



***THIRROUL SKI CLUB LTD***  
***MEMBER PROTECTION POLICY***

**VERSION 1**

***14 June 2019***

**IMPORTANT NOTE:**

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

- 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;
- 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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## **CONTENTS PAGE**

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### **POLICY**

1. Introduction
2. Purpose of Our Policy
3. Who Our Policy Applies To
4. Extent of Our Policy
5. Club Responsibilities
6. Individual Responsibilities
7. Protection of Children
  - 7.1 Child Protection
  - 7.2 Choosing Suitable Employees and volunteers
  - 7.3 Supervision of Children in the Lodge
8. Discrimination, Harassment and Bullying
9. Responding to Complaints
  - 9.1 Complaints
  - 9.2 Complaints Handling Process
  - 9.3 Disciplinary Measures
  - 9.4 Appeals

### **Attachment 1: Working With Children Check Requirements**

### **Attachment 2: Reporting Requirements and Documents**

## ***MEMBER PROTECTION POLICY***

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### **1. Introduction**

The objective of Thirroul Ski Club is to encourage, develop and promote snow sports, skiing, ski touring and other athletic sports and athletic games in which human beings are the sole participants. (*Memorandum of Association of The Thirroul Ski Club Ltd*)

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

The main objective of the Club's Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other 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 discrimination, harassment and abuse. Our policy informs everyone involved in our club of 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. Who Our Policy Applies To**

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

- club committee members and other club officials;
- members, including any life members;
- club employees
- guests of members
- associate members

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

Our policy covers all matters directly and indirectly related to the Club and its activities

### **5. Club Responsibilities**

- adopt, implement and comply with this policy;
- 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 club members

### **6. Individual Responsibilities**

Everyone associated with our club must:

- make themselves aware of the contents of this policy and follow the guidelines in it

## **7. Protection of Children**

### **7.1 Child Protection**

The Club is committed to the safety and wellbeing of children and young people who participate in our clubs activities. 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 club members and guests.

The Club 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.

### **7.2 Choosing Suitable Employees and Volunteers**

The Club will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, the Club will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements.

### **7.3 Supervision of Children in the Lodge**

Children aged under 16 years old are not to be left alone in the Lodge without adult supervision.

## **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.

The Club is committed to providing an environment that is free from discrimination, harassment and bullying and all allegations of discrimination, harassment and bullying will be investigated and responded to by the Committee. We understand that discrimination, harassment and bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard discrimination, harassment and bullying in all forms as unacceptable at our club.

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.

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person.

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.

If any person believes they are being, or have been, discriminated against, harassed or bullied by another person or organisation bound by this policy, he or she may make a complaint.

## **9. Responding to Complaints**

### **9.1 Complaints**

Our club takes all complaints seriously. Our club will handle complaints via the elected committee based on the principles of procedural fairness, and do our utmost to ensure:

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- the committee will be reasonable in actions taken when deemed necessary.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will ensure the behaviour is reported to the police and/or relevant government authority.

### **9.2 Complaints Handling Process**

When a complaint is received by our club, the person receiving the complaint (e.g. President, Committee Member) have options to respond such as:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask the complainant how they would like their concern to be resolved and if they need any support;
- the committee explain the different options available to help resolve the complainant's concern;
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.
- 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 an external agency

### **9.3 Disciplinary Sanctions**

The committee have the right to make ultimate decisions on any disciplinary sanctions.

### **9.4 Appeals**

Appeals can be made to the committee. The Committee can seek advice from or engage an external agency in appeals.

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## **Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS**

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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.

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

### **New South Wales**

Contact the Office of the Children's Guardian

Website: [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

Phone: 02 9286 7276





TSC Member Protection Policy June 2019

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

**PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE**

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

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au)

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

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

**Step 1: Receive the allegation**

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

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

**Step 2: Report the allegation**

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

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

- The Club President will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of Thirroul Ski Club
- The Committee or selected Sub-Committee will consider what services may be most appropriate to support the child and his or her parent/s.
- The Committee or selected Sub-Committee will consider what support services may be appropriate for the alleged offender.
- The Committee or selected Sub-Committee will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

### Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the relevant child protection agency)
  - a disciplinary or misconduct inquiry/investigation (conducted by Thirroul Ski Club Committee)
- The Committee will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in Clause 9 of 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 child abuse**

New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>	Department of Family and Community Services <a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a> Ph: 132 111

**CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in club	<input type="checkbox"/> Committee member <input type="checkbox"/> Member <input type="checkbox"/> Junior Member <input type="checkbox"/> Child of Member <input type="checkbox"/> Associate member <input type="checkbox"/> Associate Child member <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other specify	
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:	

## TSC Member Protection Policy June 2019

Government agency contacted	Who: When: Advice provided:
President and/or Committee member 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.