



**South Australian State Committee of
Highland Dancing Inc.**

MEMBER PROTECTION POLICY

Version 1

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1 INTRODUCTION

Subject to the condition that it shall in no way interfere with the business of administrative management of the associations, organisations, societies and individual associated with Scottish Highland and National Dancing in South Australia



The objects of the State Committee shall be:

- To effect coordination and cooperation between associations, organisations, societies, and Individuals associated with Scottish Highland and National Dancing in South Australia.
- To promote the technique of Highland and National Dancing of Scotland as laid down by the Scottish Official Board of Highland Dancing
- To give counsel, assistance and arbitration when requested by any organisation represented on the State Committee.

2 PURPOSE OF OUR POLICY

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and ethical and informed decision-making by participants in this 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 our club of their 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), breaches of our codes of behaviour and inappropriate behaviour that occurs at practice, at meetings, in the club rooms, at social events organised or sanctioned by the club (or our district, regional, state or national body), on away and overnight trips, and any behaviour that brings or is likely to bring our club or sport into disrepute. 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 every 12–18 months
- seek advice from, and if necessary or appropriate, refer serious issues to our

Australian Board of Highland Dancing Inc.

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 (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 which 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, or 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 or 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
- complying with state/territory child protection laws and Working with Children Check requirements (see attachment 2)
- carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children
- promoting and enforcing our codes of behaviour, particularly for roles associated with children
- making information about child protection available, particularly for roles associated with children
- 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 *State Committee Executive* that you have reported your concerns.



7.2 Supervision

Members under the age of 18 must be supervised at all times by a responsible adult. SASCHDI 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 a member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the 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 a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

7.3 Transportation

Parents/guardians are responsible for transporting their children to and from dancing activities (e.g., practice and competitions). Where SASCHDI makes arrangements for the transportation of children (e.g., for away 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 appropriate safety measures are available (e.g., fitted working seatbelts).

7.4 Taking images of children

Images of children can be used inappropriately or illegally. SASCHDI requires that members, wherever possible, obtain permission from SASCHDI and/or 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. SASCHDI 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 SASCHDI 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 ensure that the child is suitably clothed in a manner that promotes dancing, displays its successes, etc.

8 ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

SASCHDI 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 phones 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.

SASCHDI 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 '10. Responding to complaints').



9. INCLUSIVE PRACTICES

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

9.1 People with disability

Where possible we will include people with disability in our dance schools. 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 activities and where possible will accommodate requests for flexibility (e.g., modifications to uniforms).

9.3 Sexual and gender identity

All people, regardless of their sexuality, are welcome at SASCHDI. 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 dancing. We recommend that pregnant women consult their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.



10 RESPONDING TO COMPLAINTS

10.1 Complaints

SASCHDI takes all complaints about on and off stage behaviour seriously. SASCHDI will handle complaints based on the following principles of procedural fairness (natural justice):

- 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 ABHDI through the State Secretary

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then SASCHDI 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 SASCHDI, the person receiving the complaint (e.g., president, member protection information officer, complaint officer) 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, SASCHDI will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the complainant to talk to the respondent
- 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 who may have seen the behaviour)
- seeking advice from our state and/or national body or from an external agency (e.g., state department of sport or anti-discrimination agency)
- referring the complaint to SASCHDI, or ABHDI through the State Secretary, and/or
- referring the complainant to an external agency such as a community mediation centre, the police or the anti-discrimination agency.



10.3 Disciplinary measures

SASCHDI 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 or achievements bestowed in any competitions, activities or events held or sanctioned by SASCHDI
- suspension or termination of membership, participation or engagement in a role or activity
- deregistration of accreditation for a period of time or permanently
- a fine, or
- any other form of discipline that SASCHDI considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of, or disciplinary measures imposed by, SASCHDI to ABHDI through the SASCHDI secretary. 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.



Attachment 1:
CODES OF BEHAVIOUR

There is a duty of care of everyone taking part in the organisation. The range of competitions extends from major international events to very small competitions, shows etc. It is important, regardless of the size of the competition, that the organiser makes adequate preparation for a whole range of possible mishaps and incidents that may occur, not just for the well being of participants and spectators but to reduce possible liabilities to the organisation. All personnel should be aware of the risks policy and how to report and deal with hazards or incidents which may occur.



Attachment 2.1: SCREENING REQUIREMENTS

This attachment sets out the screening process for people in SASCHDI who teach, supervise or have regular unsupervised contact with people under the age of 18 years.

SASCHDI will:

1. Identify positions that involve teaching, supervising or regular unsupervised contact with people under the age of 18 years.
2. Obtain a completed Member Protection Declaration (MPD) (Attachment 2.2) from all people who are identified in the above step and keep it in a secure place.
3. Provide an opportunity for a person to give an explanation if a MPD is not provided or it reveals that the person does not satisfactorily meet any of the clauses in the MPD. We will then make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. If unsatisfied, we will not appoint them to the role/position.
4. Where possible, check a person's referees (verbal or written) about their suitability for the role.
5. Ask the people identified in step 1 to sign a consent form for a national police check.
6. Possibly request (or ask the person to request) a national 'Part Exclusion' police check from our relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will make an assessment as to whether the person may pose a risk to, or be unsuitable to work with, people under the age of 18 years. If unsatisfied, we will not appoint them to the role/position.
7. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a requirement under our policy. If unsatisfied, we will not appoint them.
8. Decide whether to offer the person the position taking into account the result of the police check and any other information the club has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible and, if necessary, act immediately on the outcome.
9. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
10. Return the information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise destroy the information within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.



Attachment 2.2:
MEMBER PROTECTION DECLARATION

SASCHDI has a duty of care to all those associated with SASCHDI. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, teaching or regular unsupervised contact with people under the age of 18 years.

I (name) of
..... (address) born/...../.....

sincerely declare:

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

Declared in the state/territory of
on/...../.....(date) Signature

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

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

Name:

Signature: Date:/...../.....



Attachment 2.3:

WORKING WITH CHILDREN CHECK REQUIREMENTS

The following information was updated in April 2009. It is subject to change at any time.

5. South Australia

There are provisions under the *Children's Protection (Miscellaneous) Amendment Act 2005* that apply to non-government and volunteer organisations that are entrusted with the care of children or who regularly come into contact with children. Part of the Government regulations are the Seven Principles of Good Practice, which clubs and organisations are expected to adopt as proactive and preventative strategies. These principles are to help prevent and minimise opportunities for abuse and to appropriately respond when abuse occurs or is suspected. The principles can be assessed at www.recsport.sa.gov.au/training-development/documents/Keep_Children_Safe_Guidelines.pdf

Criminal history assessments (checks) are likely to be mandatory for most positions in sporting organisations from 2010–11. Some exemptions could apply.

Staff and volunteers who work with children are mandated notifiers and have a legal obligation to report any suspected child abuse and/or neglect.

For more information:

www.dfc.sa.gov.au/pub/Default.aspx?tabid=281



Attachment 3: DUTY STATEMENTS

President:

When present at a meeting, convened in accordance with the Constitution, shall act as Chairman;

Shall present a written report to the Annual General Meeting of the State Committee.

Immediate Past President:

Shall give advice and support to the President and the Executive Committee.

Vice President:

Shall assist the President in all matters pertaining to the State Committee and in the absence of the President shall assume the chair.

Secretary:

Shall call meetings in accordance with the Constitution;

Shall keep records of the State Committee including the Constitution and policies, records of members, a register of minutes of meetings and of notices, a correspondence file and records of submissions of reports made by or on behalf of the State Committee.

Assistant Secretary:

Shall take minutes at all meetings, assist the Secretary as required and in the absence of the Secretary assume the Secretary's duties

Treasurer:

Shall cause moneys to be paid into accounts authorised by the Executive Committee in the name of the State Committee;

Shall make payments as petty cash or by cheque signed by two (2) authorised signatories of whom there shall be more than four (4) appointed by the Executive Committee;

Shall cause records to be kept of all receipts and payments and other financial transactions, which records shall be available for inspection by any member;

Shall present a written statement of written income and expenditure at each General Meeting;

Shall present the written Auditor's report to the Executive Committee no later than fourteen (14) days prior to the Annual General Meeting;

Shall present an audited financial statement for the preceding year to the Annual General Meeting.

Registrar:

Shall keep a current and correct record of all registered and financial dancers;

Issue registration cards in accordance with the rules of the ABDI in conjunction with SOBHD;

Shall keep a current and correct record of all registered dancers' levels;

Report to the State Committee's General Meeting

Senior Scrutineer:

Shall on behalf of the State Committee, observe the scrutineering of competitions and Championships approved by the State Committee;

Shall present a written report to the Annual General Meeting of the State Committee.



Attachment 4:

REPORTING FORMS

Nature of complaint (category/basis/grounds)

Can tick more than one box

- | | | |
|--|---|--|
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Discrimination | <input type="checkbox"/> Sexual/sexist |
| <input type="checkbox"/> Selection dispute | <input type="checkbox"/> Coaching methods | <input type="checkbox"/> Sexuality |
| <input type="checkbox"/> Personality clash | <input type="checkbox"/> Verbal abuse | <input type="checkbox"/> Race |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Physical abuse | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Victimisation | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Child abuse | <input type="checkbox"/> Unfair decision | <input type="checkbox"/> Other |

What they want to happen to fix issue

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Information provided to them

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Resolution and/or action taken

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Follow-up action

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