



Flinders University Underwater Club

MEMBER PROTECTION POLICY – Summary

(V1.0 29-Sep-2010)

Purpose of policy

Sporting organisations and clubs have legal and moral obligations to provide safe environments for members participating in or attending club events and activities. Our Member Protection Policy (policy) assists us to adequately meet these obligations and to maintain responsible behaviour and ethical, informed decision-making within our club. Our policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. It informs everyone 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 activities.

Who the policy applies to

The policy specifies whom it applies to but generally this includes committee members, members, parents and others (such as members' spouses, children, relatives, etc) attending club events and activities.

What it covers

The policy states our position on and requirements relating to:

- Child protection
- Taking and using images of children
- Anti-discrimination and harassment
- Participating while pregnant
- Gender identity

It covers breaches of our codes of behaviour and any behaviour that brings or is likely to bring our club into disrepute and other inappropriate behaviour that occurs, at events and activities organised or sanctioned by the club. This includes events and activities held at the club rooms, at club meetings, at or during club dives and at or during club 'away' and overnight trips. It also clearly confirms that the following types of behaviour will not be tolerated:

- Child abuse
- Sexual assault and sexual misconduct
- Discrimination
- Bullying, harassment and vilification
- Physical assault and violence
- Verbal abuse and intimidation
- Actions that create a hostile environment
- Conduct that may cause psychological injury or distress
- Conduct that deliberately puts people at risk of physical injury

Complaints

Our club takes all complaints about inappropriate behaviour seriously. A range of steps have been set out in the policy for dealing with groups or individuals who engage in any of the behaviour prohibited by the policy. It provides guidance for those with a complaint or concern, those who have had a complaint made against them and, those who have responsibility for handling a complaint.

All complaints will be handled based on the principles of procedural fairness (natural justice), that is:

- Confidentiality will be maintained;
- 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; and
- Any penalties imposed will be fair and reasonable.

A person or persons found guilty of breaching the policy, including making a false or malicious allegation, may be sanctioned by a range of measures ranging from a verbal warning to expulsion from the club.

Underlying the policy is a range of laws, which vary from state to state. Despite some differences, there are some universal minimum standards that the law applies to persons involved in group activities. These include anti-discrimination laws, criminal law and child protection laws.

Our Member Protection Policy is one of the measures we have put in place to help us ensure that our club is safe, welcoming and enjoyable. It provides assurances to all those involved and those wishing to be involved in our club that improper conduct will not be tolerated.

A copy of our Member Protection Policy is available from the club's committee and from our website <http://underwater.flindersclubs.asn.au/faq>

If you have any queries relating to the policy, please contact our committee, either at a club meeting or via the contact details on club's website: <http://underwater.flindersclubs.asn.au/contact.htm>



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MEMBER PROTECTION POLICY

VERSION 1.0

29 September 2010

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FUUC MEMBER PROTECTION POLICY

1. Introduction

The mission statement of the Flinders University Underwater Club (FUUC) is to promote, develop and control the sport of recreational Skin Diving and Scuba Diving within the University and to co-operate with any other organisation or organisations whose objectives are similar to those of the Club.

2. Purpose of Our Policy

The main objective of our Member Protection Policy is to maintain responsible behaviour and ethical and informed decision-making by participants within the club. This policy 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 the 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, members, parents and others (such as members' spouses, children, relatives etc) attending club events and activities.

4. Extent of Our Policy

Our policy covers unfair decisions, breaches of our code of behaviour and inappropriate behaviour that occurs at events and activities organised or sanctioned by the club and any behaviour that brings or is likely to bring our club or sport into disrepute.. This includes events and activities held at the club rooms, at club meetings, at or during club dives and at or during club 'away' and overnight trips. It also covers behaviour where there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- Make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable;
- 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 as necessary; and
- Seek advice from, and if necessary or appropriate, refer serious issues to Finders Campus Community Services (FCCS) and/or Scuba Divers Federation of South Australia (SDFSA).

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 FCCS and/or Scuba Divers Federation of SA request to be referred to them (e.g. conflict of interest).

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

Child abuse involves conduct that puts children at risk of harm and takes a number of different forms including:

- Physical abuse – e.g. deliberately hurting (hitting, punching), providing alcohol or drugs, training that exceeds child's development or maturity
- Sexual abuse – e.g. sexual acts or threats, inappropriate touching or conversations
- Emotional abuse – e.g. ill-treating by threats, humiliation, intimidation
- Neglect – e.g. not providing child with basic necessities (food, drink, clothing), failing to protect a child from foreseeable risk of harm or injury.

Abuse, is usually against the law. We will take measures to protect children involved in our club from harm. We will do this by:

- Responding to all reports of abuse promptly, seriously and confidentially;
- Promoting and enforcing our codes of behaviour;
- Making information about child protection available; and
- Adopting practices that provide the maximum opportunity for a child safe environment.

Anyone who reasonably suspects that a child has been or is being abused must report their concerns to the police or relevant government agency. Advise the President or Vice President that you have reported your concerns.

7.2 Supervision

For the purpose of this policy, a child is a person who is less than 18 years of age. Children of members or children who are members themselves who are participating in or attending club events and activities must be supervised at all times by a responsible adult. In the first instance, supervision must be provided by the child's parent or guardian. If the parent or guardian is unable to provide this supervision, the parent/guardian may approach an adult member and request that they supervise their child. Such a request (and subsequent permission) must be made and given in the presence of another adult member. An adult member who agrees to supervise a child will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If an adult member finds a child who is participating in or attending a club event or activity unsupervised, the adult member should assume responsibility for the child's safety until the child's parent/guardian or supervisor can be found. Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears an adult member will be left alone at the end of a club event or activity with just one child, they will ask another adult member to stay until the child is collected.

7.3 Transportation

Parents/guardians are responsible for transporting their children to and from club events and activities (e.g. dives). If the parent/guardian is unable to provide transportation for their child, the parent/guardian may approach an adult member and request that they transport their child. Such a request (and subsequent permission) must be made and given in the presence of another adult member, and during transportation a second adult member must be present in the vehicle used for transportation

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. Our club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. Our club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and/or club and ensure that the child is suitably clothed in a manner that promotes the sport and/or club, displays its successes, etc.

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 (see Responding to Complaints).

9. Inclusive practices

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

9.1 People with a disability

Where possible we will include people with a disability in our club dives if they have been certified as fit to dive. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

9.2 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.

9.3 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.

9.4 Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport and/or club. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport and/or club, and ensure that they make informed decisions about participation.

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints 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; and
- Any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to FCCS and/or Scuba Divers Federation of SA.

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

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (preferably President or Vice President but failing that any other committee member) 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; and
- Maintain confidentiality but not necessarily anonymity.
- Report to the committee that a complaint has been received.

Once the complainant decides on their preferred option for resolution, the club's committee 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 FCCS, Scuba Divers Federation of SA, or an anti-discrimination agency;
- Referring the complaint to FCCS or Scuba Divers Federation of SA; 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 FCCS and/or Scuba Divers Federation of SA (SDFSA) and an inquiry is conducted, the club's members 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); and
- Act on FCCS and/or Scuba Divers Federation of SA recommendations.

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

10.3 Disciplinary Measures

Our club's committee 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 consistently;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution and By Laws..

Possible measures that may be taken include:

- Verbal and/or written apology;
- Counselling to address behaviour;
- Suspension or termination of membership, participation or engagement in a role or activity;
- A fine; or
- Any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club's committee to FCCS or SDFSA. 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 club's committee.

Attachment 1: CODES OF BEHAVIOUR



Flinders University Underwater Club **MEMBER PROTECTION POLICY**

CODE OF BEHAVIOUR **Attachment 1**

This Code of Behaviour is intended to be the minimum standard for anyone involved in Flinders clubs and activities.

Members and others involved with the club

- Operate within the rules and spirit of your club, promoting equality and goodwill.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the club.
- Treat each person as an individual.
- Display control and courtesy to all involved with the club.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of the committee in the conduct of the club.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt 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 harmful or abusive behaviours.
- Do not deliberately put yourself or others at risk of physical injury.

Members

- Participate for your own enjoyment and benefit.
- Be fair and do not discriminate against any other member(s).
- Reject the use of violence in any form.
- Respect all efforts and participation of all people.

Committee

- Act honestly, in good faith and in the best interests of the society as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct your responsibilities with due care, competence and diligence.
- Do not allow prejudice, conflict of interest or bias to affect your objectivity.

Attachment 2: REPORTING FORM

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Submitted to Committee:	By (name):	Date: / /
Complainant's Name	Age: <input type="checkbox"/> 18 years or more <input type="checkbox"/> Under 18 years	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Committee Member <input type="checkbox"/> Member <input type="checkbox"/> Other	
Name of person complained about	Age: <input type="checkbox"/> 18 years or more <input type="checkbox"/> Under 18 years	
Person complained about role/status in Club	<input type="checkbox"/> Committee Member <input type="checkbox"/> Member <input type="checkbox"/> Other	
Location/event of alleged issue		
Description of alleged issue		

<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</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</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>	