

		<b>FOOTBALL FEDERATION SA</b>  <b>Procedures and Policies</b>	
Subject:	<b>Security Clearance Procedure</b>		
		Date Implemented	March 07
	<i>This policy will be reviewed on an annually bases.</i>	Date Amended:	Jan 14

## 1. Rationale

- 1.1 As per the Football Federation Australia (FFA) Member Protection Policy, the Football Federation South Australia Inc. (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 The 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 the FFSA and its members (including clubs and associations).
- 1.3 This FFSA Security Clearance Procedure details the mandatory screening procedure for any paid or voluntary person involved in the supervision, management or coaching of any child (under the age of 18 years).

## 2. Child Protection Policy

- 2.1 The FFSA acknowledges and agrees that the welfare and safety of children is paramount and must be placed above all other considerations.
- 2.2 The FFSA, and its registered 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 your club and/or association.
  - (c) Provide information and education on child protection to those involved in your club and/or association, including officials, players and parents;
  - (d) 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 undertake National Criminal History Record Check (NCHRC) and referee checks are conducted on people that join your club and/or association.
  - (e) Protect the privacy of any person who is screened and the confidentiality of any information obtained through the screening process; and
  - (f) Anyone who suspects, on reasonable grounds, that a child or young person is at risk of being neglected or abused, must [contact](#) their state or territory child protection agency 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.

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

- 3.1 The Football Federation SA 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 who is less than 18 years of age
- 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 The 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 a National Criminal History Record Check (NCHRC)
- (d) Volunteer is registered on the myfootballclub website

3.3 The 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 national police check.

**4. FFSA National Criminal History Record Check (NCHRC) Procedure**

- 4.1 To complete National Criminal History Record Check (NCHRC), the applicant must obtain a National Police Certificate Application Form PD267 online form. This form can be located at [http://www.sapolice.sa.gov.au/sapol/services/information\\_requests/police\\_checks.jsp](http://www.sapolice.sa.gov.au/sapol/services/information_requests/police_checks.jsp) and then **click into Police Check Application PD 267.**
- 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 into the 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 national police check. **Please note that if the form is retained at the Police Station a fee will be payable. If an applicant does pay a fee, the FFSA will not reimburse the fee.**

- 4.4 The form submitted into the 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 the FFSA Representative, FFSA will submit the form into Records Release Unit.
- 4.6 The National Police Certificate will be sent to the applicant. On receipt of the certificate, the applicant or the applicant's club and/or association (if the applicant provides permission) must bring the certificate to the FFSA or association to sight.
- 4.7 When a criminal history is recorded the FFSA or association representative will assess the information according to the *Standards for dealing with information about the criminal history of employees and volunteers who work with children.* (DECD 2012)

Once the assessment is complete the FFSA or Association representative will record the name of the person on the FFSA or Association Security Clearance Database together with the code STV (Suitable to Volunteer) or NSTV (Not Suitable to Volunteer) and return the original National Police Certificate to the applying person.

**The 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. Roles & Responsibilities**

- 5.1 FFSA affiliated clubs and associations are responsible for ensuring that all persons that have direct contact with children undertake a National Criminal History Record Check.
- 5.2 The FFSA and association will ensure that all information relating to the Security Clearance Database is securely maintained for protection of individuals privacy.
- 5.3 The designated FFSA and/or association representatives shall be responsible for regularly cross-checking the database to ensure that all FFSA and/or association volunteers have completed and updated a National Criminal History Record Check every three years.
- 5.4 The designated FFSA or association representatives together with the FFSA CEO or association CEO/Chairperson shall assess the National Criminal History Record Check.
- 5.5 Each affiliated association is required to provide a copy of their Security Clearance Database to the FFSA so that a central data base can be maintained.

## **6. Unsatisfactory Police Check**

- 6.1 If a National Criminal History Record Check is not provided, or the screening process reveals that an applicant may not satisfactorily meet the requirements of that process:
- (a) The National Criminal History Record Check contents (with applicants name details kept confidential) shall be assessed by the FFSA CEO or Association CEO/Chairperson and if necessary directed to the FFSA Board as to determine whether the applicant may pose a risk to, or be unsuitable to work with, children;.
  - (b) If required the FFSA may direct the applicant to complete a Child-Related Employment Screening through the Screening Unit of the Department for Communities and Social Inclusion.
- 6.2 If unsatisfied, the FFSA CEO or designated officer shall:
- (a) In the case of an applicant currently working, ensure that the applicant transfers to another role that does not require them to work with children. If this is not possible or reasonable, then the appointment must be ended in accordance with legal process;
  - (b) In the case of someone applying for a position, the applicant must not be appointed.
- 6.3 If the applicant has a grievance in relation to a decision of the FFSA, the applicant is to refer to the FFA Grievance Procedure.
- 6.3 Where it is not practical to complete a National Criminal History Record Check prior to the applicant starting work, the FFSA shall complete the check as soon as possible and advise the applicant that his or her ongoing engagement is conditional on the satisfactory outcome of the check.
- 6.4 The FFSA CEO shall notify appropriate authorities of any child that they reasonably suspect has been or is the subject of child abuse;

## **7. Additional Information**

- 7.1 Additional information regarding National Criminal History Record Check can be obtained from SA Police ([www.sapolice.sa.gov.au](http://www.sapolice.sa.gov.au))
- 7.2 Additional information on Child Protection can be obtained from:

Families SA-Child Safe Environments

[www.families.sa.gov.au/childsafe](http://www.families.sa.gov.au/childsafe)

Office for Recreation and Sport

<http://www.recsport.sa.gov.au/training-support/CPSE-Strategies.html>

Play by the Rules

[www.playbytherules.net.au](http://www.playbytherules.net.au))