

		<b>FOOTBALL FEDERATION SA</b>  <b>Procedures and Policies</b>	
Subject:	<b>Security Clearance Procedure</b>		
		Date Implemented	March 07
	<b><i>This policy will be reviewed annually</i></b>		Date Amended: Nov 2016

## 1. Rationale

- 1.1 As per the Football Federation Australia (FFA) Member Protection Policy, Football Federation South Australia (FFSA) is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity.
- 1.2 FFSA is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in activities run by FFSA and Affiliated Clubs and Associations.
- 1.3 The FFSA Security Clearance Procedure details the mandatory screening procedure for any person that is in a paid or volunteer position involved in the supervision, management or coaching of any child (17 years of age or Under).
- 1.4 Volunteers that are engaged directly with affiliated clubs and associations are to maintain a data base of their volunteers and provide this information to FFSA prior to the commencement of each season.

## 2. Child Protection Policy

- 2.1 FFSA acknowledges and agrees that the welfare and safety of children is paramount.
- 2.2 FFSA, and its affiliated clubs and associations, shall:
  - a. Implement the FFSA Child Safe Environment Guidelines.
  - b. Use best efforts to develop child safe environments and minimise opportunities for child abuse including preventing offenders from gaining access to FFSA and affiliated clubs and/or associations.
  - c. Appoint at least one child safe officer to the club and/or association.
  - d. Provide information and education on child protection to those involved in the club and/or association, including officials, players and parents.
  - e. Carefully screen and select any person whose role requires them to have direct access to children; this should include ensuring that all volunteers and/or paid employees in these roles;
    - i. have an assessment of a National Police Check (NPC) completed or have a Child related work assessment completed through the DCSI Screening unit every 3 years and;
    - ii. conduct referee checks on each person.
  - f. Protect the privacy of any person who is screened and the confidentiality of any information obtained through the screening process, and
  - g. Anyone who suspects, on reasonable grounds, that a child or young person is at risk of being neglected or abused, must contact the Child Abuse Report Line on 13 14 78 without delay to report their concerns.

- 2.3 South Australia requires individuals who work or volunteer with children in sport to report any suspicions they may have that a child or young person is at risk of harm.

### **3. Employment/Engagement of Persons (Paid or Unpaid)**

- 3.1 FFSA stipulates that any person that holds a 'Prescribed Position', as outlined below, involving a person 17 years of age or under must complete a criminal history assessment which includes a police check. The exemption to undertaking a criminal history assessment is also outlined below:

**\* A prescribed position is:**

- All people who have regular contact with children or regular work in close proximity to children and are not directly supervised.
- Manage or supervise such personnel.
- Have access to records in relation to children that are prescribed by regulation (child protection services, education services, health services, disability services, court orders, and proceedings).

**\*\* Exemptions:**

- A person who volunteers is 17 years of age or under.
- A person working or volunteering for a short-term event or activity of less than 10 days duration or for no more than 1 day in a month.
- A person occupying a position in which all work involving children is undertaken in the presence of the child's parents or guardians and in which there is ordinarily no physical contact with the children.
- A person who undertakes, or a position that only involves, work that is not for the exclusive benefit of children and is not provided to any child on an individual basis.
- A person who is a police officer or a registered teacher.

- 3.2 FFSA and its affiliated clubs and associations shall not employ or engage a person (whether paid or unpaid) to coach, instruct or otherwise have direct contact with a child without first undertaking the following steps:

- a. Interview the applicant to ensure suitability for the role and for working with children, and
- b. Check the applicant's referees (verbal or written).
- c. Obtain and assess a National Police Check (NPC) or sight an original letter of clearance from the DCSI screening unit.
- d. Volunteer is registered on the MyFootballClub website.

- 3.3 FFSA and its affiliated clubs and associations shall ensure that persons employed and engaged (whether paid or unpaid) to coach, instruct or otherwise have direct contact with a child, undertake re-screening every 3 years from the date of the initial NPC or DCSI clearance.

### **4. Completion and Lodgement of a National Police Check (NPC) Application Form for Volunteers and Paid Staff Engaged by Affiliated Clubs and Associations**

- 4.1 To complete a National Police Check (NPC), the applicant must complete a South Australia Police NPC Application online form. This form can be located [here](#).

- 4.2 The applicant shall complete the Application Form online. Once the form is completed, the applicant will be required to print the form. If an applicant is unable to complete the form online, the applicant will be required to request a hardcopy from the Records Release Unit by contacting 8204 1408.
- 4.3 Once the form is completed and printed, the applicant will be required to present the completed form along with 100 points of ID to a local police station. On presentation of this information, it will be verified and stamped. If the applicant is submitting this form as a volunteer of a FFSA affiliated Club and/or association, the form must be retained by the volunteer and submitted to FFSA to insert a Volunteer Organisation Authorisation Number (VOAN), which waives the fee for volunteers. Please note that the VOAN is only applicable to volunteers. Paid employees of any club and/or association shall pay the fee for the NPC. **Please note that if the form is retained at the Police Station a fee will be payable. If an applicant does pay a fee, FFSA will not reimburse the fee.**
- 4.4 The form submitted to FFSA must bear the original signature of the applicant and must not be a copy of the original application form. The form will be checked by a designated FFSA representative and the VOAN inserted. On completion the form will be signed by the FFSA representative.
- 4.5 Once the form has been signed by a FFSA Representative, FFSA will submit the form into Records Release Unit of South Australia Police.

## **5. Procedure following receipt of National Police Check (NPC)**

- 5.1 The National Police Check (NPC) Certificate will be sent direct to the applicant. On receipt of the certificate, the applicant is to provide the certificate to the designated person at their club and/or association to sight. For privacy reasons, a club must appoint a person who is responsible for the reviewing and recording of all NPCs.
- 5.2 On sighting the certificate the appointed person will assess the NPC.
- 5.3 Once the assessment is complete the club/association representative will record the name of the person and the relevant details on the NPC template provided by FFSA. The club/association will allocate a code against the volunteer as either STV (Suitable to Volunteer) or NSTV (Not Suitable to Volunteer).

**FFSA, club or association are not permitted to take a copy of the certificate or retain the original certificate. It must be retained by the individual.**

- 5.4 The completed NPC template must be provided to FFSA and where applicable affiliated association, prior to the commencement of each season. The onus is on the club/association to ensure that all volunteers have provided a valid Police Check.
- 5.5 If a criminal history report is provided that is not obtained through South Australia Police, the club, association or FFSA may accept a criminal history report from an approved crimtrac organisation. A DCSI clearance or working with children clearance from another State or Territory, if someone has recently moved to South Australia, would also be accepted.

## **6. Unsatisfactory National Police Check**

- 6.1 If a NPC is not provided the club and/or association should not appoint the person to a volunteer or paid role involving children. The volunteer may be appointed to another role as long as it does not involve having direct contact with children.

- 6.2 If the NPC reveals that an applicant may not be suitable to work with children, the club and/or association is to follow the process outlined below:
- a. The appointed club or association person and the club or association chair shall assess the details and if necessary contact FFSA to determine whether the applicant is suitable to work with, children.
  - b. If the club or association determines that more information is required they can direct the applicant to complete a Child-Related Employment Screening through the Screening Unit of the Department for Communities and Social Inclusion.
- 6.3 If the club and/or association determine that the applicant is unsuitable to work with children, the club can:
- a. Transfer the volunteer or paid person to another role that does not require them to work with children.
  - b. If this is not possible or reasonable, then the appointment must not be made or must be ended in accordance with legal process.
  - c. FFSA and affiliated association, where applicable must be notified of any unsuitable applicants in a timely manner.
- 6.4 If the applicant has a grievance in relation to a decision of the club or association, the applicant is to refer to the FFA Grievance Procedure.
- 6.5 Where a club or association is awaiting the return of a NPC prior to the applicant starting work, the applicant is to be advised that his or her ongoing engagement is conditional on the satisfactory outcome of the check.

**The onus is on the club to ensure that all volunteers have a valid police check or DCSI clearance.**

## **7. Access to MyFootballClub and FFSA Volunteers and Paid Staff**

- 7.1 All FFSA Volunteers and Paid Staff that have direct contact with children or information relating to children must provide a NPC or a DCSI Screening letter of clearance.
- 7.2 Any person that requires access to the MyFootballClub registration system where their club and/or association registers players 17 years or under must provide a National Police Check Certificate or a DCSI Screening letter of clearance.
- 7.3 To complete a NPC under this requirement, the applicant is to complete the process as outlined in point 4.
- 7.4 On receipt of the NPC Certificate, the applicant is to submit the certificate direct to FFSA.
- 7.5 FFSA will maintain a data base of applicants under this section.
- 7.6 FFSA will record the applicant as Suitable to Volunteer or Not Suitable to Volunteer.
- 7.7 Where an applicant may not be suitable to volunteer, the information will be reviewed by the designated FFSA staff member and CEO. Where an applicant is informed that they are not suitable to volunteer, they have the right to appeal under the FFSA Disciplinary and Appeal Process.

## **8. Roles & Responsibilities**

- 8.1 FFSA and all affiliated clubs and associations are responsible for ensuring that all persons that have direct contact with children provide a NPC.
- 8.2 FFSA and affiliated clubs and associations will ensure that all information relating to the NPC Database is securely maintained for protection of individual's privacy.
- 8.3 The designated FFSA, club and/or association representatives shall be responsible for regularly cross-checking the database to ensure that all FFSA, club and/or association volunteers have had an assessment of an NPC completed and updated or a DCSI Screening letter of clearance completed every three years.
- 8.4 The designated FFSA, club or association representatives together with the FFSA CEO, where necessary, shall assess the NPC.
- 8.5 Each club and affiliated association is required to provide a copy of their completed NPC Template to the FFSA so that a central data base can be maintained.
- 8.6 Any person that suspects, on reasonable grounds, that a child or young person is at risk of being neglected or abused, must contact the Child Abuse Report Line on 13 14 78 without delay to report their concerns. South Australia requires individuals who work in sport by law to report any suspicions they may have that a child or young person is at risk of harm.

## **9. Additional Information**

- 9.1 Additional information regarding National Criminal History Record Check can be obtained from SA Police [here](#).
- 9.2 Additional information on Child Protection can be obtained from:

Office for Recreation and Sport  
[http://ors.sa.gov.au/create\\_a\\_child\\_safe\\_environment](http://ors.sa.gov.au/create_a_child_safe_environment)

Play by the Rules  
[www.playbytherules.net.au](http://www.playbytherules.net.au)