



*FedUni WestVic
Academy of Sport*

FedUni WestVic Academy of Sport Inc.

MEMBER PROTECTION POLICY

FINAL VERSION

November 2019

IMPORTANT NOTE:

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

- formally incorporated or adopted into the entity's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-laws made under the constituent documents;
- agreed to as part of a membership application, agreement, form, other contract with the entity, which relevant members and other persons intended to come within the scope of this policy are required to sign.

CONTENTS	PAGE
POLICY	
1. Introduction	3
2. Purpose of Our Policy	3
3. Who Our Policy Applies To	3
4. Extent of Our Policy	3
5. WVAS Responsibilities	3
6. Individual Responsibilities	4
7. Protection of Children	4
7.1 Child Protection	4
7.2 Supervision	5
7.3 Transportation	5
7.4 Taking Images of Children	5
8. Discrimination, Harassment and Bullying	6
8.1 Discrimination	6
8.2 Harassment	6
8.3 Bullying	7
9. Inclusive Practices	7
9.1 People with a Disability	8
9.2 People from Diverse Cultures	8
9.3 Sexual & Gender Identity	8
9.4 Pregnancy	8
10. Responding to Complaints	9
10.1 Complaints	9
10.2 Complaint Handling Process	9
10.3 Disciplinary Measures	9
10.4 Appeals	10
Attachment 1: Working With Children Check Requirements	
1.1. Member Protection Declaration	11
1.2. Working with Children Check Requirements	12
Attachment 2: Codes of Behaviour	
2.1 Board, Staff, Coach & Volunteer: Child Safe Standards & Code of Conduct Agreement	13
2.2 Athlete Code of Conduct	17
Attachment 3: Reporting Requirements and Documents	18
Attachment 4: Grievances and Complaints Policy	24

MEMBER PROTECTION POLICY

1. Introduction

The FedUni WestVic Academy of Sport's (WVAS) Mission is 'to provide talented Western Victorian athletes with high performance services in order to enhance their chances of State and National representation'.

The WVAS Vision is 'to be an Academy people can be proud of because of how we compete, live our values, conduct business and engage with the community'.

The Mission and Vision of the Academy are underpinned by the organisations six (6) Core Values which include: Respect, Honesty, Hard Working, United, Integrity and Humility.

2. Purpose of Our Policy

The main objective of the WVAS Member Protection Policy ("policy") is to ensure responsible behaviour and the making of informed decisions by members and other participants connected to the Academy. 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. This policy informs everyone involved in our sport program of his or her legal and ethical rights and responsibilities, as well as the standards of behaviour that are expected of them. It also covers the care and protection of children participating in Academy activities.

3. Who Our Policy Applies To

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

- Board members and staff;
- Coaches, assistant coaches and other professional personnel participating in events and activities, including camps, training sessions, lectures and any other activities conducted by WVAS;
- Athletes;
- Parents; &
- Suppliers or sub-contractors.

4. Extent of the Policy

This policy covers all activities directly and indirectly connected to the WVAS and/or its events. 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 WVAS and on away and overnight trips. It also covers behaviour undertaken by individuals which brings the WVAS (or Sport) into disrepute, via social media or public statements. The policy also covers actions taken if there is suspicion of harm towards a child or young person.

5. Responsibilities

WVAS 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 and timely manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;

- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to the appropriate authority.

Serious issues include unlawful behaviour that involves or could lead to significant harm and/or includes criminal behaviour (e.g. driving offences, public indecency, damages to property, physical assault, bullying and harassment, sexual assault, child abuse etc.) and any other matters that our state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with WVAS 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;
- comply 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
- 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

WVAS is committed to the safety and wellbeing of children and young people who participate in our activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

WVAS acknowledges the valuable contribution made by our staff, coaches, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

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

7.1.2: Development of a Code of Conduct for Adults and Children

WVAS has developed and promotes a 'Code of Conduct' that specifies the standard of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. Inclusive of the 'Code of Conduct' is an outline of what is also deemed appropriate behaviour between athletes within the program.

The code describes professional boundaries, ethical behaviour and unacceptable behaviour (See Attachment 2.1 and 2.2).

7.1.3: Choosing Suitable Employees and Volunteers

WVAS will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

WVAS will ensure that 'Working with Children Checks' are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, WVAS will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements (See Attachment 1.2).

7.1.4: Support, Train, Supervise and Enhance Performance

WVAS will ensure that all our employees 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 Academy.

7.1.5: Report and Respond Appropriately to Suspected Abuse and Neglect

WVAS will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 3).

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

Children under the age of eighteen (18) must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a staff member, coach, assistant coach or volunteer finds a child under the age of eighteen (18) is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a staff member, coach, assistant coach or volunteer will be left alone with just one child at the end of any activity, they will ask that another athlete member 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 activities (e.g. training, meetings, lectures, appointments). Where we make arrangements for the transportation of children (e.g. for training, competition and/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, child restraints, road worthiness of vehicle etc.).

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. WVAS requires that staff, coaches, assistant coaches and volunteers, wherever possible, obtain permission from a child's Parent or

Guardian before taking an image of a child that is not their own. WVAS will also make sure that the Parent or Guardian understands how the image will be used, particularly if these are to be used in the promotion of the Academy.

To respect people's privacy, WVAS does not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets.

When using a photo of a child athlete, the WVAS will not publish personal information, such as residential address, email address or telephone number, without the consent of the child's Parent or Guardian. WVAS will not provide any personal information about a child, without first obtaining prior permission from the Parent or Guardian, as this can be used by paedophiles or other persons to "groom" a child.

WVAS will only use images of children that are relevant to our Academy's activities and we will ensure that they are suitably clothed in a manner that positively promotes the Academy. We will seek permission from a child's Parent or Guardian before using their images (Refer to relevant section of WVAS Athlete Membership Form).

8. Discrimination, Harassment and Bullying

WVAS 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 can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

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

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

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;

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

Legislation also prohibits:

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

8.3 Bullying

WVAS 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 the Academy.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- Verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- Excluding or isolating a group or person;
- Spreading malicious rumours; or
- Psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology and social media. 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. WVAS will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint (Refer to Item 10 of this policy).

9. Inclusive Practices

WVAS 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

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

9.2 People from diverse Cultures

WVAS will support, respect and encourage people from diverse cultures and religions to participate in our sport program 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 the WVAS. 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

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

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport program.

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 WVAS. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport program whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

10. Responding to Complaints

10.1 Complaints

WVAS takes all complaints about on and off-field behaviour seriously. WVAS will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously and addressed in a timely manner;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to the appropriate higher level authority.

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

10.2 Complaint Handling Process

When a complaint is received by WVAS, the person receiving the complaint (e.g. Chairman and/or Executive Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, WVAS will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the complainant to talk to the perpetrator and/or bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- issuing a verbal or formal written warning to the perpetrator;
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from the district, regional, state and/or national body or from an external agency (e.g. State Department or anti-discrimination agency);
- referring the complaint to the regional, state or national association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to the regional, state or national association and an investigation is conducted, WVAS will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on the regional, state or national association's recommendations.

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

10.3 Disciplinary Measures

WVAS may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by-laws and the rules of the Sport.

Possible sanctions that may be taken include:

- provision of a verbal or formal written warning;
- a direction that the individual make a 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 WVAS or the sports regional, state and/or national governing body;
- suspension or termination of employment, membership, participation or engagement in a role or activity with WVAS;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that WVAS considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by WVAS) to the regional, state or national association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by-laws.

Note: The grounds of an appeal should be specific, for example, they may be limited to a denial of procedural fairness, on grounds of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/s. The jurisdiction of the appeal body will need to be outlined in relevant constituent documents, rules, regulations or by-laws which are binding on the complainant and respondent.

Attachment 1.1: MEMBER PROTECTION DECLARATION

The FedUni WestVic Academy of Sport has a duty of care to all those associated with our organisation and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of

..... (address) born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence, or drug related offences.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or drug related matters.
4. To my knowledge there is no other matter that the WVAS may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the Executive Officer immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State of Victoria*

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

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

Attachment 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS

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

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

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

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

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

Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from 'Working with Children Checks' may be available for interstate visitors with a 'Working with Children Check' in their home state.

The laws providing interstate exemptions are not consistent across Australia.



Child Safe Standards and Code of Conduct Agreement

PURPOSE

FedUni WestVic Academy of Sport (WVAS) is committed to zero tolerance of child abuse. All staff, coordinators, coaches, conditioning support staff and members of our community have a duty of care to protect the safety, health and wellbeing of children in their care.

A Child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the Academy environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

PROCEDURE

Child Safety Code of Conduct

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards athletes. The Code serves to protect athletes, reduce any opportunities for abuse or harm to occur, and promote child safety in the Academy environment. It provides guidance on how to best support athletes and how to avoid or better manage difficult situations. Where a staff member breaches the Code, WVAS may take disciplinary action, including in the case of serious breaches, summary dismissal.

WVAS is committed to revising the Code annually.

WVAS has the following expectations of behaviours and boundaries for all adults interacting with athletes throughout the Academy program.

ACCEPTABLE:

- Behave as a positive role model to athletes.
- Promote the safety, welfare and wellbeing of athletes.
- Be vigilant and proactive with regard to athlete safety and child protection issues.
- Ensure as far as practicable that adults are not alone with a child.
- Provide age appropriate supervision for athletes.

- Comply with guidelines published by the Academy with respect to child protection.
- Treat all athletes with respect.
- Promote the safety, participation and empowerment of athletes with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse athletes.
- Use positive and affirming language toward athletes.
- Encourage athletes to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all athletes to interact and socialise.
- Intervene when athletes are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the athlete involved is safe.
- Respect the privacy of athletes and their families and only disclose information to people who have a need to know.
- Call the Police on 000 if you have immediate concerns for an athlete's safety.

NOT ACCEPTABLE:

- Engage in any form of inappropriate behaviour towards athletes or expose athletes to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with athletes.
- Express personal views on cultures, race or sexuality in the presence of athletes or discriminate against any athlete based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of athletes.
- Engage in any form of sexual conduct with an athlete including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that an athlete can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards an athlete including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control an athlete.
- Engage in any form of behaviour that has the potential to cause an athlete serious emotional or psychological harm.
- Engage in out of hours contact with athletes on unrelated Academy business.
- Develop 'special' relationships with athletes that could be seen as favouritism (for example, the offering of gifts or special treatment for specific athletes).
- Engage in undisclosed private meetings (non-designated training sessions for example) with an athlete, that is not your own child.
- Engage in inappropriate personal communications with an athlete through any medium, including any online contact or interactions with an athlete.
- Take or publish (including online) photos, movies or recordings of an athlete without parental/carer consent.
- Post online any information outside of sanctioned WVAS social media.
- Ignore or disregard any suspected or disclosed child abuse.
- Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that an athlete is in immediate danger, the Police should be contacted on 000.

This Code of Conduct covers all activities, including potentially high risk activities such as: overnight training camps, overnight competitions/tournaments/championships, counselling, first aid, bus travel, athletes with high support needs.

Who is Responsible for Child Protection?

Society as a whole shares responsibility for promoting the safety and protection of children from abuse. In the WVAS context, all members of the WVAS community have their role to play – staff, administrators, co-ordinators, coaches, conditioning support staff, trainers, parents/carers, volunteers and athletes. That said, WVAS is committed to leading from the front and engaging in a preventative, proactive and participatory approach to child protection issues.



FedUni WestVic
Academy of Sport

CHILD SAFE STANDARDS AND CODE OF CONDUCT AGREEMENT

To whom it may concern:

As you are aware, Victoria has introduced compulsory minimum standards that apply to organisations that provide services for children to help protect them from all forms of abuse. The Child Safe Standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry.

FedUni WestVic Academy of Sport is committed to zero tolerance of child abuse. All staff and members of our community have a duty of care to protect the safety, health and wellbeing of children in their care.

WVAS is committed to a code of conduct that ensures our athletes remain safe, happy and empowered whilst learning in environments both inside and outside of the normal sporting environment. Risk management strategies seek to identify, assess and remove the potential for abuse or harm of children, which extends to both programs, activities and services delivered from or through our organisation.

As a provider of services or person / group who has athletes in your care, FedUni WestVic Academy of Sport (WVAS) requires that you sign below acknowledging that you adhere to the Child Safe Standards and FedUni WestVic Academy of Sport (WVAS) Code of Conduct.

Name:.....

Position/Title:.....

Signed:

Date:.....

This document must be accompanied with the FedUni WestVic Academy of Sport Child Safe Standards and Code of Conduct agreement.

Attachment 2.2: ATHLETE CODE OF CONDUCT

ATHLETE CODE OF CONDUCT, CONDITIONS AND DECLARATION

By accepting a position in the FedUni WestVic Academy of Sport Program, you agree to comply with all conditions set out below and you must understand that failure to do so may result in exclusion from the Academy.

- ✓ Work towards the attainment of your full potential in sport and studies or employment.
- ✓ Make every reasonable effort to attend all compulsory training and all education sessions as specified.
- ✓ Notify coaching staff in advance of your inability to attend any Academy session and disclose your reasons for non-attendance.
- ✓ Occupy your time gainfully outside sport and in a manner expected by the Academy.
- ✓ Comply with the training requirements as outlined by the coaches and accept and respond in a positive manner to their requests and constructive feedback.
- ✓ Maintain personal habits of health conducive to sporting excellence and good health.
- ✓ Accept victory or defeat with dignity and grace.
- ✓ At all times behave in an appropriate manner – never argue with an official, control your temper and participate for enjoyment, whilst at the same time striving to achieve excellence.
- ✓ Co-operate with the Board and Management of the Academy in their endeavours to deliver a quality sports program.
- ✓ Agree to not use any form of performance enhancing drugs that are banned by the Australian Sports Anti-Doping Agency and complete ASADA Level 1 Anti-Doping course and /or Level 2 Anti-Doping test and all learning updates.
- ✓ Agree to participate in random drug testing conducted by the recognised authorities.
- ✓ Agree to attend Academy promotional functions or media opportunities, as requested.
- ✓ Agree to conduct one community engagement appearance on behalf of the Academy, per year.
- ✓ Wear your Academy uniform with pride, remembering you are a visible identity of the Academy.

Name:.....

Signed:

Date:.....

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

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

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

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

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

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

Step 1: Receive the allegation

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

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

Step 2: Report the allegation

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

Step 3: Protect the child and manage the situation

- The Chairman and/or Executive 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 WVAS.
- The Chairman and/or Executive Officer will consider what services may be most appropriate to support the child and his or her parent/s.
- The Chairman and/or Executive Officer will consider what support services may be appropriate for the alleged offender.
- The Chairman and/or Executive 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 WVAS).
- WVAS 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 10 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**

Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278

Government agency contacted	Who: When: Advice provided:
Chairman and/or Executive Officer 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.



GRIEVANCES AND COMPLAINTS POLICY

PURPOSE

FedUni WestVic Academy of Sport (WVAS) is committed to being open and responsive to any complaints offered by members of the Academy's sport programs. Wherever possible WVAS will seek an outcome to a complaint that is satisfactory to all parties.

The purpose of this policy is to:

- Ensure a procedure through which people who are part of the WVAS program can communicate any complaints regarding WVAS services, functions or operations;
- Enable WVAS to benefit from all complaints through ensuring that they are recorded, considered, resolved and monitored;
- Establish the principles that Govern WVAS responses to complaints;
- Ensure that the WVAS membership is aware of this policy.

KEY POLICY PRINCIPLES

- WVAS will maintain a formal complaints procedure to ensure that all complaints are responded to in a timely and impartial way;
- WVAS will ensure that all suggestions for improvement and complaints are recorded, considered and retained for process improvement purposes;
- Confidentiality: WVAS will address all complaints in a confidential manner. Where possible, WVAS will protect the identity of the complainant and do everything within its powers to ensure documentation, verbal representations and all other evidence is confined to appropriate persons on a strictly confidential basis;
- Action to resolve the complaint will commence within 7 days of the complaint being made (this includes contacting the complainant). Only the people directly involved in making, investigating or resolving a complaint will have access to information about it;
- WVAS will ensure that the complaint investigation process is impartial. No assumptions will be made nor any action taken until all relevant information has been collected and considered;
- Principles of natural justice and due process will apply to the handing of all complaints and grievances.

COVERAGE

- FedUni WestVic Academy of Sport Board Members and any Board sub-committees;
- Employees, contractors and volunteers of WVAS;
- Support personnel appointed or elected to sports and programs (e.g. Program managers, coaches, assistant coaches, strength and conditioning/physical preparation coaches, doctors, physiotherapists, psychologists, masseurs, sports trainers);
- Athletes;
- Any other person including spectators, parents/guardians, sponsors and suppliers.

APPLICATION & RESPONSIBILITIES

Applied by the Board and Executive Officer.

GRIEVANCE & COMPLAINTS PROCEDURE

Formal Grievances and Complaints are required to be received in writing (addressed to the FedUni WestVic Academy of Sport Chairman and/or Executive Officer).

All Types of Formal Complaints

Step 1: Wherever possible a person planning to make a complaint (the Complainant), regarding a matter, should in the first instance, address the problem with the person or people involved (the Respondent), if able to do so.

Step 2: If the complaint cannot be resolved as per step 1, the Complainant can contact the WVAS Chairman or the Executive Officer.

Step 3: After discussing the complaint with the Chairman or Executive Officer, the Complainant can determine how best to address the matter including making a "Formal Complaint or Grievance" in writing addressed to the Chairman and/or Executive Officer of WVAS.

General Grievances and Complaints

A General Grievance or Complaint relates to any serious matter that the Complainant feels should be brought to the attention of WVAS. The process for making a General Grievance or Complaint is as follows:

A person making a written complaint (the Complainant) must consider the following:

- have tried to resolve the problem and failed;
- the allegations are serious;
- the allegations have been denied and you want to substantiate them;
- a Complainant wants to request the complaint be investigated;
- a Complainant has been victimised for complaining;
- a Complaint is being made against a senior person and an investigation will help to ensure the complainant is not disadvantaged;
- A written complaint must provide a detailed description on a factual basis of the incident(s) and provide all evidence of the allegations being made. This information may lead to an investigation being held or a mediation session convened;
- Any person part of an investigation or mediation are permitted to have a support person with them;
- Any information provided by the Complainant will be provided to the other party for the other party to respond to including the name of the Complainant.

Complaints or Grievances received that are not related to harassment or discrimination will follow this process:

- The relevant WVAS Official – The Chairman if a complaint relates directly to the Executive Officer or the Executive Officer if the complaint is made about another member – will make contact with the Complainant and if the matter cannot be resolved, WVAS may require further information to be provided.
- On receipt of any further information the relevant WVAS Official will investigate the matter and make a recommendation for consideration by the WVAS Board and/or Executive Officer;
- Implementation of the resolution.

Where the complaint cannot be resolved through this process, the WVAS Board and/or Executive Officer, may refer the matter to independent mediation.