



Pioneer Archers Inc.

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Responsibility:	Committee of Management		
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Member Protection Policy

Policy and Procedures Manual - 403

This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of their legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

403. **Member Protection Policy**¹

1. **Introduction**

- a) We provide an environment that supports the athlete in their endeavours, regardless of their skill, so that they will achieve their goals regardless of age, gender, ethnicity or religious beliefs.

2) **Purpose of our policy**

- a) The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and ethical and informed decision-making by participants in this club. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of their legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

3) **Who our policy applies to**

- a) Our policy applies to everyone involved in the club including committee members, administrators, instructors/coaches, officials (Field Captains/Judges), athletes, parents and spectators.

4) **Extent of our policy**

- a) Our policy covers unfair decisions (e.g., team selection), breaches of our codes of behaviour and inappropriate behaviour that occurs at practice, at meetings, in the club rooms, at social events organised or sanctioned by the club (state or national body), on away and overnight trips, and any behaviour that brings or is likely to bring our club or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

5) **Club Responsibilities**

- a) We will:
 - i) make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable
 - ii) implement and comply with our policy
 - iii) promote our policy to everyone involved in our club
 - iv) promote and model appropriate standards of behaviour at all times
 - v) respond to breaches or complaints made under our policy promptly, fairly, and confidentially
 - vi) review this policy every 12–18 months
 - vii) seek advice from, and if necessary or appropriate, refer serious issues to our state or national body.
- b) 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 body request to be referred to them (e.g., conflict of interest)

6) **Individual Responsibilities**

¹ This document has been drafted from the Member Protection policy template promoted by the Australian Sports Commission through the "Play by the Rules" promotion.

a) Everyone associated with our club must:

- i) comply with the standards of behaviour outlined in our policy
- ii) treat others with respect
- iii) always place the safety and welfare of children above other considerations
- iv) be responsible and accountable for their behaviour
- v) follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

7) Protection of Children

a) Child protection:

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms, including:

- i) physical abuse (e.g., deliberately hurting [hitting, punching], providing alcohol or drugs, or training that exceeds child's development or maturity)
- ii) sexual abuse (e.g., sexual acts or threats, inappropriate touching or conversations)
- iii) emotional abuse (e.g., ill-treating by threats, humiliation or intimidation)
- iv) neglect (e.g., not providing child with basic necessities [food, drink, clothing], failing to protect a child from foreseeable risk of harm or injury).

b) Abuse is usually against the law. We will take measures to protect children involved in our club from harm. We will do this by:

- i) responding to all reports of abuse promptly, seriously and confidentially
- ii) complying with state/territory child protection laws and Working with Children Check requirements (see attachment 2)
- iii) carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children
- iv) promoting and enforcing our codes of behaviour, particularly for roles associated with children
- v) making information about child protection available, particularly for roles associated with children
- vi) adopting practices that provide the maximum opportunity for a child-safe environment.

Anyone who reasonably suspects that a child has been or is being abused must report their concerns to the police or relevant government agency. Advise the Club President that you have reported your concerns.

c) **Supervision**

- i) Members under the age of 14 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 14 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.
- ii) Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a shooting/training session with just one child, they will ask another member to stay until the child is collected.

d) **Transportation**

- i) Parents/guardians are responsible for transporting their children to and from club activities (e.g., practice and events). Where our club makes arrangements for the transportation of children (e.g., for away or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate license for the vehicle being used, and appropriate safety measures are available (e.g., fitted working seatbelts.)

e) **Taking images of children**

- i) Images of children can be used inappropriately or illegally. Our club requires that all members abide by the Archery Australia Photography Policy #1027) (Archery Australia Inc., 2011). Our club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- ii) If the club uses an image of a child it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers. We will not display information about hobbies, likes/dislikes, school, etc., as this information can be used as grooming tools by paedophiles or other persons. We will only use appropriate images of a child relevant to our sport, and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

8) **Anti-Harassment, Discrimination and Bullying**

- a) Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening — whether this is face-to-face, indirectly, or via communication technologies such as mobile phones and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race and marital status.
- b) Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see '10. Responding to complaints').

9) **Inclusive Practices**

Our club is welcoming and we will seek to include members from all areas of our community.

- a) **People with disability;**
Where possible we will include people with disability in our teams and club. We will make reasonable adaptations (e.g., modifications to equipment and rules) to enable participation.
- b) **People from diverse cultures;**
We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g., modifications to uniforms).
- c) **Sexual and gender identity;**
All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

d) **Pregnancy;**

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision-making about the way they participate in our sport. We recommend that pregnant women consult their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

10) Responding to Complaints

a) Complaints

- i) Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the following principles of procedural fairness (natural justice):
 - (a) All complaints will be taken seriously.
 - (b) Both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story).
 - (c) Irrelevant matters will not be taken into account.
 - (d) Decisions will be unbiased and fair.
 - (e) Any penalties imposed will be fair and reasonable.
- ii) More serious complaints may be escalated to the Regional Governing Body.
- iii) If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority and our national body.

b) Complaint-handling process

- i) When a complaint is received by our club, the person receiving the complaint (e.g., president, member protection information officer, complaint officer) will:
 - (a) listen carefully and ask questions to understand the nature and extent of the problem
 - (b) ask what the complainant would like to happen
 - (c) explain the different options available to help resolve the problem
 - (d) take notes
 - (e) maintain confidentiality but not necessarily anonymity.
- ii) Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:
 - (a) supporting the complainant to talk to the respondent
 - (b) bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation)
 - (c) gathering more information (e.g., from other people who may have seen the behaviour)
 - (d) seeking advice from our state and/or national body or from an external agency (e.g., state department of sport or anti-discrimination agency)
 - (e) referring the complaint to our state or national] association, and/or
 - (f) referring the complainant to an external agency such as a community mediation centre, the police or the anti-discrimination agency.

b) Disciplinary measures

- i) Our club will 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:
 - (a) be applied consistent with any contractual and employment rules and requirements
 - (b) be fair and reasonable
 - (c) be based on the evidence and information presented and the seriousness of the breach
 - (d) be determined by our constitution, by-laws and the rules of the sport.

- ii) Possible measures that may be taken include:
 - (a) verbal and/or written apology
 - (b) counseling to address behaviour
 - (c) withdrawal of any awards, placing's, records or achievements bestowed in any tournaments, activities or events held or sanctioned by our club
 - (d) suspension or termination of membership, participation or engagement in a role or activity
 - (e) deregistration of accreditation for a period of time or permanently
 - (f) a fine, or
 - (g) any other form of discipline that our club considers reasonable and appropriate.

- iii) Appeals

The complainant or respondent can lodge one appeal against decisions of, or disciplinary measures imposed by, our club to our state or national association. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure/s being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision-maker/club.

Attachment 1:

WORKING WITH CHILDREN CHECK REQUIREMENTS

The Working with Children Check (WWC Check) is a compulsory and rigorous criminal record check for certain people who carry out child-related work in Western Australia. A person is in child-related work if the usual duties of their work involves, or is likely to involve, contact with a child in connection with specified categories of work (see the website below for further details). It includes child-related work carried out by paid employees, volunteers, unpaid people and the self-employed.

Parents volunteering in connection with their child's activity are exempt (although this does not apply to overnight camps); however, they should still be required to complete the non-WWC Check screening process. There are other exemptions (e.g., volunteers under 18 years of age). Further details about exemptions can be found on the website below. Only those in child-related work under the Act may apply.

Applicants will be issued with either:

- a) an Assessment Notice in the form of a WWC Card enabling them to be in all types of child-related work for three years unless there are new offences of concern.
- b) an Interim Negative Notice, which prohibits them from child-related work until a final decision is made on their application.
- c) a Negative Notice, which prohibits them from child-related work.

There are set obligations and strong penalties for non-compliance, including for employers/volunteer coordinators. For more information:

www.checkwwc.wa.gov.au

or call 1800 883 979 (toll free).

Notes

This is a compilation table of Policy 403 and includes the amendments made to the document by the Committee of Management. This table does not form part of the document.

Compilation table

Date	Version	Clauses Amended	Details and Comments
03/04/2012	1.0	All	New Policy