



MEMBER PROTECTION POLICY

PURPOSE OF POLICY

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by participants in this club. It outlines the expectation and commitment of all members and structures within Kinross netball club to ensure a person's right to be treated with respect and dignity, and to be safe and protected from abuse.

1. GENERAL COMMITMENTS

- 1.1 Kinross Netball club committee will promote and model appropriate standards of behaviour at all times.
- 1.2 Kinross Netball club committee will respond to breaches or complaints made under our policy promptly, fairly, and confidentially.
- 1.3 Kinross Netball club committee will review this policy every 12-18 months.
- 1.4 Kinross Netball club committee will seek advice from and refer serious issues to our [district/region/state or national body].
- 1.5 *Serious issues* include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.
- 1.6 This policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

2. PROTECTION OF CHILDREN

KNC is committed to the safety and wellbeing of all children and young people involved with the club and support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. KNC also support the rights and wellbeing of our committee members, coaches and volunteers and encourage their active participation in building and maintaining a secure environment for all participants. KNC aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

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2.1 Develop codes of conduct for Adults and Children.

KNC will ensure that the club has appropriate codes of conduct that specify standards of conduct and care when dealing and interacting with children within the club. The club 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.

2.2 Choose Suitable Volunteers.

KNC will ensure that the club takes all reasonable steps to ensure that it engages the most suitable and appropriate volunteers to work 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.

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

If a criminal history report is obtained as part of their screening process, KNC will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

2.3 Report and Respond Appropriately To Suspected Abuse and Neglect.

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

KNC will make all committee members 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 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 outlined in attachment [C1] of this policy. This will explain what to do about the behaviour and how KNC will deal with the problem.

2.4 Supervision

Club members under the age of 11years 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 and nature of venue. If a member finds a club member under the age of 11 is unsupervised, they should assume responsibility for the club 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 player 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.

2.5 Transportation

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

2.6 Taking Images and Video of Children

Images of children can be used inappropriately or illegally. The club requires that parents/spectators wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc. 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.

3. 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.

4. RESPONDING TO COMPLAINTS

4.1 Complaints:

Our club takes all complaints about on and off court behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- All complaints will be taken seriously;

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- 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 Joondalup Netball Association (JNA).

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.

4.2 Complaint Handling Process

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

- 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 (JNA) or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- Referring the complaint to JNA; 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 JNA 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 JNA'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.

4.3 Disciplinary Measures

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



- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the matter;
- Possible measures that may be taken include:
 - Verbal and/or written apology;
 - Counselling to address behaviour;
 - Withdrawal of any awards, placings, records, achievements bestowed in any 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; or
 - Any other form of discipline that our club considers reasonable and appropriate.

4.4 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to JNA. 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.

5. 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:

- 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.

Western Australia
Contact the Department for Child Protection
Website: www.checkwwc.wa.gov.au
Phone: 1800 883 979



6. COMMUNICATION

Kinross Netball Club uses a range of electronic tools to communicate with members. The club's communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

6.1 Website

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.
- The website coordinator controls the website and material published, as well as any related discussion groups or social media websites controlled by Kinross Netball Club, such as Facebook, YouTube or Twitter.

6.2 SMS, App and Email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters.
- Email communication will be used when more information is required.
- Communication involving children will be directed through their parents.

6.3 Social Media and Websites

- Kinross Netball Club treats all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.
- Kinross Netball Club expect members to conduct themselves appropriately when using electronic communication (Facebook, YouTube or Twitter) to share information or to post material on public websites. Despite the existence of privacy options, many items published in social media are publicly accessible and it can be difficult to guarantee that sites are fully private. As such always start with the assumption that anything you say can be read by anyone, anywhere, at any time and remember that the Internet has a long memory. Always exercise good judgement when posting and be aware that inappropriate conduct can negatively affect you, **KNC and Joondalup Netball Association (JNA)**.

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- Electronic communication about KNC members and/or JNA members (including but not limited to players, parents of players, spectators, umpires, committee members):
 - Should be restricted to relevant netball matters.
 - Must not offend, intimidate, humiliate or bully another person.
 - Must not be misleading, false or injure the reputation of another person.
 - Should respect and maintain the privacy of members.
 - Must not bring the club into disrepute.
- Coaches and others who work with children and young people must direct electronic communication through the child's parents.
- Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as **outlined in our member protection policy or code of conduct**.
- Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.
- Members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.