

***The Salisbury East Junior Soccer Club Incorporated***



***MEMBER PROTECTION POLICY***

**VERSION 1.0**

***October 2012***

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## ***MEMBER PROTECTION POLICY***

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### **1. Introduction**

The Committee of the Salisbury East Junior Soccer Club will, via the intent of our Mission Statement:

- Create a safe environment for and encourage the young people of our club to participate in soccer not just as a player but also as a coach, team manager, official or referee.
- Provide quality equipment and instruction to ensure the well being of all players, coaches and team officials.
- Assist coaches and teams by highlighting appropriate behaviours and skill development, and to help improve standards of coaching and refereeing with an emphasis on fair play.
- Encourage all players, club officials and spectators to respect the rights, dignity and worth of every young person regardless of gender, ability, cultural background or religious beliefs.
- Condemn the use of violence in any form, whether by player, coaches, officials or spectators at any game, training or function of the club or Association.

### **2. Purpose of Our Policy**

The main objective of our Member Protection 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 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 district body Elizabeth & Districts Junior Soccer Association (referred to as E&DJSA for the balance of this document).

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 E&DJSA or the state 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;
- 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 Salisbury East Junior Soccer Club Incorporated (referred to as SEJSC for the balance of this document) 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.

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

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

The SEJSC 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 organization is and to determine what additional strategies are required to minimize 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 SEJSC will ensure that the organization has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organization's care. The organization will also implement a code of conduct to address appropriate behaviour between children.

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

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

The SEJSC will ensure that the organization 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 SEJSC 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 or by our district body.

If a criminal history report is obtained as part of their screening process, the SEJSC 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 SEJSC 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 SEJSC will promote the involvement and participation of children and young people in developing and maintaining their child-safe environments.

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

The SEJSC will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The SEJSC 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 organization 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. This will explain what to do about the behaviour and how the SEJSC 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 a 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. 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**

We 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 paedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

## **8. Anti-harassment, Discrimination and Bullying**

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any 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.

## **9. 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 teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

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

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

### **9.3 Sexual & 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. 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.

More serious complaints may be escalated to E&DJSA. .

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 Complaint Handling Process**

When a complaint is received by our club, the person receiving the complaint (e.g. Chairman, Secretary) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; 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:

- referring the matter directly to the SEJSC Disciplinary Committee for resolution;
- 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, body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our district 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 district 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 our district 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.

### **10.3 Disciplinary Measures**

Our club will take disciplinary action (via recommendations from our Disciplinary Committee) 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, placing's, 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 (not applicable in the case of the Disciplinary Committee rulings) ; or
- Any other form of discipline that our club considers reasonable and appropriate.

### **10.4 Appeals**

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club. 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. (Refer to the Disciplinary Policy for further details).

## Attachment 1.1: MEMBER PROTECTION DECLARATION

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Our 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 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 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, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the Chairman 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/Territory* 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.

Name:.....

Signature:.....

Date: .....



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

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### **SOUTH AUSTRALIA**

There are provisions under the *Children's Protection (Miscellaneous) Amendment Act 2005* that apply to non-government and volunteer organisations that are entrusted with the care of children or who regularly come into contact with children.

Part of the Government regulations is 'Seven Principles of Good Practice' which clubs and organisations are expected to adopt as proactive and preventative strategies. These principles are to help prevent and minimise opportunities for abuse and to appropriately respond when abuse occurs or is suspected.

#### **Principle 1: Identify and analyse risk of harm**

There should be a risk management strategy that identifies, assesses and takes steps to minimise the risk of harm to children because of the actions or inaction of any employee, volunteer or other child.

#### **Principle 2: Develop a clear and accessible Child-Safe Policy**

There should be a Child-Safe Policy that outlines its commitment to promoting children's wellbeing and safeguarding them from harm. The policy must be well communicated to all members and those to whom it applies.

#### **Principle 3: Develop Codes of Conduct for adults and children**

Codes of Conduct specify standards of behaviour and care when dealing and interacting with children. They also describe appropriate behaviour between children.

#### **Principle 4: Choose suitable employees and volunteers**

All reasonable steps should be taken to ensure that the most suitable and appropriate people to work with children are engaged. This includes the requirement to obtain and assess criminal history reports for employees or volunteers who work regularly with children.

#### **Principle 5: Support, train, supervise and enhance performance**

There should be ongoing supervision, support and training for employees and volunteers who work with children or their records. The performance of such personnel should be monitored and they must be given opportunities to develop the necessary skills and understanding to promote Child-Safe environments.

#### **Principle 6: Empower and promote participation by children in decision-making and service development**

The involvement and participation of children and young people in developing and maintaining Child-Safe environments should be promoted. Children must know what constitutes appropriate behaviour and when and how to speak out if they feel uncomfortable.

#### **Principle 7: Report and respond appropriately to suspected abuse and neglect**

The Club must be able to identify and respond to children at risk of harm. This includes knowing how to report and respond to allegations of abuse and neglect. It is important that all employees and volunteers who are Mandated Notifiers under the *Children's Protection Act 1993* are aware of their status and understand their responsibilities.

Staff and volunteers who work with children are mandated notifiers and have a legal obligation to report any suspected child abuse and/or neglect.

## **Attachment 2: CODES OF BEHAVIOUR**

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As a member of the Salisbury East Junior Soccer Club, a member accepts responsibility for complying with the code of conduct. The member also agrees that any breach of the Code of Conduct may incur a penalty decided by the Club Committee.

All members will:

1. Accept responsibility for the actions of, and behaviour of, any family members (immediate or extended) attending any match, training or organized function in line with the individual codes of conduct of the club.
  2. Act responsibly towards officials, players and supporters of the E&DJSA, SEJSC or an opposing team.
  3. Respect and follow directions of club, coaching and match officials.
  4. Never provoke or show aggression towards other players or abuse match officials.
  5. Avoid individual or collective behaviour, which may be seen by others to be offensive.
  6. Make no detrimental statements in public about match, club or district officials.
  7. Respect facilities and equipment of both our club and opposing clubs.
  8. Encourage and applaud good and fair play by teammates and other teams.
  9. Assist your club at functions, in fundraising and on game day.
  10. Abide by the E&DJSA's ZERO TOLERANCE of Alcohol Policy. No alcohol is to be sold or consumed on the sidelines during any club function or game except within a licensed facility.
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## **Attachment 3: DUTY STATEMENTS**

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### **Executive Committee**

#### **Chairman**

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- To preside over (chair) all monthly and AGM meetings where the incumbent will have the deciding vote only.
- To be a member of all sub-committees and auxiliaries which are authorised by the Committee.
- To supply the governance role to the club by ensuring that all other Committee members are able to perform their duties as required.

#### **Vice-Chairman**

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- To preside over (chair) all monthly and AGM meetings where the Chairman cannot fulfil the role.
- To supply backup to the Chairman and complete any role not able to be fulfilled by the Chairman.

#### **Secretary**

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- To attend meetings and take minutes of those meetings.
- To ensure that minutes of the meetings are available to all committee members and the club members (via email and the noticeboard.)
- To ensure that the Post Office box is cleared regularly and that all incoming mail is issued to the correct officer for action in a timely fashion.
- To act as the Public Officer for SEJSC and be the first point of contact for the Salisbury Council, EDJSA and other clubs.
- To organize and distribute a monthly newsletter to all members and players.
- To maintain the key, equipment and general asset registers.

#### **Treasurer**

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- To attend meetings and supply a financial report for the current month at those meetings.
- To prepare and maintain a "budget" report (or similar) that is presented quarterly at Committee meetings.
- To maintain and reconcile the cash floats and reimburse these floats as required.
- To pay all expenses and receipt all income – passing both through the relevant SEJSC bank account.
- To ensure that the relevant bank cheque signatories are current and correct, and that a bank reconciliation is performed each month for any SEJSC bank accounts.

#### **Council of Clubs Representative**

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- To attend the monthly EDJSA Council of Clubs meetings.
- To attend monthly meetings and report on news and issues raised during the monthly Council of Clubs meetings.

#### **Coaches Coordinator**

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- To attend monthly meetings and report on equipment issues and team requirements
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## **Non-Committee Positions**

### **Coaches**

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- To attend Coaches meetings as required.
  - To train, mentor and skill players in the relevant age group using tools and expectations as deemed necessary by the Coaches Coordinator on behalf of SEJSC. To ensure that all players are given the opportunity to learn new skills and further develop existing ones.
  - To prepare a coaching schedule – set training days and times – for the players within the team and communicate it within the team via either the Team Manager or Assistant coaches etc.
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## Attachment 4: REPORTING FORMS

## RECORD OF COMPLAINT

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

## Member Protection Policy

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<div> <input type="checkbox"/> Harassment or      <input type="checkbox"/> Discrimination         </div> <div> <input type="checkbox"/> Sexual/sexist      <input type="checkbox"/> Selection dispute      <input type="checkbox"/> Coaching methods         </div> <div> <input type="checkbox"/> Sexuality      <input type="checkbox"/> Personality clash      <input type="checkbox"/> Verbal abuse         </div> <div> <input type="checkbox"/> Race      <input type="checkbox"/> Bullying      <input type="checkbox"/> Physical abuse         </div> <div> <input type="checkbox"/> Religion      <input type="checkbox"/> Disability      <input type="checkbox"/> Victimisation         </div> <div> <input type="checkbox"/> Pregnancy      <input type="checkbox"/> Child Abuse      <input type="checkbox"/> Unfair decision         </div> <div> <input type="checkbox"/> Other .....         </div>
<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>	