

Canberra Roller Derby League
MEMBER PROTECTION POLICY

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CRDL Member Protection Policy

1. Introduction

The Canberra Roller Derby League (CRDL) is a not-for-profit, community-minded sporting association that aims to promote competitive flat track roller derby. Run by the skaters, for the skaters, CRDL is dedicated to promoting health, sport and community for women, nonbinary and gender-expansive people in the Canberra region.

2. Purpose of Our Policy

The main objective of CRDL's ("our", "us" or "we") Member Protection Policy ("policy" or "MPP") sets out definitions for and approaches (processes and procedures) to handling grievances. It also covers the care and protection of children and vulnerable people participating in our league's activities. Our policy applies to everyone involved in our league.

3. Who Our Policy Applies To

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

- league committee members, administrators and other league officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees and other officials;
- athletes;
- members, including any life and associate members;
- parents; and
- spectators.

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to CRDL and its activities. In particular, the policy governs unfair selection decisions and actions; breaches of our Code of Conduct that occur at training sessions, at training venues, at social events organised or sanctioned by the league (or our sport), on social media, and on away and overnight trips. It also covers private behaviour where that behaviour brings our league or sport into disrepute or there is suspicion of harm towards vulnerable people.

This policy must be read in conjunction with other relevant policies, such as CRDL's Code of Conduct and Skater Training Policy, the Skate Australia Member Protection Policy and WFTDA policies.

5. League Responsibilities

The league must:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any grievances made in accordance with this policy;
- deal with any breaches of this policy with appropriate disciplinary action or other remedial action;
- 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 12-18 months and/or as required by legislative changes;
- seek advice from and refer serious issues to Skate Australia; and
- Refer serious, unlawful and criminal behaviour to the relevant authorities.

6. Individual Responsibilities

Everyone associated with our league must:

- make themselves aware of the contents of this policy;
- seek advice if they do not understand their responsibilities within this policy or noted policies
- comply with all relevant provisions of this policy, including the WFTDA, Skate Australia and CRDL Codes of Conduct outlined in this policy;
- adhere to the screening requirements set out in this policy
- always place the safety and welfare of children and vulnerable people above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a grievance or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Vulnerable People

7.1 Working with Vulnerable People (WWVP)

CRDL is committed to the safety and wellbeing of vulnerable people who participate in our league's activities, use our services, or attend our public events. We support the rights of vulnerable people and we encourage the active participation of all league members and volunteers in providing a safe, fair, and inclusive environment for all participants.

7.1.1. Choosing Suitable Employees and Volunteers

CRDL will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children.

All members or volunteers working with children must have a valid WWVP card and sign the Working with Children declaration once. Where a member or volunteer is working with children occasionally or for a short period (as per the legislation), they may work with children under the supervision of someone who has a WWVP card.

CRDL recognises that we may have members who are considered vulnerable, and as such require members in leadership or official positions to be suitable and appropriate. CRDL requires the following people to have a valid WWVP card, and to sign any required declaration:

- Coaches
- Captains
- Executive Committee members
- Head Referee
- MPIO's
- Grievance Officer

If a member is appointed to one of these positions and does not have a current WWVP card, they must apply as soon as possible and provide their application receipt to the MPIO email account (crdlmpio@gmail.com).

The MPIOs, via the main MPIO account, will maintain a register of members with valid WWVP cards.

Where a member has a conditional WWVP card or is not able to attain one, EC will assess the situation and make a decision on the suitability of the member to the role.

7.1.2. Working with Vulnerable People Checks

Working with Vulnerable People Checks aim to create a safe environment and to protect vulnerable people involved in our sport from physical and sexual harm. The WWVP Checks is how a person obtains their WWVP card.

Detailed information, including the forms required to complete a Working with Vulnerable People Check, are available here:

Australian Capital Territory

Contact the Office of Regulatory Services

Website:

www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp

Phone: 02 6207 3000

7.2 Child Protection

CRDL is committed to the safety and wellbeing of children and young people who participate in our league's activities, use our services or attend our public events. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained.

7.2.1. Developing Codes of Conduct for Adults and Children

CRDL is developing and promoting a code of conduct (Child CoC) that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. The Child CoC will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour.

(In development as of Jan 2021; will form as an attachment to the CoC)

7.2.2. Empower and Promote the Participation of Children In Decision-Making And Service Development

CRDL will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our league.

7.2.3. Report and Respond Appropriately to Suspected Abuse and Neglect

CRDL will ensure that members and volunteers who work with children 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 been, or is being, abused or neglected (See Attachment 1).

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 grievance.

Please refer to our grievance procedure in section 9 of this policy.

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

7.2.4. Supervision

Children under the age of 18 must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of 18 is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents or guardians must collect their children on time. League members supervising the child should contact parents or guardians if they are not on time and stay with the child until they are with their parents or guardians.

7.2.5. Taking Images of Children

Images of children are at risk of being 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.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets in which children are present, and which we control or are used in connection with our league.

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

8. Discrimination, Harassment and Bullying

Our league 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.

We acknowledge that all members and volunteers are required by law to adhere to the ACT Human Rights ACT, and anti-Discrimination Acts. Every person is covered by ACT and Federal anti-discrimination laws.

The following is a list of all the personal characteristics that are protected from discrimination throughout Australia:

- 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 grievance.

We also acknowledge that all members and volunteers are required to adhere to the WFTDA, Skate Australia, and CRDL CoC's regarding discrimination, harassment and bullying (see policies for details).

8.1 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.

8.2 Harassment

Harassment is defined by the Australian Human Rights Commission as where 'a person is treated less favourably on the basis of certain personal characteristics'. It can also be defined as 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.

There are specific provisions under law for certain types of harassment (from the Australian Human Rights Commission):

- **Sexual harassment** involves unwelcome conduct, remarks or innuendo of a sexual nature that make the person harassed feel offended humiliated or intimidated'. It covers a wide range of behaviours and can be verbal, written, visual or physical.
- **'Harassment linked to the disability of a person or their associate** is against the law'.
- **Racial hatred** involves offensive behaviour that 'offends, insults, humiliates or intimidates a person or group of people because of their race, colour or ethnic group'.

8.3 Bullying

CRDL 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 in our league.

Bullying is defined as an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time.

Behaviours that do not constitute bullying include:

- arguments and disagreements
- not liking someone
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence
- persons making justifiable and reasonable complaints through the appropriate channels

However, these conflicts still need to be addressed and resolved.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, they may make a grievance. (Refer to section 9 of this policy.)

8.4 Other Grievances

Certain behaviours and/or actions may not constitute discrimination, harrasment and/or bullying. However, if these behaviours and/or actions constitute a breach of the CoC (see policy for details), a person can lodge a grievance.

9. Responding to Grievances

9.1 Grievances

CRDL takes all grievances about on and off-track behaviour seriously. Off-track includes behaviour when representing the league or engaging on league related activities or platforms. It can also be extended to communications with other league members even if conducted through personal accounts and outside training hours. CRDL will handle grievances based on the principles of procedural fairness, and ensure:

- all grievances will be taken seriously;
- All information received will be treated as confidential. Confidentiality will be maintained unless there is consent; or disclosure is required by law; or disclosure is required to investigate a formal grievance; or a person is feared to be at risk of imminent physical harm. In the event of disclosure of confidential information, the disclosed information will only be disclosed to people on a need to know basis.
- the person against whom the grievance is made will be informed 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.

Any league member, volunteer and/or member of the public can raise a grievance. EC can raise a grievance on its own motion and doesn't have to wait for an ordinary member of CRDL to raise the grievance. The grievance process remains the same regardless of who is raising the grievance, unless there is a conflict of interest.

9.2 Reporting

Serious grievances may be escalated to Skate Australia, WFTDA, Child Protection authorities, ACT Police for criminal matters, and any other relevant government body.

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. Serious issues can also include issues not able to be resolved at the local level which may have a significant impact on the league or the sport.

9.3 Grievance Handling Procedure/Process

9.3.1 Purpose and scope

The purpose of a grievance procedure is to enable league members to raise concerns or grievances and to have the matter dealt with as quickly and fairly as possible.

This procedure applies to everyone covered by this policy, and all issues which may arise from their participation in the league and interactions with league members.

9.3.2 Informally resolving a grievance

CRDL has Member Protection Information Officers (MPIOs) who provide information and guidance to league members and the public about the grievance handling procedure/process. All information MPIOs receive they will treat as strictly confidential unless there is consent; or disclosure is required by law; or disclosure is required to investigate a formal grievance; or a person is feared to be at risk of imminent serious physical harm. In the event of disclosure of confidential information, the disclosed information will only be disclosed to people on a need to know basis.

Many issues can be resolved quickly and easily by taking informal action. An informal resolution is preferred prior to raising a formal grievance. However, if unable to raise your grievance informally, or if your grievance has not been resolved to your satisfaction through informal action, you should use the formal grievance procedure.

Ways in which issues can be resolved informally include:

- 1 – **Discussing the issue directly with the person or people involved.** This could be directly or with the support of other league members. Be clear about the behavior causing concerns and the actions you would like to see stop/taken.
- 2 – **Raising issues with captains, trainers, officials or EC** and requesting that they bring the issues up with the involved individual(s), or the team if it is an issue affecting the entire team.
- 3 - **Approach an MPIO** to discuss the matter and receive assistance so the person with the grievance can address the issue informally.

9.3.3 Formally raising a grievance

If your attempt to informally resolve a grievance has not been successful or if you are not able to raise the issue informally, you can approach a Member Protection Information Officer (MPIO) to discuss putting forward a formal grievance.

This will involve **documenting your grievance**, in writing, in the Record of Grievance Form (attachment 2).

The closer in time to the incident, the easier it is to track and address issues. Please raise your issue as soon as practical and be as specific as you can, including the behaviour or actions you would like taken (with regard for the **Disciplinary Action and/or other Remedial**

Action section of this policy). If the specific people involved in the incident are not mentioned, there might be limitations on what actions or resolutions the Grievance Officer is able to take.

9.3.4 Process for formal grievances

CRDL has a Grievance Officer (GO) to handle formal grievances.

The GO is a formal position appointed by EC to conduct investigations independent of the EC. The GO is not a member of the EC, and is someone who has completed the MPIO training and has the skills required to conduct investigations. They will conduct an investigation in a confidential, fair and transparent manner, using principles of natural justice.

The GO will assess the grievance and start an investigation process. In order for natural justice to occur, the GO may be required to seek further information from the complainant, the person who the grievance is being directed or witnesses.

It's important that the matter remains confidential. In order for this to happen it is important that all parties involved do not discuss this matter with other league members not involved in the grievance.

The GO will evaluate your grievance and start the resolution process. In order to do that, it might be necessary to gather extra information from the complainant as well as other people involved in the incident. Although this can be emotionally demanding, the process is intended to better understand the issue reported and resolved in the best manner possible to avoid the same or similar situations arising in the future. Throughout the process your information will be kept confidential.

The resolutions or actions taken by EC may not always match the expectations of the people involved in the grievance. EC will make a decision based on the evidence presented to them, the recommendations of the GO and in accordance with any legislation or policies related to the grievance.

When resolving grievances, the Grievance Officer will:

- Ensure the issue is kept confidential and not discussed with anyone who is not involved in the incident;
- Make every effort to understand the issue and grievance made, and gather sufficient information to have a clear picture of the incident;
- Discuss with all parties involved, including:
 - The person making the grievance;
 - The person the grievance was placed against; and
 - Any witnesses or other people involved;
- Be mindful and respectful of what people want and might be able to share about an incident;
- Clarify with the person raising the grievance and any other people affected by it what their expectations are for the resolution;
- Consult CRDL, Skate Australia and WFTDA policies when recommending a resolution;
- Drafting a recommended resolution and posting to EC for approval; and
- Communicating formally to all parties the resolution which has been approved by EC.

9.3.5 Grievances Relating to Criminal Offences

If any conduct that underpins a grievance gives rise to a criminal charge, the grievance will be referred to the proper authorities. Moreover, the grievance investigation and decision-making process will be put in abeyance until the criminal matter is concluded, but in the interim, EC may, in its sole discretion, put in place temporary arrangements to protect the physical safety and general welfare of CRDL members.

9.4 Support Person

When meeting or discussing with the GO, both the person placing the grievance and the person who the grievance was against, can choose to be accompanied by a support person (the support person having regard for and disclosing any conflicts of interest). The role of this person is to provide support during the meeting but they cannot speak on behalf of the person they are accompanying. They can, however, ask for breaks and step out to have private conversations when needed.

9.5 Conflicts of Interest

It is important to recognise that conflicts of interest may arise. Where a conflict arises with the GO or a member of EC which may impact the investigation, another MPIO or member of EC will be appointed to handle the grievance.

Where a grievance is made against the President, the Vice President is to oversee the grievance process.

9.6 Disciplinary Action and/or other Remedial Action

Our league may take disciplinary action and/or other remedial action against anyone found to have breached our Code of Conduct or to have made false and malicious allegations. Any disciplinary action and/or other remedial action imposed under our policy must be fair and reasonable, and be based on the evidence and information presented and the seriousness of the breach.

Possible sanctions that may be taken include:

- A direction that the individual make a verbal and/or written apology;
- Undertake formal mediation;
- Counselling of the individual to address behaviour by appropriate/relevant league member and/or professional;
- A general address to the league about the matter or behaviour in a way that does not identify the relevant parties;
- Suspension or termination of membership, participation or engagement in a role or activity;
- Reporting to Skate Australia and WFTDA (potentially affecting memberships with those organisations); or
- Any other form of discipline and/or other remedial action that is included in the CoC (see policy for details) and our league considers reasonable and appropriate.

9.7 Appeals

The complainant or respondent is entitled to lodge an appeal against a decision made in relation to a grievance (including a decision where disciplinary sanctions are imposed by our league), to EC in the first instance, and then to Skate Australia.

The grounds of an appeal must be specific, and relate either to a denial of procedural fairness, on grounds 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 EC.

Attachment 1: CHILD PROTECTION REQUIREMENTS AND DOCUMENTS

Attachment 1.1 WORKING WITH CHILDREN DECLARATION

CRDL has a duty of care to all those associated with our league 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 convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
2. 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.
3. To my knowledge there is no other matter that the league may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
4. I will notify the President of the league immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State/Territory 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:.....

Attachment 1.2 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

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with CRDL 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.

| 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 the President of CRDL so that the President can manage the situation.

Step 3: Protect the child and manage the situation

- The President 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 CRDL.

- The President will consider what services may be most appropriate to support the child and his or her parent/s.
- The President will consider what support services may be appropriate for the alleged offender.
- The President 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 (with the investigator appointed by the CRDL Executive Committee)
- The CRDL Executive 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 section 9 of our 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

| | |
|---|---|
| | |
| ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au | Office for Children, Youth and Family Services http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect Ph: 1300 556 729 |
| | |
| New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au | Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111 |
| | |

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|---|--|
| <p>Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au</p> | <p>Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250</p> |
| <p>Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au</p> | <p>Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810</p> |
| <p>South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au</p> | <p>Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478</p> |
| <p>Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au</p> | <p>Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639</p> |
| <p>Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au</p> | <p>Department of Human Services www.dhs.vic.gov.au Ph: 131 278</p> |
| <p>Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au</p> | <p>Department for Child Protection and Family Support www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258</p> |

Attachment 1.3 CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* (attachment 1.2) have been followed and advice has been sought from the relevant government agency and/or police.

| | | |
|--|--|---|
| Greivant's Name (if other than the child) | | Date Formal Grievance 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 greivance is about | | |
| Role/status in sport | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel Other | |

| | |
|--|---|
| <p>Witnesses (if more than 3 witnesses, attach details to this form)</p> | <p>Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:</p> |
| <p>Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)</p> | |
| <p>Police contacted</p> | <p>Who: When: Advice provided:</p> |
| <p>Government agency contacted</p> | <p>Who: When: Advice provided:</p> |
| <p>President and/or MPIO contacted</p> | <p>Who: When:</p> |
| <p>Police and/or government agency investigation</p> | <p>Finding:</p> |

| | |
|---------------------------------|--------------------------------------|
| 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.

Attachment 2: RECORD OF GRIEVANCE FORM

| | | |
|---|---|-----------------|
| Name of person receiving Grievance | | Date: / / |
| Grievant's Name | <p>.....</p> <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18 | |
| Grievant's contact details | Phone: Email: | |
| Grievant's role/status in League | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel Other | |
| Name of person grievance is about | <p>.....</p> <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18 | |
| Person grievance is about role/status in League | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other | |
| Location/event of alleged issue | | |

| | |
|---|---|
| <p>Description of alleged issue</p> | |
| <p>Nature of grievance (category/basis/grounds)</p> <p>Can tick more than one box</p> | <ul style="list-style-type: none"> <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"/> 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 |
| <p>What they want to happen to fix issue</p> | |

| | |
|--------------------------------|--|
| Information provided to them | |
| Resolution and/or action taken | |
| Follow-up action | |

ATTACHMENT 3: GRIEVANCE PROCEDURE/PROCESS FLOW CHART

