

2. SAFE PEOPLE

PURPOSE

The purpose of this document is to provide guidance and direction to all **Australian Hockey Organisations** regarding recruitment, training and supervision of people in hockey, especially those working with children and young people.

SCOPE

These policies and procedures specifically apply to the recruitment of 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:

5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Definitions

List of [definitions](#).

Responsibilities

Policy

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.

Recruitment

Policy

2.5 All AHOs will prioritise the safety of children and young people and conduct all recruitment processes in line with any existing recruitment policies and the *Safe Hockey Recruitment Strategies* identified in this document. Where an existing policy contradicts this Safe People policy and procedure, this document is to be used over the existing policy.

Additionally, Associations and Clubs can refer to the [Safe Hockey Community Guidelines](#) for further guidance regarding conducting formal and informal recruitment for volunteers with a safety lens.

2.6 The following table provides a definition of Level 1, 2, 3 4 and 5 People in Hockey, to assist in the interpretation of this policy and procedure.

Level	Includes	Examples
Level 1	Board Directors	CEO
	Executive Employees	Member Protection Information Officers
	Permanent Employees	Finance Managers
		Participation Coordinators
Level 2	Casual or Contracted Employees	Casual Development Officers
	State/ National Teams Official Roles	Contracted High Performance Athletes
	Tournament Officials	U13, U15, U18 and U21 Coaches and Managers
	HA and MA Volunteers	U13, U15, U18 and U21 Health / Medical Practitioners
	Safe Hockey Officers	U13, U15, U18 & U21 Umpires
Level 3	Club / Association Employees and Volunteers	Tournament Directors & Assistant Tournament Directors
		Committee Members
		All Coaches & Managers
		Junior Coordinators
		Player Wellbeing Officers
Level 4	Senior Players at all levels of Hockey, excluding High Performance Athletes	Supervising Adults on overnight trips at any level
Level 5	Young Athletes (for education and training purposes only)	

Please note: HA and MA's can use discretion to determine which level individual roles align to, however it is best practice to, where possible, increase the level of scrutiny applied rather than to relax it.

Procedure

- 2.7 AHOs will apply the relevant strategies in the Safe Hockey Recruitment Matrix below to any recruitment process for people in hockey, with the aim to strengthen and promote the sport's commitment to the safety of children and young people, and to minimize the chance of recruiting unsafe or inappropriate people.

Safe Hockey Recruitment Matrix	Level 1	Level 2	Level 3	Level 4
1. Advertisements: Include a Safe Hockey statement in the recruitment advertisement	Y	Y	N	N
2. Position Descriptions: Include a Safe Hockey statement in the position description	Y	Y	N	N
3. Selection Criteria: For any role requiring the completion of selection criteria, allocate at least one criterion to Safe Hockey.	Y	Y	N	N
4. Interviews: Ask Safe Hockey specific questions in the interview to determine if the applicant can demonstrate the appropriate behaviours and motivation for working with children and young people in the sporting environment using the Safe Hockey Interview Questions	Y	Y	Y*	N
5. Screening: Site and check the applicant's Working with Children Checks or equivalent. More info on WWCC legislation .	Y	Y	Y	N
Request required information for a National Police Check	D	D	D	N
Request required information for an International Police Check	D	D	D	N
6. Reference Checks: Conduct reference checks for applicants with reference to Safe Hockey.	Y 2 refs	Y 1 ref	Y*	N
7. Code of Conduct: Ensure applicant has received, read and signed the HA Code of Conduct	Y	Y	Y	Y
8. Safe Hockey Safe Kids Code: Ensure applicant who is, or may be working with children and young people has signed the Safe Hockey Safe Kids Code	Y	Y	Y	N
9. Training: Completion of role specific modules as required.	Y	Y	Y	N
10. Supervision & Support: Access to ongoing support from a supervisor or other relevant person in hockey to assist in the implementation of the Safe Hockey Framework as required.	Y	Y	Y	N

Y – yes, a required strategy N – no, not a required strategy, D – discretion of entity, * informal approach is acceptable.

Screening of Level 1, 2 and 3 People

- 2.8 All Level 1, Level 2 and Level 3 People are required to hold a current Working with Children Check (WWCC), or State/ Territory based equivalent check before commencement and for the duration of their engagement with Hockey as per the Safe Hockey Recruitment Matrix (above).
- 2.9 Should a Person in Hockey be exempt from requiring a WWCC due to State/Territory legislation, but remain eligible, they are required to hold a WWCC or equivalent.

FOR EXAMPLE: In most States and territories, a police officer is exempt from requiring a WWCC or equivalent, however, if they are volunteering as a hockey coach for the U15's state team, they will still be required to obtain a WWCC or equivalent under this policy UNLESS their state or territory legislation deems them ineligible.

- 2.10 Although rare, should a Person in Hockey not be eligible for a WWCC due to State/Territory legislation, all other screening processes still apply, and additional consideration must be given to risks, in absence of a checking system. Further information on the State/Territory WWCC schemes and eligible roles can be found [here](#)
- 2.11 AHOs may, at their own discretion, request a National Criminal History Check or an International Criminal History Check be undertaken by an existing or potential employee or volunteer as an additional screening method. The associated cost would be incurred by entity.

Education and Training

Policy

- 2.12 Hockey Australia will provide People in Hockey and associated entities with access to training and resources relating to their obligations to protecting children and young people under both policies and state and federal legislation.
- 2.13 Additionally, it is the responsibility of the individual Person in Hockey to speak up and ask for additional support or training should they require it.

Procedure

- 2.14 AHOs will have access to a range of role-specific training and education resources relating the Safe Hockey Framework and links to various relevant external resources and will ensure People in Hockey are provided access to these resources at their initial appointment, as part of their accreditation, as a regular update or if their role changes and requires an increase of contact with children and young people.

Supervision & Support

Policy

- 2.15 In some cases, People in Hockey will have a supervisor who provides regular and adhoc support and supervision to assist in improving their performance in their role. This relationship acts as a platform to identify gaps in knowledge, information or experience and skills and to create a training plan to work towards, especially if those gaps are related in any way to child safety obligations.
- 2.16 HA and MAs recognise that obligations regarding the safety of children and young people are a new and, in many cases, unexpected requirement that many People in Hockey may not feel experienced or skilled to undertake. Additionally, responding to incidents or concerns relating to the safety of children and young people can be a distressing and a triggering experience. HA and MAs therefore prioritises the wellbeing of People in Hockey by providing access to internal supports as well encouraging the use of a range of free and confidential external support services as required including Lifeline 131114 or [lifeline.org.au](https://www.lifeline.org.au) and **Beyond Blue** 1300224636 or [beyondblue.org.au](https://www.beyondblue.org.au)