

***Ice Synchro WA***  
***MEMBER PROTECTION POLICY***

**VERSION 1.1**

***Endorsed by the Management Committee in 2013***

***Based on the Australian Sports Commission draft***

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## ***ISWA MEMBER PROTECTION POLICY***

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### **1. Introduction**

We encourage fun, team spirit and personal growth in the sport of synchronised skating. We believe that participating in sport is a healthy part of physical and mental life.

Success is not just measured by medals or awards (although these are important), but by the growth of each individual within our teams.

We expect our skaters to respect each other as integral team members; and our parents and volunteers to behave and interact in appropriate manner.

We are a family. While we recognise differences of opinion and attitude can occur, above all we maintain respect and courtesy amongst skaters, siblings, volunteers, parents and associates.

### **2. Purpose of Our Policy**

The main objective of our Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by 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 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 required. It also covers the care and protection of children participating in our club's activities.

### **3. Who Our Policy Applies To**

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judges), players, parents and spectators.

### **4. Extent of Our Policy**

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, 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:

- implement and comply with our policy
- promote our policy to everyone involved in our club
- promote and model appropriate standards of behaviour at all times
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially
- review this policy every 12-18 months
- seek advice from and refer serious issues to our state body WA Ice Skating Association.

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 body request to be referred to them.

### **6. Individual Responsibilities**

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy
- treat others with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behaviour

- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

## **7. Protection of Children**

### **7.1 Child Protection**

ISWA is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

ISWA acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. ISWA aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

#### **7.1.1: Identify and Analyse Risk of Harm**

ISWA will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies may be required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

#### **7.1.2: Develop Codes of Conduct for Adults and Children**

ISWA will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behavior.

#### **7.1.3: Choose Suitable Employees and Volunteers**

ISWA will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

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.

ISWA will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required.

#### **7.1.4: Support, Train, Supervise and Enhance Performance**

ISWA will seek to ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

#### **7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development**

ISWA will seek to promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

### **7.1.6: Report and Respond Appropriately To Suspected Abuse and Neglect**

ISWA will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

ISWA will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

## **8. Anti-harassment, Discrimination and Bullying**

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club.

This includes behaviours by family and carer members of skaters where there is abusive, bullying and similar intimidations including (but not limited to) for instance foul language; threatening behaviours and physical intimidation.

## **9. Inclusive practices**

Our club is welcoming and we will seek to include members from all areas of our community.

### **9.1 People from diverse cultures**

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

### **9.2 Sexual & Gender Identity**

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

## **10. Responding to Complaints**

### **10.1 Complaints**

Our club takes all complaints about on and off-ice behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story)
- irrelevant matters will not be taken into account
- decisions will be unbiased and fair
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to WAISA.

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

## 10.2 Complaint Handling Process

When a complaint is received, the person receiving the complaint will:

- listen carefully and ask questions to understand the nature and extent of the problem
- ask what the complainant would like to happen
- explain the different options available to help resolve the problem
- take notes
- 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 (eg from other people that may have seen the behaviour)
- seeking advice from WAISA or ISA or from an external agency
- referring the complaint to WAISA
- 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 WAISA and an investigation is conducted, the club will:

- co-operate fully
- ensure the complainant and respondent are not victimised
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s)
- act on recommendations made by a referral authority.

At any stage of the process, a person can seek advice from, or lodge a complaint with, an anti-discrimination commission, the police or other external agency.

## 10.3 Disciplinary Measures

Our club will 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
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology
- counselling 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
- any other form of discipline that our club considers reasonable and appropriate.

## 10.4 Appeals

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



ISWA Member Protection Policy

<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 <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other .....</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	