



## MEMBER PROTECTION POLICY

### 1 INTRODUCTION

Brighton and Seacliff Yacht Club is committed to ensuring the safety, welfare and well-being of all our members, young and old, and all users of our facilities. To this end we have developed a Members Protection Policy.

### 2 PURPOSE OF OUR POLICY

The main objective of our Member Protection Policy is to maintain responsible behavior 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 behavior that are required. It also covers the care and protection of children participating in our club's activities.

### 3 WHO OUR POLICY APPLIES TO

Our policy applies to everyone involved in the club including committee members, administrators and staff, coaches and instructors, participants and parents.

### 4 EXTENT OF OUR POLICY

Our policy covers unfair decisions, breaches of our codes of behavior and inappropriate behavior that occurs on and off water, at meetings, in the club rooms, at social events organised or sanctioned by the club, on away trips, and any behavior that brings or is likely to bring our club or sport into disrepute. It also covers behavior where there is suspicion of harm towards a child or young person.

### 5 CLUB RESPONSIBILITIES

We will:

- make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable
  - implement and comply with our policy
  - promote our policy to everyone involved in our club
  - promote and model appropriate standards of behavior at all times
  - respond to breaches or complaints made under our policy promptly, fairly, and confidentially
  - review this policy every 12–18 months
  - seek advice from, and if necessary or appropriate, refer serious issues to our state body
- Serious issues include unlawful behavior that involves or could lead to significant harm and includes criminal behavior (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

Everyone associated with our club must:

- comply with the standards of behavior outlined in our policy
- treat others with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behavior

- 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 behavior.

## 7 PROTECTION OF CHILDREN

### **7.1 Child protection**

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

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

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

- responding to all reports of abuse promptly, seriously and confidentially
- complying with state/territory child protection laws and Working with Children Check requirements
- carefully selecting and screening people over the age of 18 years who will have regular supervisory contact with children
- promoting and enforcing our codes of behavior, particularly for roles associated with children
- making information about child protection available, particularly for roles associated with children
- 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 Child Safe Officer John Cobb (0400 358035) that you have or have reported your concerns.

### **7.2 Supervision**

Youth members under the age of 16 are supervised during official club activities that include youth coaching and youth racing. Visiting youths are supervised at other official club occasions such as official sailing and aquatics courses and programs. At other informal times parents or guardians must ensure adequate supervision of their children and should not leave children unsupervised when they, for example, go sailing. If a member finds a member under the age of 10 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

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 training session with just one child, they will ask another member to stay until the child is collected.

### **7.3 Transportation**

Parents/guardians are responsible for transporting their children to and from club activities (e.g., sail training and racing). 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 licence for the vehicle being used, and appropriate safety measures are available (e.g., fitted working seatbelts.)

### **7.4 Taking images of children**

Images of children can be used inappropriately or illegally. Our club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. 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. If the club uses an image of a child it will avoid naming or identifying the child or 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 without gaining consent from the parent/guardian. 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

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 behavior 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.

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.

### **9.1 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.

### **9.2 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).

### **9.3 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.

### **9.4 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

### **10.1 Complaints**

Our club takes all complaints seriously. Our club will handle complaints based on the

following principles of procedural fairness (natural justice):

- All complaints will be taken seriously.
- 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).
- Irrelevant matters will not be taken into account.
- Decisions will be unbiased and fair.
- Any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to our state body.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behavior to the police and/or relevant government authority and our national body.

### **10.2 Complaint-handling process**

When a complaint is received by our club, the person receiving the complaint (e.g., president, member protection information officer, complaint officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem
- ask what the complainant would like to happen
- explain the different options available to help resolve the problem
- take notes
- maintain confidentiality but not necessarily anonymity.

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:

- supporting the complainant to talk to the respondent
- 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 who may have seen the behavior)
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g., state department of sport or anti-discrimination agency)
- referring the complaint to our state association, and/or
- referring the complainant to an external agency such as a community mediation centre, the police or the anti-discrimination agency.

### **10.3 Disciplinary measures**

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:

- be applied consistent with any contractual and employment rules and requirements
- be fair and reasonable
- be based on the evidence and information presented and the seriousness of the breach
- be determined by our constitution, by-laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology
- counseling to address behavior
- withdrawal of any awards, placings, records or 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
- deregistration of accreditation for a period of time or permanently
- a fine, or
- any other form of discipline that our club considers reasonable and appropriate.

### **10.4 Appeals**

The complainant or respondent can lodge one appeal against decisions of, or disciplinary

measures imposed by, our club to our state 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 4:

# REPORTING FORMS

<b>Name of person receiving complaint</b> .....		Date:    /    /
<b>Complainant's name</b> .....		<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
<b>Complainant's contact details</b> Telephone: .....		Email: .....
<b>Complainant's role/status in club:</b>		
<input type="checkbox"/> Administrator (volunteer)	<input type="checkbox"/> Parent	<input type="checkbox"/> Athlete/player
<input type="checkbox"/> Spectator	<input type="checkbox"/> Coach/Assistant coach	<input type="checkbox"/> Support personnel
<input type="checkbox"/> Employee (paid)	<input type="checkbox"/> Official	<input type="checkbox"/> Other .....
<b>Name of person complained about</b> .....		<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
<b>Person complained about role/status in club</b>		
Administrator (volunteer)	Parent	Athlete/player
Spectator	Coach/Assistant coach	Support personnel
Employee (paid)	Official	Other .....
<b>Location/event of alleged issue</b> ..... .....		
<b>Description of alleged issue</b> ..... ..... ..... ..... ..... ..... .....		

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# REPORTING FORMS

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