

Agility Dog Club of South Australia

Member Protection Policy

9 March 2020

Preface

The Agility Dog Club of South Australia (ADCSA) seeks to prevent all forms of harassment, discrimination and abuse and to promote positive behaviour and values.

Inappropriate or unlawful behaviour will not be tolerated by ADCSA.

This policy sets out codes of behaviour with which everyone associated with ADCSA is expected to abide.

Disciplinary action will be taken against individuals if there is a breach of the policy.

Signed:



President
Agility Dog Club of South Australia

Date:

09/03/20

Review history of ADCSA Member Protection Policy

Version	Date Endorsed	Date Reviewed	Summary of Amendments
2	20/01/2019	1/3/2020	Adapted from <i>ASC Member Protection Policy Template – ORS SA Club Version 3 – September 2015</i>
3	9/03/202		6.1 Child Protection – information box updated to reflect new legislation from 1 July 2019

Contents

Part A	1
1. Introduction	1
2. Purpose of this policy	1
3. Who is bound by this policy	1
4. Organisational responsibilities	1
5. Individual Responsibilities	2
6. Position statements	3
6.1 Child protection	3
6.1.1 Identify and analyse risk of harm	3
6.1.2 Develop codes of behaviour	3
6.1.3 Choose suitable personnel and volunteers	4
6.1.4 Support, train, supervise and enhance performance	4
6.1.5 Empower and promote the participation of children	4
6.1.6 Report and respond appropriately to suspected abuse and neglect	4
6.1.7 Manage appropriately any allegation of misconduct towards children	4
6.2 Taking images of children	4
6.3 Anti-discrimination and harassment	5
6.3.1 Discrimination	5
6.3.2 Harassment	5
6.3.3 Prohibition against discrimination and harassment	6
6.4 Intimate relationships	6
6.5 Pregnancy	7
6.6 Gender identity	7
6.6.1 Gender identity discrimination and harassment	7
6.6.2 Participation in sport	8
6.6.3 Intersex status	8
6.7 Responsible service and consumption of alcohol	8
6.8 Smoke-free environment	9
6.9 Bullying	9
6.10 Social networking	10
7. Complaints procedures	11
7.1 Handling complaints	11
7.2 Improper complaints and victimisation	11
7.3 Mediation	12
7.4 Tribunals	12
8. What is a breach of this policy?	13

9.	Disciplinary measures	14
9.1	Individual.....	14
9.2	Factors to consider.....	14
10.	Dictionary of terms	15
	PART B: CODES OF BEHAVIOUR	19
	PART C: EMPLOYMENT SCREENING / WORKING WITH CHILDREN ASSESSMENT REQUIREMENTS	21
	PART D: COMPLAINT HANDLING PROCEDURES	21
	PART E: REPORTING REQUIREMENTS	22
	Attachment D1 COMPLAINTS PROCEDURE.....	22
	Attachment D2 MEDIATION.....	25
	Attachment D3 INVESTIGATION PROCESS	26
	Attachment E3 PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE	28
	Attachment E4 REPORTING CHILD ABUSE AND NEGLECT	30

Part A

1. Introduction

ADCSA aims to provide training, development and competition opportunities for people of all ages to participate in active recreation with their dogs in the sport of dog agility.

2. Purpose of this policy

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

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

This policy has been endorsed by the ADCSA Committee of Management and has been incorporated into our constituent document, rules and regulations. The policy starts on 20 January 2019 and will operate until replaced.

The current policy and its attachments can be obtained from our website at:

www.agilitydogclubs.com

3. Who is bound by this policy

This policy applies to all people involved with the activities of ADCSA whether they are in paid or unpaid/voluntary capacity, including:

- 3.1 persons appointed to the ADCSA Committee and sub-committees
- 3.2 instructors and aspiring (trainee) instructors
- 3.3 participants in training classes, competitions (trials), seminars and other ADCSA events
- 3.4 appointed judges, stewards and other officials at ADCSA trials
- 3.5 ADCSA members, including life members
- 3.6 spectators at ADCSA events.

4. Organisational responsibilities

ADCSA must:

- 4.1 adopt, implement and comply with this policy
- 4.2 ensure that this policy is enforceable

- 4.3 publish, distribute and promote this policy and the consequences of any breaches of the policy
- 4.4 promote and model appropriate standards of behaviour at all times
- 4.5 deal with any complaints made under this policy in an appropriate manner
- 4.6 deal with any breaches of this policy in an appropriate manner
- 4.7 recognise and enforce any penalty imposed under this policy
- 4.8 ensure that a copy of this policy is available and accessible to all people and organisations to whom this policy applies
- 4.9 use appropriately trained people to receive and manage complaints and allegations of inappropriate behaviour
- 4.10 monitor and review this policy at least annually.

5. Individual Responsibilities

Individuals bound by this policy must:

- 5.1 make themselves aware of the contents of this policy
- 5.2 comply with all relevant provisions of the policy, including any codes of conduct and the steps for making a complaint or reporting possible child abuse set out in this policy
- 5.3 consent to the screening requirements set out in this policy, and abide by the SA requirement for a Relevant History assessment to be conducted 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
- 5.4 place the safety and welfare of children above other considerations
- 5.5 be accountable for their behaviour
- 5.6 comply with any decisions and/or disciplinary measures imposed under this policy.

6. Position statements

6.1 Child protection

ADCSA has lodged a compliance statement with the Department for Education and Child Development to acknowledge that ADCSA is aware of our obligations to create and maintain a child safe environment according to the requirements under Section 8C of the Children's Protection Act 1993.

ADCSA is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

People working or volunteering with children (i.e. participants aged under 18 years) in South Australia must, by law, have a Working with Children Check. The new Working with Children Check (WWCC) introduced from 1 July 2019 replaces all other types of child-related employment screen checks. The WWCC is administered through the South Australian Department of Human Services Screening Unit.

Clubs and associations that provide services or activities and have a significant membership of children, or a significant involvement by children, are doing child-related work. Club personnel who volunteer in a position in which, during the ordinary course of their duties, it is reasonably foreseeable that they will work with children must have a valid WWCC.

ADCSA Instructors providing training to Club members aged under 18 years, must have a valid WWCC.

ADCSA personnel and volunteers are required to report any observed or suspected cases of child abuse or neglect or inappropriate behaviour towards a child participating in ADCSA activities. Reports may be made to the ADCSA Child Safe Officer, ADCSA President and Child Abuse Report Line 13 14 78.

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

6.1.1 Identify and analyse risk of harm

We will develop and implement a risk management strategy, including 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 actions of a volunteer or another person.

6.1.2 Develop codes of behaviour

We will develop and promote a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in our sport, especially those in our care. We will also implement a code of behaviour to promote appropriate conduct between children.

These codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (Refer to the attachments in Part B of this policy.)

6.1.3 Choose suitable personnel and volunteers

We will 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. This will include using a range of screening measures.

We will ensure that Relevant History Assessments are conducted for all personnel and volunteers who work with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the Standards¹. (Refer to the attachments in Part C of this policy.)

6.1.4 Support, train, supervise and enhance performance

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

(ADCSA recommends online training available at www.playbytherules.net.au in Child protection and prevention of harassment and discrimination)

6.1.5 Empower and promote the participation of children

We will encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.

6.1.6 Report and respond appropriately to suspected abuse and neglect

We will ensure that all our personnel and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected. (Refer to the attachments in Part E of this policy.)

Further, 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, he or she may make an internal complaint to us. (Refer to the attachments in Part D of this policy.)

6.1.7 Manage appropriately any allegation of misconduct towards children

We will treat any allegations of child abuse or neglect towards children participating in activities associated with our organisation responsibly and sensitively. This will include providing support for the alleged victim and their family and ensuring natural justice is provided for the alleged offender.

6.2 Taking images of children

There is a risk that Images of children may be used inappropriately or illegally. ADCSA requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own child. They should also make sure the parent/guardian understands how the image will be used.

¹ Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment Issued by the Chief Executive DECD Feb. 2015

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

6.3 Anti-discrimination and harassment

ADCSA 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 and harassment.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against or harassed.

6.3.1 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, gender and race. The full list of protected personal characteristics is in the "Definitions" set out in the *Dictionary of Terms* (see Section 10 of this document).

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.

6.3.2 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.

6.3.3 Prohibition against discrimination and harassment

We prohibit all forms of harassment and discrimination based on the personal characteristics listed in the “Definitions” set out in the *Dictionary of Terms* [see Section 10].

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 us. A person may make an internal complaint, and in some circumstances, they may also be able to make a complaint to an external organisation. (Refer to the attachments in Part D of this policy.)

6.4 Intimate relationships

ADCSA understands that consensual intimate relationships (including, but not limited to sexual relationships) between instructors or officials and adult participants may take place legally. However, this policy will help ensure that the expectations of instructors or officials are clear and, to ensure that if an intimate relationship does exist or develop between an instructor or official and an adult participant, that relationship will be managed in an appropriate manner.

Instructors and officials are required to conduct themselves in a professional and appropriate manner in all interactions with agility participants. In particular, they must ensure that they treat participants of our sport in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favouritism or exploitation.

If a consensual intimate relationship does exist or develop between an adult participant and an instructor or official, the instructor or official is expected to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the instructor or official has with the participant and/or other participants.

In assessing the appropriateness of an intimate relationship between an instructor or official and an adult participant, relevant factors include, but are not limited to:

- the relative age and social maturity of the participant
- any potential vulnerability of the participant
- any financial and/or emotional dependence of the participant on the instructor or official
- the ability of the instructor or official to influence the progress, outcomes or progression of the participant’s performance and/or career
- the extent of power imbalance between the participant and instructor or official; and
- the likelihood of the relationship having an adverse impact on the participant and/or other participants.

If an instructor, official or participant wishes to seek advice on the appropriateness of a relationship as described above, they are encouraged to seek information and support from the Member Protection Information Officer. Our complaints procedure is outlined in Part D of this policy.

6.5 Pregnancy

ADCSA 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.

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

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with ADCSA.

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 to the attachments in Part D of this policy.)

6.6 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 trans, transgender and gender diverse.

6.6.1 Gender identity discrimination and harassment

Federal, state and territory anti-discrimination laws provide protection from discrimination against people on the basis of their gender identity. (See definition in *Dictionary of Terms*).

ADCSA 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. (Refer to the attachments in Part D of this policy.)

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.

6.6.2 Participation in sport

ADCSA 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.

The sport of dog agility does not involve competition based on the gender of the participant.

6.6.3 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. (See *Dictionary of Terms*).

ADCSA 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.

6.7 Responsible service and consumption of alcohol

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

In general, our policy is that:

- alcohol should not be available or consumed at sporting events involving children and young people under the age of 18
- alcohol-free social events be provided for young people and families
- food and low-alcohol and non-alcoholic drinks be available at events we hold or endorse where alcohol is served
- a Committee member is present at events we hold or endorse where alcohol is served to ensure appropriate practices in respect of the consumption of alcohol are followed
- safe transport options be promoted as part of any event we hold or endorse where alcohol is served.

6.8 Smoke-free environment

ADCSA is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse.

In general, our policy is that:

- No smoking shall occur at or near sporting events involving children and young people under the age of 18. This policy shall apply to instructors, competitors, other participants, officials and volunteers.
- Social events shall be smoke-free, with smoking permitted at designated outdoor smoking areas.
- Instructors, officials, volunteers and participants will refrain from smoking while they are involved in an official capacity in our sport, both on and off the training/competition ground.

6.9 Bullying

ADCSA 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
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. ADCSA will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at a judge, fellow participant, instructor, official 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 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 to the attachments in Part D of this policy.)

6.10 Social networking

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

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

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets:

- must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate
- must not contain material which is inaccurate, misleading or fraudulent
- must not contain material which is in breach of laws, court orders, undertakings or contracts
- should respect and maintain the privacy of others
- should promote the sport in a positive way.

7. Complaints procedures

7.1 Handling complaints

ADCSA 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, bullied or there has been any other breach of this policy.

In the first instance, complaints should be reported to the ADCSA President or Member Protection Information Officer.

If a complaint relates to behaviour or an incident that occurred at the:

- state level, or involves people operating at the state level, then the complaint should be reported to and handled by the relevant state association (Dogs SA) in the first instance
- club level, or involves people operating at the club level, then the complaint should be reported to and handled by the relevant club in the first instance.

Only matters that relate to, or which occurred at, the national level, as well as serious cases referred from the state and club level, should be dealt with by the national body (ANKC).

A complaint may be handled informally or formally. The complainant may indicate his or her preferred option and the ADCSA President or Member Protection Information 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. Our procedures for handling and resolving complaints are outlined in Attachment [D1].

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.

7.2 Improper complaints and victimisation

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

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

If at any point in the complaint handling process the ADCSA President or Member Protection Information Officer considers that a complainant has knowingly made an untrue complaint, or the complaint is malicious or inappropriately intended to cause distress to the respondent, the matter may be referred in writing to the ADCSA Committee or the relevant tribunal for review and appropriate action, including possible disciplinary action against the complainant.

7.3 Mediation

ADCSA aims to resolve complaints quickly and fairly. Complaints may be resolved by agreement between the people involved with no need for disciplinary action.

Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question and come up with mutually agreed solutions. It may occur before or after the investigation of a complaint.

If a complainant wishes to resolve the complaint with the help of a mediator, the ADCSA President or Member Protection Information Officer will, in consultation with the complainant, arrange for an independent mediator where possible.

More information on the mediation process is outlined in Attachment [D2].

7.4 Tribunals

In accordance with Dogs SA rules, a Tribunal may be convened by Dogs SA to hear a proceeding:

- referred to it by the ADCSA President or Member Protection Information Officer
- for an alleged breach of this policy.

A respondent may lodge an appeal to the Appeal Tribunal in respect of a Tribunal decision. The decision of the Appeal Tribunal is final and binding on the people involved.

Every organisation bound by this policy will recognise and enforce any decision of a Tribunal or Appeal Tribunal under this policy.

8. What is a breach of this policy?

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

- 8.1 breaching the codes of behaviour (see Part B of this policy);
- 8.2 bringing the sport and/or the club and/or Dogs SA and/or the ANKC into disrepute, or acting in a manner likely to bring the sport and/or the club and or Dogs SA and/or the ANKC into disrepute
- 8.3 failing to follow ADCSA policies (including this policy) and our procedures for the protection, safety and well-being of children
- 8.4 discriminating against, harassing or bullying (including cyber-bullying) any person
- 8.5 victimising another person for making or supporting a complaint
- 8.6 engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over
- 8.7 verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport
- 8.8 disclosing to any unauthorised person or organisation any ADCSA information that is of a private, confidential or privileged nature
- 8.9 making a complaint that they know to be untrue, vexatious, malicious or improper
- 8.10 failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy
- 8.11 failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

9. Disciplinary measures

ADCSA may impose disciplinary measures on an individual or organisation for a breach of this policy.

Any disciplinary measure imposed will be:

- fair and reasonable
- applied consistent with any contractual and employment rules and requirements
- be based on the evidence and information presented and the seriousness of the breach
- be determined in accordance with our constituent documents, by-laws, this policy and/or the rules of the sport.

9.1 Individual

Subject to contractual and employment requirements, if a finding is made by a Tribunal that an individual has breached this policy, one or more of the following forms of discipline may be imposed:

- 9.1.1 a direction that the individual make a verbal and/or written apology
- 9.1.2 a written warning
- 9.1.3 a withdrawal of any awards bestowed by ADCSA
- 9.1.4 a suspension of the individual's membership or participation or engagement in a role or activity
- 9.1.5 termination of the individual's membership, appointment or engagement
- 9.1.6 a fine
- 9.1.7 any other form of discipline that the ADCSA Committee and/or Dogs SA considers appropriate.

9.2 Factors to consider

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

- the nature and seriousness of the breach
- if the person knew, or should have known, that the behaviour was a breach of the policy
- the person's level of contrition
- the effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences
- if there have been any relevant prior warnings or disciplinary action
- the ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy)
- any other mitigating circumstances.

10. Dictionary of terms

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. Further detail or definitions that are specific to different states and territories can be sourced from the relevant child protection authorities 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.

Affiliated club means ADCSA or other affiliate of Dogs SA.

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

Child abuse involves conduct which puts a child at risk of harm and may include:

- physical abuse, 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 [7] of this policy

Complainant means the person making a complaint.

Complaint handler/manager means the person appointed under this policy to investigate a complaint. Online training for complaint handlers can be accessed through www.playbytherules.net.au

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
- 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)
- 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 people on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability (see also "Vilification").

Member means a financial member, life member, junior member or casual member of ADCSA.

Member Protection Information Officer means a person appointed by ADCSA to be a point of contact for a person reporting an issue or a complaint under, or a breach of, this policy. Persons nominated by ADCSA may undertake training through www.playbytherules.net.au and face to face training at ORS.

Procedural fairness requires that:

- the respondent knows the full details of what is being said against him or her and they have the opportunity to respond;
- no person may judge their own case; and
- the decision-maker(s) must be unbiased, fair and just.

Police check means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.

Policy and **this policy** means this Member Protection Policy.

Respondent means the person whose behaviour is the subject of the complaint.

Role-specific codes of conduct (or behaviour) means standards of conduct required of people holding certain roles in our organisation (e.g. instructors, officials, agility judges).

Sexual harassment means unwelcome 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 unwelcome physical contact, verbal comments, jokes, propositions, displays 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. Because of differences under state and territory laws, this can include but is not limited to:

- rape
- indecent assault
- sexual assault
- assault with intent to commit sexual acts
- incest
- sexual penetration of child under the age of 16 years
- indecent act with child under the age of 16 years
- sexual relationship with child under the age of 16 years

- sexual offences against people with impaired mental functioning
- abduction and detention
- procuring sexual penetration by threats or fraud
- procuring sexual penetration of child under the age of 16 years
- bestiality
- soliciting a child under the age of 16 years 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 '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: The term '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: The term 'gender identity' refers to a person's deeply held internal and individual sense of gender.

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

Intersex: The term '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 treating someone unfairly or unfavourably, or threatening to do so, because that person has, or intends to, pursue their right to make any complaint, including a complaint under government legislation (e.g. anti-discrimination legislation) or under this policy, or for supporting another person to make complaint.

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.

PART B: CODES OF BEHAVIOUR

We seek to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport.

To achieve this, we require certain standards of behaviour by participants, instructors, officials, administrators, parents/guardians (of child participants) and spectators.

This Code of Behaviour aims to set out the minimum standards for anyone involved in sport. It should apply when playing, training or taking part in club-sanctioned activities.

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, instructors and administrators.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display appropriate and responsible behaviour in all interactions.
- Display responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.

Participants

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Play by the rules and show respect for other participants, instructors and officials.

Instructors

- Place the safety and welfare of participants above all else.
- Help each person (participant, official, volunteer, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young participants.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

Officials

- Place the safety and welfare of participants above all else.
- Ensure all participants are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other participants and officials.

Administrators/Committee

- Ensure quality supervision and instruction for participants.
- Support instructors and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

Parents of Child Participants

- Encourage your child to participate, do their best and have fun.
- Focus on your child's effort and performance, rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Help out the instructors or officials at training and trials, where possible.
- Model appropriate behaviour, including respect for other participants and officials.

Spectators

- Respect the effort and performances of participants and officials.
- Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.

Protecting Child Participants

All officials and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Adhering to this organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- Treating everyone with respect and honesty (this includes officials, volunteers, children, young people and parents)
- Remembering to be a positive role model to children and young people in all your conduct with them
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – boundaries help everyone to carry out their roles well
- Listening and responding appropriately to the views and concerns of children and young people

- Ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activities
- Being alert to children and young people who are, or may be at risk, and reporting this to the **Child Abuse Report Line (13 14 78)**
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- Encouraging children and young people to ‘have a say’ on issues that are important to them.
- Providing feedback to both children and parents or guardians.

Officials and volunteers must not:

- Engage in rough physical games
- Develop any ‘special’ relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

PART C: EMPLOYMENT SCREENING / WORKING WITH CHILDREN ASSESSMENT REQUIREMENTS

We are committed to providing a safe environment for children. As part of this, we will appoint officials and volunteers who do not pose a risk to children.

ADCSA will meet the requirements of Section 8C, *Children’s Protection Act 1993*. In particular, ADCSA will appoint a Child Safe Officer with the required child protection screening and training.

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

PART D: COMPLAINT HANDLING PROCEDURES

We will deal with all complaints in a fair, timely and transparent manner. All complaints will be treated seriously.

We will provide individuals with an informal and informal process to resolve the matter, along with access to an external complaint handling body, based on the nature of the complaint and our rules and regulations.

We also provide an appeals process for those matters.

We will maintain confidentiality where possible and as provided in this policy and seek to ensure that no one is victimised for making, supporting or providing information about a complaint.

PART E: REPORTING REQUIREMENTS

We will ensure that all the complaints we receive, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint.

This information, and any additional records and notes, will be treated confidentially (subject to disclosure required by law or permitted under this policy) and stored in a secure place.

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

We will ensure that everyone who works with our organisation in a paid or unpaid capacity understands how to appropriately receive and record allegations of child abuse and neglect and how to report those allegations to the relevant authorities in their state or territory.

Attachment D1 COMPLAINTS PROCEDURE

ADCSA is committed to supporting people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way.

We will endeavour to deal with complaints on a confidential basis. We will not provide information about the complaint to another person without the complainant's consent, except if the law requires us disclose this information or it is necessary to properly deal with the complaint. To ensure fairness for everyone involved, we will provide the full details of the complaint to the person or people against whom the complaint has been made and ask for their response. As a result, it may be difficult for us to resolve complaints made anonymously.

We will provide **informal and formal procedures** to deal with complaints. Individuals and organisations can also make **complaints to external organisations** under anti-discrimination, child protection and other relevant laws.

Informal approaches

Step 1: Talk with the other person (if safe, reasonable and appropriate)

If you feel confident and comfortable to do so, you can approach the other person to discuss the issues and try and resolve the problem directly.

Step 2: Contact a Member Protection Information Officer

We encourage you to talk with the Member Protection Information Officer (MPIO) or the ADCSA President if:

- step 1 (above) is not appropriate;
- you are not sure how to handle the problem by yourself;
- you want to talk confidentially with someone and find out what options are available to address your concern; or
- the concern continues after you approached the other person.

The names and contact details for the ADCSA MPIO are available on our website and in our newsletters.

The MPIO will:

- ask how you would like your concern to be resolved and if you need support
- seek to provide different options for you to address your concern
- act as a support person, if you wish
- refer you to an appropriate person (e.g. a mediator) to help you address your concern, if appropriate
- inform the relevant government authorities and/or police, if required by law to do so
- where possible and appropriate, maintain confidentiality.

Step 3: Decide how to address your concern

After talking with the MPIO, you may decide:

- there is no problem
- the problem is minor and you do not wish to take the matter forward
- to try and resolve the problem yourself, with or without a support person;
- to resolve the problem with the help of someone impartial, such as a mediator; or
- to resolve the matter through a formal process.

Formal approaches

Step 4: Making a formal complaint

If it is not possible or appropriate to resolve your complaint through an informal process, you may:

- make a formal complaint in writing to the ADCSA President; or
- approach Dogs SA or a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice and assistance.

After receiving a formal complaint, and based on the material you provide, the ADCSA President will decide whether:

- he or she is the most appropriate person to receive and handle the complaint
- the nature and seriousness of the complaint requires a formal resolution procedure
- to refer the complaint to **mediation**
- to appoint a person to **investigate** the complaint
- to refer the complaint to a Dogs SA **tribunal hearing**
- to contact the MPIO for advice
- to refer the complaint to the Dogs SA CEO (Dogs SA may choose to engage **The State Sport Dispute Centre** to provide an independent mediation or a tribunal hearing)
- to refer the matter to the **police or other appropriate authority**; and/or

- to implement any interim arrangements that will apply until the complaint process is completed.

In dealing with your formal complaint, the ADCSA President will take into account:

- whether he or she has had any personal involvement in the circumstances and if so, whether it is appropriate someone else should handle the complaint
- your wishes, and the wishes of the respondent, regarding how the complaint should be handled
- the relationship between you and the respondent (e.g. an actual or perceived power imbalance between you and the respondent)
- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the possibility that you might face further unacceptable behaviour while the complaint process is underway.

If the ADCSA President is the appropriate person to handle the complaint, he or she will, where appropriate and/or necessary:

- provide the information received from you to the other person(s) involved and ask for a response
- decide if there is enough information to determine whether the matter alleged in your complaint did or did not occur; and/or
- determine what, if any, further action to take, including referring the matter for investigation or disciplinary action in accordance with this policy.

Step 5: Investigating the complaint

In some cases, an investigation may be required to determine the facts surrounding the complaint. Our investigations procedure is outlined in [Attachment D3].

Following the investigation, a written report will be provided to the ADCSA President or Dogs SA tribunal. The complaint may be referred for mediation, tribunal hearing or to police or another external agency.

Step 6: Reconsidering a complaint or appealing a decision

If the matter is referred to mediation and is not resolved at mediation, you may request that the ADCSA President reconsider the complaint in accordance with Step 3.

In accordance with Dogs SA rules you or the respondent(s) may also appeal a decision made at a Dogs SA tribunal hearing.

Step 7: Documenting the resolution

The ADCSA President will record the complaint, the steps taken to resolve it and the outcome. This information will be stored in a confidential and secure place. If the complaint was dealt with at the state/district level, the information will be stored by the state association. If the matter is of a serious nature, or if it was dealt with at the national level, the information will be stored by the ANKC and a copy stored by the state association.

Approaching external organisations

If you feel that you have been harassed or discriminated against, you can seek advice from the Equal Opportunity Commission. There is no obligation to make a formal complaint. However, if the commission advises you that the issues appear to be within its jurisdiction, you may choose to lodge a formal complaint with the commission.

The commission may investigate your complaint. The commission may also attempt to conciliate the complaint on a confidential basis. If this fails, or if it is not appropriate, the complaint may go to a formal hearing. The tribunal will make a finding and decide what action, if any, will be taken.

If you do lodge a complaint with the commission, an appropriate person from ADCSA or Dogs SA (e.g. an MPIO) will be available to support you during the process. You may also wish to have a legal representation, particularly if the complaint goes to a formal hearing.

The Equal Opportunity Commission can be contacted online at www.eoc.sa.gov.au/ or phone 08 8207 1977

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

Attachment D2 MEDIATION

Mediation is a process that seeks to resolve complaints with the assistance of an impartial person – the mediator.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to discuss the issues and seeks to facilitate a mutually agreeable solution.

Our approach to mediation follows the steps set out below.

1. The ADCSA President will appoint an appropriate mediator to help resolve the complaint. This will be done under the direction of ADCSA and in consultation with the complainant and the respondent(s). The mediator will be an independent person in the context of the complaint, however this does not preclude a person with an association with Dogs SA acting as mediator.
2. The mediator will talk with the complainant and respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed.
3. All issues raised during mediation will be treated confidentially. We also respect the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
4. If the complaint is resolved by mediation, where appropriate the mediator may seek to ensure the parties execute a document that sets out the agreement that has been reached. This agreement will be signed by the complainant and the respondent(s). We expect the parties involved to respect and comply with the terms of the agreement.
5. If the complaint is not resolved by mediation, the complainant may:
 - write to the ADCSA President to request that the ADCSA President reconsider the complaint; and
 - approach any relevant external agency, such as an anti-discrimination or equal opportunity commission, to resolve the matter.

We recognise that there are some **situations where mediation may not be appropriate**, including:

- when the people involved have completely different versions of the incident
- when one or both parties are unwilling to attempt mediation
- when there is a real or perceived power imbalance between the people involved
- matters that involve serious allegations.

Mediation Services

- Mediation SA provides a free independent mediation service for community organisations. Contact 08 8350 0376
- In some circumstances Dogs SA may choose to engage **The State Sport Dispute Centre**, based at Sport SA, to provide independent mediation.

Attachment D3 INVESTIGATION PROCESS

There will be times when a complaint will need to be investigated and information gathered.

An investigation helps determine the facts relating to the incident, if requested, recommendations as to possible findings and next steps.

Any investigation we conduct will be fair to all people involved. The investigation process will be undertaken by an unbiased person.

If we decide that a complaint should be investigated, we will follow the steps outlined below.

1. We will provide a written brief to the investigator that sets out the terms of engagement and his or her roles and responsibilities.
2. The investigator may:
 - interview the complainant and record the interview in writing
 - provide full details of the complaint to the respondent(s) so that they can respond
 - interview the respondent(s) to allow them to answer the complaint and record the interview in writing
 - obtain statements from witnesses and collect other relevant evidence
 - 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)
 - **mischievous, vexatious or knowingly untrue.**
 - provide a report to the ADCSA President or Dogs SA tribunal documenting the complaint, the investigation process, the evidence,) and, if requested, any findings and recommendations.

3. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points from the investigation.
4. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person or adviser (e.g. ADCSA MPIO or other person).

Attachment E3 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.

Detailed guidelines for organisations for managing an allegation of child abuse in recreation and sport can be found at :

www.ors.sa.gov.au/_data/assets/pdf_file/0006/153564/child_abuse_allegations_guidelines_050115.pdf

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

All people working with ADCSA 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 President and Child Safe Officer of ADCSA so that he or she can manage the situation or refer it as may be required, to the CEO of Dogs SA.

Step 3: Protect the child and manage the situation

Serious allegations should always be referred to the relevant child protection agency for advice and support

- The ADCSA Child Safe Officer and ADCSA President 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 Dogs SA.
- The ADCSA Child Safe Officer and ADCSA President will consider what services may be most appropriate to support the child and his or her parent/s.
- The ADCSA Child Safe Officer and ADCSA President will consider what support services may be appropriate for the alleged offender.
- The ADCSA Child Safe Officer and ADCSA President 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 Dogs SA).

ADCSA and/or Dogs SA will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.

If disciplinary action is undertaken, we will follow the procedures set out in [Clause 9] of our Member Protection Policy.

Where required we will provide the relevant government agency with a report of any disciplinary action we take.

Attachment E4 REPORTING CHILD ABUSE AND NEGLECT

Under the Children's Protection Act 1993 mandated notifiers are required by law to notify the Families SA Child Abuse Report Line **13 14 78**, if they suspect on reasonable grounds that a child/young person has been abused 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 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.

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

Keeping children safe in recreation and sport resource:

www.ors.sa.gov.au/_data/assets/pdf_file/0009/150021/Keeping_Children_Safe_Booklet_2015.pdf

Further information can be found at:

<http://www.decd.sa.gov.au/docs/documents/1/GdelinesRptqAbuseNeglect.pdf>