



Child Protection General Policy

1.0 Introduction :

Ellerslie AFC Inc. wants children and young people who participate in football to have a safe and happy experience. We support and respect our children, young people, coaches, managers, parents and supporters.

Our policy guides our volunteers and members on how to behave with children and young persons within our Club.

The guidelines contained herein are for coaches, managers and other personnel to protect them from risk , and to keep children safe.

2.0 Maintain Appropriate Boundaries :

Coaches and other personnel in positions of authority should maintain clear:

Physical boundaries -

- Use drills to develop fitness, not as punishment
- Only use physical contact that is appropriate for the development of a particular skill
- Work within sight of others at all times.

Emotional/Verbal boundaries -

- Use positive feedback on performance, not negative feedback about the person
- Be encouraging and avoid put downs.

Social boundaries -

- Attend sports related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside of sporting functions.

3.0 Minimise Physical Contact :

Generally, physical contact with players / participants should be to:

- Develop sports skills
- Give sports massage
- Treat an injury
- Prevent ,or respond to, an injury
- Meet the specific requirements of the sport.



All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s
- Permission from a player/participant should always be sought
- Player/participants should be congratulated or comforted in public, not in an isolated setting.

4.0 Avoid being Alone with a Child :

To protect both yourself, and a child from risk :

- Do not isolate yourself and a child , and avoid being alone with any particular child
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials or parents/guardians)
- Before going into changing rooms , knock or announce that you are coming in. Try to have at least one adult with you in a changing room with children.

5.0 Maintain Control - Avoid losing your Temper :

Adopt positive language and behaviour (e.g. avoid bad or aggressive language that could intimidate a child or set a poor example).

If you find that you regularly lose your temper with children, you should seek support in learning how to manage children's behaviour, or consider whether you have the patience to work with children.

Some ideas to assist with maintaining control include :

- Set up some basic rules at the beginning of the season such as; be nice but firm; be fair; follow instructions; and no "put downs". Make sure children are aware of these rules. 'Nice but firm' avoids creating problems of ambiguity as it makes clear where an adult stands in relation to the child. Being 'fair' is also important because of the strong message it sends to young, impressionable children
- Give positive messages
- Have a 'time out' area for children and young people that are not behaving. This should be simple, such as an agreed 'T' sign with the hands that the children know means go to time out for two minutes
- Adopt a card system to express concerns with a child's behaviour rather than becoming verbally agitated. For example, a yellow card is a warning, two yellow cards means time out for two minutes, and a red card could mean the child misses the next week's game.



6.0 Make sure Parents are clear about Collection of their Children :

Parents need to be responsible for the collection of their children from practices and games. A list of actions that could help includes :

- Have a register of parent/guardian emergency contact numbers and make sure coaches/officials have access to a phone
- Letting children and parents/guardians know practice and game times, when parents/guardians can expect to collect their children, and that it is not your responsibility to transport children home if parents are delayed
- Asking the second to last child and their parent/guardian to wait with the coach/official and the child
- Getting the parents to collect their children from the club rooms or Hub , if accessible and open.
- Avoid the risk of being alone with a child by having a parent/guardian or support person to assist you with the training. Require that person to wait until all children have left.

7.0 Avoid Transporting Players/Participants :

Ideally all players/participants should have their own transportation to and from their sporting events. In the event that you are asked to take other children, we would suggest that you should only provide transportation when :

- The driver is properly licensed to carry passengers, and
- Other players/participants/parents/guardians are in the vehicle
- The ride is directly to/from sports or recreational activities
- The vehicle is legal and meets all regulatory and safety laws

Signed authorisation by parents should be sought at the commencement of the season saying that they agree to their child being transported by the relevant person if they are unable to provide regular transport.

8.0 Plan for Overnight and Away Trips :

Make sure you have the appropriate levels of supervision. The general rule of thumb is a minimum of two adults with a ratio of 1:8, although this can vary between 1:12 and 1:4 depending on the activities being undertaken. Other considerations include :



- If you take a mixed team or all girls group away, there should be at least one woman accompanying the group
- If there is only going to be one other adult accompanying you, that person must not be a relation or partner
- At least one adult on the trip should have a current first aid certificate
- Adults should not share rooms with children
- Ensure emergency procedures are in place to enable supervising adults to respond to any alarm raised by a child (more than one adult should respond).

9.0 **Qualified Person should attend to Injuries :**

Only personnel who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Other considerations might include :

- The comfort level and dignity of the player/participant should always be the priority.
- Only uncover the injured area, or drape something over the player/participant to provide modesty
- Always report to parents any injury incurred and any treatment provided, and document any incident.
- If necessary, seek medical attention as soon as possible, or recommend that the parents seek medical attention.

It is important to have a blood rules policy and ensure coaches and officials know to remove from the game any child who is bleeding, and/or to stop the flow of blood before allowing the child to re-join the activity.

10.0 **Guidelines for Photographing Children :**

It is important that clubs and coaches understand current advice about acquiring and using images of children. Some key points include :

- Do not allow photographers (professional photographers, spectators, fans, coaches or members of the media) unsupervised or individual access to children.
- Ensure you inform the team/athlete and parent(s) if you want to photograph or video the athlete(s) as a tool to analyse and improve performance.
- Obtain the written consent of the parent/guardian and their agreement to be present before approving photo/video sessions outside the event venue or at the home of a child. Where possible, have the photo taken at the event venue.



- If the photographs/video are to be used generally (i.e. as teaching tools or for other purposes such as promotional reasons), obtain the consent of the parents that the photographs/videos can be used for those purposes.
- There are some people who visit sporting events to take inappropriate photographs or video footage of children. You need to be alert to this possibility and report any concerns to a responsible person in your club (e.g. President, Secretary or Committee Person).

11.0 **Dealing with Complaints :**

We understand that occasionally matters arise in football that give rise to concern and complaint.

- The first point of contact for any complaint is the coach and/or manager of your team
- The next point of contact (or the first point if it is not appropriate to involve the coach and /or manager) is your Ellerslie AFC Inc. grade representative.
- Your grade representative will then deal with the complaint in conjunction with Ellerslie AFC operating Committee Chairman or other senior Executive Committee members as directed by the Club President.
- If necessary, the complaint will be referred to the Auckland Football Federation who oversees football administration in the region, and to which our Club is a member.

It is all our collective responsibility to ensure the safety and wellbeing of children. By following these common sense guidelines, it not only enhances the child's experiences but may also lead to a lifelong participation in sport.

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