Child-Safe Risk Management Plan

NEW LAMBTON FOOTBALL CLUB

Version 1.0 | Prepared 29 October 2026 | Public copy

Purpose: Prevent abuse, grooming, neglect and other harm to children and young people participating in NLFC activities. This plan supplements the club's Risk Management Policy and Plan 2023 and implements the child-safe risk-plan commitment in the two-star Club Changer action plan.

Status: Prepared for publication at the Vice President's request. No committee resolution or completed implementation is asserted. The Committee must record endorsement and the allocation of responsibilities; new controls and target risk ratings below require implementation and verification.

Scope and local context

Applies to all people under 18, including players, referees and volunteers, and to committee members, coaches, managers, parents, spectators and providers involved in club activities. Covers MiniRoos, junior and youth football, children playing in senior teams, inclusive programs including Football4All, training, matches, events and online activity. Apply at Novocastrian Park, Regent Park, Kotara and other venues used by NLFC, including shared public facilities.

How this plan fits

Read with the NLFC child-safety commitment, induction and coach/manager manuals, Code of Conduct and Ethics, change-room and mixed-gender change-room policies, communication and privacy policies, photography guidance, and published complaints procedure. Apply the current Football Australia Member Protection Framework and applicable NNSWF/Zone requirements. The incident and appeals policy effective in 2027 supports incident administration; it does not replace child-protection reporting. External reporting and immediate safety take priority over internal processes.

Ownership and review

The Committee owns this plan. The Vice President coordinates it, supported by the Secretary, WWCC Officer, coaches/managers and MPIO within their distinct roles. Review before 2027 activities commence, at least six-monthly (next scheduled review 29 April 2027), and after a serious concern, near miss, venue/program change or policy change. Seek child and parent feedback in accessible formats; record changes and communicate them.

Confirmed baseline - 29 October 2026

David Thomas confirms that records are held on PlayFootball, with access limited to executive committee members and people authorised by executive. He reviewed these records on 17 October 2026. Policy links were circulated through TeamApp and email around March-April 2026 and remain on the website; circulation is planned again for the 2027 season. NLFC currently has one MPIO. FCG members and the Secretary offer informal support; they are not additional appointed MPIOs.

1. Responsibilities and everyday controls

Role	Required action
Committee / executive	Endorse and resource this plan; assign deputies; review de-identified risk and action reports. Resolve conflicts of interest and escalate concerns involving officeholders through an independent pathway.
Vice President / safeguarding coordinator	Coordinate implementation and six-monthly review; receive and promptly refer concerns; maintain confidential action records. Do not investigate suspected criminal abuse.
Secretary / WWCC Officer	Verify required checks through the NSW Office of the Children's Guardian (OCG), retain verification and expiry evidence, document applicable exemptions, and check access permissions. PlayFootball entry alone is not evidence of OCG verification.
Coaches / managers / providers	Use observable, interruptible interactions and the club Rule of Two. Check attendance, handover, venue and changing arrangements. Include parents/carers in communications with children. Report concerns promptly.
MPIO	Provide impartial information, support and referral. Do not investigate or decide complaints. Current public contact: Michael Jordan, mpio@newlambtonfcjuniors.org.au.
FCG / Secretary support	Offer a trusted route for girls and women, help access the MPIO or safeguarding coordinator, respect confidentiality and report safety concerns. Informal support does not satisfy the additional MPIO appointment action.

Screening, induction and supervision

Before child-related duties, assess the role, verify required WWCC clearance with OCG and confirm identity, role suitability and induction. Monitor expiries and OCG status notices; stop affected child-related duties immediately where a person is barred, suspended or otherwise ineligible. Escalate to executive promptly. Never rely solely on a WWCC to establish safety.

At each session, nominate the supervising adults, attendance and collection arrangements, toilets/change areas and emergency contacts. Set supervision appropriate to age, numbers, disability/access needs, venue visibility and activity. If safe coverage is unavailable, change, pause or cancel the activity. Avoid adult-child isolation; in an emergency prioritise safety, seek another adult and document any unavoidable exception.

Access and record controls

Executive approves access on a need-to-know basis and records the person, role, reason, approval and removal date. Secretary/WWCC Officer checks permissions before each season, every six months and on role changes; remove obsolete access promptly. Check expiry/verification records before duties and as status changes. Store any necessary exports in a restricted club-controlled location, never public TeamApp posts or personal group chats. Keep complaint records separately restricted. Follow privacy, retention and lawful reporting requirements; do not destroy records relevant to a concern or investigation.

2. Child-safety risk register - people and places

Planning assessment, not evidence that controls are effective. Inherent risk is before the listed controls; target residual risk assumes all controls operate. Likelihood: 1 rare, 2 unlikely, 3 possible, 4 likely, 5 almost certain. Consequence: 1 minor, 2 moderate, 3 serious, 4 major, 5 severe. Score = likelihood x consequence: 1-4 low, 5-9 moderate, 10-16 high, 17-25 extreme. These safeguarding ratings supplement the general plan's hazard method. Never use a low likelihood to dismiss a disclosure.

R1 Recruitment and grooming

An unsuitable adult gains trust or access, including through providers or informal helpers. **Inherent:** 3x5=15 high. **Target:** 2x5=10 high.

WWCC verification and suitability checks before duties; role-specific induction; boundaries and conduct acknowledgements; visitors/providers supervised until cleared. No secret gifts, favours or private relationships.

Owner: WWCC Officer / executive. **Evidence:** Verification log; roster; induction record. Check before activity; escalate gaps to VP.

R2 Adult-child isolation

One-to-one coaching, storage rooms, first aid or late collection creates opportunity for harm. **Inherent:** 3x5=15 high. **Target:** 2x5=10 high.

Rule of Two; visible/interruptible settings; no closed-door private sessions. Two adults remain for late collection; contact authorised carer. Emergency exception recorded and reviewed.

Owner: Coach / manager. **Evidence:** Session checklist; collection/exception log. Check before activity; escalate gaps to VP.

R3 Changing and toilets

Exposure, recording, abuse or unsafe mixed-age/mixed-gender use in shared facilities. **Inherent:** 3x5=15 high. **Target:** 2x5=10 high.

Apply both change-room policies; supervised access without compromising privacy; stagger changing and separate adults/children as appropriate. No recording devices. Check public access and safe alternative facilities.

Owner: Ground official / manager. **Evidence:** Venue check; changing arrangements. Check before activity; escalate gaps to VP.

R4 Travel and handover

Missing child, unauthorised collection or isolated adult-child transport. **Inherent:** 3x4=12 high. **Target:** 2x4=8 moderate.

Agree arrival/collection and authorised contacts; maintain attendance; no child left alone. Avoid lone adult transport; documented parent arrangements and observable group travel. For missing child: alert responsible adults, protect remaining children and call police promptly if safety is at risk.

Owner: Manager / event lead. **Evidence:** Attendance; consent; incident record. Check before activity; escalate gaps to VP.

R5 Public grounds and events

Unsupervised contact at public parks, dark areas, toilets, canteen or third-party activities. **Inherent:** 3x4=12 high. **Target:** 2x4=8 moderate.

Walk-through before use; identify boundaries, public access and sight lines; locate toilets and meeting point; roster supervision; maintain lighting and safe departure. Assess each new event/provider and overnight activity separately before approval.

Owner: Ground / event lead. **Evidence:** Venue/event assessment; provider agreement. Check before activity; escalate gaps to VP.

3. Child-safety risk register - behaviour and information

R6 Bullying, discrimination and peer harm

Inherent: 3x4=12 high. **Target:** 2x4=8 moderate. Set clear team conduct expectations; stop humiliation, hazing, sexualised conduct and discriminatory abuse. Protect young referees. Check in privately but observably with affected children; record and refer concerns without retaliation.

Owner: Coaches / managers. **Evidence:** Briefing and incident records.

R7 Digital contact and grooming

Inherent: 3x5=15 high. **Target:** 2x5=10 high. Use approved club/team channels with parents/carers included. No secret, disappearing or personal sexualised messages, private child-adult social connections or requests for images. Preserve concerning communications securely and report; do not circulate harmful material.

Owner: All adults / team administrators. **Evidence:** Channel settings; induction; concern record.

R8 Photos, video and personal data

Inherent: 3x4=12 high. **Target:** 2x4=8 moderate. Apply privacy and photography guidance, parent/carer permissions and the child's wishes. No images in private spaces; avoid identifying child location/routines or publishing sensitive details. Restrict record access; report loss or unauthorised disclosure promptly.

Owner: Secretary / communications lead. **Evidence:** Consent and access review logs.

R9 Disability, cultural and other barriers

Inherent: 3x4=12 high. **Target:** 2x4=8 moderate. Ask children/carers about communication and access needs without assumptions. Use accessible explanations, safe personal-care arrangements and support people where needed. Offer trusted contact choices and culturally safe, inclusive participation. Review Football4All and individual support arrangements with families.

Owner: Program lead / VP. **Evidence:** Agreed adjustments; accessible feedback.

R10 Disclosure ignored or mishandled

Inherent: 3x5=15 high. **Target:** 2x5=10 high. Use page 5 response steps. Train adults to listen and refer, not investigate. Provide alternatives if a concern involves an officeholder; keep MPIO support separate from decisions. Never require a child to confront an alleged person or wait for a committee meeting.

Owner: VP / executive / all adults. **Evidence:** Training; referral and safety records.

R11 Controls lapse or duties unclear

Inherent: 3x4=12 high. **Target:** 2x4=8 moderate. Maintain named owners/deputies, induction and review logs. Spot-check supervision and access; consult children and parents; act on near misses. Apply safeguards to under-18s in senior teams and to new programs/providers.

Owner: Committee / VP. **Evidence:** Action register; six-monthly review.

Risk acceptance: High or extreme current risk requires immediate executive attention. Stop or modify unsafe activity until controls are confirmed. Target high risks reflecting severe potential harm require documented executive oversight and continuing monitoring; they are not permission to tolerate suspected abuse. Record actual residual ratings only after checking controls.

4. Responding to a concern

1 - Make the child safe

For immediate danger or a medical emergency call **000**. Separate the child from immediate risk without putting others at risk. Arrange safe supervision and urgent care. Do not wait for club approval.

2 - Listen and record

Stay calm, take the child seriously and explain that you will seek help. Do not promise secrecy, ask leading questions, conduct an investigation or contact the alleged person. Record the child's words, date/time, observations and actions accurately. Restrict access and preserve relevant evidence securely.

3 - Report externally when required

Report suspected criminal conduct to police. For child protection concerns contact the NSW Child Protection Helpline **132 111**; use current DCJ guidance and the Mandatory Reporter Guide where applicable. Mandatory reporting duties depend on the person's role and circumstances. Anyone may raise a concern. Do not delay a report because information is incomplete or an internal process is underway.

4 - Notify and refer through football pathways

Notify the VP/safeguarding coordinator promptly: **vicepresident@newlambtonfcjuniors.org.au**. If implicated, unavailable or conflicted, approach the President or Secretary and use the external football reporting route. Follow the club complaints procedure and current Football Australia Member Protection Framework reporting instructions; the FA integrity contact is **Integrity@footballaustralia.com.au**. MPIO support: **mpio@newlambtonfcjuniors.org.au**. These email addresses are not emergency services.

5 - Protect, support and follow up

Agree interim safeguards with the appropriate authorities; protect the child and reporter from retaliation. Seek police/DCJ advice before informing parents/carers if doing so could increase risk or affect an investigation, including where a parent is implicated. Explain next steps in an age-appropriate way. Record referrals, safety decisions and follow-up; disclose only to those who need the information. Review controls without naming children in ordinary committee minutes.

Do not confuse pathways

An on-field disciplinary appeal, injury report or informal FCG conversation does not replace a safeguarding report. The MPIO offers advice and referral, not investigation or adjudication. External reporting must not depend on a child completing a form, an internal finding, or an additional MPIO being appointed.

Public reporting information

NLFC Contact and complaints procedure
Football Australia Member Protection Framework
NSW DCJ child protection guidance

5. Implementation, assurance and evidence

The following are implementation commitments for endorsement and allocation, not retrospective claims of completion. Keep a restricted operational action register with actual dates, evidence and sign-off.

Action / timing	Accountable role	Evidence to retain
Before next relevant activity: check staffing, venue, collection, communication and required screening; address unsafe gaps before continuing.	Coach / manager; WWCC Officer	Session checklist; verification log; exceptions and action taken
At next committee meeting: endorse plan; name owners/deputies; confirm conflict pathway and document high-risk oversight.	Executive / VP	Minute or recorded resolution; assigned action register
Before 2027 commencement: circulate plan and child-friendly page with policy links via TeamApp and email; provide President's introduction; brief coaches/managers and providers.	President / Secretary / VP	Dated message; distribution list; briefing attendance and acknowledgements
Before 2027 commencement: recruit and train additional female-focused MPIO, or agree a revised action with Brett. Keep action open until appointment/preparation evidenced.	Executive	Appointment date, training evidence and published contact pathway
Before each season and six-monthly: review authorised record access, verification status, retention and safe storage of necessary exports. Review immediately on role or status change.	Secretary / WWCC Officer; VP oversight	Access log, approvals, removals and dated review outcome
Before 2027 commencement and six-monthly: consult children/carers, review each risk and actual controls, test reporting links and refresh contact details. Next scheduled review 29 April 2027.	VP / Committee	Feedback themes; updated ratings; review record; version history
After a concern, near miss or significant change: reassess relevant risks promptly and communicate changes safely.	VP / Committee	De-identified lessons and completed corrective actions

What counts as close-out

A published plan proves the document and public-access components. It does not prove induction, screening, committee endorsement, appointment or operation of every control. For Club Changer, retain the published PDF and page links, the executive record, dated communications and implementation evidence. The 17 October 2026 review and 2026 policy circulation are officer-confirmed facts; supporting logs/messages should be retained if available.

Alignment with the NSW Child Safe Standards

Leadership and policies: ownership and controls (Standards 1,10). Children, families and equity: consultation and accessible support (2,3,4). Suitable adults and training: screening/induction (5,7). Child-focused complaints: response and independent support (6). Safe physical/online environments: risk register (8). Continuous review: action and assurance cycle (9).

6. For children and young people

YOU HAVE THE RIGHT TO FEEL SAFE AT NLFC

Football should be safe, fair and fun

You should be treated with respect. Nobody should hurt you, bully you, make sexual comments, ask for private pictures or tell you to keep unsafe behaviour secret. You can say when something feels wrong, including online.

Your body and privacy matter

Adults should explain necessary help and respect your privacy. There must be no photos or videos in change rooms or toilets. Tell a trusted adult if you feel uncomfortable with touch, messages, gifts or being alone with someone.

You can speak up

Tell a parent/carer, coach, manager or another adult you trust. You can also contact the club MPIO, Vice President or Secretary. You can ask for a support person or help communicating. If the first person does not help, tell someone else. You do not need proof or a completed form to ask for help.

Club contacts

MPIO - Michael Jordan: mpio@newlambtonfcjuniors.org.au
Vice President: vicepresident@newlambtonfcjuniors.org.au
Secretary: secretary@newlambtonfcjuniors.org.au
FCG members and the Secretary can also help girls and women find support. They are informal support contacts, not additional MPIOs.

What happens when you tell us?

We will listen, take you seriously and help keep you safe. We may need to tell people who can help protect you. We will explain what happens next as clearly as we can. You should not be punished or treated badly for speaking up.

If someone is in danger now

Ask a trusted adult for immediate help or call **000**. The NSW Child Protection Helpline is **132 111**. Club emails are not monitored as emergency services.

Parents and carers: discuss this page with your child in a way that suits their age and communication needs. Agree safe collection arrangements and encourage them to tell you about anything that worries them.

Club reporting information: newlambtonfcjuniors.org.au/contact/

7. Reference documents and version record

Prepared using the following club documents and official guidance reviewed on 29 October 2026. Website upload dates are not policy revision dates. Check current governing-body versions before each scheduled review. This supplement does not amend governing-body policy or claim adoption of a separate national framework merely because a resource is linked.

NLFC resources: manuals, conduct, communication, child-safety commitment, change-room policies, WWCC and MPIO roles

NLFC Risk Management Policy and Plan 2023 (revision 24 December 2022)

NLFC Privacy Policy (updated 6 October 2026)

NLFC Inductions

NLFC complaints and reporting procedure

NLFC photography and video guidance

NLFC Incident Reporting, Game Infringement and Appeals Policy (effective 2027)

Football Australia Member Protection Framework and Safeguarding Policy

NSW OCG: risk management and Child Safe Standards guidance

NSW OCG: Working with Children Check

NSW DCJ: Mandatory Reporter Guide

The club also links the Joint Zones Child Protection Policy issued February 2024 (review due January 2025). Confirm its current status with NNSWF/Zone. Where guidance differs, seek governing-body advice; do not defer urgent child-protection action.

Version record

1.0 - 29 October 2026: Initial club-specific safeguarding risk supplement, prepared at the Vice President's request. Includes officer confirmations, risk register, responsibilities, reporting, implementation evidence and child-friendly guide. Committee endorsement and implementation dates to be recorded separately. Next scheduled review: 29 April 2027 or earlier as specified.