



Child Safety and Wellbeing Policy

1. Purpose

The Melbourne Jets Ice Hockey Club (IHC) Child Safety and Wellbeing Policy demonstrates the Club's prioritisation of and commitment to the safety and wellbeing of children. This policy, combined with other relevant Club policies and procedures, makes clear the Club's expectations concerning child safe practices for Committee members, Coaches, Managers, Players, Administrators and Parents (collectively referred to as members), and Spectators.

2. Statement of commitment

The Melbourne Jets IHC is committed to providing and promoting child safe environments. This includes the physical, emotional, cultural and social wellbeing of all children.

The Club has zero tolerance to child abuse and aims to create a child safe and child friendly environment where children feel safe and secure and have fun.

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 child safe environment and ensuring the Club meets the eleven CCYP Standards. Ensuring the Club establishes a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued. Ensuring child safety and wellbeing is embedded in Club leadership, governance, and culture.
President	<ul style="list-style-type: none"> 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 ongoing education and training. Ensuring people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
Vice-President	<ul style="list-style-type: none"> Supporting implementation of child safety and wellbeing activities.
Secretary	<ul style="list-style-type: none"> Ensuring equity is upheld and diverse needs respected in policy and practice. Ensuring processes for complaints and concerns are child focused. Ensuring implementation of the Child Safe Standards is regularly reviewed and improved. Ensuring policies and procedures document how the Club is safe for children and young people.

Coaches, Managers, Players, Administrators and Parents, Spectators	<ul style="list-style-type: none"> • Participating in Club and external education and training activities. • Role modelling child safe and wellbeing behaviours. • Reporting child safety concerns. • Participating in child safety and wellbeing investigations. • Maintaining privacy and confidentiality before, during and after child safety and wellbeing investigations.
Child Safety and Wellbeing Sub-Committee Child Safety Officer/s	<ul style="list-style-type: none"> • Supporting implementation, monitoring and review of child safety and wellbeing and other relevant policies and procedures. • Developing, implementing and monitoring, and reporting of progress against the Child Safety and Wellbeing Action Plan. • Ensuring families and communities are informed and involved in promoting child safety and wellbeing. • Ensuring physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

5. Principles

This policy states the Melbourne Jets IHC's position on child safety and wellbeing, including the requirement of all members and spectators to adhere to the Ice Hockey Victoria (IHV) child safety and wellbeing policies and procedures, 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 Standards are as follows, along with a brief Club statement against each standard:

Standard 1 - Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Melbourne Jets IHC acknowledge and value Aboriginal and Torres Strait Islander peoples of the land on which we meet and play the sport of hockey. We support the needs, abilities, skills and languages of the many different people in our communities and we listen to their perspectives.

Standard 2 - Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Melbourne Jets IHC is committed to ensuring child safety and wellbeing is at the core of everything we do. That it is embedded in our Executive Committee meeting agendas; Governance and Leadership Framework; policies and procedures; and in our beliefs and behaviours.

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

Melbourne Jets IHC is committed to make the sport fun and engaging for every child. That children feel empowered and listened to, are consulted on ideas and decisions that affect them, and have the opportunity to provide feedback, complaints and concerns at all times, without fear.

Standard 4 - Families and communities are informed and involved in promoting child safety and wellbeing.

Melbourne Jets IHC is committed to establishing a Child Safety and Wellbeing Sub-Committee to provide families with an opportunity to provide regular input into the development, implementation and monitoring, review, and communication of our child safety and wellbeing initiatives.

Standard 5 - Equity is upheld and diverse needs respected in policy and practice.

Melbourne Jets IHC policies and procedures reflect current legislation, regulations and standards, and best practice principles.

Standard 6 - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Melbourne Jets IHC ensures our people working with children and young people have been recruited according to the CCYP standards and the Club Recruitment, Selection and Training Policy expectations and requirements.

Standard 7 - Processes for complaints and concerns are child focused.

Melbourne Jets IHC actively encourages children to provide feedback and to raise complaints and concerns. Our processes support children to do this in a supportive environment.

Standard 8 - Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.

Melbourne Jets IHC ensures our coaches achieve Ice Hockey Victoria (IHV) coaching certification (part of which includes a focus on child safety), and that all members are aware of our child safety and wellbeing related policies, procedures and frameworks. All members are invited to participate in related education and training events.

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

Melbourne Jets IHC is committed to keeping children safe in physical and online environments. The Club has developed and implemented a Code of Conduct, and Changeroom Access, and Electronic Communications, policies. Only authorised members are permitted in changerooms and able to share information via the Club website and communications platforms.

Standard 10 - Implementation of the Child Safe Standards is regularly reviewed and improved.

Melbourne Jets IHC formally reviews all Club policies, procedures and frameworks on an annual basis, and these are ratified at the Annual General Meeting.

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

Melbourne Jets IHC has embedded the CCYP Standards in and across our policies, procedures and frameworks. These are made accessible to our members via our Club website, through our regular communications, and upon request via our Club President or Secretary.

6. Definitions

Term	Definition
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. 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 young person. The conduct of a child or young person at Melbourne Jets IHC. The inadequate handling of a prior concern. General concerns about the safety of a group of children or activity.
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.

Zero Tolerance

- Means that all child safety and wellbeing complaints and concerns are serious and treated fairly and consistently, according to our policies and procedures. All allegations will be reviewed by our Child Safety Officer/s, the Child Safety and Wellbeing Sub-Committee, and the Executive Committee. Under no circumstances shall any person involved in a child safety and wellbeing complaint or concern participate in child related work until a formal review is completed and the complaint or concern resolved.

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 2024

Policy

- Ice Hockey Australia Child Safety Policy 2020
- Ice Hockey Victoria Child Safety and Wellbeing Policy (TBC)
- Melbourne Jets IHC Changeroom Access Policy
- Melbourne Jets IHC Electronic Communications Policy
- Melbourne Jets IHC Feedback and Complaints Policy
- Melbourne Jets IHC Diversity and Inclusion Policy
- Melbourne Jets IHC Recruitment, Selection and Training 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 Risk Assessment
- Melbourne Jets IHC Child Safety and Wellbeing Action Plan
- Melbourne Jets IHC Governance and Leadership Framework
- Melbourne Jets IHC Executive Committee Terms of Reference
- Melbourne Jets IHC Child Safety and Wellbeing Sub-Committee Terms of Reference

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

8. Reporting

All reports of child abuse and child safety concerns 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 about how a complaint or child safety 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.

Complaints 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 all child-related complaints or safety concerns. All child safety 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 safety 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 children, 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 child 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 child 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 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	CHILD WELLBEING AND SAFETY 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/002	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 / Officers 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 Melbourne Jets IHC Child Safety and Wellbeing Action Plan POL/JET/003 Melbourne Jets IHC Changeroom Access Policy POL/JET/004 Melbourne Jets IHC Electronic Communications Policy 2024 POL/JET/005 Melbourne Jets IHC Feedback and Complaints Policy POL/JET/006 Melbourne Jets IHC Diversity and Inclusion Policy POL/JET/007 Melbourne Jets IHC Recruitment, Selection and Training Policy FRA/JET/001 Melbourne Jets IHC Governance & Leadership Framework 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 2024 		

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 the CCYP Child Safe Standards.