



**HIGH WYCOMBE JUNIOR FOOTBALL CLUB
MEMBER PROTECTION POLICY**

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HIGH WYCOMBE JUNIOR FOOTBALL CLUB MEMBER PROTECTION POLICY

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HIGH WYCOMBE JUNIOR FOOTBALL CLUB MEMBER PROTECTION POLICY

1. INTRODUCTION

High Wycombe Junior Football Club strives to create an inclusive and social environment where children can learn and enjoy playing the sport of AFL.

2. PURPOSE OF OUR POLICY

The main objective of our Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other participants in 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.

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, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents; and
- spectators;

4. EXTENT OF OUR POLICY

Our policy covers all matters directly and indirectly related to the High Wycombe Junior Football 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.

5. CLUB RESPONSIBILITIES

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;



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- 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 our district body.

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 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 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;
- 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. PROTECTION OF CHILDREN

7.1. Child Protection

The High Wycombe Junior Football Club is committed to the safety and wellbeing of children and young people who participate in our club's activities or use our services. We support the rights of the child and will always act 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.

The High Wycombe Junior Football Club acknowledges 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. High Wycombe Junior Football Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

a) Identifying and Analysing Risks of Harm

The High Wycombe Junior Football Club will develop and implement a risk management strategy, which includes a review of our existing child protection



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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 an employee, volunteer, or another person.

b) Developing Codes of Conduct for Adults and Children

The High Wycombe Junior Football Club 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)

c) Choosing Suitable Committee Members and Volunteers

The High Wycombe Junior Football 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, (in prescribed positions), 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 High Wycombe Junior Football Club will ensure that Working with Children Checks and criminal history assessments are conducted for Committee Members 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 High Wycombe Junior Football Club will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements.

d) Support, Train, Supervise and Enhance Performance

The High Wycombe Junior Football Club will ensure that all our Committee Members 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 club.

e) Empower and Promote the Participation of Children in Decision-Making and Service Development

The High Wycombe Junior Football Club will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.



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f) Report and Respond Appropriately to Suspected Abuse and Neglect

The High Wycombe Junior Football Club will ensure that Committee Members and volunteers are able to identify and respond appropriately to children at risk of harm.

The High Wycombe Junior Football Club will make all volunteers and Committee Members 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 and 5).

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.

7.2. Supervision

Members under the age of 12 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 10 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found. Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

7.3. Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. practice, training and games). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts).

7.4. Taking Images of Children

Images of children can be used inappropriately or illegally therefore, High Wycombe Junior Football Club 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.

To respect people's privacy, we do not allow camera phones, videos, and cameras to be used inside changing areas, showers, and toilets which we control or are used in connection with our club.



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

We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. High Wycombe Junior Football club will only use images of children, where consent has been given at time of registration.

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.

8.1. 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.

8.2. 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



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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 at both the Western Australian and Federal level:

- Equal Opportunity Act 1984 (WA)
- Criminal Code (WA)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)

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

- gender
- national extraction or social origin
- pregnancy, potential pregnancy, breastfeeding
- age
- physical features
- lawful sexual activity
- family or carer responsibilities, status as a parent or carer
- religion, religious beliefs, or activities
- political beliefs or activities
- sexual orientation and gender identity
- irrelevant criminal record, spent convictions
- member of association or organisation of employees or employers, industrial activity, trade union activity
- personal association with someone who has, or is assumed to have, any of these personal characteristics
- disability, mental or physical impairment
- irrelevant medical record
- defense service
- profession, trade, occupation or calling
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration
- marital status, relationship status, identity of spouse or domestic partner

This Policy, in conjunction with the HWJFC Vilification and Discrimination Policy, along with the laws also prohibits:

- racial, religious, homosexual, transgender, and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

8.3. Bullying

The High Wycombe Junior Football Club 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.



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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. High Wycombe Junior Football Club 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 section 10 of this policy.)

9. INCLUSIVE PRACTICES

Our club is welcoming, and we will seek to include members from all areas of our community. The following are examples of some of our inclusive practices.

9.1. People with a disability

The High Wycombe Junior Football Club is committed to our HWJFC Disability Action Plan and will not discriminate against any person because they have a disability.

9.2. 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 (e.g. modifications to uniforms).

9.3. Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4. Pregnancy

High Wycombe Junior Football Club is committed to treating pregnancy of a player fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant players.

Pregnant players should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant players to consult with their



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medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation. (Refer section 10).

9.5. Girls playing in boys' teams

If there is not a separate sex competition, our club will support girls playing in boys' teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age, our club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

10. RESPONDING TO COMPLAINTS

10.1. 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:

- a) all complaints will be taken seriously;
- b) 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;
- c) irrelevant matters will not be considered;
- d) decisions will be unbiased; and
- e) any penalties imposed will be reasonable.

More serious complaints may be escalated to our district body.

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

10.2. Complaint Handling Process

- a) The High Wycombe Junior Football Club Member Protection Complaint Form must be used to lodge a complaint to the Member Protection Officer and emailed to members.protection@hwjfc.org.au
- b) When the complaint form is received by the club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:
 - read carefully through the complaint form to ensure that all the information requested has been completed;
 - make contact with the person making the complaint, 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.



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- c) Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:
- supporting the person complaining to talk to the person being complained about;
 - bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
 - gathering more information (e.g. from other people that may have seen the behaviour);
 - seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
 - referring the complaint to our district office; and/or
 - referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.
- d) In situations where a complaint is referred to our district association and an investigation is conducted, the club 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 our district association's recommendations.
- e) 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.

10.3. Disciplinary Sanctions

Our club 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:

- a) be applied consistent with any contractual and employment rules and requirements;
- b) be fair and reasonable;
- c) be based on the evidence and information presented and the seriousness of the breach; and
- d) be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.



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10.4. Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to our district association. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.



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Attachment 1.1: MEMBER PROTECTION DECLARATION

The High Wycombe Junior Football Club has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who 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. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, Committee, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the State of Western Australia 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:



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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.

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

Working With Children – Government of Western Australia Website

Website: <https://workingwithchildren.wa.gov.au/>

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.



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Attachment 2: CODE OF BEHAVIOUR



HIGH WYCOMBE JUNIOR FOOTBALL CLUB CODE OF CONDUCT

1. PREFACE

This Code is a formal recognition of how the High Wycombe Junior Football Club (the Club) expects its parents/friends/relatives, coaches, managers, team officials and players to conduct themselves at training, game day and any club functions. This code interacts with the HWJFC Member Protection Policy. The Code of Conduct ensures a safe, pleasant and friendly experience for the children, parents and many hard-working volunteers that make High Wycombe Junior Football Club the great club it is.

Above all the Club should be a 'good place' to be associated with, events must be enjoyable, and supporters should be made to feel as though they belong. Visitors also, must be able to feel welcome.

2. GENERAL

Sport plays a role in promoting physical fitness and a healthy lifestyle, in learning to face challenges and strive against the odds, in developing qualities such as self-discipline, perseverance, selflessness, obedience and building self-esteem. Parents are asked to keep in mind that playing football should primarily be for the benefit of their child or children.

Good sportsmanship is an integral part of all that is best about sport. It includes a generous spirit, true respect for others and the game, graciousness, and a steadfast resistant to temptations such as attempting to gain an unfair advantage. Good sportsmanship encapsulates much that is honourable in human behaviour and endeavour.

The High Wycombe Junior Football Club aims to be an example in terms of player and parent behaviour. All players and their support network are bound through the player's registration to the following expectations. All those involved in the Club, be they Committee members, players, coaches, managers, other team officials or supporters are required to adhere to this Code.

3. GUIDELINES OF BEHAVIOUR

Teams

- The Club will abide by and apply rules laid down by the WAFC Metro Central Conference aimed at ensuring all players are afforded the opportunity to play and enjoy their football. This includes rules relating to minimum access to playing time for all players and rotation of players where necessary.
- Auskick is a most important phase of a child's development in learning basic skills and above all having fun playing the game. The Club will endeavour to grade Auskick teams to be as equal as possible in terms of playing ability to ensure games are played at a similar standard. This goal takes precedence over whether players play with their "mates".
- The modified rules and youth teams can often have two or more teams in one age group. While every reasonable effort will be made to keep friends in the same team and to maintain team composition, the Club reserves the right to field teams that are as evenly matched as possible to ensure that both teams have similar opportunities to achieve success. This may involve players changing teams from time to time when it is considered there is significant disparity between the two teams in terms of playing ability or numbers which may impact on the club's long-term viability. Any such decisions will be made in a consultative manner and will be communicated promptly to all concerned.

Players

- Positive and sportsmanlike behaviour should be exhibited by extending standard courtesies to the opposing team i.e. pre-match courtesies, thanking umpires/referees and opposing team after the match.
- Deliberate violence in any sport is unacceptable and physical contact will be restricted to that allowed within the rules of the game.
- Verbal provocation and response to provocation is unacceptable.
- Bad language or sledging, whether directed at another player, the umpire/referee or oneself is unacceptable.
- The umpire/referee's decision is always final and is not to be contested.

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- Immodest behaviour in victory or success, and manifestation of self-disgust at an error or failure, are acts or poor sportsmanship and are unacceptable.
- Unfair or illegal tactics to gain advantage are unacceptable and should never be used.
- Display respect to team-mates, coaches and team officials. Bullying will not be tolerated.

Coaches & Managers

- Exhibit the standards and expectations of the Club at all times.
- Ensure that good sportsmanship and good sports skills each receive strong emphasis.
- Reinforce expectations regarding courtesies, punctuality, behaviour and dress, even with the most senior players.
- Delegate leadership and responsibility to the team captain whenever possible; refrain from any form of excessive coaching from the sidelines.
- Do not always give the impressions that a lost match should have been won with a greater effort. The opposition is sometimes just too skilled.
- Do not publicly question an umpires/referee's decision and avoid blaming a team's defeat on 'poor umpiring'.
- Establish and foster cordial relations with the coaches and managers of opposing teams.

Parents & Other Spectators

- Children appreciate the presence and support of their parents. Accordingly, always set an example of good sportsmanship and give enthusiastic, but not excessive or inappropriate, support. Remember your child plays football for their benefit, not yours. The club promotes coaches and parents delivering messages of encouragement and support, not criticism.
- Assist the Club and its teams where possible. Whilst we have some highly dedicated coaches / managers and committee members, they cannot do it all. Junior sporting clubs heavily rely on each parent to assist in some way, both with training and game day.
- When visiting another club's premises and ground please respect the club premises and rules concerning parking, tidiness, use of alcohol, etc. Your conduct represents our clubs conduct.
- Do not give advice during a match to coaches, umpires/referee's, or players. Football is a team sport and all children need to be listening to their coach during pre-game, quarter / half-time breaks and post-game addresses.

COVID-19

- As a requirement of both the West Australian Football Commission **and** the City of Kalamunda (Local Government), the club and its members will comply with published directives.
- The Club Executive Committee will ensure the directives and guidelines are published or accessible to all members.
- Failure to comply with published directives may result in significant fines for individuals, the Club and the revocation of local government approvals.
- Individuals found to be in breach of the directives **MAY BE** suspended from further participation in Club activities at the discretion of the Executive Committee.
- All coaching staff, managers and committee members will complete the COVID-19 infection control training.

The High Wycombe Junior Football Club Committee is entrusted with the authority to manage the affairs of the Club and will itself be bound by this Code in doing so. It will make decisions in furtherance of the principles and aims of this Code, and these may include determining the make-up of specific teams, specifying team management requirements to coaches, and ultimately if necessary applying sanctions to players, parents or officials who commit serious breaches of the Code.

Parent Name & Signature:			Date:
Parent Name & Signature:			Date:
Name & Signature:			Date:
<input type="checkbox"/> Player	<input type="checkbox"/> Parent	<input type="checkbox"/> Coach	<input type="checkbox"/> Team Manager



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Attachment 3: DUTY STATEMENTS

High Wycombe Football Club utilises the following duty statements. These Statements are available for viewing on the website <https://www.hwjfc.org.au/resources/all-ages/>

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Registrar
6. Auskick Co-Ordinator
7. Coach Co-Ordinator
8. Sponsor Co-Ordinator
9. Volunteer Coordinator
10. Publicity Officer
11. Junior Coach
12. Senior Coach
13. Team Manager
14. Club Boundary Umpire
15. Club Field Umpire
16. Club Goal Umpire
17. Club Runner
18. Interchange Steward
19. Timekeeper



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Attachment 4: REPORTING REQUIREMENTS AND DOCUMENTS



HIGH WYCOMBE JUNIOR FOOTBALL CLUB MEMBER PROTECTION COMPLAINT FORM

Date:		
Name:		
	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
What is the best way to contact you?	Phone:	
	Email:	
Your role/status at the Club	<input type="checkbox"/> Committee Member <input type="checkbox"/> Coach/Assistant Coach/Team Manager <input type="checkbox"/> Other (please list)	<input type="checkbox"/> Parent <input type="checkbox"/> Player <input type="checkbox"/> Spectator
Nature of complaint/grievance Can tick more than one box	<input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Bullying <input type="checkbox"/> Victimisation <input type="checkbox"/> Disability <input type="checkbox"/> Other (please list)	<input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Unfair decision <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Child Abuse <input type="checkbox"/> Pregnancy
Name of person(s) against whom the complaint is made:		
	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Their role/status in the Club	<input type="checkbox"/> Committee Member <input type="checkbox"/> Coach/Assistant Coach/Team Manager <input type="checkbox"/> Other (please list)	<input type="checkbox"/> Parent <input type="checkbox"/> Player <input type="checkbox"/> Spectator
Date(s) on which the alleged behaviour occurred:		
Are you aware of any person(s) who may have witnessed this behaviour?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide the name(s) of the witnesses:		



HIGH WYCOMBE JUNIOR FOOTBALL CLUB MEMBER PROTECTION POLICY



HIGH WYCOMBE JUNIOR FOOTBALL CLUB MEMBER PROTECTION COMPLAINT FORM

Outline what steps you have taken to attempt to resolve the grievance (attach copies of any relevant documents/emails)
Please describe the remedy you are seeking?

Email the completed form to Members.Protection@hwjfc.org.au

Member Protection Committee use only

Resolution and/or action taken
Follow-up action taken/required



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Attachment 5: 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 at High Wycombe Junior Football Club in a volunteer or 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	Do not
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 *High Wycombe Club President and Member Protection Officer of High Wycombe Junior Football Club*, so that he or she can manage the situation.



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Step 3: Protect the child and manage the situation

- The *High Wycombe Club President and Member Protection Officer* 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 the *High Wycombe Junior Football Club*.
- The *High Wycombe Club President and Member Protection Officer* will consider what services may be most appropriate to support the child and his or her parent/s.
- The *High Wycombe Club President and Member Protection Officer* will consider what support services may be appropriate for the alleged offender.
- The *High Wycombe Club President and Member Protection Officer* 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 *High Wycombe Club President and Member Protection Officer*).
- *High Wycombe Club President/ nominated Committee Members and Member Protection Officer* 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**

Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Child Protection and Family Support www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258



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ATTACHMENT 6: 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"/> Committee Member <input type="checkbox"/> Parent <input type="checkbox"/> Coach/Assistant Coach/Team Manager <input type="checkbox"/> Player <input type="checkbox"/> Other (please list) <input type="checkbox"/> Spectator	
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))		



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Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.