



VICTORIAN KOOKABURRAS BASEBALL TOURS Inc

Association No: A0061855A

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Victorian Kookaburras Baseball Tours Inc Child Safe Policy

Purpose

This policy was written to demonstrate the strong commitment of the volunteer committee, officials and coaches, host families and authorised persons engaged by Victorian Kookaburras Baseball Tours Inc (**Victorian Kookaburras**) to child safety and to provide an outline of the policies and practices the Victorian Kookaburras has developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety

All children who are a part of the Victorian Kookaburras have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Victorian Kookaburras has a zero tolerance to child abuse. The Victorian Kookaburras aims to create a child safe and child friendly environment where children feel safe and have fun and the Victorian Kookaburras activities are always carried out in the best interests of the children.

Application of this Policy

This policy was developed by the Victorian Kookaburras and applies to all individuals involved in our organisation (volunteer and paid) including, but not limited to:

- Committee
- Officials
- Coaches
- Participants
- Parents
- Spectators

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Victorian Kookaburras is committed to reducing the risk of occurrence.

Children's Rights to Safety and Participation

The Victorian Kookaburras encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

This is encompassed in our Tour Mission, Tour Vision, Tour Commitment and Tour Culture which is found on our website and regularly communicated and reinforced within the Victorian Kookaburras.

The structure of the pre tour training on average 70 hours in Australia between November and June and the two week tour to the USA July is as follows:

- Tour Executive Officer
- Team Managers (1 x 14U and 1 x 16U teams)
- Coaches (2 x 14U and 2 x 16U)
- Player Leadership Group (2 x 14U and 2 x 16U)

Parents are encouraged to 'have a say' by bringing any matters to the attention of the Tour Executive Officer in the first instance or either of the Tour Managers.

Participants are encouraged to 'have a say' by bringing any matters to the attention of Tour Executive Officer in the first instance or either of the Tour Managers. They may feel more comfortable discussing a matter as peers and if this is the case participants are encouraged to discuss the matter with the Player Leadership Group who are then required to bring the matter to the attention of the Tour Executive Officer in the first instance or either of the Tour Managers.

Coaches are encouraged to 'have a say' by bringing any matters to the attention of the Tour Executive Officer in the first instance or either of the Tour Managers.

Host Families are encouraged to 'have a say' by bringing any matters to the attention of the Tour Executive Officer in the first instance or either of the Tour Managers.

At the conclusion of each tour participants and parents are asked to complete a survey which provides further opportunity to 'have a say'.

We listen to and act on any concern's children, or their parents, raise with us.

Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate volunteer coaches and officials from diverse cultural backgrounds.

Recruiting volunteers

The Victorian Kookaburras takes the following steps to ensure best practice standards in the recruitment and screening of volunteers:

- Require Working with Children Checks for volunteer Committee, Tour Executive Officer, Team Managers and Coaches, evidence of which must be provided annually.
- Require a minimum Baseball Victoria Coach Accreditation Standard of Level 2 for volunteer Coaches, evidence of which must be provided.
- Require all volunteer Committee, Tour Executive Officer, Team Managers and Coaches to undertake as a minimum Play By The Rules (1) Child Protection Online Course, (2) Harassment & Discrimination Online Course, evidence of which must be provided.
- Acknowledgement and acceptance of Victorian Kookaburras Child Safe Code of Conduct is required by each volunteer.

Supporting volunteers

The Victorian Kookaburras seeks to attract and retain the best volunteers. We provide support and supervision, so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our volunteers, all of whom receive training on the requirements of the Code.

Reporting a child safety concern or complaint

The Victorian Kookaburras has appointed the Tour Executive Officer as Child Safety Persons with the specific responsibility for responding to any complaints made by, volunteers, parents or children. That person can be contacted by email: victoriankookaburrasbaseball@gmail.com, or Mobile 0418 559144.

Our complaints process is outlined in [Victorian Kookaburras Child Safety Reporting Process](#).

As a Baseball Australia Sanctioned tour annually the Baseball Australia Member Protection Policy also applies. This policy can be found in the “Resources” section of the Baseball Australia website.

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- Overnight Training Camp pre tour
- Hotel accommodation while on tour
- Overnight stays with Host Families while on tour
- travel; or
- physical contact when coaching or managing children.

Host Families

New and Returning Host Families complete a Ripken Baseball Host Family Application Form each year which is reviewed by Ripken Baseball and Victorian Kookaburras. (See Appendix A)

New Host Families are interviewed by Ripken Baseball.

The USA does not have Working With Children like the system in use in Australia so in its place the Host Family Application Form includes the required Authorisations to complete background checks on the Host Family Adults members.

Ripken Baseball use the Background Check system which is run annually on new and returning Host Families Adults members.

This background check is undertaken by Ripken Baseball Human Resources which includes:

- Social Security Number Verification
- National Criminal Records Search
- Nation Sex Registry Offender Registry
- Felony & Misdemeanour – 7 Year History

The results of the Background Check are reviewed by Ripken Baseball and Victorian Kookaburras and kept on file by both parties.

The level of Background Check undertaken on Host Family Adult Members is of a higher standard than that undertaken by USA Baseball and Little League.

Reviewing this policy

This policy is reviewed every 12 months in conjunction with those covered by this code of conduct.

*Reviewed and Endorsed by the Victorian Kookaburras Committee.
1 September 2019 (Updated with new Appendix A 16 February 2020)*

*Next Review Due
1 September 2020*

Appendix A



**2020 Victorian Kookaburras
Host Family Application**

The Ripken Experience – MB (ATTN: Bobby
Holland)
3051 Ripken Way Blvd. Myrtle Beach, SC 29577
FAX: 843-913-2705 ▪ PHONE: 843-213-2705
bholland@ripkenbaseball.com

PLEASE RETURN COMPLETED FORMS TO:

APPLICANT #1

FIRST NAME: _____ LAST NAME: _____

OCCUPATION: _____ EMPLOYER: _____

WORK PHONE: _____ CELL PHONE: _____

HOME PHONE: _____

BEST NUMBER TO REACH DURING THE DAY: _____

EMAIL ADDRESS: _____ T-SHIRT SIZE: _____

Marital status/family type: Married/Engaged Single/Widowed _____

APPLICANT #2

FIRST NAME: _____ LAST NAME: _____

OCCUPATION: _____ EMPLOYER: _____

WORK PHONE: _____ CELL PHONE: _____

BEST NUMBER TO REACH DURING THE DAY: _____

EMAIL ADDRESS: _____

HOUSEHOLD INFORMATION

STREET ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ HOME PHONE: _____

NAMES AND AGES OF OTHER HOUSEHOLD MEMBERS (children, relatives, etc.):

1. _____ Age _____

2. _____ Age _____

3. _____ Age _____

4. _____ Age _____

5. _____ Age _____

HOSTING HISTORY/PREFERENCES

DO YOU HAVE ANY PETS? YES NO

If yes, what type(s): _____

DOES ANYONE IN THE HOUSEHOLD SMOKE? YES NO If yes, do they smoke indoors? YES NO

DOES ANYONE IN THE HOUSEHOLD SPEAK A FOREIGN LANGUAGE? YES NO

If yes, please list: _____

HOW MANY PLAYERS WOULD YOU LIKE TO HOST? _____ *(Please Note: You must house minimum of 2)*

WOULD YOU BE WILLING TO ASSIST A CHILD IF HE/SHE NEEDS MEDICATIONS? YES NO

HOST FAMILIES MUST PROVIDE A BED FOR EACH CHILD. HOW MANY EXTRA BEDS DO YOU HAVE? _____

ARE YOU WILLING TO DRIVE TO ALL GAMES, PRACTICES and MANDATORY EVENTS? YES NO

ARE YOU WILLING TO TAKE SHORT DAY TRIPS WITH OTHER HOST FAMILIES? YES NO

RETURNING HOST FAMILIES ONLY

Year(s) as a Host Family: _____

Team/region(s) you have previously hosted (list all): _____

Team/region you would like to be a part of this year (2013): _____

NEW HOST FAMILIES ONLY

Is there a specific team? (Leave blank if no preference) _____

How did you hear about the opportunity to become a Host Family? _____

Why do you think you would be a good Host Family?

Host Families are required to complete a Background Check undertaken by Ripken Baseball and agree to abide by the Victorian Kookaburras Child Safe Policy and Child Safe Code of Conduct.

AUTHORIZATION TO OBTAIN AN INVESTIGATIVE CONSUMER REPORT
FOR VOLUNTEER PURPOSES

I, _____, desiring to volunteer with Ripken Baseball, Inc., do hereby consent to and authorize Ripken Baseball, Inc. and/or any representative or affiliate of Moore Information Services, Inc. (MIS), to obtain, verify and exchange information on any reports concerning me as are maintained by, but not limited to, the following. Criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions. State Department of Motor Vehicle/Drivers' License Records to include but not limited to personal information, traffic citations and registration. Military National Personnel Record Center. Educational institutions to include transcripts, any individual, company, firm, corporation, present and/or past employers or public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I understand that Ripken Baseball, Inc. may consider any information obtained, in their sole discretion, as a factor in decisions they make, with respect to the volunteer position for which I am applying.

Furthermore, I hereby release and hold harmless agents, owners and affiliates of Ripken Baseball, Inc. and/or any representative or affiliate of MIS, but not limited to, the following. The officers, directors, and employees of any criminal justice agency in any or all federal, state, city, and county jurisdictions. State Department of Motor Vehicle/Drivers' License Records, Military National Personnel Record Center and educational institutions, any individual, company, firm, corporation, present and/or past employers or public agencies, (including the Social Security Administration and the Immigration & Naturalization Service), that shall provide information to Ripken Baseball, Inc. and/or representatives of MIS, upon request, from and against any and all claims, demands, suits or expenses from or related to the content, validity or handling of said reports.

I CERTIFY BY SIGNING BELOW, THE FOLLOWING IS MY TRUE AND COMPLETE LEGAL NAME AND THAT ALL OF THE INFORMATION I AM PROVIDING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

PLEASE PRINT CLEARLY

Full Name: _____

Other Names Used: _____

Date of Birth (For Identification Purposes Only): ____/____/____

Current Address: _____
Street Address City State Zip Code

Have you ever been convicted of a Felony in the last 7 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The existence of a criminal record does not constitute an automatic bar of employment. If yes, please describe briefly.		
Use additional paper if necessary.	Year, City & State Where Convicted:	

The investigative consumer credit reporting agency that will be providing the report is located at the address listed below.

Volunteer's Signature _____ **Date** _____

California, Minnesota & Oklahoma Residents ONLY: <input type="checkbox"/> Yes, I would like to receive a free copy of my Consumer Credit Report that was requested for employment purposes. (If obtained)

Notice to California Residents ONLY: <input type="checkbox"/> Yes, I would like to receive a free copy of any report obtained about me by MIS.
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