

MEMBER PROTECTION POLICY

CONTENTS

1. MISSION STATEMENT, CULTURE, PURPOSE OF POLICY, EXTENT OF POLICY AND CLUB RESPONSIBILITIES
2. PROTECTION OF CHILDREN
3. DISCRIMINATION, HARASSMENT AND BULLYING
4. RESPONDING TO COMPLAINTS
5. DISCIPLINARY ACTION
6. ATTACHMENTS
 - a. ATTACHMENT 1 WORKING WITH CHILDREN CHECKLIST
 - b. ATTACHMENT 2 CODES OF BEHAVIOUR
 - c. ATTACHMENT 3 PROCESS FOR HANDLING ALLEGATIONS OF CHILD ABUSE
 - d. REPORTING REQUIREMENTS



1. MISSION STATEMENT, CULTURE, PURPOSE OF POLICY, EXTENT OF POLICY AND CLUB RESPONSIBILITIES

WSDCC MISSION STATEMENT

"TO PROVIDE AN ENVIRONMENT THAT ENCOURAGES YOUNG MEN AND WOMEN TO PLAY CRICKET AND TO MAXIMIZE THEIR POTENTIAL AS CRICKETERS"

WSDCC CULTURE

"WSDCC CULTURE IS BUILT ON TRUST AND RESPECT BALANCED WITH AMBITION AND SUCCESS. IT IS ABOUT ALIGNING OUR BEHAVIOURS AND ACTIONS WITH OUR VALUES AND BELIEFS IN PURSUIT OF AMBITIOUS GOALS FOR OUR CLUB. WSDCC CULTURE IS MORE THAN A POSTER ON THE WALL. IT IS EMBRACING A STRONG COMMUNITY FOCUS AND AWARENESS AND UNDERSTANDING AT TIMES WE WILL BE CHALLENGED TO BALANCE PATIENCE WITH PERSISTENCE, LISTEN INSTEAD OF SPEAKING AND SACRIFICE OUR OWN NEEDS FOR THE GOOD OF THE GROUP. THIS IS THE WSDCC WAY."

PURPOSE OF OUR POLICY

The main objective of the [the Western Suburbs District Cricket Club ("the Club") Member Protection Policy ("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 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 our club's activities.

❖ 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, 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;
- players;
- members, including any life members;
- parents;
- spectators

Our Member Protection Officers (MPO) are the President and Club Administrator

● EXTENT OF OUR POLICY



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

WSDCC Members Protection Policy includes

- Club Responsibilities
- Individual Responsibilities
- Protection of children
- Discrimination, Harrassment and Bullying
- Complaints Management
- Attachments
 - 1 (a) Volunteer/working with Children Screening
 - Blue Card Requirements
 - 1 (b) Member Protection declaration
 - 1 (c) Working with Children Check List
 - 2. Codes of Behaviour
 - 3. Procedures for Handling Child Abuse
 - 4. Reporting Requirements
 - 5. Child and Youth Risk Management Template

● **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;
- Appoint a Member Protection Officer
- 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 Queensland Cricket
- 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.

INDIVIDUAL RESPONSIBILITIES

Everyone associated with our club 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/commonwealth 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;

- 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 child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.



2. PROTECTION OF CHILDREN

CHILD PROTECTION

The Club 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.

Western Suburbs District Cricket Club acknowledges the valuable contribution made by our volunteers, members and staff. We encourage their active participation in providing a safe, fair and inclusive environment for all participants.

In this regard WSDCC have adopted the Cricket Australia Guidelines and Policy. Please refer to <https://westsdcc.cricket/looking-after-our-kids/>

Attachment 3 contains a checklist should a complaint be lodged.

CHOOSING SUITABLE EMPLOYEES AND VOLUNTEERS

The Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, 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.

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. (See Attachment 1.3)

REPORT AND RESPOND APPROPRIATELY TO SUSPECTED ABUSE AND NEGLECT

The Club 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.

TAKING IMAGES OF CHILDREN

Images of children cannot be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.



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. We will seek permission from a child's parent or guardian before using their images.

Live Streaming and Child safety.

From time to time WSDCC will gain approval to live stream a cricket match. Adequate notice will be given to players and parents of this opportunity. Should a parent not wish their child to participate in live streaming or seek removal of past content please advise your coach and Club Administrator/ Child Safety Officer.

If you have any concerns please contact our Child Safety Officer:

Wendy Varidel 0413012883 admin@westsdcc.cricket



3.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.

We expect all members to abide by the Club Queensland Cricket and Cricket Australia Codes of Behaviour.

INCLUSIVE PRACTICES

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



4. RESPONDING TO 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:

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
- any penalties imposed will be reasonable.

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.

WSDCC COMMITMENT TO THE COMPLAINT HANDLING PROCESS

When a complaint is received by our club in accordance with WSDCC-Pol- 20, the person receiving the complaint (e.g. President, Committee Member or Child Safety/Member Protection Officer) 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, the club will assist, where appropriate and necessary, with the resolution process.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.



5. DISCIPLINARY SANCTIONS

WSDCC 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; and
- be determined by our constituent documents, by Laws and the rules of the game
- WSDCC will utilise the Match Committee to address matters of misconduct that can be addressed legally within the Clubs Constitution. Such Process is outlined in WSDCC - Pol - 11 Match Committee



Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS

WSDCC is committed to providing a child-safe environment. The Club will recruit staff and volunteers who do not pose a risk to children.

Employment screening and Working with Children Checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children and young people.

Working with Children Check laws are currently in place in Queensland.

The Club will meet the requirements of Queensland Working with Children Check laws.

Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screening requirements of that particular state or territory.

ATTACHMENTS

- Attachment 1A: Screening requirements (for Queensland)
- Attachment 1B: Member Protection Declaration
- Attachment 1C: Working with Children Check requirements



Attachment 1A: VOLUNTEER/EMPLOYMENT SCREENING/WORKING WITH CHILDREN REQUIREMENTS

1 OBJECTIVES OF THIS REQUIREMENT

The *Commission for Children and Young People & Child Guardian Act 2000* (Qld) promotes and protects the rights, interests and wellbeing of children in Queensland. The Act requires all employees and volunteers involved in child related work to undergo a suitability check based on that person's criminal history.

WSDCC are committed to the health, safety and wellbeing of all of their members. As part of that commitment, particularly with regard to members **under 18 years of age**, this policy seeks to achieve the following:

- (a) all employees and volunteers involved with the Club involved in child (under 18 years of age) related work, are assessed by the *Commission for Children and Young People & Child Guardian Act 2000* (Qld) as to their suitability to work with children.
- (b) all affiliated clubs and associations are aware of their legal obligations in relation to the protection of children.

2 EMPLOYEES AND VOLUNTEERS WHO WORK WITH CHILDREN MUST HAVE A SUITABILITY CARD/BLUE CARD

2.1 Employees and Volunteers

All employees and volunteers of the Club whose normal responsibilities include, or are likely to include:

- providing services directed mainly towards children; or
- conducting activities mainly involving children; or
- accessing the personal details of children i.e. database access;

are required to obtain a Blue Card.

In practice that means all administrators, committee members, coaches, managers, officials, scorers, members and any other personnel who perform regular duties on behalf of Western Suburbs District Cricket Club involving players **under the age of 18** must apply for and obtain a Blue Card.

2.2 Exemptions

Volunteers are not required to obtain a BlueCard if the volunteer:

- is under 18 years of age (except students required to work in regulated employment as part of their studies); or
- is a parent whose child is involved in the service provided or activity conducted by the parent.



For this exemption to apply it generally means that the parent must have a child participating in the team with which the parent is involved.

3 HOW TO APPLY FOR A BLUE CARD

Step 1

Volunteers and employees who require a Blue Card must complete a Blue Card Application Form which can be obtained either from [person] or from the Commission's web site <https://www.bluecard.qld.gov.au/>.

In completing and signing the form the volunteer or employee consents to a criminal history check. Copies of certain documents proving identity of the applicant must be included as required by the application.

Step 2

The Club must sight at least one Primary Identification Document and one Secondary Identification Document proving the applicant's identity as listed in the application. A list of acceptable Primary and Secondary Identification Documents are set out on page 3 of the application form. At least one of the documents provided must show the volunteer's or employee's signature.

Step 3

Upon receipt of the application the Commission will carry out necessary enquiries and assess the applicant's suitability to work with children.

Step 4

If an applicant is deemed suitable, a Blue Card is then issued to the applicant. The Blue Card is valid for 3 years and a renewal notice is sent to the volunteer or employee prior to its expiry. The Association/Club is notified by the Commission of the applicant's suitability status and this notification is kept on file.

Attachment 1B: MEMBER PROTECTION DECLARATION

Western Suburbs District Cricket Club has a duty of care to all those associated with the sport of cricket at the national level and to the individuals and organisations to whom the Club Member Protection Policy applies. It is a requirement of the Western Suburbs District Cricket Club Member Protection Policy that the Club check the background of each person bound by the Policy who works, coaches or has regular unsupervised contact with children and young people under the age of 18.

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 or acts of violence.



3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or intimidation.
4. I have never been sanctioned for, and am not currently serving a sanction for, an anti-doping rule violation under any anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice (and have never participated in, facilitated or encouraged) any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me.
6. To my knowledge, there is no other matter that the Club may consider to constitute a risk to children, or a risk to its members, employees, volunteers, athletes or reputation, by engaging me.
7. I will notify the President of the Club immediately upon becoming aware that any of the matters set out above has changed for whatever reason.

Declared in the state/territory of

on/...../.....(date) Signature

Consent of parent/guardian (on behalf of a person under the age of 18)

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 1C: 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 cricket 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 Queensland.

Queensland

Contact the Commission for Children and Young People and Child Guardian about the "Blue Card" system.

Website: <https://www.bluecard.qld.gov.au/>



Phone: 1800 113 611

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 October 2011 at the Standing Council on Community, Housing and Disability Services, Commonwealth, state and territory ministers agreed to introduce, by late 2012, national exemptions to Working with Children Checks for paid employees and volunteers who are required to cross state or territory borders for work related purposes.

These exemptions will be for up to 30 days in any 12 month period and will enable workers to participate in national and inter-jurisdictional activities on a short-term basis. This means that volunteers and workers with a valid check in their home state or territory will be able to participate in short-term activities across state and territory borders without the need for additional checks.

The Australian Sports Commission will provide more information as soon as it becomes available.

Attachment 2: CODES OF BEHAVIOUR

Reference also "Looking after our Kids" Cricket Australia Guidelines and Policy
<https://westsdcc.cricket/looking-after-our-kids/>

Western Suburbs District Cricket Club (WSDCC) -GENERAL CODE OF BEHAVIOUR

As a person required to comply with this Policy and you must meet the following requirements in regard to your conduct during any activity held by, sanctioned by or under the auspices of a Western Suburbs District Cricket

- *Respect the rights, dignity and worth of others.*
- *Be fair, considerate and honest in all dealings with others.*
- *Be professional in, and accept responsibility for your actions.*
- *Make a commitment to providing quality service.*
- *Operate within the rules of the sport including Qld And Australian Cricket guidelines as applied*
- *Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.*
- *Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.*
- *Refrain from any behaviour that may bring the sport of cricket or this Club into disrepute.*
- *Provide a safe environment for the conduct of the activity.*



- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Where required by this Policy ensure proper recording and documentation procedures required by the Policy are undertaken and completed.
- Understand the repercussions if you breach, or are aware of any breaches of this Code of Behaviour.
- Act at all times to protect and promote the sport of cricket in accordance with the Spirit of Cricket.

Attachment 2 cont.**Western Suburbs District Cricket Club (WSDCC) -APPROPRIATE BEHAVIOUR WITH CHILDREN CODE OF BEHAVIOUR**

In addition to the General Code of Behaviour set out in this policy above, there are certain further requirements that apply to you when you are interacting with Children. These further requirements are provided in this appropriate behaviour with Children Code of Conduct. These further requirements are as follows:

- When disciplining or guiding Children, ensure that appropriate techniques are used to do so. At no stage should physical punishment or overly threatening or intimidating behaviour occur.
- Understand the scope and limit of your authority. It is not appropriate for adults involved in cricket to take certain actions in relation to Children that aren't their own, without the express consent of the relevant Child's parents. For example, an adult should not provide unauthorised transportation to Children, contact Children outside of that required by virtue of the adult's role in cricket nor attend private functions with Children.
- Use appropriate language and communication techniques.
- Avoid discriminatory, derogatory, sexual or otherwise harmful language.
- Avoid one-on-one unsupervised contact with Children.
- Avoid use of electronic communications (text, email, social media, etc) to a Child without copying in their parent/guardian to the communication.
- Do not give gifts to Children without the parent having previously approved of the gift being given.
- Avoid taking photos, videos or other recordings of Children without the prior consent of their parent/guardian.
- Ensure all physical contact is appropriate and necessary. Contact should not occur if it is rough, intended to cause pain, sexual or unnecessary.
- Any Sexual behaviour with Children is in no circumstances tolerated.
- Ensure change room arrangements are appropriately considered. This means that you should avoid being in change rooms unsupervised with Children. Ensure that genders are adequately separated into different change rooms. Adults should not use the same facility as Children to get changed - to avoid exposing Children to adult nudity.



- In no circumstances should you supply alcohol or drugs to Children. Nor should you be under the influence of either when in the presence of Children.

Attachment 2 cont.**Western Suburbs District Cricket Club (WSDCC) -PARENT/GUARDIAN CODE OF BEHAVIOUR**

In addition to the General Code of Behaviour set out in this Policy, as a parent/guardian of a player in any activity held by, sanctioned by or under the auspices of the Western Suburbs District Cricket Club you must meet the following requirements in regard to your conduct during any such activity or event:

- Do not force an unwilling child to participate in Cricket.
- Remember, children are involved in Cricket for their enjoyment, not yours.
- Encourage your child to play by the rules at all times.
- Focus on the child's efforts and performance rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a game. Positive comments are motivational.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise. If you disagree with an umpire or coach, raise the issue through the appropriate channels rather than question their judgement and honesty in public.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
- Support all efforts to remove verbal and physical abuse.
- Be a model of good sports behaviour for children to copy.
- Be courteous in communication with administrators, coaches, players and umpires. Teach children to do likewise.
- Support the use of age appropriate development activities and modified rules.
- Do not undermine the efforts of coaches.
- Encourage junior players to participate in the sport of cricket in a safe manner.

Attachment 2 cont.**Western Suburbs District Cricket Club (WSDCC) - SENIOR PLAYER CODE OF BEHAVIOUR**

In addition to the General Code of Behaviour set out in this policy, as a player in any activity held by or under the auspices of Western Suburbs District Cricket Club you must meet the following requirements in regard to your conduct during any such activity or event:

- Play by the rules and abide by the Spirit of Cricket.
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in Cricket.
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, teammates and opponents. Without them there would be no competition.
- Respect the rights, dignity and worth of fellow players, coaches, officials and spectators. 9 Refrain from conduct which could be regarded as sexual or other harassment.
- Respect the talent, potential and development of fellow players and competitors.
- Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.
- Conduct yourself in a responsible manner relating to language, temper and punctuality. 14 Maintain a high standard of personal behaviour at all times.
- Be honest in your attitude and preparation for training. Work equally hard for yourself and your team.
- Cooperate with coaches and staff in relation to programs that adequately prepare you for competition.
- Do not engage in practises that affect sporting performance (alcohol, tobacco and drug use.)

Attachment 3: 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.



Western Suburbs District Cricket Club will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with the 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.

Do	Don't
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 Club Child Safety/Member Protection Officer ("**MPO**") so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The MPO 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 in paid employment with the Club



- The MPO will consider what services may be most appropriate to support the child and his or her parent/s.
- The MPO will consider what support services may be appropriate for the alleged offender.
- The MPO will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- Up to 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 Club)
- Regardless of the findings of the police and/or child protection agency investigations, the Club will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- The MPO of the Club considers all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then sets out a finding, recommends actions and the rationale for those actions.
- If disciplinary action is recommended, the Club will follow the procedures set out in this Policy - Western Suburbs District Cricket Club Member Protection Policy.
- The Club will provide the relevant government agency with a report of any disciplinary action it takes, where this is required.

Contact details for advice or to report an allegation of child abuse

Queensland

Queensland Police
Non-urgent police assistance
Ph: 131 444
www.police.qld.gov.au

Department of Communities
www.communities.qld.gov.au/childsafety
Ph: 1800 811 810



RECORD OF COMPLAINT

POLICY

WSDCC-POL-007:2021

Can tick more than one box	<ul style="list-style-type: none"> • 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
What they want to happen to fix issue	
Information provided to them	
Resolution and/or action taken	
Follow-up action	



. 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 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:	



POLICY

WSDCC-POL-007:2021

	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.



Attachment 5: Child and Youth Risk Management Strategy Checklist / Action Plan Template

(Blue Card system minimum requirements from
<https://www.bluecard.qld.gov.au/risk-management.html>)

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm	x	Member Protection Policy		Included in policy	
2. A code of conduct for interacting with children and young people	x	Member Protection Policy (attachment 2)		Included in policy	
3. Written procedures for recruiting, selecting, training and managing staff and volunteers		Association/Club documents		- Should be tailored for your Club or Association - Volunteer management resources: https://www.volunteeringqld.org.au/resources/volunteer-management#orientate-train-volunteers	
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	x	Member Protection Policy		- Included in policy - MPIO training	
5. A plan for managing breaches of the risk management strategy	x	Member Protection Policy		- Included in policy - MPIO training	
6. Policies and procedures for managing compliance with the blue card system	x	Member Protection Policy		- Included in policy (7.1.3) - Blue card register template at http://www.bluecard.qld.gov.au/risk-management.html - 'employee register xls'.]	
7. Risk management plans for high risk activities and special events*		Association/Club documents		Risk management plan template available at https://www.bluecard.qld.gov.au/risk-management.html - "Risk management plan for high risk activities and special events template"	
8. Strategies for communication and support	x	Member Protection Policy		- Attachment 1B (member protection declaration) - MPIO training	

