



Australian Pole Sports Federation Member Protection Policy



Version 1, April 2021

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Preface

The Australian Pole Sports Federation has a clear commitment at the highest level of our organisation to creating a safe, fair and inclusive sporting environment.

We commit to:

- seeking to prevent all forms of harassment, discrimination and abuse and to promote positive behaviour and values
- nil tolerance of inappropriate or unlawful behaviour
- this policy, that sets out codes of conduct with which everyone associated with the organisation is expected to abide
- taking disciplinary action against individuals if there is a breach of the policy.

Australian Pole Sports Federation Management Committee

10th April 2021

MEMBER PROTECTION POLICY

1. Introduction

Our Vision: is to enable our athletes, coaches and judges and the wider Pole Sports community the best opportunity to achieve their highest potential in all aspects of Pole Sports.

Our Values: we believe that people should be able to experience Pole Sports in a safe, positive, inclusive, welcoming and enjoyable way.

2. Purpose of Our Policy

The main objective of the Australian Pole Sports Federation (“our”, “us” or “we”) Member Protection Policy (“policy”) is to assist the Australian Pole Sports Federation to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport. It sets out our commitment to ensure that every person bound by the policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our sport is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.

The attachments to this policy describe the practical steps we will take to eliminate discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the policy allows the Australian Pole Sports Federation to take disciplinary action against any person or organisation bound by this policy if they breach the policy.

This policy has been endorsed by the Australian Pole Sports Management Committee and has been incorporated into our constituent document. The policy starts on 10th April 2021 and will operate until replaced.

The current policy and its attachments can be obtained from our website at:
www.auspolesports.org

3. Who is Bound by this Policy

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

- Management Committee members and State Affiliation Representatives;
- coaches;
- judges;
- athletes;
- members, including any life members;
- parents and/or legal guardian of athletes/members under 18 years of age;
- volunteers;
- spectators.

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Australian Pole Sports Federation and its activities. In particular, the policy governs breaches of our code of conduct and behaviour that occurs at competitions, at APSF-endorsed training sessions, and at social events organised or sanctioned by the organisation or our sport. It also covers private behaviour where that behaviour brings our organisation or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Organisation 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 the appropriate authority.

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

6. Individual Responsibilities

Everyone associated with our organisation must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the codes of conduct and the steps for making a complaint or reporting possible child abuse set out in the policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- 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.

7. Position Statements Protection

7.1 Child Protection

The Australian Pole Sports Federation is committed to the safety and wellbeing of children and young people who participate in our organisation's activities. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

We will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of a representative, volunteer or another person.

7.1.2: Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

7.1.3: Choosing Suitable Representatives and Volunteers

We will ensure that the organisation takes all reasonable steps to ensure that it engages 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.

We will ensure that Working with Children Checks and criminal history assessments are conducted for representatives, coaches 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 Australian Pole Sports Federation will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.2)

7.1.4: Support, Train, Supervise and Enhance Performance

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

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

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

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

We will ensure that representatives, coaches 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 ground 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 9 of this policy. Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

7.2 Taking Images of Children

There is a risk that images of children can be used inappropriately or illegally. The Australian Pole Sports Federation requires 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 organisation's activities and we will ensure that they are suitably clothed in a manner that promotes our organisation. We will seek permission from a child's parent or guardian before using their images.

7.3 Discrimination, Harassment and Bullying

The Australian Pole Sports Federation 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.

7.3.1 Discrimination

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

Discrimination includes both direct and indirect discrimination:

- **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 motive are irrelevant.

7.3.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- 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.

7.3.3 Bullying

The Australian Pole Sports Federation 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.)

7.4 Social networking

The Australian Pole Sports Federation 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.

8. Inclusive Practices

Our organisation 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.

8.1 People with a disability

The Australian Pole Sports Federation will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

8.2 People from diverse cultures

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

8.3 Sexual and Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our organisation. 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.

8.4 Pregnancy

The Australian Pole Sports Federation is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our organisation'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 the Australian Pole Sports Federation. 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 9).

9. Responding to Complaints

9.1 Complaints

The Australian Pole Sports Federation aims to provide a simple, confidential and trustworthy procedure for resolving complaints based on the principles of procedural fairness and ensure:

- all complaints will be taken seriously;
- the person about whom the complaint is being made (respondent) 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 the appropriate law enforcement body.

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

9.2 Complaint Handling Process

In the first instance, complaints should be reported to the Australian Pole Sports Federation Management Committee. When a complaint is received by our organisation, the person receiving the complaint will:

- 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;
- 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 organisation will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining (complainant) 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 (e.g. State Department of Sport or anti-discrimination agency);
- 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 an external agency and an investigation is conducted, the organisation 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 the external agency's recommendations.

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.

9.3 Improper Complaints and Victimisation

Our organisation aims to ensure that our complaints procedure has integrity and is free of unfair repercussions or victimisation against any person making a complaint.

We will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures may be undertaken in respect of a person who harasses or victimises another person for making a complaint, or supporting another person's complaint.

If at any point the Management Committee considers that a complainant has knowingly made an untrue complaint, or the complaint is malicious or inappropriately intended to cause distress to the respondent, the matter may be reviewed, and appropriate action may be taken, including possible disciplinary action against the complainant.

9.4 Disciplinary Sanctions

Our organisation 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 consistently 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 and relevant laws.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- a written warning
- a direction that the individual attend counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in events held or sanctioned by our organisation;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;

- a fine; or
- any other form of discipline that our organisation considers reasonable and appropriate.

9.5 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 our organisation) to an external agency. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or laws.

The grounds of an appeal should be specific, for example, they may be limited to denial of procedural fairness, on grounds of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented.

A person wanting to appeal must lodge a letter setting out the basis for their appeal with the Management Committee within 30 days of the decision being made. If the letter of appeal is not received within this time, the appeal will lapse. If the appellant has not show sufficient ground for an appeal, the appeal will be rejected. If the appeal is accepted, the appellant will be notified in writing.

Attachment 1.1: MEMBER PROTECTION DECLARATION

The Australian Pole Sports Federation has a duty of care to all those associated with our organisation 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 undertake any work, coaching or regular unsupervised contact 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 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.
4. I am not currently serving a sanction for an anti-doping rule violation under an Australian Sports Anti-Doping Authority (ASADA) approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge, there is no other matter that the organisation may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the Federation immediately upon becoming aware that any of the matters set out above has changed.

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 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

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

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. Information for each state and territory are available on the Play by the Rules website: www.playbytherules.net.au (<https://www.playbytherules.net.au/search?q=working+with+children>)

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

Australian Capital Territory

Contact Access Canberra

Website: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/-/working-with-vulnerable-people-%28wwwp%29-registration

Phone: 13 22 81

New South Wales

Contact the Office of the Children's Guardian

Website: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Phone: 02 9286 7219

Northern Territory

Contact the Northern Territory Government

Website: <https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Queensland Government Blue Card Services

Website: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

Phone: 13 74 68

South Australia

Contact the Department of Human Services

Website: <https://screening.sa.gov.au/types-of-check/working-with-children-check>

Phone : 1300 321 592

Tasmania

Contact the Department of Consumer, Building and Occupational Services

Website: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

Phone: 1300 654 499

Victoria

Contact the Victorian Government

Website: <https://www.workingwithchildren.vic.gov.au/>

Phone: 1300 652 879

Western Australia

Contact the Department of Communities

Website: <https://workingwithchildren.wa.gov.au/>
Phone: 1800 883 979

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 a representative or volunteer of our organisation is travelling interstate to do work that would normally require a working for children check, the representative or volunteer will need to check the relevant requirements of that state or territory.

Attachment 2: CODES OF BEHAVIOUR

The Australian Pole Sports Federation currently adheres to the following Codes of Conduct:

1. Australian Pole Sports Federation Management Committee Members Code of Conduct
2. Australian Pole Sports Federation State Affiliation Representatives Code of Conduct and
3. International Pole Sports Federation Code of Ethics, that applies to federations, athletes, judges, coaches, volunteers and staff (www.polesports.org/about-us/document-policies)

Below is the Code of Conduct for serving Australian Pole Sports Federation representatives:

Australian Pole Sports Federation (APSF) Management Committee Members and State Affiliation Representatives Codes of Conduct

Purpose

The purpose of this document is to set out the standards of behaviour expected of APSF Committee Members. In agreeing to be part of the Committee, each member must also agree to adhere to these codes at all times.

Code of Conduct

Management Committee Members and State Affiliation Representatives must:

- Be diligent in their role
- Attend Committee meetings or forward their apology prior to the meeting
- Treat all people associated with the APSF, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Always consider the welfare of the APSF members
- Attend to their fiduciary responsibility and make decisions based on what is best for the APSF, not for individual interest or gain
- Not take advantage of their position on the Committee in any way
- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good sporting behaviour
- Adhere to any policies and procedures established by the APSF
- Adhere to the legislative requirements of the APSF
- Respect the equipment and resources of the APSF and only use these in APSF related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of the APSF operations and Committee functions
- Always represent the APSF in a professional manner
- Not speak to the media about any aspect of the APSF that could damage the APSF or its reputation

Name:

Signed:

Date:

Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS

3.1 RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Committee Member <input type="checkbox"/> Volunteer <input type="checkbox"/> State Affiliation Representative <input type="checkbox"/> Spectator <input type="checkbox"/> Coach <input type="checkbox"/> Parent <input type="checkbox"/> Athlete <input type="checkbox"/> Other <input type="checkbox"/> Judge	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Committee Member <input type="checkbox"/> Volunteer <input type="checkbox"/> State Affiliation Representative <input type="checkbox"/> Spectator <input type="checkbox"/> Coach <input type="checkbox"/> Parent <input type="checkbox"/> Athlete <input type="checkbox"/> Other <input type="checkbox"/> Judge	
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds) Can tick more than one box	<input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Other	

What they want to happen to fix issue?	
Information provided to them	
Resolution and/or action taken	
Follow-up action	

This record and any notes must be kept confidential and secure.

3.2 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

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

All people working with Australian Pole Sports Federation 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 Management Committee of the Australian Pole Sports Federation so that they can manage the situation.

Step 3: Protect the child and manage the situation

- The Management Committee 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 a representative of the Australian Pole Sports Federation.
- The Management Committee will consider what services may be most appropriate to support the child and his or her parent/s.

- The Management Committee will consider what support services may be appropriate for the alleged offender.
- The Management 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 the Australian Pole Sports Federation).
- The Australian Pole Sports Federation 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 9.4 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**

Australian Capital Territory	
ACT Police Non-urgent assistance Ph: 131 444 www.afp.gov.au	Access Canberra https://form.act.gov.au/smartforms/csd/child-concern-report/
New South Wales	
New South Wales Police Non-urgent assistance Ph: 131 444 www.police.nsw.gov.au	Department of Community and Justice https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters/how-to Ph: 132 111
Northern Territory	
Northern Territory Police Non-urgent assistance Ph: 131 444 www.pfes.nt.gov.au	Northern Territory Government https://nt.gov.au/law/crime/report-child-abuse Ph: 1800 700 250
Queensland	
Queensland Police Non-urgent assistance Ph: 131 444 www.police.qld.gov.au	Department of Children, Youth Justice and Multicultural Affairs http://www.cyjma.qld.gov.au/child-family/protecting-children/reporting-child-abuse Ph: 1800 177 135
South Australia	
South Australia Police	Department for Child Protection

Non-urgent police assistance Ph: 131 444 https://www.police.sa.gov.au	https://www.childprotection.sa.gov.au/reporting-child-abuse Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health https://www.health.tas.gov.au/contact/child_protection_notification_form Ph: 1300 135 513
Victoria	
Victoria Police Non-urgent police assistance Ph: 131 444 www.police.vic.gov.au	Department of Health and Human Services https://services.dhhs.vic.gov.au/reporting-child-abuse Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Communities, Child Protection and Family Support http://www.dcp.wa.gov.au/ChildProtection/Pages/Ifyouareconcernedaboutachild.aspx Ph: 1800 273 889

3.3 CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* (above) 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"/> Committee Member <input type="checkbox"/> State Affiliation Representative <input type="checkbox"/> Athlete <input type="checkbox"/> Coach <input type="checkbox"/> Judge	<input type="checkbox"/> Volunteer <input type="checkbox"/> Spectator <input type="checkbox"/> Parent <input type="checkbox"/> Other
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 contacted	Who: When:
Police and/or government investigation agency	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 will be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.