McLaren Flat Recreation Ground Inc
41-47 Main Rd, McLaren Flat SA
PO Box 1190, McLaren Flat 5171
mclarenflatrecreationground.com.au

MEMBER AND PATRON PROTECTION POLICY

INTRODUCTION

This policy is for the protection and support of members and patrons at the McLaren Flat Recreation Ground from potential bullying, harassment, discrimination and child abuse.

PURPOSE

The main objective of the Member Protection Policy ("policy") is to maintain responsible behaviour and direct the making of informed decisions by members and other participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse.

The policy informs everyone involved in our club of their legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also addresses the care and protection of children participating in our club's activities.

SCOPE

This policy applies to everyone involved in the activities of the organisation whether they are in a paid or unpaid/voluntary capacity and including:

- Committee members, administrators and other officials;
- Voluntary personnel and others;
- Members, including any life members;
- Parents; and
- Spectators or visitors.

The policy covers all matters directly and indirectly related to the McLaren Flat Recreation Ground and its activities so far as it has reasonable as control.

In particular, the policy governs unfair actions, and conduct that occurs in the facilities and grounds, and at social events organised or sanctioned by the McLaren Flat Recreation Ground Inc. It also covers private behaviour where that behaviour brings the organisation into disrepute or there is suspicion of harm towards a child or young person.

DUTIES

McLaren Flat Recreation Ground will:

- Adopt, implement and comply with this policy;
- Ensure that this policy is enforceable;
- Publish, distribute and promote this policy and where appropriate, the consequences of any breaches of this policy;
- Promote and model appropriate standards of behaviour at all times;
- Deal with any complaints made under this policy in an appropriate manner;
- Deal with any breaches of this policy in an appropriate manner;
- Recognise and enforce any penalty imposed under this policy;
- Ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- Review this policy every three years or as is necessary from time to time; and
- Seek advice from and refer Serious Issues* to the relevant authority.

**Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.*

Each person associated with the organisation will:

- Make themselves aware of the contents of this policy;
- Comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- Consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- Treat other people with respect;
- Always place the safety and welfare of children above other considerations;
- Be responsible and accountable for their behaviour; and
- Follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour;
- Comply with any decisions and/or disciplinary measures imposed under this policy.

PROTECTION OF CHILDREN

Child Protection

McLaren Flat Recreation Ground is committed to the safety and wellbeing of children and young people who participate in activities located on our grounds or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

McLaren Flat Recreation Ground acknowledges the valuable contribution made by our members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

Identifying and Analysing Risks of Harm

McLaren Flat Recreation Ground will continually monitor its activities to identify and assess risks of harm, and implement a risk management strategy to manage any assessed risks. Monitoring will include a review of any existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

Should it be deemed necessary as part of our risk management strategy we will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those that may be in our care. Should it be identified as a risk, we will also implement a code of conduct to promote appropriate behaviour between children. Such codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour.

Engaging Volunteers

McLaren Flat Recreation Ground will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures or role specification. Such measures will aim to minimise the likelihood of engaging (or retaining) people for the purpose of working closely with children who are unsuitable to work with children.

McLaren Flat Recreation Ground will ensure that "Working with Children" checks and criminal history assessments are conducted for volunteers working with children, where an assessment is required by

law. If a criminal history report is obtained as part of the screening process, the *McLaren Flat Recreation Ground* will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements.

Support, Train, Supervise and Enhance Performance

McLaren Flat Recreation Ground will ensure that all our employees and volunteers who work with children have ongoing supervision; support and if necessary, training. Our goal is to ensure their skills and performance is sufficient to maintain a child-safe environment in our organisations activities.

Empower and Participation of Children in Decision-Making and Service Development

Should McLaren Flat Recreation Ground become responsible for undertaking child-related services, it will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

Report and Respond Appropriately to Suspected Abuse and Neglect

McLaren Flat Recreation Ground will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has be, or is being, abused or neglected.

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint. Refer to our complaints procedure within this policy.

Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

Supervision

Children under the age of 18 must be supervised at all times by the child's parent/guardian. If a member finds a child under the age of 18 is unsupervised, they should assume responsibility for the child's safety and as soon as practicable ensure another member or patron is also present until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents and caregivers must supervise their children at all times. If it appears a member of the association will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is reacquainted.

Transportation

McLaren Flat Recreation Ground will not be responsible for organising the transportation of children.

Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

Camera phones, videos and cameras are not to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our organisation's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

DISCRIMINATION, HARASSMENT AND BULLYING

McLaren Flat Recreation Ground is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The personal characteristics of harassment that apply throughout Australia are:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;

- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

Bullying

The McLaren Flat Recreation Ground is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bulling which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied though unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint.

INCLUSIVE PRACTICES

Our club is welcoming and we will seek to include members from all areas of our community. The following is our commitment to inclusive practices.

People with a disability

The organisation will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

Pregnancy

McLaren Flat Recreation Ground is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our activities. We will not tolerate any discrimination or harassment against pregnant women.

RESPONDING TO COMPLAINTS

Complaint will be handled according to the principles of procedural fairness, and ensure:

- All complaints will be taken seriously;
- The person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- Irrelevant matters will not be taken into account;
- Decisions will be unbiased; and
- Any penalties imposed will be reasonable.

More serious complaints may be escalated to the relevant authority. If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then the organisation may refer and/or report the behaviour to the police and/or relevant government authority.

Complaint Handling Process

Complaints will be handled in accordance with the Discipline and Dispute Resolution requirements of the Constitution and Regulations.

Complaints relating to this policy should be directed to a member of the management committee or appointed officer. The person receiving the complaint will:

- Listen carefully and ask questions to understand the nature and extent of the concern;
- Ask what the complainant how they would like their concern to be resolved and if they need any support;
- Explain the different options available to help resolve the complainant's concern;
- Inform the relevant government authorities and/or police, if required by law to do so; and
- Where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, McLaren Flat Recreation Ground will assist, where appropriate and necessary, with the resolution process. This may involve:

- Supporting the person complaining to talk to the person being complained about;
- Bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- Gathering more information (e.g. from other people that may have seen the behaviour);
- Seeking advice from an external agency;
- Referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

Disciplinary Sanctions

Any disciplinary action will be taken in accordance with the Discipline and Dispute Resolution requirements of the Constitution and Regulations. McLaren Flat Recreation Ground may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must be:

- Applied consistent with any contractual and employment rules and requirements;
- Fair and reasonable;

- Based on the evidence and information presented and the seriousness of the breach; and

Possible sanctions that may be taken include:

- A direction that the individual make verbal and/or written apology;
- Counselling of the individual to address behaviour;
- Withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- Suspension or termination of membership, participation or engagement in a role or activity;
- De-registration of accreditation for a period of time or permanently;
- A fine; or
- Any other form of discipline that our club considers reasonable and appropriate.

Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

ENDORSEMENT

Approved by MFRG Management Committee 6/3/2019

MEMBER PROTECTION DECLARATION

McLaren Flat Recreation Ground has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I …….. (name) of …….

…….. (address) born ……/……/……

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. 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.
4. 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.
5. I will notify the association immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the S*tate of* ……..…….

on ……../……./…….(date) Signature …….

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:……..

Signature:……

Date: …… …….

RECORD OF COMPLAINT (MEMBER AND PATRON PROTECTION)

Name of person receiving complaint		Date: / /
Complainant's Name	☐ Over 18 ☐ Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in organization	☐ Administrator (volunteer) ☐ Parent ☐ Athlete/player ☐ Spectator ☐ Coach/Assistant Coach ☐ Support Personnel ☐ Guest ☐ Other ☐ Official ……	
Name of person complained about	☐ Over 18 ☐ Under 18	
Person complained about role/status in Club	☐ Administrator (volunteer) ☐ Parent ☐ Athlete/player ☐ Spectator ☐ Coach/Assistant Coach ☐ Support Personnel ☐ Guest ☐ Other ☐ Official ……	
Location/event of alleged issue		
Description of alleged issue		

Nature of complaint (category/basis/grounds) Can tick more than one box	☐ Harassment or ☐ Discrimination ☐ Sexual/sexist ☐ Selection dispute ☐ Coaching methods ☐ Sexuality ☐ Personality clash ☐ Verbal abuse ☐ Race ☐ Bullying ☐ Physical abuse ☐ Religion ☐ Disability ☐ Victimisation ☐ Pregnancy ☐ Child Abuse ☐ Unfair decision ☐ Other ……
What they want to happen to fix issue	
Information provided to them	
Resolution and/or action taken	
Follow-up action	

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, **contact the Police immediately on 000**.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

All people working with McLaren Flat Recreation Ground in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to an executive member of the Management Committee of McLaren Flat Recreation Ground so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The executive members of the management committee will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of McLaren Flat Recreation Ground
- The Management Committee executive will consider what services may be most appropriate to support the child and his or her parent/s.
- The Management Committee executive will consider what support services may be appropriate for the alleged offender.
- The Management Committee executive will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
    - a criminal investigation (conducted by the police)
    - a child protection investigation (conducted by the relevant child protection agency)
    - a disciplinary or misconduct inquiry/investigation (conducted by McLaren Flat Recreation Ground).

- The Management Committee will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out *in the* Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

- **Contact details for advice or to report an allegation of child abuse**

South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafe Ph: 131 478

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in Procedure for Handling Allegations of Child Abuse have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in MFRG	☐ Administrator (volunteer) ☐ Athlete/player ☐ Coach/Assistant Coach ☐ Employee (paid) ☐ Official	☐ Parent ☐ Spectator ☐ Support Personnel ☐ Other ……
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
Chair and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

LODGING A CHILD SAFE COMPLIANCE STATEMENT

https://www.education.sa.gov.au/child-protection/child-safe-environments/lodging-child-safe-environment-compliance-statement

A child safe environments compliance statement is a statement from organisations about child safe environments policies and procedures. Lodging a compliance statement is a mandatory requirement for organisations providing a health, welfare, education, sporting or recreation, religious or spiritual, childcare, cultural, party, entertainment or residential care service wholly or partly for children.

Organisations must lodge a compliance statement with the Department for Education. There is no cost for lodging a compliance statement.

South Australia

Contact the Department for Education and Child Development website: https://www.education.sa.gov.au/child-protection/child-safe-environments

Department of Human Services Child Related Work Screening: www.screening.sa.gov.au