

# **GAC Sailing**

*Affiliate of Goolwa Aquatic Club Inc*



## **MEMBER PROTECTION POLICY**

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Adopted by Goolwa Dinghy Sailing Committee 8<sup>th</sup> October 2013.

Updated by GAC Sailing: November 2018

Adopted: 10<sup>th</sup> December 2018

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Next Review 2020

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# **MEMBER PROTECTION POLICY**

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## **1. Introduction**

The principle purpose of GAC Sailing is to provide a safe, harmonious, family friendly sailing experience for both competitors and spectators, provide sail training programs and for the encouragement of junior sailors making the transition to racing.

## **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 . 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, volunteers, coaches, officials (umpires/judges), sailors and boating participants, parents and spectators.

## **4. Extent of Our Policy**

Our policy covers all matters directly and indirectly related to GAC Sailing and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, 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:

- 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 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 12-18 months; and
- seek advice from and refer serious issues to our state 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.

## **6. Individual Responsibilities**

Everyone associated with our club must:

- 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;

- 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; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

## **7. Protection of Children**

### **7.1 Child Protection**

GAC Sailing is committed to the safety and wellbeing of children and young people who participate in our club's activities 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.

GAC Sailing 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.

#### **7.1.1: Identifying and Analysing Risks of Harm**

GAC Sailing will develop and implement a risk management strategy, which includes a review of our 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 a volunteer or another person.

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

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 in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

#### **7.1.3: Choosing Suitable Volunteers**

GAC Sailing 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. 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.

GAC Sailing will ensure that Working with Children Checks and/or 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, GAC Sailing will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.2)

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

GAC Sailing will ensure that all our volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

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

GAC Sailing 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 Suspicion of Harm or Risk of Harm**

GAC Sailing will ensure that 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 grounds that a child has been, or is being harmed (See Attachment 3).

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.

Please refer to our complaints procedure in section 10 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 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 must collect their children on time. If it appears a member 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 collected.

## **7.3 Transportation**

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and events). Where we make arrangements for the transportation of children (e.g. for away events 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 the appropriate safety measures are in place (e.g. fitted working seatbelts).

## **7.4 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.

To respect people's privacy, we do not allow camera phones, videos and cameras 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 club'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.

Parent/Guardian consent Attachment 1.3.

## **8. Discrimination, Harassment and Bullying**

Our club 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.

### **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 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 following is a list of all the personal characteristics that apply 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 complaint.

## 8.3 Bullying

GAC Sailing 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-bullying 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 through 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. (Refer to Item 10 of this policy.)

## **9. Inclusive practices**

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

The following are examples of some of our inclusive practices.

### **9.1 People with a disability**

GAC Sailing 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.

### **9.2 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).

### **9.3 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.

### **9.4 Pregnancy**

GAC Sailing is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with GAC Sailing. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

## 10. Responding to Complaints

### 10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on 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 our state body.

If the complaint relates to suspicion of child harm, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

### 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) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask 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, 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 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 or national body; 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 or national body and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our state or national body's recommendations.

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.

### 10.3 Disciplinary Sanctions

Our club 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 requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by-laws and the rules of the game.

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.

#### **10.4 Appeals**

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to our state or national body. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by-laws.

# ATTACHMENT 1: WORKING WITH CHILDREN CHECK REQUIREMENTS

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## MEMBER PROTECTION DECLARATION

The club has a duty of care to all those associated with our club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any volunteering, coaching or regular unsupervised contact with people under the age of 18 years.

Please print

I ..... (full name)

of ..... (address)

Date of birth ...../...../.....

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, volunteers, athletes or reputation by engaging me.
5. I will notify the Chairperson of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State of* .....

on ...../...../.....(date) Signature .....

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### 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.

Please print

Name:..... Relationship to child: .....

Signature:.....

Date: .....

## **Attachment 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS**

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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:

- Child related employment screening;
- 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. Detailed information, including the forms required to complete a Child Related Employment Screening, are available from the relevant agencies in each state and territory.

### **South Australia**

Contact the Department of Human Services

Website: <https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments>

National Police Check: [www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check](http://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check)

SA Working with Children Checks: <https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/working-with-children-checks-for-child-safe-environments>

### **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.

In certain jurisdictions, temporary, time limited exemptions from Working with Children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If a volunteer for your club is travelling interstate to do work that would normally require a Working with Children check, you will need to check the relevant requirements of that state or territory.

**Attachment 1.3: PARENT/GUARDIAN CONSENT FORM TO TAKE IMAGES**



**Parent/Guardian Consent form to take images:**  
*(season date)* **Sailing Season**  
Up to the age of 18 years

I give permission to GAC Sailing to take photographs and/or video to be used in the promotion of sailing for:

Child's Name: \_\_\_\_\_ Full name - please print)

**Child's signature:** \_\_\_\_\_ (Student to sign) Age: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Full name of Parent/Guardian: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_

**OR**

I do not give permission.

**Attachment 2.1: SAILING PARTICIPANT CODE OF CONDUCT**



**Sailing Participant Code of Conduct**

As a participant you shall:

- Be tolerant of other users of the waterways and surrounding environs.
- Never argue with a coach or volunteer.
- Control your temper. Verbal abuse of officials and sledging other sailors/boating participant, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour.
- Do not abuse other crew members.
- Abide by the Australian Sailing Anti-Doping Code.
- Work equally hard for yourself and/or your crew. Your boat's performance will benefit and so will you.
- Be a good sport. Applaud your opponents when they get one up on you.
- Treat all participants as you like to be treated. Do not bully or try to take an unfair advantage of another competitor.
- Cooperate with your fellow sailors/boating participants, without them there would be no competition.
- Participate for your own enjoyment and benefit not just to please others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Please Print

I (participant) ..... have read the GAC Sailing Participants Code of Conduct.

Signed (participant) ..... Date: .....

**Attachment 2.2: PARENT/GUARDIAN CODE OF CONDUCT**

**Parent/Guardian Code of Conduct**



**A Parent/Guardian should:**

- Remember that children participate in sailing for their enjoyment, not yours.
- Encourage children to participate, not force them.
- Focus on the child’s efforts and performance rather than winning or losing.
- Encourage children to sail according to the rules and to settle disagreements without resorting to hostility, violence or abuse.
- Never ridicule or yell at a child for making a mistake or losing a race.
- Remember that children learn best by example. Appreciate good performances and skills displayed by all participants.
- Support all efforts to eliminate verbal and physical abuse from sport.
- Respect officials’ decisions and teach children to do likewise.
- Show appreciation of the efforts of volunteer coaches, officials, volunteers and other helpers as without them there would be no sport for your children to participate in.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Please Print

I (parent/guardian)..... have read the GAC Sailing Parent/Guardian Code of Conduct.

Signed:..... Date:.....

## Attachment 2.3: SPECTATOR CODE OF CONDUCT

### SPECTATOR CODE OF CONDUCT

#### Spectators should:



- Applaud good performance and efforts from all sailors, boating participants and teams.
- Congratulate all sailors/boating participants on their performance regardless of the event's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young sailor for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by other spectators, coaches, officials, sailors or boating participants.
- Show respect for your team's opponents. Without them there would be no event.
- Encourage sailors or boating participants to follow the rules and the officials' decisions.
- Do not use violence, harassment or abuse in any form (ie do not use foul language, sledge or harass sailors, coaches, officials or other spectators).
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## **Attachment 2.4: COACH AND OFFICIAL/ADMINISTRATOR CODE OF CONDUCT**

### **COACH CODE OF CONDUCT:**

#### **A COACH will:**

- Agree to abide by the Code of Conduct;
- Be responsible for matters concerning the coaching, training and development;
- Maintain a 'duty of care' towards others and an accountability for matters relating to training and competition;
- Ensure that any physical contact with others is appropriate to the situation and/or necessary for the person's skill development;
- Provide a safe environment for training and competition.

### **OFFICIAL/ADMINISTRATOR CODE OF CONDUCT:**

#### **AN OFFICIAL/ADMINISTRATOR will:**

- Agree to abide by the Code of Conduct;
- Be fair, considerate and honest with others;
- Operate within the rules of Australian Sailing;
- Be professional in your actions. Your language, presentation, manner and punctuality should reflect high standards;
- Resolve conflicts fairly and promptly through established procedures;
- Maintain strict impartiality;
- Maintain a safe environment for others;
- Show concern and caution towards others.





<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<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/harm <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other .....
<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>	

## **Attachment 3.2: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD HARM**

**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 harm in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au)

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

All people working with GAC Sailing 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 harm or risk of harm that relates to them or to another child, it is important that you listen, stay calm and be supportive.

<b>Do</b>	<b>Don't</b>
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 harm or risk of harm, 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 Chairperson of GAC Sailing so that he or she can manage the situation.

### **Step 3: Protect the child and manage the situation**

- The Child Safe Officer/s 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.
- The Child Safe Officer/s will consider what services may be most appropriate to support the child and his or her parent/s.

- The Child Safe Officer/s will consider what support services may be appropriate for the alleged offender.
- The Child Safe Officer/s 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 GAC Sailing)
- GAC Sailing 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 [Clause 10] 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 harm or risk of harm**

<b>South Australia</b>	
South Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.sapolice.sa.gov.au">www.sapolice.sa.gov.au</a>	Department for Education <a href="http://www.families.sa.gov.au/childsafe">www.families.sa.gov.au/childsafe</a> Ph: 131 478

### **Attachment 3.3 CONFIDENTIAL RECORD OF CHILD HARM ALLEGATION**

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Harm or Risk of Harm* 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 harm (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Sailor/Boating participant <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> 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:	
President 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.**

## **Attachment 4: POLICY DOCUMENTS**

### **Attachment 4.1: CHILD PROTECTION POLICY**

## **Goolwa Aquatic Club Sailing Child Safe Policy**



#### **1. Purpose**

This policy documents the commitment of Goolwa Aquatic Club Sailing to child safety and maintaining child safe and child friendly environments.

#### **2. Context**

This policy reflects our endeavour to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm or risk of harm.

It complies with our obligations under the Children and Young People (Safety) Act 2017.

It also complies with the Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the criminal history volunteers who work with children issued by the Chief Executive of the Department for Families and Communities

#### **3. Scope**

This policy, from the date of endorsement, applies to all volunteers, children, parents, carers and other individuals in Goolwa Aquatic Club Sailing.

#### **4. Commitment to child safety and risk minimization**

All children involved in our Programs have a right to feel and be safe.

We are committed to the safety and well being of all children and young people accessing our services. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have a child safety officer as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our organization.

This policy was developed in consultation with all our volunteers, parents and children who use our services

#### **5. Children's Participation**

Goolwa Aquatic Club Sailing encourage children to express their views, and make suggestions, especially on matters that directly affect them. We actively encourage children who use our services to "have a say" about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We teach children what they can do if they feel unsafe. We listen to and act on any concerns children or their parents raise with us.

#### **6. Recruitment Practices**

Goolwa Aquatic Club Sailing takes all reasonable steps to ensure it engages the most suitable people to work with children.

We employ a range of screening measures and apply best practice standards in the recruitment of volunteers.

We ensure all our volunteers have current checks in line with requirements of Children and Young People (Safety) Act 2017.

We ensure that criminal history information is dealt with in accordance with the standards developed by the Chief Executive of the Department of Education.

#### **7. Code of Conduct**

All members are made aware of and must abide by our Code of Conduct.

These documents have been developed over time in collaboration with the members.

#### **8. Support for Volunteers**

We seek to attract and retain the best volunteers. We provide support and supervision so people feel valued and respected, and are equipped to carry out their roles effectively.

#### **9. Reporting and responding to suspected child harm**

All volunteers understand their responsibility to notify the Child Abuse Report Hotline on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, or is at risk of being harmed by a member of their family.

We ensure that volunteers are aware of how to make appropriate reports of abuse or neglect. We also provide opportunities for volunteers to attend a session on mandatory reporting.

#### **10. Strategies to minimize risk**

Policies and procedures may address (but are not limited to):

- Transportation
- Taking images of children
- Supervision of children
- Child Safety Officer
- Complaints Procedures
- Physical Contact Responsibilities
- Procedures for Breaches of Policy
- Protecting Privacy and Confidentiality
- Procedures for dealing with Situations where a Member is being Investigated for, or is charged with, a Serious Criminal Offence.

#### **11. Harassment and Bullying**

Goolwa Aquatic Club Sailing opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise the issue with the Child Safe Officer or a Member of the Management Committee.

#### **12. Communication**

Goolwa Aquatic Club Sailing will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask volunteers and parents to sign a written statement indicating that they have read and will abide by our Child Safe Policy.

Membership Application Forms for Goolwa Aquatic Club Sailing include a signed declaration for members to abide by the Club Constitution, Policies and Behaviour Standards.

We retain a copy of all signed statements and documents.

#### **13. Related Policies and Procedures**

The following is a list of related policies and procedures that support this Policy.



- The Constitution of Goolwa Aquatic Club Sailing
- The Code of Conduct for Members and Office Bearers
- The Goolwa Aquatic Club Sailing Club Membership Application Form
- Volunteer Recruitment Procedures, including those relating to conducting Child Related Employment screening
- Mandatory Reporting Procedures
- Risk Management Strategy

**14. Supporting Resources**

- Goolwa Aquatic Club Sailing Child Safe Policy
- Goolwa Aquatic Club Sailing Member Protection Policy
- Goolwa Aquatic Club Sailing Member Protection Policy
- Play by the Rules Initiative.....URL=[www.playbytherules.net.au](http://www.playbytherules.net.au)
- South Australian Office for Volunteers...URL=[www.ofv.sa.gov.au](http://www.ofv.sa.gov.au)

**15. Goolwa Aquatic Club Child Safe Officers**

1. Peggy Offler 0457 243 145
2. Rosemary Sage 0408 308 220

**Signed:**

Peggy Offler  
Chairperson, GAC Sailing

**Adopted by GAC Sailing committee 10th December 2018**

**Reviewed and approved by GAC Sailing Committee 30 November 2020**