**Appendix 4: Policy template**

**Organisation Name:**

**Type of Sport:**

**Date of Policy:**

**Policy Statement**

[Reference p 15]

*“[Organisation name] is fully committed to safeguarding the welfare of all children in its care. We recognise the responsibility to promote safe practice and to protect children from harm and exploitation while participating in our activities.*

*For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years.”*

**Policy Principles**

[Reference p 15]

In implementing this policy we are committed to the following principles:



**Policy Objectives**

[Reference pp 15 and 16]

The aim of this policy is to:



**Code of Behaviour / Conduct**

[Insert your organisation’s Code of Behaviour / Conduct here]

This section should set out:

* Good practices to be complied with
* Poor practices to be avoided

[Reference pp 19 and 20]

**Recruitment and Training Processes for Staff and Volunteers**

[Reference pp 16 and 17]

It is important that the best effort is made to ensure that appropriate people are working with children in our sport.

1. Outline your *recruitment process* and include:
   1. creating role descriptions
   2. follow up on referees
   3. interviewing candidates
   4. screening applicants
2. *Outline of Roles and Responsibilities of Different Positions*

This section should set out any particular roles within the organisation such as a Child Protection Officer (CPO)

1. *Requirements for Education and Training of Staff and Volunteers*

In addition to the pre-selection checks, the child protection process should include subsequent monitoring and training of staff and volunteer in order to:

* ensure that staff and volunteers are working safely and effectively with children
* identify and respond to any unacceptable behaviour or practices of staff and volunteers
* enable staff and volunteers to analyse their own behaviour and practices against the Code of Behaviour / Conduct so as to minimise the risk of allegations or complaints against that person
* respond in a positive way to concerns raised about any staff or volunteer i.e. via training to improve practices.

**Complaint and Investigative process**

[Reference pp 17, 18 and 21]

Your policy should explain clearly how concerns are reported, to whom and what the steps in the process will be. The following questions should be considered.

* What happens when a child discloses that harm is occurring and what is the appropriate way to respond i.e. stay calm, reassure the child, listen, keep questions to a minimum, record the information, take immediate action if the child is unsafe?
* When should reported or suspected concerns be brought to the attention of the CPO or Board?
* What happens when your policy is breached or good practice guidelines are not followed?
* What is the investigative process that is to be followed when an allegation or complaint is made and/or harm has occurred?
* Where harm in the form of physical or sexual abuse is suspected or reported, the welfare of the child is paramount and an escalated process should be set out for dealing with this. An example of this process is set out in Appendix 1 of the Safe Sport for Children document.

Your policy should include a list of local and national agencies and contact details for the provision of support in the event that a child is harmed.

**Potential Disciplinary Outcomes**

This section should set out the possible outcomes of the investigative process. For example:

* a satisfactory mediated outcome
* disciplinary action imposed for a beach of this policy
* no action taken due to a finding of no breach of the policy or insufficient evidence
* action against the complainant (or other person) due to a finding of frivolous, vexatious or malicious allegation
* referral to another agency.

The policy should set out the types of actions or penalties that could potentially result from a breach of the policy. Examples of the types of actions or penalties that could be imposed are:

* written warnings;
* suspension of a person from a role they hold with the organisation;
* banning of a person from activities held by or sanctioned by the organisation;
* a direction to complete a reasonable task i.e. letter of apology or corrective action; or
* referral of the matter to an appropriate authority i.e. CYP or Police.

**Policy Review**

[Reference p 20]

This section sets out the requirements for reviewing your policy. It should include:

* next policy review date
* circumstances where the policy might be reviewed more frequently than review date such as legislative changes or where specific concerns might be identified about the protection of children that warrants an immediate policy change
* who performs the review
* how any changes to the policy will be implemented.

**Specific Guidelines**

There may be areas that you want to provide some specific guidelines around that should be included in your policy as appropriate. For example:

* child-to-child bullying
* taking photographs of, or filming children
* away sporting events
* junior players in senior leagues
* concerns outside of the immediate sporting environment.