

1. SAFE LEADERSHIP

PURPOSE

The purpose of this document is to provide guidance and direction to all **Australian Hockey Organisations** regarding leadership obligations and compliance with the National Principles for Child Safe Organisations, the Victorian Child Safe Standards and all other relevant principles or standards relating to the safety of children and young people.

SCOPE

These policies and procedures specifically apply to People in Hockey across all Australian Hockey Organisations (AHOs):

- Hockey Australia (HA)
- State and Territory Member Associations (MAs)
- Regional Associations
- Affiliated Clubs

NATIONAL PRINCIPLES

The following policy and procedures relate to National Principles:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
9. Implementation of the national child safe principles is regularly reviewed and improved
10. Policies and procedures document how the organisation is safe for children and young people.

Definitions

List of [definitions](#).

Responsibilities

Policy

- 1.1 Any incident, action or behaviour that does not comply with these policies and procedures may be considered a breach of policy and/or a breach of the law.
- 1.2 It is the responsibility of all People in Hockey to report any breaches and a breach may result in disciplinary action which, depending on the severity, may range from a written warning to termination of employment.
- 1.3 Additionally, all AHOs are required to report breaches of the law, therefore it may also result in action being taken by an external agency such as the Police.
- 1.4 It is the responsibility of all People in Hockey to familiarise themselves with the policies and procedures outlined in this document. If any Person in Hockey does not fully understand what is required of them it is their responsibility to seek further clarification, support and/or training by contacting a supervisor.

Leadership and Governance

Policy

- 1.5 Hockey takes a holistic approach to creating a culture of safety for children and young people that is embedded across all aspects of the organisation and at all levels, and will actively promote a culture of safety to the broader hockey community.
- 1.6 Hockey strive to ensure all the relevant people are informed and aware of their obligations to protect children and young people from harm and abuse and can do so competently and confidently.
- 1.7 Hockey is committed to having appropriate governance mechanisms in place to oversee the sport's commitment to the safety of children and young people.
- 1.8 The safety of children and young people will be a key leadership priority for all AHOs, taking on the responsibility to:
 - Consistently and regularly assess and manage risk
 - Collect and review incident data including low level concerns to inform continuous improvement
 - Remain up to date on child safety compliance

Due Diligence

Policy

- 1.9 HA and MAs will communicate their commitment to the safety of children and young people with partners and community of networks to promote its importance and to broaden the understanding of hockey's culture of safety of children and young people.
- 1.10 HA and MAs will conduct routine due diligence processes of both current and potential partners to ensure all partners and affiliated organisations, clubs and are compliant with the National Principles or equivalent (as required).

Procedure

- 1.11 HA and MAs will use the [Due Diligence Checklist](#) when engaging new partners to ensure potential partners meet the requirements.
- 1.12 HA and MAs will use the Due Diligence Checklist to undertake checks of existing partners every two years.

Safe Hockey Officers (SHO)

Policy

- 1.13 AHOs will demonstrate their commitment to the safety of children and young people and this Safe Hockey Framework by introducing Safe Hockey Officer delegates to promote Safe Hockey, provide education and streamline the response to concerns that relate to the safety of a child or young person.
- 1.14 Support will be provided by HA and MAs to clubs and associations regarding the recruitment of the SHO role and resources and education and training will be prioritised by HA to ensure the recruited SHO are adequately resourced to fulfil their role.
- 1.15 The introduction of SHOs will take place over the 2021-2022 period with full implementation across Australia to be complete by the start of 2023.
- 1.16 The SHO role will be continuously reviewed and adapted as required.

Privacy and Confidentiality

Policy

- 1.17 AHOs will collect personal information from members to communicate information and offers as per the [HA Data Collection Policy](#).
- 1.18 AHOs are committed to respecting individual's privacy and the protection of personal information, especially that of children and young people. Please see the HA Privacy Policy for further information.

Photos and Images of Children and Young People

Policy

- 1.19 Within any hockey activity, children and young people will only be photographed or filmed in an identifiable manner:
- with parent or guardian consent and where possible, the consent of the child or young person, either upon registration or as required.
 - if the context is directly related to participation in Hockey
 - if the child or young person is appropriately dressed and posed
 - if the image is taken in the presence of other people in hockey roles.
- 1.20 Photographs and videos are never to be taken in the presence of or whilst children or young people are getting dressed.
- 1.21 All People in Hockey must comply with [HA's Privacy Policy](#) in relation to holding and disclosing images and any other personal information of a child or young person.

Procedure

- 1.22 If a child or young person does not wish to be photographed or filmed or a child's or young person's parent or guardian has not provided permission for the child or young person to be photographed or filmed, the child or young person is not to be singled out or made to feel excluded.
- 1.23 People in Hockey with access to images or personal information of a child or young person should inform a child's or young person's parent or guardian about the nature of the use of the image / information, how the image/information will be stored and how the image/information can be accessed by the parent or guardian. This can be achieved through the consent seeking process.
- 1.24 Images are to be stored in a manner that prevents access from an unauthorised person internal or external of the organisation;
- if in hard-copy form, in a locked drawer or cabinet
 - if in electronic form, in a 'password protected' folder
 - images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.
- 1.25 An authorised person is a person who has a reasonable requirement to access images, for example: the program coordinator or media and comms team.
- 1.26 Images are not to be exhibited on a website or in publications (annual report) without parental knowledge and approval (through a signed image consent form), unless the images are presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.

Child Safe Compliance and Review

Policy

- 1.27 HA will review and update their Safe Hockey Framework every two years (minimum) and will engage external consultants to provide an independent analysis on organisational compliance with each review.
- 1.28 HA will review and update their Safe Hockey Framework outside of the regular schedule in the event of legislative or best practice changes.

