



Hahndorf Football Club

Member Protection Policy

Rev No.	Date	Reason for Issue	Approved
1	01/04/2024	Implementation of policy	HFC Management Committee
2	27/12/2024	Update formatting and minor editing	HFC Management Committee
3	10/2/2025	Implementation for Season 2025	HFC Management Committee

Member Protection Policy

TABLE OF CONTENTS

1. OBJECTIVE	4
2. ACCOUNTABILITIES / RESPONSIBILITIES.....	5
2.1. RESPONSIBILITIES OF THE ORGANISATION	5
2.2. INDIVIDUAL RESPONSIBILITIES	5
3. POSITION STATEMENTS	6
3.1. POSITION STATEMENTS: CHILD SAFE ENVIRONMENTS	6
3.1.1. <i>Develop codes of behaviour</i>	6
3.1.2. <i>Choose suitable employees and volunteers</i>	6
3.1.3. <i>Report and Respond Appropriately To Suspected Harm</i>	7
3.2. POSITION STATEMENTS: TAKING IMAGES OF CHILDREN.....	7
3.3. POSITION STATEMENTS: ANTI-DISCRIMINATION, HARASSMENT AND BULLYING.....	8
3.3.1. <i>Discrimination</i>	8
3.3.2. <i>Harassment</i>	8
3.3.3. <i>Bullying</i>	9
3.3.4. <i>Prohibition against discrimination, harassment and bullying</i>	10
3.3.5. <i>Vilification & Discrimination</i>	10
3.4. POSITION STATEMENTS: PREGNANCY.....	10
3.5. POSITION STATEMENTS: INCLUSIVE PRACTICES.....	11
3.5.1. <i>Disability</i>	11
3.5.2. <i>People from Diverse Cultures</i>	11
3.6. POSITION STATEMENTS: GENDER IDENTITY.....	11
3.6.1. <i>Participation in sport</i>	12
3.6.2. <i>Intersex status</i>	12
3.7. POSITION STATEMENTS: RESPONSIBLE SERVICE AND CONSUMPTION OF ALCOHOL.....	12
3.8. POSITION STATEMENTS: SOCIAL MEDIA.....	12
4. COMPLAINTS	13
4.1. HANDLING COMPLAINTS	13
4.2. VEXATIOUS COMPLAINTS & VICTIMISATION	15
4.3. WHAT IS A BREACH OF THIS POLICY	15
4.4. DISCIPLINARY MEASURES.....	16
4.4.1. <i>Individual</i>	16
4.4.2. <i>Organisation</i>	16
4.5. FACTORS TO CONSIDER	16
5. DICTIONARY	17
6. ATTACHMENTS	23
ATTACHMENT A: SCREENING AND WORKING WITH CHILDREN REQUIREMENTS	23
ATTACHMENT B1: COMPLAINTS PROCEDURE	24
ATTACHMENT B3: INVESTIGATION PROCESS	27

Member Protection Policy

ATTACHMENT B5: REPORTING HARM AND NEGLECT	31
ATTACHMENT C: REFERENCE DOCUMENTS.....	32
ATTACHMENT C2: CONFIDENTIAL RECORD OF INFORMAL COMPLAINT.....	33
ATTACHMENT C3: CONFIDENTIAL RECORD OF FORMAL COMPLAINT.....	34
ATTACHMENT B4: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION	37

Member Protection Policy

1. OBJECTIVE

This Member Protection Policy aims to maintain ethical and informed decision-making and responsible behaviours within our sport. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from harm. This policy informs everyone involved in the Hahndorf Football Club (HFC) of their legal and ethical rights and responsibilities and the standards of behaviour that are required.

The policy demonstrates our commitment to eliminating discrimination, harassment, safeguarding children and other forms of inappropriate behaviour from our sport. As part of this commitment, HFC will take disciplinary action against any person or organisation bound by this policy if they breach it.



Mike Hogan, HFC President

10th Feb 2025

Approved HFC Management committee

Date: Feb 2025

Member Protection Policy

2. ACCOUNTABILITIES / RESPONSIBILITIES

This Policy applies to all persons who are involved with the activities of HFC whether they are in a paid or unpaid/voluntary capacity in the HFC, including:

- Members, including life members of the HFC, Players, coaches, officials and other personnel/volunteers participating in events and activities, including camps and training sessions, held or sanctioned by the HFC
- Spectators of football matches involving the Hahndorf Football Club
- Any other person attending the grounds of the HFC during a HFC sanctioned event and/or activity

The Hahndorf Football Club undertakes to make all reasonable effort to ensure that parties bound by this policy are aware of their obligations under this policy including by making it available on the HFC website.

This policy will continue to apply to a person, even after they have stopped their association with the HFC, if disciplinary action against that person has commenced.

2.1. Responsibilities of the Organisation

HFC, will:

- Adopt, implement and comply with this policy
- Make such amendments to the Constitution, Rules or Policies necessary for this policy to be enforceable
- Publish, distribute and promote this policy and the consequences of breaches
- Promote and model appropriate standards of behaviour at all times
- Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner
- Apply this policy consistently
- Recognise and enforce any penalty imposed under this policy
- Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies, via the HFC website
- Monitor and review this policy at least annually

2.2. Individual Responsibilities

Individuals bound by this policy must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of the policy, including any codes of conduct and the steps for making a complaint or reporting possible risk of harm to children and young people set out in this policy
- consent to the child safety screening requirements set out in this policy, and any State/Territory Working with Children Checks as required by law

Member Protection Policy

- place the safety and welfare of children and young people above other considerations
- be accountable for their behaviour, and
- comply with any decisions and/or disciplinary measures imposed under this policy.

3. POSITION STATEMENTS

3.1. Position Statements: Child Safe Environments

HFC is committed to the safety and wellbeing of all children and young people participating in, officiating or associated in any way with the HFC. We support the rights of the child and will act at all times to ensure a child safe environment is maintained. We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

3.1.1. Develop codes of behaviour

We have developed and will support with ongoing promotion and education a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in our sport. We have also implemented a code of behaviour to promote appropriate conduct between children. Members should refer to current codes issued by the relevant league i.e. HFL Juniors, HF League, and SANFL.

3.1.2. Choose suitable employees and volunteers

We take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children.

We ensure that Working with Children Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law. If a criminal history report and other personal and sensitive information is obtained as part of their screening process, we will handle this information confidentially and in accordance with the relevant legal requirements. HFC may require relevant history assessment beyond prescribed positions, to be determined on an as need basis.

Our screening measures are required for anyone within our organisation that provides a service or undertakes child-related work as defined by the *Child Safety (Prohibited Persons) Act 2016*.

We will obtain working with children check (WWCC) information issued by the Screening Unit, DHS, as required by the *Child Safety (Prohibited Persons) Act 2016*. We will obtain from the person their full name, address, DOB and unique identifier and:

- a) Verify a working with children check has been conducted in relation to the person within the preceding 5 years, and
- b) The person is not prohibited from working with children

Member Protection Policy

3.1.3. Report and Respond Appropriately To Suspected Harm

We ensure that our 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 at risk of harm. (Refer Attachment B4).

We require that any child who is harmed or at risk of harm or anyone who reasonably suspects that a child has been or is at risk of harm by someone, report it immediately to the police or relevant government agency and the President of HFC or the Child Safe Officer.

If a matter relates to the immediate risk of harm to children or young people, the matter should be referred to the police or relevant state government authority (Child Abuse Report Line on 131 478).

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. (Refer Attachment B1).

HFC, will seek to ensure that all allegations of child abuse are dealt with promptly, seriously, sensitively and confidentially. A person should not be victimised for reporting an allegation of child abuse and HFC will seek to ensure that the privacy of all persons concerned will be respected. Further information regarding managing a concern that a child or young person is at risk of harm, or reporting procedures including mandated notifiers, please see attachments B4 and B5.

3.2. Position Statements: Taking images of children

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas (other than when children are not likely to be changing such as during the after match singing of team songs or coaches addresses), showers and toilets which we control or are used in connection with our sport.

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/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 sport and we will ensure that they are suitably clothed in a manner that promotes participation in the sport. We will seek permission from the parents/guardians of the children before using the images. We require our member associations and clubs to do likewise.

Member Protection Policy

3.3. Position Statements: Anti-discrimination, harassment and bullying

HFC 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.

3.3.1. 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.

The personal characteristics protected by anti-discrimination laws include attributes such as race, age, disability, and gender. The full list of protected personal characteristics is in the “Definitions” set out in the Dictionary of Terms (Refer 5).

Discrimination can be either direct or indirect.

- 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 purposes of determining discrimination, the offender’s awareness and motive are irrelevant.

3.3.2. 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 is 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.

Member Protection Policy

3.3.3. Bullying

HFC 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 in our sport.

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 a 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-bulling 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. HFC will not tolerate abusive, discriminatory, intimidating, or offensive statements being made online. Frustration at an umpire or official, referee, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written or verbal statement or a complaint – to the relevant controlling club, league or peak sporting body.

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 Attachment B1).

3.3.4. Prohibition against discrimination, harassment and bullying

We prohibit all forms of harassment and discrimination based on the personal characteristics listed in the "Definitions" set out in the Dictionary of Terms (Refer 5).

Any person who believes they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy is encouraged to raise their concerns with HFC. A person may make an internal complaint, and in some circumstances, they may

Member Protection Policy

also be able to make a complaint to an external organisation (Refer 4.3).

3.3.5. Vilification & Discrimination

The HFC expects that no person affiliated with the HFC will engage in conduct which may reasonably be considered to incite hatred towards, contempt for, ridicule of or discrimination against a person or group of persons on the ground of their:

- race;
- religion;
- gender;
- colour;
- sexual preference, orientation or identity; or
- special ability or disability

3.4. Position Statements: Pregnancy

HFC is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our sport. We will not tolerate any discrimination or harassment against pregnant women.

HFC takes 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 HFC.

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 or organisation bound by this Policy, she may make a complaint. (Refer Attachment B1)

Member Protection Policy

3.5. Position Statements: Inclusive practices

HFC is welcoming and seeks to include members from all areas of the community.

3.5.1. Disability

Disability discrimination is treating people unfairly because of their disability. A disability includes a physical or mental illness, a learning or intellectual disability, a genetic predisposition to develop a particular illness and the state of having or carrying an infection, whether or not it is symptomatic. It also includes a disability that a person had in the past or may develop in the future.

3.5.2. People from Diverse Cultures

HFC support and respect people from diverse cultures and religions to participate in its activities and where possible and reasonable will accommodate requests for flexibility (e.g. modifications to uniforms).

3.6. Position Statements: Gender identity

Gender identity means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person's gender identity may be an identity other than male or female. Some terms used to describe a person's gender identity include transgender and gender diverse.

Federal, state and territory anti-discrimination laws provide protection from discrimination against people on the basis of their gender identity.

HFC is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity.

All persons, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual.

We expect all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation.

If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy because of their gender identity, they may make a complaint (Refer 4).

Member Protection Policy

3.6.1. Participation in sport

HFC recognises that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life. We are committed to supporting participation in our sport on the basis of the gender with which a person identifies.

If issues of performance advantage arise, we will seek advice from the HFL/SANFL on whether the established discrimination exceptions for participation in sport are relevant in the circumstances. Discrimination is unlawful unless an exception applies.

3.6.2. Intersex status

Federal anti-discrimination law, and some state and territory anti-discrimination laws, provide protection from discrimination against a person on the basis of their intersex status.

HFC is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.

3.7. Position Statements: Responsible service and consumption of alcohol

HFC is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol.

- HFC will maintain and comply with its alcohol risk management procedure.

3.8. Position Statements: Social media

HFC acknowledges the enormous value of social media to promote our sport and celebrate the achievements and success of the people involved in our sport.

Social media refers to any interactive website, application or technology that enables people to communicate and/or share content via the internet. This includes social media platforms such as Facebook, Twitter, and Instagram.

We expect all people bound by this policy to conduct themselves appropriately when using social media 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

Member Protection Policy

or contracts;

- should respect and maintain the privacy of others; and
- should promote the sport in a positive way.

4. COMPLAINTS

4.1. Handling Complaints

HFC aims to provide a simple, confidential and trustworthy procedure for resolving complaints based on the principles of procedural fairness.

Any person (a complainant) may report a complaint about a person, people or organisation bound by this policy (respondent) if they feel they have been discriminated against, harassed, or bullied. It may be about an act, behaviour, omission, situation or decision that someone thinks is unfair, unjustified, unlawful and/or a breach of this policy.

- If a complainant feels comfortable doing so, they may wish to raise the issue with the person concerned and request that he or she stops engaging in the behaviour.
- If the complainant does not feel comfortable confronting the person directly, or they have tried this and the behaviour continues, they may wish to make a complaint to their Coach or a member of either the Junior or Management committees or directly to the Complaints Officer.

A complaint may be handled informally or formally. The complainant may indicate his or her preferred option and the HFC Complaints Officer should consider whether that is an appropriate way to handle the particular complaint. For example, the law may require that the complaint/allegation be reported to an appropriate authority.

All complaints will be dealt with promptly, seriously, sensitively and confidentially.

Individuals and organisations may also seek to have their complaint handled by an external agency under anti-discrimination, child protection, criminal or other relevant legislation.

4.2. Internal Procedure

1. Self Resolution

Self resolution may be appropriate where the alleged harasser or bully is oblivious to the impact of their behaviour towards the complainant. If the complainant feels it is appropriate they can attempt to resolve the issue directly with the alleged harasser, without the assistance of the HFC, by speaking directly to the person/s involved and asking them to stop the offensive behaviour immediately.

2. Resolve the Complaint Informally

Informal assistance may be appropriate where the complainant is not sure how to handle

Member Protection Policy

the problem and wants to talk confidentially about the problem or the problem continues after the complainant has tried to approach the person/s involved. If this is the case, individual/s should talk with an appointed person of the HFC.

Informal procedures that may be actioned by the appointed person of the HFC could include the following:

- provide possible options/methods for the complainant to resolve the problem and/or make a referral to an appropriate person to help the complainant resolve the problem e.g. a mediator.
- explain how the HFC complaints procedure works;
- act as a support person;
- privately speak with the alleged offender on behalf of the complainant
- inform the relevant government authorities and/or police if required by law to do so.

3. Resolve the Complaint Formally

Formal procedures may be appropriate where informal procedures have been ineffective, the complaint involves serious and/or criminal allegations or the complainant wishes to make a formal complaint from the outset. Formal complaints can be lodged with the HFC Committee or the HFC Complaints Officer. Both parties involved in a formal complaint have a number of rights and responsibilities which are detailed below:

Complainant's Rights	Respondent's Rights
Have the complaint investigated and if necessary conciliated	Have natural justice
Have support/representation if requested	Not be discriminated against
Express views and opinions without intimidation from others	Not be dismissed unfairly, harshly or unreasonably
Discontinue a complaint	Privacy
Have the situations remedied	Have support/representation if requested
Privacy	Not be defamed
	Not be the subject of unfounded or malicious complaints

A formal procedure will be followed as appropriate for each individual complaint which may include one or more of the following steps:

Member Protection Policy

- document full information from the complainant about the complaint and how they want it resolved;
- put the information received from the complainant to the person/people that the complaint is about and ask them to provide their side of the story;
- decide whether enough information has been obtained to determine whether the matter alleged in the complaint did or didn't happen; and/or
- determine what, if any, further action to take. This action may include appointing a person to investigate the complaint, referring the complaint to an informal or a formal mediation session and/or referring the complaint to the police or other appropriate authority.

4.3. Vexatious Complaints & Victimisation

The HFC aims for our complaints procedure to have integrity and be free of unfair repercussions or victimisation. If at any point in the complaints process the Executive Committee considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred for appropriate action which may include disciplinary action against the complainant.

The HFC will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint.

4.4. What is a Breach of this policy

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

- Breaching the Codes of Behaviour or Codes of Conduct
- Bringing the sport and/or the HFC into disrepute, or acting in a manner likely to bring the sport and/or the HFC into disrepute;
- Failing to follow HFC policies (including this policy) and procedures for the protection, safety and wellbeing of children;
- Discriminating against, harassing or bullying (including cyber bullying) any person and in particular, a child;
- Victimising another person for making or supporting a complaint or discharging their obligation as a mandated notifier;
- Engaging in an inappropriate intimate relationship with a person that they supervise, or have influence, authority or power over;
- Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- Disclosing to any unauthorised person or organisation any HFC information that is of a private, confidential or privileged nature;

Member Protection Policy

- Making a complaint they knew to be untrue, vexatious, malicious or improper;
- Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- Failing to comply with a direction given to the individual or organisation during the discipline process.

4.5. Disciplinary Measures

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. Any disciplinary measure imposed will be:

- fair and reasonable;
- applied consistent with any contractual and employment rules and requirements;
- based on the evidence and information presented and the seriousness of the breach; and
- determined in accordance with our Constitution, By Laws, this policy and/or Rules of the sport.

4.8.1. Individual

If a finding is made by the Complains Committee that an individual has breached this policy, one or more of the following forms of discipline may be imposed:

- A direction that the individual make a verbal and/or written apology;
- A direction that the individual attend counselling to address their behaviour;
- A withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the HFC;
- A suspension of the individual's membership or participation or engagement in a role or activity at the HFC;
- Termination of the individual's membership, or engagement in the HFC;
- Any other form of discipline that the Tribunal considers appropriate.

4.6. Factors to consider

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- Nature and seriousness of the breach;
- Consequences of the breach
- If the person knew or should have known that the behaviour was a breach;
- Level of contrition;
- If there have been relevant prior incidents of a similar nature;
- and/or
- Any other mitigating circumstances.

Member Protection Policy

4. DICTIONARY

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is the violation of an individual's human or civil rights through the act or actions of another person or persons. Types of abuse include physical abuse, psychological or emotional abuse, sexual abuse, constraints and restrictive practices, financial abuse, legal or civil abuse and systemic abuse.

Child means a person who is under the age of 18 years

Conduct which puts children at risk of harm and may include:

- **Physical abuse** by hurting a child or a child's development, which occurs when a child has suffered, or is at risk of suffering, non-accidental physical trauma or injury. This may include, but is not limited to, hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity
- **Sexual abuse** which occurs when an adult, other child, or adolescent uses their power or authority to involve a child in a sexual activity or any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography, including child pornography, or inappropriate touching or conversations).
- **Emotional abuse** which occurs when a child's social, emotional, cognitive or intellectual development is impaired or threatened. Emotional abuse can include, but is not limited to, emotional deprivation due to persistent rejection or criticism, hostility, teasing/bullying, humiliation, taunting, sarcasm, yelling, name-calling or placing unrealistic expectations on a child.
- **Neglect** which occurs when a child's basic necessities of life are not met and their health and development are affected. Basic needs include food, water, shelter, adequate clothing, personal hygiene, timely provision of medical treatment and adequate supervision

Child Safe Officer means the person appointed by the club to assist with maintaining a child safe environment.

Complaint means a complaint made under clause 4.

Member Protection Policy

Complainant means a person making a complaint.

Complaints Committee means a committee comprising the Complaints Officer, Child Safe Officer, Club Coaching Coordinator, HFC President (or Vice President should the complaint relate to the President) and one nominee of HFC Committee. The complaints committee must include at least one male and at least one female.

Complaint Officer/Manager means a person appointed under this policy to receive or investigate a Complaint. This person will be appointed by the HFC committee on an annual basis, or as a vacancy arises, whichever occurs sooner.

Criminal History Report (also known as Police Check) means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment or current engagement background check on a person.

Discrimination occurs when someone is treated (or is proposed to be treated) unfairly or less favourably than another person in the same or similar circumstances because of one of the personal characteristics covered by anti-discrimination laws. This is known as direct discrimination. Indirect discrimination occurs when there is (or is proposed) an unreasonable requirement, condition or practice that seems to treat everyone equally, but which has or is likely to have the effect of disadvantaging persons with a personal characteristic covered by anti-discrimination laws.

In Australia, it is against the law to discriminate against someone because of:

- age
- sex or gender
- gender identity
- intersex status
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration
- disability, mental and physical impairment
- family/carer responsibilities, status as a parent or carer
- marital status
- pregnancy, potential pregnancy, breastfeeding
- sexual orientation and gender identity
- physical features
- irrelevant medical record
- irrelevant criminal record, spent convictions
- political beliefs or activities

Member Protection Policy

- religion, religious beliefs or activities
- national extraction or social origin
- lawful sexual activity
- profession, trade, occupation or calling
- member of association or organisation of employees or employers, industrial activity, trade union activity
- defence service
- personal association with someone who has, or is assumed to have, any of the above characteristics

Examples of discrimination are available on the Play by the Rules website:

www.playbytherules.net.au/legal-stuff/discrimination

Some exceptions to state, territory and federal anti-discrimination law apply, including exceptions for sporting activities, such as:

- holding a competitive sporting activity for a specific age or age group (e.g. only those who are under the age of 15 years);
- excluding people on the basis of their sex and/or gender identity status from participation in a competitive sporting activity where the strength, stamina or physique of competitors is relevant to the specific activity (note that this does not apply to activity by children who are under the age of 12 years); and
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular sporting activity.

Harassment is any type of unwelcome behaviour which has the effect of offending, humiliating or intimidating the person harassed. Unlawful harassment can be based on any of the personal characteristics covered by anti-discrimination law, such as a person's race, sex, pregnancy, marital status or sexual orientation (see the list under "Discrimination").

Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability – see vilification definition.

Mediator means an impartial/neutral person appointed to mediate Complaints.

Member Protection Policy

Member means any; player, coach, assistant coach, team official, match official, volunteer, or anyone described as a member under the Handorf Football Club constitution, or any Member in an Affiliated League or club.

Natural justice: means observing the following principles:

- people are entitled to be informed of allegations made against them
- all persons affected by a decision should be given the relevant information to enable an informed submission to be made to the decision-maker or person subsequently reviewing a decision
- during the review of a decision, all persons affected by a decision should have an opportunity to put their case, relevant arguments should be heard, and relevant information should be accessible to all parties
- decision-makers act fairly and impartially.

This policy means this Member Protection Policy.

Respondent means the person who is being complained about.

Role-specific codes of conduct means standards of conduct required of people holding certain roles in our sport e.g. coaches, officials, umpires).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which could reasonably be expected to make a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual harassment does not have to be intentional.

Sexual offence means a criminal offence involving sexual activity or acts of indecency under the Criminal Law Consolidation Act 1935 (SA) and include but are not limited to (note age of consent in SA and Tasmania is 17 Years and all other states it is 16 years):

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to commit sexual acts
- Incest
- Sexual penetration of child

Member Protection Policy

- Indecent act with child
- Sexual relationship with child
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child
- Bestiality
- Soliciting a child to take part in an act of sexual penetration or an indecent act
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Transgender is an umbrella term that refers to a person whose gender identity is different to their physical sex as recorded at birth. Transitioning refers to the process where a transgender person commences living as a member of another sex. This is sometimes referred to as the person 'affirming' their gender because transitioning means they start living in what they identify as their true gender. For people who are transitioning/affirming their gender, having their identity fully recognised in all areas of life is a crucial part of the experience of living as their affirmed gender.

Sexual orientation refers to a person's emotional or sexual attraction to another person, including, amongst others, the following identities: heterosexual, gay, lesbian, bisexual, pansexual, asexual or same-sex attracted.

Gender identity refers to a person's deeply held internal and individual sense of gender.

Gender expression refers to the way in which a person externally expresses their gender or how they are perceived by others.

Intersex refers to people who have genetic, hormonal or physical characteristics that are not exclusively 'male' or 'female'. A person who is intersex may identify as male, female, intersex or as being of indeterminate sex.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this Policy, or for supporting such a person.

Member Protection Policy

Vilification means behaviour that occurs in public which incites hatred towards, serious contempt for, or revulsion or severe ridicule of a person or group of people because that person or persons have a particular personal characteristic. Anti-discrimination laws in Australia make it unlawful to vilify a person or group of persons on the basis of race, religion, homosexuality, transgender status and HIV/AIDS status.

Member Protection Policy

5. ATTACHMENTS

ATTACHMENT A: SCREENING AND WORKING WITH CHILDREN REQUIREMENTS

This attachment explains the screening process for people who currently occupy or who apply for any work or role (paid or voluntary) in HFC that involves direct and unsupervised contact with people under the age of 18 years. HFC will seek to follow the below process where possible and relevant.

Screening under this policy is not a replacement for any other procedure required by law. All appointments must comply with the relevant Working with Children (WWC) legislation.

1. We will identify those positions where people work, coach or have regular contact with children and young people under the age of 18.
2. If a person is unable or chooses not to successfully obtain a Working with Children Clearance, or they are deemed unsuitable, we will not appoint them to the position.
3. We will protect the privacy of each person who undertakes the screening process and keep all information we obtain strictly confidential.
4. The records of all people appointed to our organisation will be kept on file in a secure location.

Member Protection Policy

ATTACHMENT B1: COMPLAINTS PROCEDURE

HFC aims to support people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way.

A complaint can be about an act, behaviour, omission, situation or decision that someone thinks is unfair, unjustified, unlawful and/or a breach of this Policy. Complaints will always vary. They may be about individual or group behaviour: they may be extremely serious or relatively minor: they may be about a single incident or a series of incidents; and the person about whom the allegation is made may admit to the allegations or emphatically deny them.

Given all of the variables that can arise, the approach of HFC to an individual complaint may vary. Individuals to whom this Policy applies may also pursue their complaint externally under anti discrimination, child-protection or other relevant legislation.

If at any point in the complaint process it is determined that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter will be referred to the complaints committee for appropriate action. All complaints will be kept confidential as far as possible and will not be disclosed to another person without the complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Informal Approaches

The following steps may be taken to assist in the resolution of complaints under this Policy:

STEP 1. Talk with the other person (if safe, reasonable and appropriate)

As a first step you (the complainant) should try to sort out the problem with the person or people involved if you feel confident to do so.

STEP 2. Contact Your Coach

- 2.1. If the first step is not possible or reasonable; if you are not sure how to handle the problem by yourself; if you want to talk confidentially with someone and find out what options are available to resolve the problem; or the problem continues after you approached the other person, you may contact:
 - 2.1.1. Your Coach; or
 - 2.1.2. another appropriate person within the organisation (eg team manager, member of the Junior or Management Committees etc).
- 2.2. The person approached may:
 - 2.2.1. take notes about your complaint (which will be kept in a secure and confidential place);
 - 2.2.2. try to find out the facts of your complaint;
 - 2.2.3. ask what outcome/how you want the problem resolved and if you need

Member Protection Policy

- support;
- 2.2.4. provide possible options for you to resolve the problem;
- 2.2.5. explain how our complaints procedure works;
- 2.2.6. act as a support person if you so wish;
- 2.2.7. refer you to an appropriate person to help you resolve the problem, if necessary;
- 2.2.8. inform the relevant government authorities and/or police if required by law to do so;
- 2.2.9. and maintain confidentiality as far as possible.

STEP 3. Outcomes from Initial Contact

- 3.1. After talking with your coach (or another appropriate person within the organisation) you may decide
 - 3.1.1. there is no problem;
 - 3.1.2. the problem is minor and you do not wish to take the matter forward;
 - 3.1.3. to try and resolve the problem on your own, with or without a support person such as a coach or member of the coaching team;
 - 3.1.4. to resolve the matter through a formal process.
- 3.2. If you wish to remain anonymous, HFC, may not be able assist you to resolve your complaint. In order to follow the principles of natural justice and to be fair to both sides, HFC, or you may be required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond to all the allegations.

Formal Approaches

STEP 4. Making a Formal Complaint

- 4.1. If your complaint is not resolved to your satisfaction, you may make a formal complaint in writing (including via email) to HFC Committee or the Complaints Officer.
- 4.2. Upon receipt of a formal complaint, the HFC Committee will request the Complaints Officer to handle the complaint.

STEP 5. Making a Formal Complaint:

- 5.1. If you decide to make a formal complaint in writing under Step 4, the complaints officer, on receiving the formal complaint and based on the material you have provided, will decide whether:
 - 5.1.1. the complaint is properly made under this Policy;
 - 5.1.2. they are the most appropriate person to receive and handle the complaint;
 - 5.1.3. the nature and seriousness of the complaint requires a formal resolution

Member Protection Policy

procedure. Some complaints may be of a minor and/or purely personal nature with no connection to the activities of HFC. In these cases, the person investigating may determine that the complaint does not warrant a formal resolution procedure;

- 5.1.4. to refer the complaint to an informal or formal mediation session;
- 5.1.5. to refer the complaint to a hearing of the Complaints Committee;
- 5.1.6. to refer the matter to the police or other appropriate authority; and/or
- 5.1.7. to implement any interim administrative or other arrangements that will apply until the complaint process is completed.

Serious incidents, such as assault or sexual assault, should be reported to the police.

Member Protection Policy

ATTACHMENT B3: INVESTIGATION PROCESS

There will be times when a complaint will need to be investigated and evidence gathered. Investigations may be conducted internally or externally. An investigation helps determine the facts relating to the incident, as well as possible findings and recommendations. Any investigation that HFC conducts will seek to be fair to all people involved.

If HFC Complaints Committee or the Complaints Officer, decides that a complaint should be investigated, the following steps are to be followed:

1. An investigator(s) will be appointed. This may be the Complaints Officer, an alternative member of the Complaints Committee, or an external person.
2. The investigator(s) will be provided with the terms of engagement and scope of the investigator's role.
3. The complainant will be interviewed and the complaint documented in writing.
4. The details of the complaint will be conveyed to the person/people complained about (respondent(s)).
5. The respondent(s) will be interviewed and given the opportunity to respond. The respondent(s) response to the complaint will be documented in writing.
6. If there is a dispute over the facts, then statements from witnesses and other relevant evidence will be obtained to assist in a determination.
7. The investigator(s) will make a finding as to whether the complaint is:
 - substantiated (there is sufficient evidence to support the complaint);
 - inconclusive (there is insufficient evidence either way);
 - unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
 - mischievous, vexatious or knowingly untrue.
8. The findings of the investigation will be communicated to the Complaints Committee to determine what, if any, further action is warranted. This action may include disciplinary action, referring the complaint to an Informal or a formal mediation session or a hearing of the full complaints committee and/or referring the complaint to the police or other appropriate authority.
9. The findings of the investigation will be communicated to the complainant and the respondent(s) as appropriate.
10. Both the complainant and the respondent(s) are entitled to support throughout this process from their chosen support person

Member Protection Policy

ATTACHMENT B4: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD OR YOUNG PERSON AT RISK OF HARM

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 a child or young person at risk of harm are available at www.playbytherules.net.au.

A link after your reporting steps straight to the play by the rules step by step reporting page <https://www.playbytherules.net.au/complaints-handling/suspicion-of-harm-against-a-child>

Or

HFC, treat allegations of harm or neglect seriously and will endeavour to manage such complaints promptly and with sensitivity.

All people working with HFC, 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

- 1.1. If a child or young person raises with you an allegation of harm 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 harm or neglect, or any situation involving a child at risk of harm, to the police and/or to Child Abuse Report Line (CARL) on 13 14 78. You may need to make a report to both.

Member Protection Policy

- 2.2. Contact the relevant child protection agency or police for advice If there is any doubt about whether the allegation should be reported.
- 2.3. If the allegation involves a person to whom this policy applies, then also report the allegation to HFC.
- 2.4. Some people to whom this policy applies may be required by law to report. For further information about Mandated reporting see Attachment B5 or please refer to: <https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>

STEP 3. Protect the child and manage the situation

- 3.1. If HFC, receives a report of allegations of child abuse, the following steps may be taken as appropriate:
 - 3.1.1. The appropriate person from HFC, and the Affiliates 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.
 - 3.1.2. 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.
 - 3.1.3. The appropriate person from HFC, will consider what services may be most appropriate to support the child and his or her parent/s.
 - 3.1.4. The appropriate person HFC, will consider what support services may be appropriate for the alleged offender.
 - 3.1.5. The appropriate person from HFC 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

- 4.1. If HFC receives a report of allegations of child abuse, the following steps may be taken as appropriate:
 - 4.1.1. Regardless of the findings of any investigation conducted by the police and/or child protection agency, the HFC Complaints Committee, may assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed or be banned from the HFC.

Member Protection Policy

- 4.1.2. The Complaints Committee may consider all information relevant to the matter- including any findings made by the police, the child protection authority and/or court to determine a course of action.
- 4.1.3. If disciplinary action is recommended, the Complaints Committee may follow the procedures set out in the Member Protection Policy.

The appropriate person from HFC, may provide the relevant government agency with a report of any disciplinary action taken, where this is required

Member Protection Policy

ATTACHMENT B5: Reporting Harm and Neglect

Under the Children and Young People (Safety) Act 2017 mandated notifiers are required by law to notify the Child Abuse Report Line **13 14 78**, if they suspect on reasonable grounds that a child/young person is or has been at risk of harm or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties:

Mandated notifiers are any person who is an employee of, or volunteer in, a government or non-government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children.

These people:

- a) Are engaged in the actual delivery of those services to children; or
- b) Hold a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children.

It is also an offence to prevent a person from discharging the obligation of mandatory reporting through threat, intimidation or unfavourable treatment.

NB: There is no legal requirement for a mandatory reporter to be trained. Rather, everyone in the above roles have a responsibility to report.

HFC supports that all people engaged in activities associated with HFC have a moral obligation to report any suspicion of child abuse or neglect.

Keeping children safe in recreation and sport resource:

https://www.orsr.sa.gov.au/sport_and_recreation/child_safety_and_member_protection

https://www.orsr.sa.gov.au/sport_and_recreation/child_safety_and_member_protection/create_a_child_safe_environment

Further information can be found at:

<https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments>

Member Protection Policy

ATTACHMENT C: Reference Documents

Document Name
Attachment C1: Play By The Rules Complaints Flow Chart South Australia
Attachment C2: Confidential Record of Informal Complaint
Attachment C3: Confidential Record of Formal Complaint
Attachment C4: Confidential Record of Child Abuse Allegation
Attachment C5: Use of Image Template

Member Protection Policy

ATTACHMENT C2: Confidential Record of Informal Complaint

Name of person receiving complaint				Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18			
Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Other <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"/> Official			
When/where did the incident take place?				
What are the facts relating to the incident, as stated by complainant?				
What is the nature of the complaint? (category/basis/grounds) Tick more than one box if necessary	<input type="checkbox"/> Harassment <input type="checkbox"/> Personality clash <input type="checkbox"/> Disability <input type="checkbox"/> Discrimination <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Victimation <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Race <input type="checkbox"/> Pregnancy <input type="checkbox"/> Selection dispute <input type="checkbox"/> Bullying <input type="checkbox"/> Child Abuse <input type="checkbox"/> Coaching methods <input type="checkbox"/> Physical abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Sexuality <input type="checkbox"/> Religion <input type="checkbox"/> Other			
What does the complainant want to happen to resolve the issue?				
What other information has the complainant provided?				
What is the complainant going to do now?				

This record and any notes must be kept confidential and secure. If the issue becomes a formal complaint, this record is to be given to either HFC, Member and Licensed Clubs or the Affiliates

Member Protection Policy

ATTACHMENT C3: Confidential Record of Formal Complaint

Complainant's Name			Date Formal Complaint Received: / /
	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:		
Complainant's role/position	<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 <input type="checkbox"/>		
Name of person complained about (respondent)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18		
Respondent's role/position	<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 <input type="checkbox"/>		
Location/event of alleged incident			
Description of alleged incident			
Nature of complaint (category/basis/grounds) Tick more than one box if necessary	<input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Personality clash <input type="checkbox"/> Disability <input type="checkbox"/> Selection dispute <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Victimation <input type="checkbox"/> Coaching methods <input type="checkbox"/> Race <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexuality <input type="checkbox"/> Bullying <input type="checkbox"/> Child Abuse <input type="checkbox"/> <input type="checkbox"/> Physical abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> <input type="checkbox"/> Religion <input type="checkbox"/> Other		

Member Protection Policy

Methods (if any) of attempted informal resolution	
Formal resolution procedures followed (outline)	
If investigated:	Finding
If heard by Complaints Committee:	Decision Action recommended

Member Protection Policy

If mediated:	<p>Date of mediation:</p> <p>Both/all parties present</p> <p>Agreement</p> <p>Any other action taken</p>
If decision was appealed	<p>Decision</p> <p>Action recommended</p>
Resolution	<p><input type="checkbox"/> Less than 3 months to resolve</p> <p><input type="checkbox"/> Between 3 – 8 months to resolve</p> <p><input type="checkbox"/> More than 8 months to resolve</p>
Completed by	<p>Name:</p> <p>Position:</p> <p>Signature:</p> <p>Date / /</p>
Signed by:	<p>Complainant:</p> <p>Respondent:</p>

This record and any notes must be kept confidential and secure. If the complaint is of a serious nature, or if it is taken to and/or dealt with at the national level, the original record must be provided to HFC and a copy kept with the organisation where the complaint was first made.

Member Protection Policy

ATTACHMENT C4: Confidential Record of Child Abuse Allegation

Complainant's Name	Date Formal Complaint Received: / /	
Role/Status in Football		
Child's Name	Age	
Child's Address		
Person's Reason for suspecting abuse (eg observation, injury, disclosure)		
Name of person complained about		
Respondent's Role/Status in Football	<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"/> Official
	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 respondent)		
Police Contacted	Who:	
	When:	

Member Protection Policy

	Advice Provided:	
Child Protection Agency Contacted	Who:	
	When:	
	Advice Provided:	
President Contacted	Who:	
	When:	
Police and/or government agency investigation	Finding:	
Internal investigation (if any)	Finding:	
Action Taken		
Completed by	Name:	
	Position:	
	Signature:	
	Date:	/ /
Signed by (if not a child)	Complainant:	

Member Protection Policy

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