

Bicton Junior Cricket Club

Member Protection and Child Safety Policy

Version	2.0
Prepared	10 August 2026
Replaces	Bicton Junior Cricket Club Member Protection Policy Ver 1, March 2017
Owner	BJCC Committee
Review	Every season before registrations open, and sooner if Australian Cricket or WA law changes

Why We Have This Policy

BJCC exists to help children play cricket, make friends and enjoy being part of a team. Most of our coaches, managers and helpers are parents of children who play. This policy keeps the club's expectations simple enough for busy volunteers, while still covering the core member protection and child-safety duties.

Everyone at BJCC has the right to be safe, respected and included. Children come first. Winning, selection, convenience and adult preferences never come before a child's safety or wellbeing.

- This policy applies to committee members, coaches, assistant coaches, managers, parent helpers, scorers, umpires, players, parents, guardians, spectators and visitors involved in BJCC activities.
- It covers training, matches, club events, travel arranged by the club, online team groups, photos, social media and any conduct connected to BJCC.
- BJCC also adopts Australian Cricket's safeguarding framework and the Looking After Our Kids Code of Behaviour as practical guidance for cricket-specific child safety.

Start-of-Season Checklist

The committee should complete this one-page check before each season.

Done	Action	Plain-English note
☐	Adopt or confirm this policy at a committee meeting.	Record the date and any updates in the minutes.
☐	Name a Child Safety Contact / MPIO.	One trusted person can hold both roles if that suits the club.
☐	Publish contact details.	Put the contact, President and emergency reporting details on the website or season email.
☐	Check every team role in PlayHQ.	Use PlayHQ registration answers and reports to confirm role, team, parent-player link, WWCC status and required declarations.
☐	Brief coaches and managers.	Send the behaviour rules, supervision rules, photo rules and reporting flow before training starts.
☐	Use parent-inclusive team communication.	Team WhatsApp, email and PlayHQ messages should include parents/guardians. Avoid private adult-to-child DMs.
☐	Ask for image/recording preferences.	Use registration settings or a simple parent consent note. Respect any no-photo child.
☐	Run a simple risk check.	Review nets, change rooms, late pick-up, transport, social media, livestreaming and external providers.
☐	Know where records are kept.	Keep any complaint or child-safety record confidential, access-limited and separate from general team chat.
☐	Review official links.	Check Australian Cricket, WA Cricket and WA Government links each season for changes.

Roles and Responsibilities

Role	Simple responsibility
Committee	Adopt the policy, appoint the Child Safety Contact / MPIO, set the PlayHQ screening questions, support volunteers, manage complaints fairly, keep records confidential, and remove or pause any person from a role if needed to protect a child.
Child Safety Contact / MPIO	Be the first club contact for child-safety or member-protection concerns. Help people understand the process, record concerns, escalate to police, WA child protection, Cricket Australia or WA Cricket when required, and avoid investigating allegations personally.
Coaches and managers	Create a safe team environment, use visible and parent-inclusive communication, supervise children during club activities, follow the behaviour rules, report concerns early, and ask for help when unsure.
Parent helpers and volunteers	Help in a way that is visible, respectful and team-based. Follow instructions from the coach or manager, stay within the role agreed with the club, and report anything that feels unsafe.
Parents and guardians	Support respectful sideline behaviour, arrange ordinary transport to and from cricket, collect children on time, tell the club about safety or wellbeing needs, and raise concerns early.
Players	Respect teammates, opponents, officials and volunteers. Speak up to a parent, coach, manager or the Child Safety Contact if something feels unsafe, unfair or uncomfortable.

PlayHQ Screening and WWC Checks

BJCC is built around parent volunteers. Coaches and managers register themselves in PlayHQ, so BJCC will use PlayHQ custom registration fields as the first screening and induction record.

The PlayHQ questions should do three things: identify the person's role and team, help BJCC decide whether the WA parent-volunteer exemption may apply, and record that the person accepts BJCC's safeguarding expectations.

PlayHQ Fields to Use

No.	PlayHQ field	Field type / options	Required
1	What volunteer role will you perform?	Coach / Team Manager / Volunteer	Yes
2	Which player, team or age group will you be involved with?	Short text	Yes
3	Do you have a child under 18 who is registered and participating at BJCC this season?	Yes / No	Yes
4	Do you have a current Working With Children Check ? Note that a parent volunteering for a sporting club may be exempt in some WA circumstances where their child under 18 is involved at that club, but BJCC must still confirm the facts.	Yes / No	Yes
5	WWCC card number, or application number	Short text	Optional
6	WWCC expiry date, where applicable.	Date or short text	Optional
7	Policy and Code acknowledgement	I confirm that I have read and agree to comply with the BJCC Child Safety & Safeguarding Policy and Australian Cricket's Looking After Our Kids Code of Behaviour . In PlayHQ, link the BJCC policy name to the club-published copy and link the Code to Australian Cricket.	Yes
8	Suitability declaration	I confirm that a) I do not have any criminal charge pending before any court. b) I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence, fraud or any drug offences. c) I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence, fraudulent acts or drug offences. d) To my knowledge there is no other matter that the Club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me. e) I will notify the President of the Club immediately upon becoming aware that any of the matters set out in clauses (a) to (d) above has changed.	Yes

- A parent volunteering for a sporting club may be exempt in some WA circumstances where their child under 18 is involved at that club, but BJCC must still confirm the facts.
- A person with a current Interim Negative Notice or Negative Notice cannot rely on the parent volunteer exemption.
- Paid workers, non-parent volunteers, external providers, overnight-trip helpers, and people with regular unsupervised child-related work need particular care and may need a WWC Check.
- If unsure, the club should contact the WA WWC Screening Unit before confirming the role.
- Screening information must be treated confidentially and only used for child-safety and club governance purposes.

WWCC Verification Record

- Do not ask volunteers to upload a photograph of their WWCC card into PlayHQ.
- Sight the card separately and record only the card number, expiry date, date verified, and person who verified it.
- Use PlayHQ registration reports for the annual volunteer register and keep any separate verification notes access-limited.

Behaviour Rules

These rules apply to adults and children. They cover discrimination, harassment, bullying, abuse, intimidation, poor sideline behaviour and unsafe online conduct in one place.

Area	Behaviour rule
Do	Treat children, opponents, officials and other parents with respect. Encourage effort and learning. Use language children can hear safely. Include players fairly. Keep coaching visible and team-based. Raise concerns early.
Do not	Bully, humiliate, threaten, shame, discriminate, harass, groom, abuse, use sexualised language, punish children with unsafe training, share private messages with a child, ask a child to keep secrets, or use alcohol/drugs in a way that affects child safety.
When emotions run high	Pause the conversation, move it away from children, involve another adult if needed, and come back when people can speak respectfully.
If the rule is broken	The club may warn, educate, remove from a role, suspend participation, refer to an association, report to Cricket Australia or WA Cricket, or contact police/child protection depending on seriousness.

Everyday Safeguards

Area	BJCC control
Supervision	Children should be supervised during BJCC activities. Avoid one adult being alone in a private place with one child. If a child is left late, ask another adult to stay or keep the situation visible until collection.
Change rooms and toilets	Respect privacy. Adults should not enter unless necessary for safety, and wherever possible another adult should be nearby or aware. No photos or videos in change rooms, toilets or private areas.
Communication	Use parent-inclusive channels. A coach, manager or adult volunteer should not send one-to-one private messages to a child unless a parent/guardian or another authorised adult is included.
Photos and video	Check parent/guardian preferences before publishing photos. Do not identify a child with unnecessary personal details. Remove an image if a parent/guardian or child asks. Parents/spectators are asked to be mindful of other families' photo preferences and avoid posting images of children other than their own without that family's consent
Transport	Parents/guardians are normally responsible for transport. If BJCC arranges transport, make it transparent, get parent/guardian approval, check licence/insurance/seatbelts, and avoid one adult travelling alone with one unrelated child where practical.
Livestreaming and social media	Use official or approved channels only. Consider no-photo children, location details, comments, private messages and whether the footage could be misused.
External providers	For clinics, camps, photographers or paid coaching, check who is responsible for child safety, WWC requirements, supervision, insurance and complaint handling before the activity starts.
Player voice	Children should know who they can talk to. Coaches should ask players what helps them feel safe, included and able to enjoy cricket.

If Someone Raises a Concern

A concern might be a child's disclosure, a parent complaint, a volunteer's observation, online conduct, bullying, discrimination, neglect, an injury pattern, unsafe supervision, or behaviour that simply feels wrong.

1. Listen calmly. Thank the person for telling you.
2. If anyone is in immediate danger, call 000.
3. Do not promise secrecy. Say you will only tell people who need to help keep the child safe.
4. Write down the facts as soon as possible: who, what, when, where, witnesses and exact words if remembered.
5. Tell the BJCC Child Safety Contact / MPIO or President promptly.
6. Do not investigate, confront the alleged person, ask leading questions, or discuss it in team chat.
7. The club decides the next step: support, safety controls, report to police/child protection, Cricket Australia, WA Cricket, association, or manage as a club complaint.
8. If immediate action is required, the MPIO and President can make the decision to pause a person's role until the investigation or next official steps can be taken.

Need	Who to contact	Use when
Emergency	Police, ambulance or fire: 000	Any immediate danger, life-threatening concern, assault in progress, or urgent medical risk.
Child wellbeing concern	WA Department of Communities Central Intake Team: 1800 273 889	You are worried a child may be unsafe, abused, neglected, or at risk, even if you are not a mandatory reporter.
Mandatory child sexual abuse report	Mandatory Reporting Service: 1800 708 704 or online form	For mandatory reporters and any club role-holder who needs advice after forming a belief of child sexual abuse.
Cricket child-safety complaint	childsaf@cricket.com.au; WA Cricket safeguarding contact should be checked each season.	A concern connected to cricket conduct, club activity, a coach, official, volunteer, parent, player, or online cricket group.
WWC Check advice	WA WWC Screening Unit: 1800 883 979; checkquery@communities.wa.gov.au	Unclear whether a coach, manager, volunteer, paid provider, or parent volunteer needs a WWC Check.

Complaints and Club Discipline

BJCC will take complaints seriously and respond in proportion to the issue. Child safety and criminal matters are escalated first. Lower-level member protection issues can often be fixed early with a respectful conversation, clear expectations and follow-up.

Type	Examples	BJCC response
Low-level behaviour issue	Examples: sideline arguing, poor tone in chat, minor disrespect.	Coach, manager, Child Safety Contact / MPIO or committee member gives a clear reminder and records any repeated pattern.
Member protection complaint	Examples: bullying, harassment, discrimination, repeated intimidation, exclusion.	Committee manages a fair process, gives the person a chance to respond where appropriate, keeps records confidential, and decides any action.
Child-safety concern	Examples: grooming concern, unsafe one-to-one conduct, inappropriate messages, abuse, neglect, serious boundary breach.	Prioritise child safety. Consider immediate role pause, external report and advice. Do not run a club-only process where police or child protection should be involved.
Possible crime or immediate risk	Examples: assault, sexual offence, threat, child in immediate danger.	Call 000 or police. Preserve records. Tell only those who need to know.

- Possible outcomes include education, apology, behaviour agreement, removal from a role, suspension, exclusion from an event, referral to an association, or external reporting.
- Where it is safe and appropriate, the person complained about should understand the concern and have a fair chance to respond.
- The committee may act immediately to protect a child before a full process is finished.
- Appeals or reviews should follow the club constitution, association rules or committee decision process.

Annual Risk Review

This table is intentionally small. The committee can add local risks, but the aim is to check the predictable things every season.

Risk area	Simple control	Checked
Training nets	Keep sessions visible. Match supervision to age and numbers. First aid kit and emergency access known.	[]
Late pick-up	Two adults remain where practical, or move to a visible public area and call parent/guardian.	[]
Team chats	Parent-inclusive channels. No private adult-to-child direct messages. Remove inappropriate comments quickly.	[]
Photos/social media	Check image preferences. No private-area photos. Avoid full names plus personal details.	[]
Change rooms/toilets	Privacy respected. Adults enter only when needed for safety and with another adult aware where possible.	[]
Transport	Parent responsibility by default. Club-arranged transport needs approval, licence, insurance and seatbelts.	[]
External providers	Confirm WWC/insurance/supervision and who handles complaints.	[]
Representative or away events	Check host rules, transport, overnight arrangements, medical needs and communication plan.	[]
Inclusion needs	Ask families what adjustments help children participate safely and fairly.	[]
Weather and heat	Follow cricket heat/weather guidance, hydration and shade expectations.	[]

Concern Record

Use this record for child-safety concerns, serious behaviour issues, discrimination, harassment or bullying complaints. Store it confidentially. Do not put details in team chat.

Person completing record	
Date/time recorded	
Child/player name and team, if relevant	
Person raising the concern	
What happened or what was said? Use facts and exact words where possible.	
When and where did it happen?	
Who else may have seen or heard it?	
Immediate safety action taken	
Who was notified at BJCC and when?	
External report or advice sought? Include reference number if any.	
Follow-up action agreed by committee	
Where this record is stored	

Adoption and Review

Committee adopted on	
Minute reference	
Child Safety Contact / MPIO	
President	
Next review due	

The committee should review this policy each season, after any serious incident, and whenever Australian Cricket, WA Cricket or WA Government guidance changes.

Source Links

Sources checked on 19 July 2026:

- [Australian Cricket Child Safety resources](#)
- [Australian Cricket safeguarding policy](#)
- [Looking After Our Kids Code of Behaviour](#)
- [WA Cricket Safeguarding Kids in Cricket](#)
- [WA WWC Check guidance](#)
- [WA child wellbeing reporting](#)
- [WA mandatory reporting](#)
- [National Principles for Child Safe Organisations](#)

This document is a practical club policy and should be checked against the club constitution, association rules and current government guidance before formal adoption.