist with the investigation of a complaint or concern will be identified and kept as part of the record of an investigation. Records will be kept even if an investigation does not substantiate a complaint. We will record and keep the outcome of any investigations, and the resolution of any complaints. This includes findings made, reasons for decisions and actions taken.

Records will be stored securely and kept by the Melbourne Jets IHC for at least 45 years.

Information sharing

Melbourne Jets IHC may share relevant information to promote the safety and wellbeing of members, where it is appropriate and in their best interests. Melbourne Jets IHC will keep information about complaints confidential, except where it is necessary to share information to respond properly to a complaint or to prioritise child safety. We may also need to share information about incidents or complaints with external authorities to comply with the law or to prioritise safety.

Whilst the Club is not a prescribed information sharing entity in the Child Information Sharing Scheme or the Family Violence Information Sharing Scheme, we do take reports of child or family violence seriously and will appropriately report any concerns to Victoria Police.

More information is available in our Feedback and Complaints Policy.

Risk management

We recognise the importance of identifying and managing risks of harm and abuse in the physical and online environments operated by Melbourne Jets IHC.

We conduct regular risk assessments and have a risk management plan to address the risk of abuse and harm at Melbourne Jets IHC. The risk management plan is developed in consultation with our members. We will ensure that any risk controls put in place balance the need to manage harm with the benefits of participating at Melbourne Jets IHC. The Executive Committee is responsible for approving the risk management plan.

9. Breaches and misconduct

Melbourne Jets IHC will enforce this policy, the Code of Conduct and any other related policies. Potential breaches by anyone will be investigated and may result in restriction of duties, suspension or termination of employment or engagement or other corrective action.

More information is available in our Code of Conduct.

10. Access to the policy

This policy can be accessed via the Club website at www.melbournejets.com.au or requested from the Club President or Secretary.

11. Policy status and review

Document name	CHANGEROOM ACCESS POLICY		
Applies to	<input checked="" type="checkbox"/> Committee members	<input checked="" type="checkbox"/> Coaches	<input checked="" type="checkbox"/> Managers
	<input checked="" type="checkbox"/> Players	<input checked="" type="checkbox"/> Administrators	<input checked="" type="checkbox"/> Parents
Document no.	POL/JET/003	Stored:	Jets IHC DMS
Version:	1.0	Review:	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> 3-Yearly
Responsible Person	Secretary, Melbourne Jets IHC		
Approval party	Executive Committee, Melbourne Jets IHC		
Key stakeholders: (including external)	<p>Consulted:</p> <ul style="list-style-type: none"> Executive Committee Child Safety and Wellbeing Sub Committee members / Officer Coaches and Managers Players Administrators <p>Parents To be informed:</p> <ul style="list-style-type: none"> Secretary, Ice Hockey Victoria Olympic Ice Skating Centre staff 		
Review date	By November 2025 or in accordance with relevant legislative or regulatory changes.		
Concurrent review	<p>The following documents should be reviewed concurrently:</p> <ul style="list-style-type: none"> POL/JET/001 Melbourne Jets IHC Code of Conduct Melbourne Jets IHC Child Safety and Wellbeing Risk Assessment POL/JET/002 Melbourne Jets IHC Child Safety and Wellbeing Policy POL/JET/004 Melbourne Jets IHC Electronic Communications Policy POL/JET/005 Melbourne Jets IHC Feedback and Complaints Policy POL/JET/006 Melbourne Jets IHC Diversity and Inclusion Policy TOR/JET/001 Melbourne Jets IHC Executive Committee Terms of Reference TOR/JET/002 Melbourne Jets IHC Child Safety and Wellbeing Sub-Committee Terms of Reference 		

Version control and change history

Version	Date approved	Date superseded	Amendment
1.0	XX April 2024	Current	Policy development and alignment to IHA and IHV policies and procedures, and CCYP Child Safe Standards