

## Member Protection Policy



Authority			
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## **1. INTRODUCTION**

Our Mission as a community triathlon club is to provide a safe, friendly and inclusive environment for people of all ages and abilities, to enjoy the great sport of triathlon.

We will strive to provide quality training environments and create an atmosphere of belonging whilst training and at races.

We do this to help people achieve and maintain a healthy and active lifestyle.

## **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), athletes, 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 our state or national 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 body request to be referred to them.

## 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; and
- follow 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

Pumciestone Tri 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 volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Pumciestone Tri Sports Club acknowledges that our members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Pumciestone Tri Sports Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by the following activities.

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

Pumciestone Tri 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**

Pumciestone Tri Sports Club will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Part B)

**7.1.3: Choose Suitable Volunteers**

Pumciestone Tri 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.

Pumciestone Tri Sports Club will ensure that working with children checks are conducted for volunteers working with children, where an assessment is required by law

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

Pumciestone Tri 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**

Pumciestone Tri 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**

Pumciestone Tri Sports Club will ensure that volunteers are able to identify and respond to children at risk of harm.

Pumciestone Tri Sports Club will make all volunteers 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. (See Part E)

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 grievance and complaints procedure. This will explain what to do about the behaviour and how Pumciestone Tri Sports Club will deal with the problem.

## **7.2 Supervision**

Members under the age of 12 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 an adult member finds a member under the age of 12 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

## **7.3 Transportation**

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

## **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 – PTSC Grievance and Complaints Policy).

## **9.0 INCLUSIVE PRACTICES**

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

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

Where possible we will include people with a disability in our squads and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

### **9.2 People from diverse cultures**

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

### **9.3 Sexual & Gender Identity**

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

## 10. RESPONDING TO COMPLAINTS

### 10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Complaints are guided by the *PTSC Grievance and Complaints Policy*. This policy can be found on the club's website.

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.

### 10.2 Disciplinary Measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.
- Possible measures that may be taken include:
  - verbal and/or written apology;
  - counselling to address behaviour;
  - withdrawal of any awards, placings, records, achievements bestowed in any events, 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.



### **10.3 Appeals**

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

**Attachment 1: Working With Children Check Requirements -Blue Card process (see below)**

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
- any 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. Fact Sheets for each state and territory are available on the Play by the Rules website: [www.playbytherules.net](http://www.playbytherules.net). Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

**Queensland**

Contact the Commission for Children and Young People and Child Guardian about the "Blue Card" system.

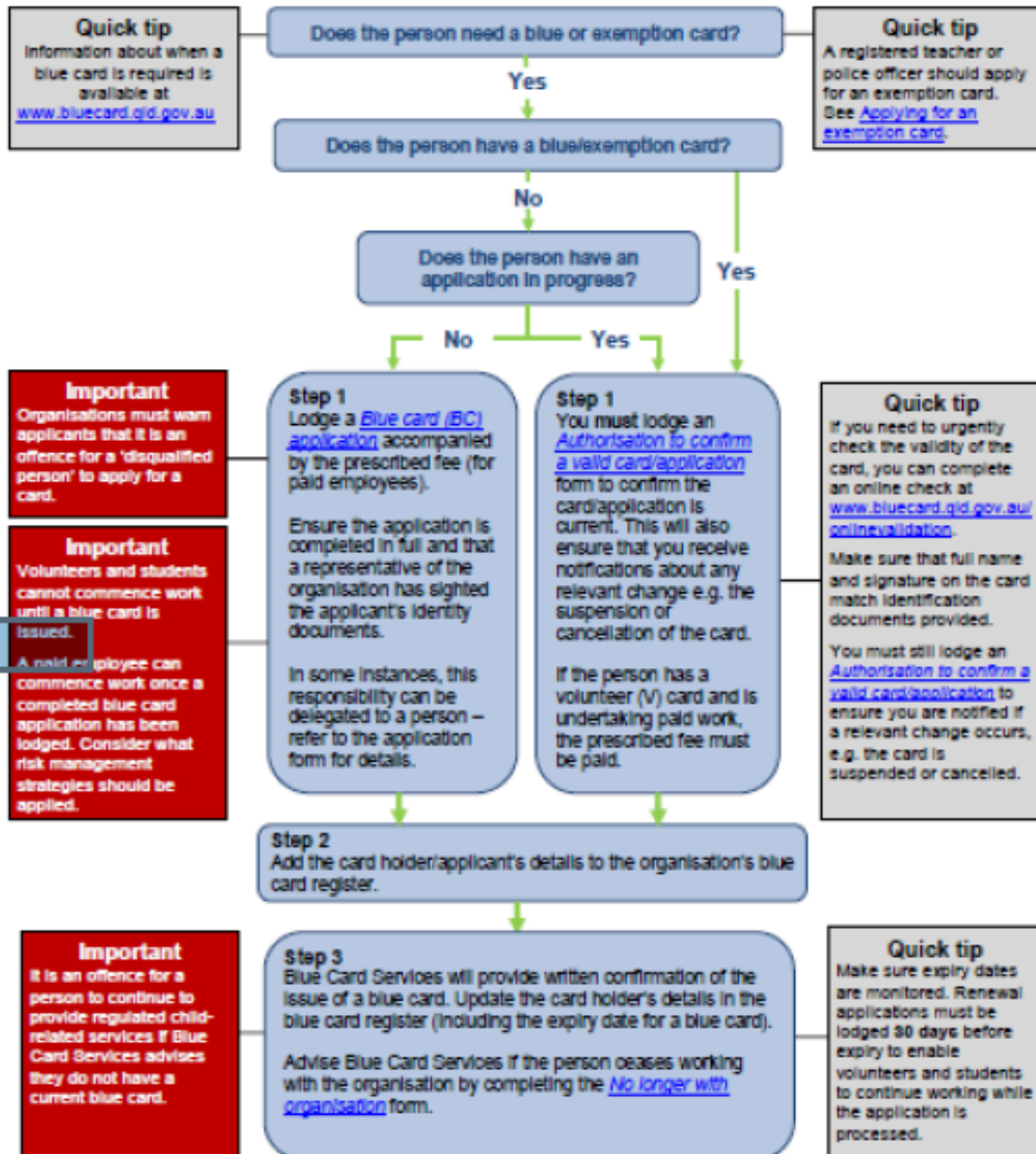
Website: [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au)

Phone: 1800 113 611

Attachment 1



## Blue card process for new employees



**Attachment 2: Code of Behaviour****Pumciestone Tri Sports Club Inc.****CODE OF BEHAVIOUR****Introduction**

Welcome to the Pumciestone Tri Sports triathlon club. We, as a sporting club and part of the wider community, wish that all involved with the club have high standards in the way we conduct ourselves at all times, including when training for triathlon and representing our club at organised events.

To this effect the club has adopted this code of conduct to help all involved with the club know what is expected of them in terms of their behaviour when at club events, be they training sessions, social meets or races.

At all times we are to:

- Operate within the rules and spirit of our sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.

## **Social Media Behaviour**

When posting on the PTSC Social Media sites, always:

- Be respectful.
- Think before you post: Use sound judgement and think about reactions to your post before you post it.
- Present yourself (and your club) in a truthful and fact-based manner. Avoid making derogatory comments.
- Be conscious of your online persona.
- If in doubt, remain courteous and fact-based at all times.

## **Athletes**

- Give your best at all times.
- Participate for your own enjoyment and benefit.

## **Coaches**

- Place the safety and welfare of the athletes above all else.
- Help each person (athlete, official etc.) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications to be misrepresented.

## **Officials**

- Place the safety and welfare of the athletes above all else.
- Be consistent and impartial when making decisions.
- Address unsporting behaviour and promote respect for all people.

## **Administrators**

- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct your responsibilities with due care, competence and diligence.
- Do not allow prejudice, conflict of interest or bias to affect your objectivity.

## **Parents**

- Encourage children to participate and have fun.

- Focus on the child's effort and performance rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.

### **Spectators**

- Respect the performances and efforts of all people.
- Reject the use of violence in any form, whether it is by spectators, coaches, officials or athletes.