



CHILD SAFETY FRAMEWORK USER GUIDE

Summary of Code of Behaviour for Looking after Kids

The following Child Safe resource is provided as a reference only.

This document and its content is provided as a guide for your organisation as of July 2020. Your organisation should also consider referencing any information, documents and strategies that might be specifically required for your organisation and relevant to its circumstances, structure and operations.

The information contained in this document is general in nature and should not be considered or relied upon as a substitute for legal advice.

Please note that references in [square brackets] throughout this document should be tailored for your organisation's policies and procedures.

Cricket Victoria recommends using this resource with due consideration and consulting a child safe expert or legal advisor to assist with any questions.

We want kids in cricket to feel safe, included, encouraged and supported – essentially, to enjoy themselves so that they keep playing. To make sure that we create this environment and in line with legislative requirements, **Australian Cricket’s Code of Behaviour for Looking After Our Kids (Code of Behaviour)** requires everyone involved in cricket to abide by certain behavioural standards when it comes to dealing with Kids. This table summarises those requirements.

CODE OF BEHAVIOUR REQUIREMENT FOR DEALING WITH KIDS IN CRICKET		CODE PAGE REFERENCE
1	<p>Language and Tone of Voice:</p> <p>Should provide clear direction, encourage and affirm kids and boost their confidence.</p> <p>Should NOT be harmful - ie, derogatory (eg “you’re a loser”), threatening, frightening, profane, discriminatory, racist, sexual.</p>	Page 5
2	<p>Adhering to professional role boundaries:</p> <p>Act only within the confines of your duties/role (eg, if you’re a coach, just be a coach).</p> <p>Unless with <u>express consent</u> from a nominated supervisor, do NOT:</p> <p>Provide unauthorised transportation to kids – see <u>Transportation Approval Form</u> and section 13 below.</p> <p>Engage in activities or seek contact with kids in cricket outside of cricket.</p> <p>Involve yourself in kids in cricket’s private and/or family matters, <u>unless you reasonably believe or suspect that they are at risk of harm</u>.</p> <p>Provide support to kids or their families that is unrelated to cricket.</p> <p>Accept an invitation to attend any private social function at the request of kids or their family/carer in cricket (current or past) unless there was an existing social, personal or family relationship.</p> <p>If any of the above occur or you are made aware of a kid requiring assistance outside the confines of your role, either contact their parent/guardian or seek advice from an appropriate senior person in cricket.</p>	Page 5
3	<p>Sending electronic communications to kids (emails, texts and other direct messages):</p> <p><u>Must copy parent(s)/guardian(s)</u> into any text, email, Facebook or any other form of electronic communication message.</p> <p><u>Must only communicate with kids regarding issues relevant to cricket.</u></p> <p>Ensure that any messages are polite/friendly and in no way sexual in nature.</p> <p><u>Must not</u> communicate with kids, request to be “friends” or “follow” kids using Internet chat rooms, social networking sites, game sites, instant messaging or anything of a similar nature, particularly to encourage social contact of an unauthorised nature.</p> <p><u>Must not</u> request that kids keep communication a secret.</p>	Page 7
4	<p>Supervision of Kids - When supervising kids in cricket:</p> <p>Avoid unsupervised situations with kids wherever possible - you should always be in view of others.</p> <p>Engage positively with our sport.</p> <p>Behave appropriately towards one another.</p> <p>Ensure that you are in a safe environment, protected from external threats.</p>	Page 6
5	<p>Physical Contact with Kids – must be appropriate to delivery of our sport (eg, bowling, batting or fielding techniques or fitting cricket equipment) and based on the needs of the kids (ie. to comfort if distressed).</p> <p>Unless for medical or allied health purposes by a health care professional, contact must not:</p> <p>Involve touching genitals, breasts or buttocks.</p> <p>Appear to have a sexual connotation.</p>	Page 8

	<p>Be intended to cause pain or distress.</p> <p>Be overly physical (eg, wrestling, tickling, etc).</p> <p>Be unnecessary (eg, assisting kids with toileting when they don't need help).</p> <p>Be initiated against the wishes of kids (unless to prevent injury, in which case physical restraint should be a last resort).</p> <p>Physical contact initiated by kids that is sexual and/or inappropriate behaviour between kids must be reported to an appropriate senior person in cricket in Victoria as soon as possible.</p>	
6	<p>Sexual Misconduct:</p> <p>No form of "sexual behavior" is to occur between, with or in the presence of kids in cricket, even if the kids are above the legal age of consent – 16 years. This includes contact and non-contact behaviour (eg, flirting, sexual innuendo, electronic messaging or photography).</p>	Page 4
7	<p>Positive Guidance and Discipline:</p> <p>We want to create a positive environment for everyone in cricket in Victoria, understanding that kids need to understand the acceptable limits of their behavior, whilst ensuring that:</p> <p>We give kids clear direction.</p> <p>Kids are given an opportunity to redirect their misbehaviour in a positive way.</p> <p>Behaviour management strategies are fair, respectful and appropriate to kids' developmental stage.</p> <p>No physical punishment, cruel/degrading/humiliating, etc treatment is used.</p> <p>Under no circumstances is physical punishment to be used, nor any other treatment that could be considered as degrading, cruel, frightening, humiliating or discriminatory.</p>	Page 4
8	<p>Giving gifts to Kids: Must always be authorised by parents/guardians.</p>	Page 7
9	<p>Photographs/video footage of kids:</p> <p>You may only take photographs or video footage of kids involved in cricket if:</p> <p>prior approval has been granted by their parent(s)/guardian(s); and</p> <p>the context of the photo/footage is directly related to cricket;</p> <p>kids are appropriately dressed and posed; and</p> <p>the image/footage is taken in presence of others involved in cricket.</p> <p>Images must not be distributed to anyone outside the Affiliated Association or Club other than CYPs (or parents/guardians) without knowledge and approval of a parent/guardian and nominated senior person in your cricket organisation.</p> <p>Images must not be exhibited online without parent/guardian approval (through an Image Consent Form) unless kids are de-identified.</p>	<p>Page 7</p> <p>Image Consent & Release Form – Australian Cricket's Looking After our Kids Action Plan document on the Cricket Victoria website</p>
10	<p>Overnight Stays and Sleeping Arrangements for Kids:</p> <p>Overnight stays are to only occur with the prior written authorisation of parents/guardians and the relevant General Manager of Cricket Victoria (or their nominated representative). Association or Region Tours or overnight stays are NOT supported by Cricket Victoria unless it has "declared" them.</p> <p>Behaviour on declared tours/overnight stays should be consistent with all standards in this document. See page 9 of Code of Behaviour for further details of all other requirements.</p>	Page 9
11	<p>Change Room arrangements: People involved in cricket in Victoria must:</p> <p>Supervise kids in change rooms whilst balancing their right for privacy.</p> <p>Avoid one-to-one unsupervised situations with kids in a change room area (other than with their own child), whilst ensuring adequate supervision to keep kids safe (eg, standing outside the entrance to the change room).</p>	Page 10

<p>Not dress/undress in the change room whilst kids are present, unless they are playing in a Senior Team and there are other members of the team present.</p> <p>Ensure that photos, video or other recordings are not taken in change rooms. To manage this, consider a "NO MOBILE PHONES" policy and signage in change rooms.</p> <p>Ensure that participants use the change room of their affirmed gender.</p>	
<p>12 Use, possession or supply of alcohol or drugs:</p> <p>All persons involved in cricket who are delivering a program or on tours/overnight stays involving kids must not use, possess, or be under the influence of illegal or illicit drugs, alcohol or be incapacitated by any other legal drug.</p> <p>Legal (ie, prescription) drugs are permitted to be used provided that it does not interfere with your ability to provide an appropriate level of care to kids in cricket and that you do not supply legal drugs (including alcohol and tobacco) to kids.</p>	Page 10
<p>13 Transporting children:</p> <p>You can only transport kids in circumstances that are directly related to the delivery of our sport and only with prior written approval of kids' parent/guardian (see Transportation Approval Form) and the express acknowledgment of a nominated senior person at your Club or Association.</p> <p>If it is not possible to get prior written consent or approval, you must notify in writing the details of the travel to the nominated senior person at your Club or Association as soon as possible after the journey.</p> <p>Where it is not possible to get a parent/guardian's approval in advance, the parent/guardian should send an approval text/electronic message to the Team Coach, Team Manager and the Association or Club senior person. This should then be documented appropriately.</p>	Page 11 Parent/Guardian Transportation Approval Form
<p>14 Pick up and collection of kids: We must:</p> <p>Ensure that kids and their parents/guardians know the times/locations of training/matches and that they arrive before the scheduled times so that kids aren't unattended.</p> <p>Have an operational phone and register of parent/guardian emergency contact details.</p> <p>Ensure they are aware of pick up details for kids and that all relevant approvals are given.</p> <p>If a parent/guardian is late, make efforts to contact them, noting that it is not your responsibility to drive kids in cricket home. You should also ask the second last child and their parent/guardian to wait until the final child is collected.</p> <p>Not leave the training/match until all kids have been collected.</p> <p>If necessary, ask the parent/guardian to collect their kid(s) from the Club rooms if there are others present and arrangements are documented.</p> <p>If a parent/guardian is repeatedly late to collect their kid(s), notify the nominated senior person at your Club or Association.</p>	Page 11