



Kardinya Junior Cricket Club
MEMBER PROTECTION POLICY

Created December 2023

IMPORTANT NOTE:

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

- formally incorporated or adopted into a club'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;
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.

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MEMBER PROTECTION POLICY

1. Introduction

Kardinya Junior Cricket Club (KJCC) is proud to provide the Perth South West Metropolitan area with junior community cricket.

We welcome boys and girls from U/6 to U/17 age groups - all abilities, all backgrounds, all inclusive. KidSport does provide a grant to cover the cost of registration fees for healthcare card holders and there is a limited club subsidy available for financial hardship.

2. Purpose of Our Policy

The main objective of our Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse.

Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club’s activities.

3. Who Our Policy Applies To

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

- club committee members, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators; and
- any other person to whom the policy may apply.

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Club and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

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

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

6. Individual Responsibilities

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; 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

KJCC is committed to the safety and wellbeing of children and young people who participate in our clubs 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.

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

7.1.1: Developing Codes of Conduct for Adults and Children

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

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

7.1.2: Choosing Suitable Employees and Volunteers

KJCC will ensure we take 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.

KJCC will ensure that Working with Children Checks and criminal history assessments 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, KJCC will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.3: Support, Train, Supervise and Enhance Performance

KJCC 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 club.

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

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

7.1.5: Report and Respond Appropriately to Suspected Abuse and Neglect

KJCC 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 [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 member finds a child under the age of [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 member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are

adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)].

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

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

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

8. Discrimination, Harassment and Bullying

KJCC 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

KJCC is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

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

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

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

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. KJCC 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

KJCC 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

KJCC 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. KJCC are proud to have an Integrated junior cricket team.

9.2 People from diverse cultures

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

9.3 Sexual & Gender Identity

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

10. Responding to Complaints

10.1 Complaints

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

- all complaints will be taken seriously;
- 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 South West Metropolitan Junior Cricket Council.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then KJCC 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 KJCC, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

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

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

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to South West Metropolitan Junior Cricket Council (district 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 South West Metropolitan Junior Cricket Council and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on South West Metropolitan Junior Cricket Council'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 Sanctions

KJCC 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 game.

Possible sanctions that may be taken include:

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

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 our club) to South West Metropolitan Junior Cricket Council. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.



Attachment 1.1: MEMBER PROTECTION DECLARATION

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

I (name) of

.....

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

sincerely declare:

1. I have read and understood the Club's Policy for Safeguarding Children and Young People and the Club's Code of Behaviour for Looking After Our Kids.
2. I understand my responsibilities in relation to ensuring and promoting the safety of children and young people.
3. I do not have any criminal charges for a sexual offence, offences related to children and young people or acts of violence pending before the courts.
4. I do not have any criminal convictions or findings of guilt for a sexual offence, offences related to children and young people or acts of violence.
5. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, bullying, harassment or other inappropriate conduct such as grooming, sexual misconduct, sexual offence or acts of violence.
6. To my knowledge, there is no other matter that Australian Cricket or the Affiliated Associations and Clubs may consider to constitute a risk to its Australian cricket personnel, cricket participants, players, children and young people by engaging me.
7. I will notify the President of Kardinya Junior Cricket Club immediately upon becoming aware that any matter set out in clauses 1-6 has changed.

Declared in the *State/Territory of*

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



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.

Exemption:

a parent volunteering at the same club, association, or movement at which their child is involved, or ordinarily involved, does not require a working with children check.

If coaches / managers / committee members do not meet the exemption above, a Working with Children Check is required and is to be provided to Kardinya Junior Cricket Club PRIOR to any activities being carried out with children.

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

Western Australia

Contact the Department for Child Protection

Website: www.checkwwc.wa.gov.au

Phone: 1800 883 979



Attachment 2: CODE OF CONDUCT

Introduction

The following Kardinya Junior Cricket Club (KJCC) Code of Conduct is to be observed at all times by Players, Coaches, Team Managers, Parents, Committee members and Supporters. KJCC expects that all associated with our Club will both, play fairly by the laws of Cricket, and also within the intent of the traditional “Spirit” of Cricket.

Also, KJCC expects that all people associated with our Club will respect volunteers who donate their effort and time for the Club and work to provide the opportunity for juniors to play community based cricket.

In addition, breaches of this Code of Conduct, or the CJCC Code of Behaviour will be taken seriously and may be referred to either our Club, SWMJCC or CJCC Protests and Disputes (P&D) panel for consideration. If found guilty of a charge various penalties ranging from an official verbal warning to banning from junior cricket matches and functions (depending on seriousness of the incident) may result.

KJCC warns that not all potential breaches are written down (below) as some may be against the “Spirit” of cricket, and as such may be difficult to categorise.

Furthermore, KJCC Committee advises all associated with our Club that sanctions imposed by the KJCC Committee for breaches of the KJCC Code of Conduct could be harsh, and include suspension from the Club for either a temporary, lengthy or permanent time period at the discretion of the KJCC Committee.

This Code of Conduct should be read in conjunction with the behavioural standards determined by our governing bodies such as the SWMJCC, the CJCC, WACA, CA and MCC, and the P&D Policies and Procedures that they have established.

Players Code of Behaviour:

1. Play by the rules.
2. Never argue with an umpire (If you disagree, have your Captain, Coach or Team Manager approach the umpire during a break or after the game); and
3. Control your temper (Verbal abuse of Officials, Umpires and sledging of other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in cricket);
4. Work equally hard for yourself and your teammates (Your team’s performance will benefit and so will yours);
5. Be a good sport (Applaud all good plays whether they are made by your team or the opposition);
6. Treat all participants in cricket as you like to be treated yourself (Do not bully or take unfair advantage of another Competitor);

7. Cooperate with your Coach, teammates and opponents (Without them there would be no game to play);
8. Participate for your own enjoyment and benefit, not to please parents and coaches;
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
10. Players should never engage in “rough house”, “bullying” or intimidation of another competitor (pushing, hitting, tackling, punching, kicking, swearing etc);
11. Players are not permitted to smoke at junior cricket games;
12. Players should respect the volunteers, from any Club, at all times;
13. Players should not use a social media platform to engage in any vilification of other participants in junior cricket. This includes other players, Coaches, Managers, Umpires, Volunteers or supporters.

Parents/ Guardians/ Supporters Code of Behaviour:

14. Parents/guardians are responsible for the supervision of their child, not the Coach, Manager of Committee; and
15. Parents/guardians should ensure that the conduct of their child is consistent with this Code;
16. Do not force an unwilling child to participate in cricket;
17. Remember, children are involved in cricket for their enjoyment, not yours;
18. Encourage your child to play by the rules;
19. Focus on the child’s efforts and performance rather than winning or losing;
20. Never ridicule or yell at a child for making a mistake or losing a game;
21. Remember that children learn best by example. Appreciate good performances and skillful plays by all Participants;
22. Support all efforts to remove verbal and physical abuse from sporting activities;
23. Respect officials’ decisions and teach children to do likewise;
24. Show appreciation for Coaches, Officials, Umpires and Administrators (Without them, your child could not Participate);
25. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
26. Parents are to abide by Clubs/Associations/Councils Healthy Club Policies at junior cricket games;
27. Parents, Guardians and supporters should not use a social media platform to engage in any vilification of other participants in junior cricket. This includes other players, Coaches, Managers, Umpires, Volunteers or supporters.

Coaches Code of Behaviour:

28. Remember that young people participate for pleasure and winning is only part of the fun; and
29. Never ridicule or yell at a young player for making a mistake or not coming first;
30. Be reasonable in your demands on players’ time, energy and enthusiasm;
31. Operate within the rules and “Spirit” of Cricket and teach your players to do the same;
32. Ensure that the time players spend with you is a positive experience;

33. Avoid overplaying the talented players (All young players need and deserve equal time, attention and Opportunities);
34. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all Players;
35. Display control and respect to all those involved in cricket (This includes opponents, Coaches, Umpires, Administrators, parents and spectators. Encourage your players to do the same);
36. Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition;
37. Obtain appropriate qualifications and keep up to date with the latest cricket coaching practices and principles of growth and development of young people;
38. Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development;
39. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
40. Coaches are to abide by Clubs/Associations/Councils Healthy Club Policies;
41. Coaches should not use a social media platform to engage in any vilification of other participants in junior cricket. This includes other players, Coaches, Managers, Umpires, Volunteers or supporters.

Umpires Code of Behaviour:

42. Place the safety and welfare of participants above all else; and
 43. In accordance with Cricket Australia guidelines, modify rules and regulations to match the skill levels and needs of young people.
 44. Compliment and encourage all participants;
 45. Be consistent, objective and courteous when making decisions;
 46. Condemn unsporting behaviour and promote respect for all opponents;
 47. Emphasise the "Spirit" of the game rather than the errors;
 48. Encourage and promote rule changes which will make participation more enjoyable;
 49. Be a good sport yourself – actions speak louder than words;
 50. Keep up to date with the latest available resources for umpiring and the principles of growth and development of young people;
 51. Remember, you set an example. Your behaviour and comments should be positive and supportive;
 52. Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion;
 53. Umpires are to abide by Clubs/Associations/Councils Healthy Club Policies;
 54. Umpires should not use a social media platform to engage in any vilification of other participants in junior cricket. This includes other players, Coaches, Managers, Umpires, Volunteers or supporters.
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Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant’s Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant’s contact details	Phone: Email:	
Complainant’s role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach Personnel <input type="checkbox"/> Support <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach Personnel <input type="checkbox"/> Support <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Location/event of alleged issue		

<p>Description of alleged issue</p>	
<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist methods <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching</p> <p><input type="checkbox"/> Sexuality abuse <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Race abuse <input type="checkbox"/> Bullying <input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Religion Victimization <input type="checkbox"/> Disability <input type="checkbox"/></p> <p><input type="checkbox"/> Pregnancy decision <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair</p> <p><input type="checkbox"/> Other</p> <p>.....</p>
<p>What they want to happen to fix issue</p>	

Information provided to them	
Resolution and/or action taken	
Follow-up action	



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 Kardinya Junior Cricket Club 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 Child Safety Officer, Debbie Darbyshire or President, Marc Smith so that they can manage the situation.

Step 3: Protect the child and manage the situation

- The Child Safety Officer, Debbie Darbyshire or President, Marc Smith 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 Kardinya Junior Cricket Club.
- The Child Safety Officer, Debbie Darbyshire or President, Marc Smith will consider what services may be most appropriate to support the child and his or her parent/s.
- The Child Safety Officer, Debbie Darbyshire or President, Marc Smith will consider what support services may be appropriate for the alleged offender.
- The Child Safety Officer, Debbie Darbyshire or President, Marc Smith 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 KJCC).
- KJCC 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**

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



CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		

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

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