



Illawarra Academy of Sport

MEMBER PROTECTION POLICY

[*This template will refer to the policy as a Member Protection Policy. Decide upon title for ythe policy and if different, this will need to be reflected throughout the template.]

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IAS MEMBER PROTECTION POLICY

1. Introduction

Mission

To provide emerging athletes of the Illawarra the maximum opportunity for success and development through excellence in athlete programs and associated support services.

Values

The IAS is committed to these core values of *leadership, empowerment, excellence, integrity, respect, and community.*

- We instil growth and leadership qualities in athletes, coaches and administrators of the IAS.
- We strive to empower the athletes to achieve excellence in their sport and to become future leaders.
- We conduct the operations with integrity and treat all athletes and stakeholders with respect.
- We are proud custodians of the Illawarra and committed to serving the community.

2. Purpose of The Policy

The main objective of the Illawarra Academy of Sport (IAS) (“the”, “us” or “we”) Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in the IAS. It outlines the commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. The policy informs everyone involved in the IAS of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in the IAS activities.

3. Who The Policy Applies To

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

- IAS committee members, administrators and other IAS officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators; and
- any other person to whom the policy may apply

4. Extent of The Policy

The policy covers all matters directly and indirectly related to the IAS and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of the code of behaviour and behaviour that occurs at training sessions, in the IAS rooms, at social events organised or sanctioned by the IAS (or the sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings the IAS or sport into disrepute or there is suspicion of harm towards a child or young person.

5. IAS 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

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 the state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with the IAS 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; and
- 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

The IAS is committed to the safety and wellbeing of children and young people who participate in the IASs activities or use the 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 the staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

IAS acknowledges the valuable contribution made by the staff, 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

The IAS will develop and implement a risk management strategy, which includes a review of the existing child protection practices, to determine how child-safe the 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 an employee, 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 their 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 Employees and Volunteers

The IAS 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.

The IAS will ensure that Working with Children Checks and 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 the screening process, the IAS will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.4: Support, Train, Supervise and Enhance Performance

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

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

The IAS will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in the IAS.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

The IAS will ensure that employees and 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 ground that a child has been, or is being, abused or neglected (See Attachment 4).

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 the 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 IAS 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 IAS activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment.

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 the IAS.

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 the IAS activities and we will ensure that they are suitably clothed in a manner that promotes the IAS. We will seek permission from a child's parent or guardian through the Athlete and Parent agreement before using their images.

8. Discrimination, Harassment and Bullying

The IAS 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

The IAS 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 the IAS.

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. The IAS 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

The IAS is welcoming and we will seek to include members from all areas of the community.

The following are examples of some of the inclusive practices.

9.1 People with a disability

The IAS 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 the IAS 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 the IAS. 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 Mixed gender training and teams

The IAS will support girls playing in boys teams and combined training.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

The IAS will consider each request on an individual basis by considering the nature of the sport and other available opportunities to compete and train.

10. Responding to Complaints

10.1 Complaints

The IAS takes all complaints about on and off-field behaviour seriously. The IAS 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.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then the IAS 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 the IAS, the person receiving the complaint (e.g. President, CEO, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what 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 IAS 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 the district, regional, state and/or national body or from an external agency (e.g. NSW Office of Sport or anti-discrimination agency);
- referring the complaint to the State Sporting Organisation (SSO); 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 the SSO and an investigation is conducted, the IAS 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 the SSO'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

The IAS may take disciplinary action against anyone found to have breached the policy or made false and malicious allegations. Any disciplinary measure imposed under the 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; and
- be determined by the 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, achievements bestowed in any activities or events held or sanctioned by the IAS;
- suspension or termination of scholarship, 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 the IAS 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 the IAS) to the SSO. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Any appeal is limited to a denial of procedural fairness, on grounds of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/IAS.

Attachment 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in the 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. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net.au

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

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.

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 an employee or volunteer for ythe IAS is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Attachment 2: CODES OF CONDUCT

IAS Scholarship holders

- Adhere to the principles of fair play and always play by the rules, respecting the traditions of the game and the spirit of competition
- Respect the rights and dignity of every person including teammates, opponents, coaches and officials and never engage in behaviour that abuses, provokes or harasses others
- Respect the decision of coaches and officials and never argue with them
- Always play to the best of your abilities and participate for enjoyment
- Never engage in inappropriate conduct including the use of offensive language and gestures that are demeaning to others
- Care for the equipment and facilities made available during training and competition
- Always consider the safety and wellbeing of other participants before performance and results
- Adhere to anti-doping policies and never engage in match fixing or betting
- Never engage in inappropriate conduct including the use of offensive language
- Act in a professional manner and accept responsibility for your actions
- Conduct oneself in a way that brings credit to yourself, your family and the Academy.
- co-operate with my coach and teammates
- comply with the training and service requirements as set by my coach
- ensure punctual attendance at Academy events and inform my manager of any injuries or illnesses as soon as possible (including before the start of Academy training sessions)
- wear my Academy uniform with pride to all Academy events;

IAS Coaches, Managers and Support Staff

- Respect the rights and dignity of every person regardless of gender, race, ethnicity or sexual orientation
- Promote a safe and inclusive environment, in which every person is protected and free from discrimination, harassment and abuse
- Ensure every person has equal opportunity to participate regardless of age, ability or experience
- Ensure that all equipment and activities meet safety standards and are appropriate to the age and abilities of every person
- Promote the principles of fair play and discourage foul play and/or unsporting behaviour
- Always consider the safety and wellbeing of participants before performance and results and follow the advice of a physician/medical officer in determining when an injured participant may return to training and competition
- Maintain respectful and appropriate relationships with every person, especially to participants to which you owe a duty of care
- Never engage in inappropriate conduct including the use of offensive language, drinking or smoking, whilst in an official capacity
- Ensure coaching qualifications are up to date and accredited by the appropriate sporting body
- Follow the guidelines and rules set down by the organisation and governing body
- Call out and refer to organisation authorities all acts of unethical behavior, whether from players, officials, parents or spectators

- At all times act as a role model for others, displaying high standards of good sporting behavior

Officiating Scholarship holders

- Respect the rights and dignity of every person regardless of gender, race, ethnicity or sexual orientation
- Promote a safe and inclusive environment, in which every person is protected and free from discrimination, harassment and abuse
- Always ensure the safety and wellbeing of players above all else
- Maintain respectful and appropriate relationships with every person, especially to the players
- Be impartial, consistent and transparent in your conduct and decision-making. Accept responsibility for your actions
- Avoid situations that may lead to or call into question conflict of interest
- Avoid engaging in verbal communication with coaches, officials, parents and spectators during play except in instances of medical emergencies or to call out acts of unethical behaviour
- At all times act as a role model for others, displaying high standards of good sporting behavior
- Never engage in inappropriate conduct including the use of offensive language whilst in an official capacity
- Adhere to the laws of the game and the principles of fair play, ensuring that the spirit of competition is respected by all players, coaches and officials

Parents

- Never engage in inappropriate conduct including the use of offensive language, drinking or smoking whilst in the presence of junior participants or spectators
- Encourage players to play by the rules and to show respect to coaches, officials and opponents at all times
- Respect the rights and dignity of every person including players, coaches, officials, parents and spectators; and never engage in behaviour that abuses, demeans, provokes or harasses others
- Understand that sport is designed to be fun and that participating for enjoyment and wellbeing should always come before performance and results
- At all times act as a role model for others, displaying high standards of good sporting behavior
- Call out and refer to organisation authorities all acts of unethical behavior, whether from players, coaches, officials, parents or spectators
- Participate in positive cheering that reinforces and encourages participant efforts
- manage any difference of opinion in a respectful, professional manner at the appropriate time and through appropriate channels

IAS Directors and Committee Member

- Promote and respect the rights and dignity of every person regardless of gender, race, ethnicity or sexual orientation and ensure that the organisation promotes a safe and inclusive environment
- Protect the integrity of sport at all times by ensuring that the behaviour and conduct of every person is consistent with the laws of the game, the principles of fair play and the standards of safe and inclusive sport

- Protect the safety and wellbeing of members at all times by ensuring that appropriate safeguarding measures and policies are in place, easily accessible and understood by every person, and reviewed regularly
- Be impartial, consistent and transparent in your conduct and decision-making. Accept responsibility for your actions
- Make decisions in the best interests of your members and the sport
- Promote a safe and inclusive environment, in which every person feels welcomed and is protected and free from discrimination, harassment and abuse
- Ensure that all scholarship holders, coaches, officials, parents and spectators place wellbeing and enjoyment ahead of performance and outcomes
- Create pathways that support players, coaches and officials to improve their skill development
- Provide equal opportunities for all players, coaches and officials to participate, regardless of their gender, ability or cultural background
- At all times act as a role model for others, displaying high standards of good sporting behavior
- Never engage in inappropriate conduct including the use of offensive language, drinking or smoking, whilst in an official capacity
- Ensure that all members are made aware of their rights and responsibilities under the appropriate legislation including: Member Protection Policy, Code of Conduct, Child Safe Policy and Anti-discrimination Policy, and know the process by which to refer a complaint or breach

<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>	

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

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

All people working with the IAS in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the CEO of the IAS so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The CEO will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of the IAS.
- The CEO will consider what services may be most appropriate to support the child and his or her parent/s.
- The CEO will consider what support services may be appropriate for the alleged offender.
- The CEO 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 the IAS / SSO).
- The IAS 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 9]* of the Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report an allegation of child abuse**

New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* 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 abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <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.