



FINDON CALISTHENICS CLUB

Member Protection Policy

PURPOSE

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 their legal and ethical rights, responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

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. 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.

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 *Department of Human Services*

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.

Serious issues such as 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 will be referred to the relevant authorities straight away.

Protection of Children

Child Protection

Findon Calisthenics 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 always maintained. 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.

Findon Calisthenics Club acknowledges that our coaches, members, and volunteers provide a valuable contribution to the positive experiences of children involved in our sport.

Findon Calisthenics Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

- **Identifying and Analysing Risk of Harm**

Findon Calisthenics 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.

- **Develop Codes of Conduct for Adults and Children**

Findon Calisthenics 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 organisation 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. See [Child Safety Policies and Forms](#) on our website.

- **Choosing Suitable Employees and Volunteers**

Findon Calisthenics 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.

Findon Calisthenics Club will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, Findon Calisthenics Club will ensure that the criminal history information is dealt with in accordance with relevant state requirements (See [Child Safety Policies and Forms](#) on our website.)

- **Supporting, Training, Supervising and Enhancing Performance**

Findon Calisthenics Club will ensure that volunteers and employees who work with children 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.

- **Empowering and Promoting the Participation of Children in Decision-Making And Service Development**

Findon Calisthenics Club will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.



- Reporting and Responding Appropriately to Suspected Abuse and Neglect

Findon Calisthenics Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

Findon Calisthenics Club will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected ([Child Safety Policies and Forms](#) on our website).

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code'(s) of practice set out they may make an internal complaint. Please refer to our complaints and grievances procedure on our website. This will explain what to do about the behaviour and how Findon Calisthenics Club will deal with any problems.

Supervision

Members under the age of 18 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 18 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].

Transportation

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and competitions).

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. Be mindful of other clubs children in the background of photos.

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.



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 the clubs grievances and complaints process).

Inclusive practices

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

- **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. In accordance with the ACF Inclusion Policy, adjustments may be made to accommodate a disabled competitor. The Adjudicator/s are to be advised of any such adjustments. This may mean a certificate will need to be provided.
- **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).
- **Sexual & Gender Identity-**
 - All people, regardless of their sexuality, race or gender are welcome at our club. We strive to provide a safe environment for participation and will act over any homophobic and racial behaviour.
- **Pregnancy**
 - Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation. Findon Calisthenics Club and Calisthenics Victoria may require a certificate from a doctor. If a performer would like to compete whilst pregnant, they must obtain a clearance from their obstetrician monthly. Clearance will be supplied to the competition on the day of competition check in.



SCREENING REQUIREMENTS

This attachment sets out the screening process for people in our club who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years.

Our Club will:

1. Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years.
2. Obtain a completed *Member Protection Declaration* from all people who are identified in the above step and keep it in a secure place.
3. Provide an opportunity for a person to give an explanation if a MPD isn't provided or it reveals that the person doesn't satisfactorily meet any of the clauses in the MPD. We will then make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
4. Where possible, check a person's referees (verbal or written) about his/her suitability for the role.
5. Ask the people identified in step 1 to sign a consent form for a national police check.
6. Possibly request (or ask the person to request) a national 'Part Exclusion' police check from our relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
7. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a requirement under our policy. If unsatisfied, we will not appoint them.
8. Decide whether to offer the person the position taking into account the result of the police check and any other information the club has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible, and if necessary, act immediately on the outcome.



9. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
10. Return information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise be destroyed within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.



MEMBER PROTECTION DECLARATION

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:

- I do not have any criminal charge pending before the courts.
- I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
- 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.
- 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.
- I will notify the President 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

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: