



# NRL Safeguarding Children and Young People Induction and Training Requirements.

<b>EFFECTIVE DATE</b>	23/03/2022
<b>OWNER</b>	Participation and Game Development
<b>CONTACT</b>	NRL General Manager – Game Development and Education

## 1. PURPOSE

This NRL Safeguarding Children and Young People Induction and Training Requirements (**Induction and Training Requirements**) provides an outline of how NRL will deliver its commitments to keeping Children and Young People in rugby league safe by providing induction and training to NRL staff, contractors, consultants employees and volunteers (**NRL People**). The Induction and Training Requirements have been developed to ensure that NRL People are provided with the information they need to undertake their duties in accordance with NRL's policies, guidelines and procedures. In particular NRL People:

- are aware of and remain alert to the risk of child abuse;
- understand our commitment to preventing and responding to child abuse;
- understand how they are expected to behaviour towards Children and Young People;
- know how to identify and respond to child abuse; and
- understand their responsibility in relation to identifying and responding to child abuse.

While much of the detail in this Induction and Training Requirements relates to working with Children and Young People, the same concepts remain applicable for those working with adults. NRL will work to ensure all those recruited to work within the organisation are the appropriate individual to be in the



position they hold, and that consistent induction and training processes are applied at all levels and to all roles within NRL.

All capitalised terms in the Induction and Training Requirements are defined terms which can be found in the Dictionary of the Safeguarding Children and Young People Policy (**Policy**) which forms part of the Framework Documents, unless the context of their use is otherwise.

## 2. FRAMEWORK DOCUMENTS

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The Induction and Training Requirements should be read in conjunction with and is supported by the NRL Safeguarding Children and Young People Framework which includes:

- NRL Safeguarding Children and Young People Policy (**Policy**);
- NRL Safeguarding Children and Young People Code of Behaviour (**Code**);
- NRL Safeguarding Children and Young People Recruitment and Screening Requirements (**Recruitment and Screening Requirements**);
- NRL Safeguarding Children and Young People Complaints and Reporting Procedure (**Complaints and Reporting Procedure**);
- NRL Code of Conduct (Community Rugby League); and
- NRL Code of Conduct (Employees).

Capitalised words have the meaning set out in the Policy.

## 3. SCOPE

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The Induction and Training Requirements apply to:

- › all NRL staff (employees and contractors);
- › all employees and contractors of the NRL Affiliated States;
- › Volunteers, coaches, sports trainers and participants who have a current and valid registration via the NRL Competition Management System;
- › anyone engaged to provide NRL Services on behalf of NRL;
- › QRL - where the Framework is adopted; and
- › NSWRL – where the Framework is adopted.

In circumstances where the Induction and Training Requirements do not apply to NRL clubs, state or community leagues, the NRL is committed to supporting the understanding of the NRL commitment to safeguarding Children and Young People through provision of resources, access to training materials and transparent and consistent communication.



## 4. KEY REQUIREMENTS – INDUCTION AND TRAINING

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### 4.1 INDUCTION

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Induction processes and requirements apply to all existing and new staff, officers, employees, volunteers, board members and consultants and will include an induction session comprising, at a minimum:

- provision of information about the Framework Documents and any other applicable documentation; and
- recorded acceptance of the Framework Documents and any other applicable documentation.

All NRL employees will undergo mandatory education and training about safeguarding Children and Young People which will be developed in conjunction with a specialist third party provider for all risk levels of NRL employee. i.e. Red, Amber, Green Risk Matrix included in the NRL Safeguarding Children and Young People Recruitment and Screening Policy.

Minimum training will cover:

- the Code;
- Complaints and Reporting Procedures; and
- mandatory reporting, early intervention and prevention strategies.

### 4.2 NRL EMPLOYEES - ONGOING TRAINING AND EDUCATION

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NRL will provide training for all staff either at the stage when they join the organisation or retrospectively, for existing employees, following the publication and implementation of the Framework. Training levels will be determined based on risk analysis of individual roles.

NRL People will be provided access to current information relevant to specific legislation in the State or Territory they are based in or where they may travel to perform their duties.

Information and online training resources will be made available on the NRL Intranet and via the Community Rugby League (Play RugbyLeague and My Sideline) platforms.



Volunteers will be directed to an online child protection course and other online courses e.g. bullying and harassment as relevant to the MPP and Code, either specifically developed by NRL or run via Sport Australia and Play by the Rules. Information regarding volunteer training requirements will be set out within the volunteer registration process via the NRL Participation system, My Sideline.

In keeping with NRL's commitment of fostering engagement and communication, additional resources will be developed and provided to Children and Young People, volunteers and parents within Community Rugby League. e.g. free online child safety course to all parents, posters, communications, resources and support for community rugby league community with standardised messaging for children.

Staff and volunteers will receive ongoing training and education including:

- Online training programs tailored for different risk profiles and differing position responsibilities for employees;
- Face-to-Face training developed by child safety experts for high risk employees throughout the NRL at regular intervals;
- Online training programs for volunteers and community rugby league administrators and parents of participants about responsibilities of providing a safe environment and complaints and reporting procedures;
- An annual child safe questionnaire requiring staff and volunteers to review and answer questions regarding the suite of child safe policies (especially in relation to the Code and NRL Safeguarding Children and Young People Complaints and Reporting Procedure).
- Child Safety as an agenda item for staff meetings and training and/or discussions of child safe issues and scenarios in staff meetings.
- Periodic training and updates of relevant policies.

### **4.3 SHORT TERM STAFF AND VOLUNTEERS, CONSULTANTS AND CONTRACTORS**

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Induction and training requirements for external providers are dependent on their level of interaction with Children and Young People both in terms of the level of unsupervised contact they may have and the duration of contact.



Short term staff and volunteers, consultants and contractors will be advised by NRL of applicable induction and training requirements.

#### **4.4 RECORD KEEPING AND COMPLIANCE**

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People and Culture team members will record induction and training provided to NRL employees and other staff.

NRL maintain records of induction and training processes including, but not limited to, records of:

- when an NRL Person is provided access to the Policy, the Induction and Training Requirements, the Code and other Framework Documents;
- The date of acceptance of the abovementioned documents;
- The date upon which any child safety induction and training course, or refresher course, is completed.

Reference	Date approved	Date Last amended	Date of next review	Status

#### **5. SUPPORTING RESOURCES**

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New Employee Induction Checklist

Play By the Rules, <https://www.playbytherules.net.au>

Sport Australia, <https://www.sportaus.gov.au/>

