



# 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 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 a child or young person needs to use the bathroom, it is reasonable for another adult (umpire escort, coach or parent) to accompany them, check the facility is empty and then wait outside. The accompanying adult should always aim to remain in the line of site of other staff, volunteers or parent and carers.

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 footy who is 12 years old or younger- usually a player but may also be a sibling of a player or child of an adult at the club.

**A Young Person:** someone involved in footy who is between the ages of 13 and 18 years old – usually a 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, umpire, club official, AFL staff member, player, volunteer, and/or a parent.



It is important to understand that if an incident occurs during this time, you are the adult with the duty of care whether they were with you or away from you.



## TRANSPORTING CHILDREN

### CAN I TAKE CHILDREN AND YOUNG PEOPLE TO GAMES, CARNIVALS, OR EVENTS 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 in football (authorised supervisor,

manager, junior football coordinator etc) 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.



## TRANSPORTING CHILDREN

### 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 umpiring/football.

- If possible, you are not alone with the child or young person – another adult from the league, club or association is present.
- You have prior authorisation from a supervisor, club management or association 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 supervisor, should be advised of expected departure and arrival time.



**STRATEGIES** – If the parent of a child or young person in your team asks you if you can help with transport from training each week because they cannot otherwise attend, you may consider:

- Checking to see if another parent would be more suitable
- Checking the child or young person consents to this
- Confirming this in writing at the beginning of the season and include a club representative in the communication.



Further guidelines on transporting children and young people can be found in the **AFL Safeguarding Children and Young People Policy** and the **Transport Permission Form**.



## 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 are clearly communicated to parents and carers.
- Arrive early.
- Don't finish earlier than scheduled.
- Communicate with parents and carers when there is to be a change in finishing time.
- 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 coach or club member to wait also, to avoid being left alone.
- Contact a club supervisor or 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.