



# **CHILD PROTECTION POLICY AND GUIDELINES**

**VERSION 1**

***18 June 2015***

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# Sacred Heart Mosman Sports Club

## *Child Protection Policy*

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### 1. INTRODUCTION

SACRED HEART MOSMAN SPORTS CLUB is run by volunteer parents for the children. The club aims to foster teamwork, sportsmanship, positive attitudes and a sense of community. Most of all, the club aims to provide children with fun times and develop self-esteem.

SACRED HEART MOSMAN SPORTS CLUB IS INCORPORATED IN THE STATE OF NSW – REGISTERED NUMBER Y0727130. We have our own set of Articles of Association rules and aim to complement, but not rely upon the School.

SACRED HEART MOSMAN SPORTS CLUB offers Band, Basketball, Netball, Football and Chess.

### 2. PURPOSE OF OUR POLICY

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by 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 abuse. Our policy informs everyone involved in our club of his or her 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

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judges), players, parents and spectators.

### 4. EXTENT OF OUR POLICY

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

### 5. CLUB RESPONSIBILITIES

We will:

- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to the Department of Community Services

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).

### 6. INDIVIDUAL RESPONSIBILITIES

Everyone associated with our club must:

- comply with the standards of behaviour 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 behaviour;
- 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

### 7.1 Child Protection

The Sacred Heart Mosman Sports Club is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Sacred Heart Mosman Sports Club acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Sacred Heart Mosman Sports Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

#### ***7.1.1: Identify and Analyse Risk of Harm***

Sacred Heart Mosman Sports Club will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

#### ***7.1.2: Develop Codes of Conduct for Adults and Children***

The Sacred Heart Mosman Sports Club will ensure that our code of conduct specifies standards of conduct and care when dealing and interacting with children, including appropriate behavior between children.

The code of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour.

#### ***7.1.3: Choose Suitable Employees and Volunteers***

The Sacred Heart Mosman Sports Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Sacred Heart Mosman Sports Club will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the Sacred Heart Mosman Sports Club will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

#### ***7.1.4: Support, Train, Supervise and Enhance Performance***

The Sacred Heart Mosman Sports Club will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

#### ***7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development***

The Sacred Heart Mosman Sports Club will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

### **7.1.6: Report and Respond Appropriately To Suspected Abuse and Neglect**

The Sacred Heart Mosman Sports Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The Sacred Heart Mosman Sports Club will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code' (s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in attachment [C1] of this policy. This will explain what to do about the behaviour and how the Sacred Heart Mosman Sports Club will deal with the problem.

## **7.2 Supervision**

Members 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 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. practice and games). Where our club makes arrangements for the transportation of children (e.g. for away or over night 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. The 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. We also require the privacy of others to be respected and disallow 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 pedophiles 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 behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone 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 Responding to Complaints).

## 9. RESPONDING TO COMPLAINTS

### 9.1 Complaints

Sacred Heart Mosman Sports Club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- 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; and
- any penalties imposed will be fair and reasonable.

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.

### 9.2 Complaint Handling Process

Any complaints should be directed to the [Sports Club President](#), via email or in writing only

The Sports Club President will contact you and will then:

- 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; and
- 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 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 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, police or anti-discrimination agency.

In situations where a complaint is referred to our state association and an investigation is conducted, the club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on state association's recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

## **Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS AND EXEMPTIONS**

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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.

Working with Children Check requirements vary across Australia.

### **Required to Have a Working with Children Check**

1. **Sports Club Committee Members:**  
Must have a current Working with Children check
2. **All Contractors and paid coaches over the age of 18:**  
Must have a current Working with Children check
3. **Sacred Heart Mosman Football Coaches and Managers**  
Must have a current Working with Children Check  
<http://www.footballnsw.com.au/index.php?id=422>
4. **Sacred Heart Mosman Netball and Basketball Coaches**  
Must have a current Working with Children Check

### **Working with Children Check Exemptions**

#### **Parents and Volunteers:**

Currently there are only two exemptions for parent volunteers:

1. Volunteering by a parent or close relative of a child in activities for the child's school, early education service or other educational institution
2. Volunteering by a parent or close relative, with a team, program or other activity in which the child usually participates or is a team member (Football not included).

The Sacred Heart Mosman Sports Club has ratified that all our Committee Members and Coaches must have a Working with Children Check.

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

## **Attachment 2: SACRED HEART MOSMAN CLUB CONTACTS AND REFERENCES**

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### **Club Contacts:**

Sports Club President: Glenn Morgan: [glennmorgan2@bigpond.com.au](mailto:glennmorgan2@bigpond.com.au)

Sports Club Secretary: Natalie Muil: [n1muil@bigpond.com](mailto:n1muil@bigpond.com)

### **Club References:**

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

[www.playbytherules.net.au](http://www.playbytherules.net.au).

### **New South Wales**

Contact the Commission for Children and Young People

Website: [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)

Phone: 02 9286 7276

### **Travelling to other states or territories**

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

## **Attachment 3: CODES OF BEHAVIOUR**

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Refer to Sacred Heart Mosman Club Charter

## **Attachment 4: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE**

<http://www.playbytherules.net.au/about-complaints/dealing-with-complaints/complaint-options-and-steps/454>



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