

# **Seacliff Community Recreation Association Incorporated**

## **MEMBER PROTECTION POLICY**

Approved by Board of Management of Seacliff Community Recreation Association  
Incorporated April 2016

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# **MEMBER PROTECTION POLICY**

## **1. Introduction**

The Seacliff Community Recreation Association Incorporated aims to

- Provide opportunities for people of all ages, skill level and areas of interest to enjoy their sport in company with each other.
- Promote participation in active sports programs that encourages the personal and social growth of individuals.
- Encourage cooperation among all sporting organisations at a local and community level.

### **The Mission Statement**

- Be accessible to the wider community
- Offer a variety of activities catering for various age groups
- Provide a well maintained, modern and effective facility
- Maintain efficient management and sound financial viability
- Operate in a safe and respectful manner
- Operate by being welcoming and friendly
- Maintain high standards of accreditation and training

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

The main objective of our Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other participants in Seacliff Community Recreation Association Incorporated. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment, harm and abuse. Our policy informs everyone involved in Seacliff Community Recreation Association Incorporated 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 activities at Seacliff Community Recreation Association Incorporated activities.

## **3. Who Our Policy Applies To**

This policy applies to everyone involved in the activities of Seacliff Community Recreation Association Incorporated whether they are in a paid or unpaid/voluntary capacity and including:

- Seacliff Community Recreation Association Incorporated Board of Management, Member Groups Committee Members, Administrators and other Club 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.

#### **4. Extent of Our Policy**

Our policy covers all matters directly and indirectly related to Seacliff Community Recreation Association Incorporated 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, at social events organised or sanctioned by the Seacliff Community Recreation Association Incorporated (or Member Groups), and on away and overnight trips. It also covers private behaviour where that behaviour brings Seacliff Community Recreation Association Incorporated or Member Groups into disrepute or there is suspicion of harm towards a child or young person.

#### **5. Club 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; and
- Seek advice from and refer serious issues to Member Groups own state body.

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

#### **6. Individual Responsibilities**

Everyone associated with Seacliff Community Recreation Association Incorporated 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 as required, if the person holds or applies for a role in which it is reasonably foreseeable that the person will work 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 harm to a child, 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**

Seacliff Community Recreation Association Incorporated is committed to the safety and wellbeing of children and young people who participate in our Member Groups 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 who provide these activities and services.

Seacliff Community Recreation Association Incorporated has lodged a compliance statement with the Department of Human Services to acknowledge that we are aware of our obligations to create and maintain a child safe environment according to the requirements under chapter 8 of the *Children and Young People (Safety) Act 2017*.

Seacliff Community Recreation Association Incorporated acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participation in building and maintaining a safe, fair and inclusive environment for all participants.

#### **7.1.1: Identify and Analyse Risk of Harm**

Seacliff Community Recreation Association Incorporated 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 and young people because of the action or inaction of an employee, volunteer or another person.

#### **7.1.2: Develop Codes of Conduct for Adults and Children**

Seacliff Community Recreation Association Incorporated 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 and young people, particularly those in our care. We will also implement a Code of Conduct to promote appropriate behavior between children and young people.

The codes will clearly describe professional boundaries, ethical behavior and unacceptable behavior. ***Refer List of Policies and other Statements: Attachment 1***

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

Seacliff Community Recreation Association Incorporated and Member Groups will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children and young people especially those in positions that involve contact with children and young people. This is 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 and young people.

Seacliff Community Recreation Association Incorporated and Member Groups will ensure that Working with Children Checks are conducted for all employees and

volunteers over the age of 14 years, regardless of their involvement with children and young people in accordance with the *Child Safety (Prohibited Persons) Act 2016*.

#### **7.1.4: Support, Train, Supervise and Enhance Performance**

Seacliff Community Recreation Association Incorporated will ensure that employees and volunteers who work with children and young people 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 Seacliff Community Recreation Association Incorporated.

#### **7.1.5: Empower and Promote the Participation of Children in Decision-Making and Service Development**

Seacliff Community Recreation Association Incorporated will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment within all Member Groups in our club

#### **7.1.6: Report and Respond Appropriately to Suspicions of a Child being harmed or at risk of harm**

Seacliff Community Recreation Association Incorporated will ensure that employees and volunteers are able to identify and respond appropriately to children and young people being harmed or at risk of harm and that they are aware of their responsibilities under South Australian law to make a report if they suspect on reasonable grounds that a child or young person is, or may be, at risk ***Refer SAMPLE Reporting Requirements and Documents: Attachment 3***

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 young person or is in breach of this policy they may make an internal complaint.

Any person who believes a child or young person is in immediate danger or in a life threatening situation, should contact the police immediately.

#### **7.1.7: Manage appropriately any allegation of misconduct towards children**

Seacliff Community Recreation Association Incorporated will treat any allegations of misconduct towards children and young people participating in activities associated with our organisation responsibly and sensitively. This will include providing support for the alleged victim and their family and ensuring natural justice is provided for the alleged offender.

## **7.2 Supervision**

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

For reasons of courtesy and safety, parents must collect their children or young people on time. If it appears a member will be left alone with just one child or young person at the

end of any club activity, they will ask another member to stay until the child or young person is collected.

### **7.3 Transportation**

Parents and or guardians are responsible for organising the transportation of their children or young people to and from club activities (e.g. training). Where Seacliff Community Recreation Association Incorporated make arrangements for the transportation of children or young people (e.g. for away or overnight 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**

Images of children and young persons can be used inappropriately or illegally. Seacliff Community Recreation Association Incorporated requires that members, wherever possible, obtain permission from a child or young person and their parents or guardian before taking an image of a child or young person that is not their own. Seacliff Community Recreation Association Incorporated will also make sure that the child, young person, 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 our club.

When using a photo of a child or young person, Seacliff Community Recreation Association Incorporated will not name or identify the child or young person or publish personal information, such as residential address, email address or telephone number, without the consent of the child or young people parent or guardian. Seacliff Community Recreation Association Incorporated will not provide information about a child or young person's hobbies, interests, school or the like, as this can be used by pedophiles or other persons to "groom" a child or young person.

Seacliff Community Recreation Association Incorporated will only use images of children or young people that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child or young person's parent or guardian before using their images.

## **8. Harassment, Discrimination and Bullying**

Seacliff Community Recreation Association Incorporated 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 harassment, discrimination 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 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.

## 8.2 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 motives are irrelevant.

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**

Seacliff Community Recreation Association Incorporated 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:

- 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. We 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.)

### **8.4 Social networking**

Seacliff Community Recreation Association Incorporated acknowledges the enormous value of social networking to promote our sport and celebrate the achievements and success of the people involved in our sport.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes social networking websites such as Facebook and Twitter.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets:

- must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate;
- must not contain material which is inaccurate, misleading or fraudulent;
- must not contain material which is in breach of laws, court orders, undertakings or contracts;
- should respect and maintain the privacy of others; and
- should promote the sport in a positive way.

## **9. Inclusive Practices**

Seacliff Community Recreation Association Incorporated 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**

Seacliff Community Recreation Association Incorporated will not discriminate against any person because they have a disability. Where it is necessary and possible, 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 Seacliff Community Recreation Association Incorporated and where possible 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 Seacliff Community Recreation Association Incorporated. 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**

Seacliff Community Recreation Association Incorporated 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.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with Seacliff Community Recreation Association Incorporated. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10)

## **10. Responding to Complaints**

### **10.1 Complaints**

Any person (a complainant) may report a complaint about a person, people or Member Group bound by this policy (respondent) if they feel they have been discriminated against, harassed, bullied or there has been any other breach of this policy. Members are encouraged to provide feedback about programs, services and the venue whenever they feel it is necessary.

Seacliff Community Recreation Association Incorporated takes all complaints about behaviour seriously. Seacliff Community Recreation Association Incorporated will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person about whom the complaint is made 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.

More serious complaints may be escalated to Member Groups own affiliated state body.

If the complaint relates to suspected harm or risk of harm to a child, sexual assault or other criminal activity, then Seacliff Community Recreation Association Incorporated will need to report the behaviour to the police and/or relevant government authority.

## 10.2 Complaint Handling Process

A complaint should be reported to the Member Groups Head Coach, Member Groups Chairperson, Member Groups Child Safe Officer, President of Seacliff Community Recreation Association Incorporated Association, or any Executive Officer on Seacliff Community Recreation Association Incorporated Board of Management.

Please refer to our complaints procedure outlined in Seacliff Community Recreation Association Incorporated Conflict and Complaints Resolution Policy. This aims to provide individuals with a course of action and how Seacliff Community Recreation Association Incorporated will deal with the complaint. ***Refer List of Policies and other Statements: Attachment 1***

When a complaint is received by Seacliff Community Recreation Association Incorporated, the person receiving the complaint (e.g Member Group Chairperson, Child Safe Officer, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated) 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, Seacliff Community Recreation Association Incorporated will assist, where appropriate and necessary, with the resolution process. This may involve:

- encouraging 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, regional, state and/or national body or from an external agency (e.g. State Body MPIO, State Department of Sport or anti-discrimination agency);
- convene a disciplinary tribunal to hear the complaint. Where constituent documents, rules and by laws allow;
- referring the complaint to Member Groups own affiliated state body association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to Member Groups own affiliated state body and an investigation is conducted, Seacliff Community Recreation Association Incorporated 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 Member Groups own affiliated state body association's recommendations.

At any stage of the process, a person can seek advice from anti discrimination commission 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 Measures**

Seacliff Community Recreation Association Incorporated may 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 applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach;
- be determined by Seacliff Community Recreation Association Incorporated Constitution, 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, 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 Seacliff Community Recreation Association Incorporated considers reasonable and appropriate.

### **10.4 Breach of this Policy**

It is a breach of this policy for any person or organisation bound by this policy to do anything contrary to this policy, including but not limited to:

- breaching the Codes of Behaviour/Conduct;
- bringing Member Groups and/or Seacliff Community Recreation Association Incorporated into disrepute, or acting in a manner likely to bring Member Groups and/or Seacliff Community Recreation Association Incorporated into disrepute;
- failing to follow Seacliff Community Recreation Association Incorporated policies (including this policy) and our procedures for the protection, safety and well-being of children;
- discriminating against, harassing or bullying (including cyber-bullying) any person;
- victimising another person for making or supporting a complaint;
- engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over;
- verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport or Seacliff Community Recreation Association Incorporated ;

- disclosing to any unauthorised person or organisation any Seacliff Community Recreation Association Incorporated information that is of a private, confidential or privileged nature;
- making a complaint that they know to be untrue, vexatious, malicious or improper;
- failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; and
- failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

### **10.5 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 Seacliff Community Recreation Association Incorporated) to Member Groups own affiliated state body association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

## **Attachment 1: Seacliff Community Recreation Association Incorporated Constitution, Policies and Other Statements**

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### **Policies**

SCRA Child Safe Policy  
SCRA Code of Conduct Policy  
SCRA Equipment Policy  
SCRA Emergency Procedures Policy  
SCRA Risk Management Policy  
SCRA Codes of Behaviour Policy  
SCRA Conflicts & Complaints Resolution Policy  
SCRA Volunteer Management Policy  
SCRA Work Health and Safety Policy  
SCRA Hot Weather Policy  
SCRA Alcohol Policy  
SCRA Asthma Policy  
SCRA Communication Policy  
SCRA Inclusion Policy  
SCRA Sponsorship Policy  
SCRA Member Protection Policy  
SCRA Privacy Policy

### **OTHER STATEMENTS**

SCRA Mission Statement  
SCRA Constitution  
SCRA Member Group by Law  
SCRA Disability Action Plan  
SCRA Sustainability Action Plan  
SCRA Strategic Plan  
SCRA Succession Plan

**For up to date copies of all of these policies refer:**

**[www.seacliffrec.org.au](http://www.seacliffrec.org.au)**

## Attachment 2:1 Member Protection Declaration

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Seacliff Community Recreation Association Incorporated has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who perform activities or services on behalf of our club where it is reasonably foreseeable that the person will work with people under the age of 18 years.

I ..... (name) of .....

..... (address) born ...../...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, acts of violence or offences related to narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child protection matters, sexual misconduct or harassment, other forms of harassment, acts of violence or offences related to narcotics.
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of Seacliff Community Recreation Association Incorporated or Member Group Chairperson immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.
6. I did migrate to Australia after the age of 16      **Yes / No    (please circle)**

If **Yes** section 6.1 applies

If **No** proceed to next section and sign Declaration

6.1 I have never been convicted of murder or sexual assault and have never been convicted of and sentenced to imprisonment for, any other form of assault in my country of origin.

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: .....



## **Attachment 2:2 Working With Children Check Requirements**

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Working with Children Checks support child safe environments and protect children and young people involved in our sport from harm. Seacliff Community Recreation Association Incorporated requires all workers, paid and unpaid over the age of 14 years to obtain a WWCC regardless of their involvement with children and young people.

In South Australia they assess the suitability of people to work with children and young people and this includes:

- a National Criminal History Check;
- information from South Australian government databases, such as SA Child Protection Records from Department for Child Protection and Care Concern investigations into the welfare of children in foster or state care;
- publicly available information from professional registration bodies relating to persons disciplined or precluded from working with children or vulnerable people;
- information from South Australian police, courts, and prosecuting authorities including information about charges for offences alleged to have been committed (regardless of the outcome of those charges);
- expanded criminal history information from other Australian police jurisdictions; and
- any declarations made by the applicant in response to questions in the 'declaration' section of their screening application form.

Working with Children Checks should not be solely relied upon to determine a person's suitability to work with children and young people. Clubs should also consider if other screening measures such as signed declarations, referee checks and other relevant background checks are necessary.

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](http://www.playbytherules.net)

Detailed information, including the forms required to complete a Working with Children Check, are available from -

### **South Australia**

Contact the Department of Human Services

Website: <https://screening.sa.gov.au/home>

Phone: 1300 321 592

### **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 with Children Check, you will need to check the relevant requirements of that state or territory.

**Interstate visitors to South Australia Working with Children**

A person who is a resident of another State or Territory who will be engaged in child-related work while in South Australia for an organised event must be able to show evidence that they are not prohibited from working with children under their home state's Working with Children Check scheme.

If the person will be undertaking child-related work in South Australia in excess of **7** consecutive days they must apply for a Working with Children Check in this State.

### Attachment 3. 1 SAMPLE RECORD OF COMPLAINT

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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 SCRA	<div style="display: flex; justify-content: space-between;"> <div> <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           </div> <div> <input type="checkbox"/> Parent  <input type="checkbox"/> Spectator  <input type="checkbox"/> Support Personnel  <input type="checkbox"/> Other              .....           </div> </div>	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in SCRA	<div style="display: flex; justify-content: space-between;"> <div> <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           </div> <div> <input type="checkbox"/> Parent  <input type="checkbox"/> Spectator  <input type="checkbox"/> Support Personnel  <input type="checkbox"/> Other              .....           </div> </div>	
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>	<div> <input type="checkbox"/> Harassment or    <input type="checkbox"/> Discrimination         </div> <div> <input type="checkbox"/> Sexual/sexist    <input type="checkbox"/> Selection dispute    <input type="checkbox"/> Coaching methods         </div> <div> <input type="checkbox"/> Sexuality    <input type="checkbox"/> Personality clash    <input type="checkbox"/> Verbal abuse         </div> <div> <input type="checkbox"/> Race    <input type="checkbox"/> Bullying    <input type="checkbox"/> Physical abuse         </div> <div> <input type="checkbox"/> Religion    <input type="checkbox"/> Disability    <input type="checkbox"/> Victimisation         </div> <div> <input type="checkbox"/> Pregnancy    <input type="checkbox"/> Harm to a Child    <input type="checkbox"/> Unfair decision         </div> <div> <input type="checkbox"/> Other .....         </div>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	

## Attachment 3. 2 PROCEDURE FOR HANDLING SUSPICIONS OF A CHILD AT RISK OF HARM

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

We will treat any suspicion of a child or young person at risk (including allegations of a child or young person at harm or risk of harm) promptly, seriously and with a high degree of sensitivity.

A child at risk is defined in the *Children and Young People (Safety) Act 2017*.

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

### Step 1: Forming a suspicion

If a child or young person raises with you an allegation of harm or risk of harm or tells you of a situation that places a child at risk 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 or young person has told you.	Do not challenge or undermine the child or young person.
Reassure the child or young person 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.

Additionally, during the course of providing activities and services of behalf of Seacliff Community Recreation Association Incorporated employees and volunteers may observe actions and behaviours that cause them concern over the safety and wellbeing of a child or young person.

### Step 2: Report the suspicion

- Immediately report any suspicion of a child at risk, to SAPOL on 000 (if child or young person is in imminent danger of harm) and/or the Child Abuse Report Line (CARL) on 131478. You may need to make a report to both.
- Any suspicion of child sexual abuse must be reported to the police. Failure to report child sexual abuse or protect a child from sexual abuse is a crime.
- Contact the CARL for advice if there is **any** doubt about whether your suspicion should be reported.

- If the suspicion involves a person to whom this policy applies, then also report the circumstances to the Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated so that he or she can manage the situation or refer it as may be required, to a Child Safe Officer.

### **Step 3: Protect the child and manage the situation**

- The Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated 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.
- The Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated will consider what services may be most appropriate to support the child and his or her parent/s.
- The Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated will consider what support services may be appropriate for the alleged offender.
- The Member Group Chairperson, President, Vice President or Secretary of Seacliff Community Recreation Association Incorporated 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**

- 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 SAPOL)
  - a child protection investigation (conducted by the Department for Child Protection)
- Member Groups own affiliated state body association 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 10]* of our 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 harm or risk of harm to a child**

South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.sa.gov.au">www.police.sa.gov.au</a>	Department for Child Protection <a href="http://www.childprotection.sa.gov.au/reporting-child-abuse">www.childprotection.sa.gov.au/reporting-child-abuse</a> Ph: 131 478

## Attachment 3:3 SAMPLE Confidential Record of a Child at Risk

### CONFIDENTIAL RECORD OF A CHILD AT RISK

Before completing advice has been sought from the relevant government agency and/or police, where appropriate.

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"/> 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 .....	
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. Member Group Chairperson and SCRA President to be informed immediately.