



MEMBER PROTECTION POLICY

2016

IMPORTANT NOTE:

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

- a) formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents; and
- b) be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.



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1 Introduction

Power House & St Kilda Hockey Club is a good place to be. It is a good place because we respect and care for each other. The smallest act of kindness is worth more than the greatest intention.

2 Purpose of Our Policy

The main objective of the PHSTK HC Member Protection Policy (“policy”) is to maintain responsible behaviour 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 discrimination, harassment and abuse. Our policy informs everyone involved in our club of their 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 our club’s activities.

3 Application

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

- a) club committee members, administrators and other club officials;
- b) coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- c) support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- d) umpires and other officials;
- e) players home and away;
- f) members, including any life members;
- g) parents and visitors
- h) spectators; and
- i) canteen staff.

4 Extent of Our Policy

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

5 Club Responsibilities

We will:

- a) adopt, implement and comply with this policy;
- b) ensure that this policy is enforced;

- c) publish, distribute and promote this policy and the consequences of any breaches of this policy;
- d) promote and model appropriate standards of behaviour at all times;
- e) deal with any complaints made or breaches under this policy in an appropriate manner;
- f) recognise and enforce any penalty imposed under this policy;
- g) ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- h) review this policy every 12-18 months; and
- i) seek advice from and refer serious issues to our governing body Hockey Victoria.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6 Individual Responsibilities

Everyone associated with our club must:

- a) make themselves aware of the contents of this policy;
- b) comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- c) 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;
- d) treat other people with respect;
- e) always place the safety and welfare of children above other considerations;
- f) be responsible and accountable for their behaviour; and
- g) 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
- h) comply with any decisions and/or disciplinary measures imposed under this policy.

7 Protection of Children

7.1 Child Protection

The PHSTK HC is committed to the safety and wellbeing of children and young people who participate in our clubs activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.



PHSTK HC acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

7.1.1 Identifying and Analysing Risks of Harm

PHSTK HC will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of 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 our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour.

7.1.3 Choosing Suitable Employees and Volunteers

PHSTK HC will ensure that it 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.

PHSTK HC 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, PHSTK HC 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

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

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

PHSTK HC will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.



7.1.6 Report and Respond Appropriately to Suspected Abuse and Neglect

PHSTK HC 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 grounds 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 our complaints procedure in section 10 of this policy. Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

7.3 Transportation

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

7.4 Taking Images of Children

Parents agree to their child's photo being used for club purposes on the junior enrolment form.

Images of children should not be used inappropriately or illegally. To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. The junior enrolment form asks permission for photos to be taken and used for Club purposes.



8 Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

8.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- a) **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- b) **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:

- a) gender;
- b) race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- c) national extraction or social origin;



- d) marital status, relationship status, identity of spouse or domestic partner;
- e) pregnancy, potential pregnancy, breastfeeding;
- f) family or carer responsibilities, status as a parent or carer;
- g) age;
- h) religion, religious beliefs or activities;
- i) political beliefs or activities;
- j) lawful sexual activity;
- k) sexual orientation and gender identity;
- l) profession, trade, occupation or calling;
- m) irrelevant criminal record, spent convictions;
- n) irrelevant medical record;
- o) member of association or organisation of employees or employers, industrial activity, trade union activity;
- p) physical features;
- q) disability, mental or physical impairment;
- r) defence service; and
- s) personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- a) racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- b) victimisation resulting from a complaint.

8.3 Bullying

PHSTK HC is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- a) verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- b) excluding or isolating a group or person;
- c) spreading malicious rumours; or
- d) 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 Club will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

9 Inclusive Practices

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

The following are examples of some of our inclusive practices.

9.1 People with a disability

PHSTK HC 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. If we are unable to do so we will offer participation in another capacity to be involved.

9.2 People from diverse cultures

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

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4 Pregnancy

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

However it is the responsibility of the pregnant woman to ensure her health and safety and be guided by the advice of her doctor.

9.5 Girls Playing in Boys' Teams

At PHSTK the girls have the choice to play in a boys' or all girl team if available.

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.



If a child is over the age of 14 years our club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.



10 Responding to Complaints

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- a) all complaints will be taken seriously;
- b) 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;
- c) irrelevant matters will not be taken into account;
- d) decisions will be unbiased; and
- e) any penalties imposed will be reasonable.

More serious complaints may be escalated to our governing Body Hockey Victoria

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

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- f) listen carefully and ask questions to understand the nature and extent of the concern;
- g) ask what the complainant how they would like their concern to be resolved and if they need any support;
- h) explain the different options available to help resolve the complainant's concern;
- i) inform the relevant government authorities and/or police, if required by law to do so; and
- j) where possible and appropriate, maintain confidentiality but not necessarily anonymity.

10.3 Member Protection and Information Officer (MPIO)

The Member Protection and Information Officer (MPIO) is responsible for providing information about a person's rights, responsibilities and options for queries, grievances and complaints. The role is the key contact and guide for advice and management but the MPIO does not resolve or moderate in disputes.

11 Complaints & Discipline

The complaints and discipline procedures are set out in clauses 9 and 10 of the Constitution of Power House & St Kilda Hockey Club.



12 ATTACHMENT 1 - 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 our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- a) criminal history checks;
- b) signed declarations;
- c) referee checks; and
- d) 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.

Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

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 your club 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.



13 ATACHMENT 2 - REPORTING FORMS

13.1 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	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Location/event of alleged issue		
Description of alleged issue		



<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<table border="0"> <tr> <td><input type="checkbox"/> Harassment or</td> <td><input type="checkbox"/> Discrimination</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sexual/sexist</td> <td><input type="checkbox"/> Selection dispute</td> <td><input type="checkbox"/> Coaching methods</td> </tr> <tr> <td><input type="checkbox"/> Sexuality</td> <td><input type="checkbox"/> Personality clash</td> <td><input type="checkbox"/> Verbal abuse</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Bullying</td> <td><input type="checkbox"/> Physical abuse</td> </tr> <tr> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Victimisation</td> </tr> <tr> <td><input type="checkbox"/> Pregnancy</td> <td><input type="checkbox"/> Child Abuse</td> <td><input type="checkbox"/> Unfair decision</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Harassment or	<input type="checkbox"/> Discrimination		<input type="checkbox"/> Sexual/sexist	<input type="checkbox"/> Selection dispute	<input type="checkbox"/> Coaching methods	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Personality clash	<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Religion	<input type="checkbox"/> Disability	<input type="checkbox"/> Victimisation	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Unfair decision	<input type="checkbox"/> Other		
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<input type="checkbox"/> Other																						
<p>What they want to happen to fix issue</p>																						
<p>Information provided to them</p>																						
<p>Resolution and/or action taken</p>																						
<p>Follow-up action</p>																						