

GUIDE TO COMPLETING & ADOPTING CHILD SAFE POLICY



CRICKET NSW

1. **Open** Cricket Australia's [Safeguarding Children and Young People](#)
2. **Download** as PDF, the following documents
 - Australian Cricket's Policy for Safeguarding Children and Young People
 - Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs
 - Australian Cricket's Commitment Statement for Safeguarding Children & Young People
3. Propose a motion and accept the **adoption** - Example Wording for Committee endorsement:
That the [INSERT CLUB OR ASSOCIATION NAME] endorse and adopt Australian Cricket's Policy for Safeguarding Children and Young People, Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs, and Australian Cricket's Commitment to Safeguarding Children and Young People, effective as at [DATE]
4. Nominate and **appoint a Child Safe Officer** (CSO) and Provide [Role Description](#) to the new appointee
5. **Review and sign** off on downloaded documents – [How to Sign](#)
 - Australian Cricket's Commitment to Safeguarding Children and Young People
 - Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs
6. **Upload** all three documents to a publicly accessible link on your Association or Club Website – Need assistance email us [Who is your local Cricket NSW Contact](#)
 - Australian Cricket's Policy for Safeguarding Children and Young People
 - Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs
 - Australian Cricket's Commitment to Safeguarding Children and Young People
7. Complete relevant **training courses**:
 - Mandatory Child Safety Officer (CSO) Course - <https://www.playbytherules.net.au/online-courses/child-protection-online-course>
 - Optional Member protection information officer (MPIO) Course - <https://www.playbytherules.net.au/online-courses/mpio-online-course>
8. Compile and record WWCC details for all relevant volunteers within your organisation into a database (refer WWCC template). Sample of template

Club	First Name	Surname	WWC Number	DOB	Expiry Date	Role	Verified
Example Cricket NSW	Billy	Bloggs	WWC\$#&^%*&*	dd/mm/yyyy	dd/mm/yyyy	President	Yes

For all relevant information on Cricket Australia's Child Safe Policy, refer to the following link
<https://www.cricketaustralia.com.au/about/safeguarding/safeguarding-kids>