



SUPERVISING CHILDREN & YOUNG PEOPLE

WHAT ARE MY SUPERVISION RESPONSIBILITIES?

During the time that you are responsible for children and young people (arrival, during and finishing a school program, training and games, and until they are in the care of their family or another responsible adult) you are required to maintain adequate supervision, meaning you always have a line of sight of all the children and young people in your care, where reasonable and practical.

If you can't for any reason, you will need to seek additional support from another responsible person.



STRATEGIES - If you are running a program and a child or young person needs to use the bathroom, in the first instance ask another responsible adult, such as a teacher or parent/carer, to accompany the child. If another responsible adult is not present, an AFL staff member should accompany them, check the facility is empty and then wait outside.

If for some reason you cannot locate another responsible adult or an AFL staff member who can accompany a child or young person to the bathroom, it is also reasonable for them to go in pairs or small groups; however, you must continue to check on them as best as possible while still respecting their privacy.

Alternatively suggest a toilet break for everyone at the same time, to reduce the risk.

DEFINITIONS

A Child: someone involved in a footy program who is 12 years old or younger - usually a player/participant but may also be a sibling of a player or child of an adult at the club.

A Young Person: someone involved in a footy program who is between the ages of 13 and 18 years old - usually a participant/player but could also be an umpire or in another role at the club, or a sibling or child of a player.

Adult: someone involved in footy who is over the age of 18 - this could be a coach, manager, player, umpire, club or match official, AFL staff member, volunteer, and/or a parent.



TRANSPORTING CHILDREN

CAN I TRANSPORT CHILDREN AND YOUNG PEOPLE IN MY CAR?

In appropriate circumstances, you may need to transport a child or young person in your private vehicle. Transport may only occur with the consent of a parent or carer and if another person (manager or program leader) is informed by text or email. Where possible, a **travel permission** form should be signed in advance of transporting children and young people. Where it's a last-minute emergency, ensure you contact the parent or carer and confirm

time of departure with their child and time of arrival at their home.

HOW CAN I MAKE SURE I AM TRANSPORTING CHILDREN AND YOUNG PEOPLE SAFELY?

When you are transporting a child or young person in appropriate circumstances you can reduce risks and increase their safety by ensuring:

- Your vehicle has adequate insurance.
- You are fully licensed.
- The circumstances are directly related to a football program.
- If possible, you are not alone with

the child or young person – another responsible adult is present.

- You have prior authorisation from a manager and from the child or young person's parent or carer.

Children and young people being transported in an approved circumstance should sit in the back of the vehicle.

Parents and carers, and a manager, should be advised of expected departure and arrival time.



PICK UP / DROP OFF

Risks associated with drop off and pick up are easily mitigated with some simple steps and a proactive approach.

When you are responsible for the care of a child or young person you are required to:

- Make sure drop off and collection times (or change of location) are clearly communicated to parents and carers.
- Arrive early.
- Don't finish earlier or start later than scheduled.
- Communicate with parents and carers when there is to be a change in start or finishing time or location.

- Wait until the last child or young person is collected before you leave.
- Keep a register of parent, carer and family emergency contact numbers and always have access to a phone.
- Not take children and young people home yourself without prior arrangement.
- Not allow a child or young person to go home with another parent or adult without permission.

It is good practice to arrange for parents and carers to sign in and sign out players at all activities involving young athletes aged 12 years and under.

LATE PICK UP

When a parent or carer is 15 minutes late to collect their child, you should:

- Attempt to contact the parent or carer.
- Ask the second to last child or young person and their parent or another responsible adult to wait also, to avoid being left alone.
- Contact your manager if the child or young person is not collected within a reasonable time frame.
- Follow up with the parent or carer afterwards to ensure they are clear on the pick-up times and confirm they have a backup plan.
- Contact police if you cannot contact a parent, carer or other family member.

Please refer to the AFL Safeguarding Children and Young People Policy and Code of Conduct for further details on AFL workforce safeguarding behaviour requirements.