

# MEMBER PROTECTION POLICY

## 1. Introduction

Participation in sport should be safe for all. Kalamunda Rangers Incorporated is committed to ensuring that people in sport, including children, are treated with respect, and dignity and are protected from abuse, bullying, harassment, sexual misconduct, harm, neglect, discrimination, victimisation, and vilification by providing a safe and inclusive environment and by ensuring that everyone involved in Kalamunda Rangers is aware of their rights and responsibilities.

## 2. Purpose

The main objective of our Member Protection Policy (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 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. Extent of our policy

Our policy covers unfair decisions and actions, breaches of our code of conduct 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.

This Policy does not apply

- where an interaction (including social media interactions) occurs involving one or more Relevant Persons, and the only link or connection between the interaction and Kalamunda Rangers is the fact that one or more individuals are Relevant Persons; and
- to interactions involving a Relevant Person and a Child/Young Person where there is no direct or indirect link to Kalamunda Rangers.

## 4. 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;
- undertake education relevant and proportionate to the level of participation in our club and the associated integrity risks;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- seek advice from and refer serious issues to our state or national body.
- Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g., physical assault, sexual assault, child endangerment) may be shared with and referred to our state or national bodies under the Sport Integrity Australia framework.



Teeball – Baseball – Softball

**Where the Whole  
Family can Play**

## 5. 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/young persons 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 or other inappropriate behaviour.

## 6. Protection of Children

If you have reason to believe that a Child/Young Person is at immediate risk of harm, you must follow the procedures set out in **Error! Reference source not found.** of Abuse and Harm to Children and Young People and report to the appropriate law enforcement and/or child protection agency.

### 6.1 Child Protection

Kalamunda Rangers is committed to the safety and well-being 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 well-being of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

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

#### 6.1.1 Identify and Analyse Risk of Harm

Kalamunda Rangers 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 are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

#### 6.1.2 Develop Codes of Conduct for Adults and Children

Kalamunda Rangers 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 behaviour. (See Annexure B)

#### 6.1.3 Choose Suitable Employees and Volunteers

Kalamunda Rangers 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. (See Annexure A)

Kalamunda Rangers will ensure that Member Protection Declarations (MPD) are obtained from all relevant employees and volunteers, including ensuring Working With Children Checks/criminal history

assessments are conducted for employees and volunteers working with children or their records, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the club will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

#### **6.1.4 Support, Train, Supervise and Enhance Performance.**

Kalamunda Rangers will 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.

#### **6.1.5 Report and Respond Appropriately To Suspected Abuse and Neglect**

Kalamunda Rangers will ensure that volunteers and members are able to identify and respond to children at risk of harm (See Annexure C)

Kalamunda Rangers 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.

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code(s) of practice set out they may make an internal complaint.

### **6.2 Supervision**

Members under the age of 15 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the member's age, maturity, capabilities, level of experience, nature of activity and nature of the venue. If a member finds a member under the age of 15 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.

### **6.3 Transportation**

Parents/guardians are responsible for transporting their children to and from club activities. Where our club 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)

### **6.4 Taking Images of Children**

Images of children can be used inappropriately or illegally. The 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. We also require the privacy of others to be respected and disallow 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. 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 the sport, displays its successes, etc.

## **7. 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 cyberbullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club.

## **8. Inclusive practices**

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

### **8.1. People with a disability**

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g., modifications to equipment and rules) to enable participation.

### **8.2. 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 (e.g. modifications to uniforms).

### **8.3. Sexual & Gender Identity**

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

## **9. Prohibited Conduct**

It is considered a breach of this policy when members and/or volunteers:

- Are found guilty of any break of any relevant state or territory or Commonwealth law relating to or involving child abuse or grooming; or
- Alone or in conjunction with another/others engage in any of the following conduction, in person, online or via any other form of telecommunication against, or in relation to a Relevant Person:
  - Abuse;
  - Bullying;
  - Harassment;
  - Sexual Misconduct;
  - Discrimination;
  - Victimisation;
  - Vilification;
  - Harmful behaviours towards a child/young person including, but not limited to: -
    - request or infer that the Child/Young Person keep any communication secret from their parents/carer, or other Relevant Person such as a coach or administrator, or Relevant Organisation;
    - supply alcohol, or drugs (including tobacco) to a Child/Young Person;
    - supply medicine to a Child/Young Person, except for:

- where the Relevant Person reasonably believes that the medicine is necessary for lifesaving medical treatment;
- when permitted by law; or
- with the consent of the parent, guardian, or carer of the Child/Young Person and under a valid prescription for that Child/Young Person and at the prescribed dosage; or
- do not comply with the Child/Young Person Safe Practices as set out in Annexure B that are applicable to all Relevant Persons.

Annexure D sets out examples of what may constitute Prohibited Conduct under this policy.

## 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 (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 our state or national body.
- 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.

### 10.2 Complaint Handling Process

When a complaint is received by our club, 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 problem, including details on the dates, time and location of incidents where possible.
- 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.

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, if appropriate (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., SportWest or anti-discrimination agency);
- Referring the complaint to our regional or state 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 our regional, state or national association 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); and
- Act on our district, regional or state association's 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 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, Bylaws and the rules of the game.
- Where it cannot be determined that an incident has occurred, the club may still take action to ensure the proper functioning of the organisation and meet the needs of the complainant. However, these actions should not prejudice any party. The Club will continue to closely monitor the situation and provide retraining where required.

### 11. Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to our regional, state or national association. 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.

### 12. Definitions

In this Policy, the following words have the corresponding meaning:

**Abuse** means;

- Physical Abuse** is when a person subjects a Relevant Person to application of physical force, which may cause injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a Relevant Person. Physically abusive behaviour includes, but is not limited to:
  - shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking; and
  - harmful training methods or overtraining where there is the potential to result in damage to a Relevant Person's physical development.
- Emotional Abuse** occurs when a Relevant Person does not receive the love, affection, or attention they need for healthy emotional, psychological, and social development or are exposed to violence/abuse against other Children/Young People or Adults. Such abuse may involve:
  - repeated rejection or threats to a Relevant Person (either in-person or online);
  - constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion, continual coldness, and rejection (either in-person or online);
  - Bullying and Harassment (either in-person or online);
  - threats to physically harm or hurt a Relevant Person (either in-person or online); and
  - harmful training methods or overtraining where there is the potential to result in damage to a Relevant Person's physical, intellectual, or emotional wellbeing and development.
- Sexual Abuse** occurs when an Adult, or a person in authority (i.e., older, or younger but more physically or intellectually developed) involves a Relevant Person in any sexual activity.  
Perpetrators of sexual abuse take advantage of their power, authority, or position over the Relevant Person for their own benefit. It can include making sexual comments to a Relevant Person, kissing, touching a Relevant Person's genitals or breasts, oral sex, or intercourse with a Relevant Person.
- Neglect** is the persistent failure or deliberate failure or denial to meet a Relevant Person's basic needs. Neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical



attention, or supervision to the extent that the Relevant Person's health and development is or is likely to be harmed. Types of Neglect include physical, medical, emotional, educational neglect and abandonment.

- e. **Exposure to Family and Domestic Violence** refers to abusive behaviour in any personal relationship that allows one person to intimidate, or to gain power and control over the other. This is often thought of to occur between married spouses or in other intimate relationships, but actually refers to any family relationship, or persons living in the same home.

**Activity** means a sporting contest, match, competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, which is sanctioned or organised by a the club or affiliated organisation.

**Adult** means a person aged 18 years or over.

**Approved Person** means a family member such as mother, father, sister, brother, grandparent, aunt, uncle or cousin, a guardian, carer, or a person who has been approved by the parent/carer and has an established relationship with the Child/Young Person and/or their family.

**Bullying** means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing, whether in-person or online. (see also Annexure D).

**Child Abuse** means Abuse, in any form, that is directed towards a Child/Young Person.

**Child/Young Person** means a person who is under the age of 18 years.

**Child/Young Person Safe Practices** means the Child/Young Person safety requirements and practices adopted and implemented by Relevant Organisations to help ensure the safety of Children/Young People participating in an Activity as outlined in Attachment B.

**Complaints, Disputes and Discipline Policy** means the policy adopted by Kalamunda Rangers for the handling and resolution of allegations regarding Prohibited Conduct.

**Contractor** means any person or organisation engaged to provide services for, or on behalf of, a Relevant Organisation. This includes agents, advisers, and subcontractors of a Relevant Organisation and employees, officers, volunteers, and agents of a Contractor or subcontractor.

**Discrimination** includes both direct and indirect discrimination (either in person or online) which have the following meaning (see also Annexure D):

- a. **'Direct discrimination'** occurs where, because a person has a Protected Characteristic, they are treated less favourably than a person without that characteristic would be treated in the same or similar circumstances.
- b. **'Indirect discrimination'** occurs where a practice, rule, requirement or condition that applies to everyone disadvantages people with a Protected Characteristic and the practice, rule, requirement or condition is not reasonable in the circumstances.

**Employee** means a person employed by a Relevant Organisation.

**Grooming** means behaviours that manipulate or control a Child/Young Person, their family, guardian and carers or other support networks, or organisations, with the intention to gain access to the Child/Young Person, obtain the Child/Young Person's compliance, maintain the Child/Young Person's silence, and avoid discovery of sexual abuse.

**Harassment** means any type of behaviour towards a Person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the Person who is the subject of the harassment, whether in-person or online.

**Harmful Behaviour Towards a Child/Young Person** means any behaviour involving a Child/Young Person that is objectively age inappropriate and/or places the Child/Young Person at risk of harm. This includes but is not limited to:

- a. Child Abuse;
- b. harmful training methods including physical punishment or overtraining which may cause harm to a Child/Young Person;
- c. excessive or unnecessary emphasis on appearance, weight requirements or muscularity (either in-person or online) that may include practices such as:
  - i. encouraging or enforcing excessive dieting or restrictive eating;

- ii. excessive weigh-ins or focus on weight goals, body composition testing that is a sport requirement that carries punishment for the outcome (for example repeated bouts of exercises as punishment for weight gain); or
- iii. unsafe practices that could put health at risk in order to reach weight or appearance requirements without adequate medical support (for example dehydration or restrictive eating).
- d. forcing a Child/Young Person to train or compete when ill or injured;
- e. threatening or humiliating a Child/Young Person (either in-person or online);
- f. using disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- g. making sexual comments to a Child/Young Person or engaging in open discussions of a sexual or Adult nature with (either in person or online), or in the presence a Child/Young Person;
- h. taking inappropriate photos or footage of a Child/Young Person; or
- i. inappropriate and/or intimate physical contact with a Child/Young Person which is sexual in nature or causes them to feel uncomfortable, or feel pain or distress.

**Participant means:**

- a. Athletes;
- b. coaches appointed to train an athlete or team in an Activity;
- c. administrators who have a role in the administration or operation of Activity of a Relevant Organisation including owners, directors, committee members or other persons;
- d. officials including referees, umpires, technical officials, or other officials appointed by a Relevant Organisation, or any league, competition, series, club, or team sanctioned by a Relevant Organisation;
- e. support personnel who are appointed in a professional or voluntary capacity by a Relevant Organisation, or any league, competition, series, club, or team sanctioned by a Relevant Organisation including sports science sports medicine personnel, team managers, agents, selectors, and team staff members.

**Person in Position of Authority** means a person, regardless of age, who through their position or involvement in Kalamunda Rangers can exercise power, control, or influence over a Child/Young Person.

**Protected Characteristic** means:

- a. age;
- b. disability;
- c. race or ethnicity;
- d. sex or gender identity;
- e. sexual orientation; or
- f. religion.

**Prohibited Conduct** means any action defined in Clause 9 of this policy and outlined in Annexure D.

**Recruitment, Screening & Training** means the Child/Young Person safety recruitment, screening and training strategies adopted and implemented by Kalamunda Rangers to help ensure the safety of Children/Young People participating in the sports provided by our club.

**Relevant Organisation** means any of the following organisations:

- a. Baseball WA, and affiliated organisations and charters;
- b. Softball WA, and affiliated organisations and charters;
- c. Canning Softball Association;
- d. Dale Districts Mens Softball Association;
- e. any other organisation that has agreed to be bound by National Integrity Framework and/or the Relevant Policies.

**Relevant Person** means any of the following persons:

- a. Individual Member;
- b. Participant;
- c. Employee;
- d. Contractor;
- e. Volunteer; or



f. Any other individual who has agreed to be bound by the National Integrity Framework and/or the Relevant Policies.

**Sexual Misconduct** means sexual harassment, which is any unwanted or unwelcome sexual behaviour where a reasonable person would anticipate the possibility that the person being harassed would feel offended, humiliated, or intimidated; and behaviour that may constitute a sexual offence that is unlawful.

**Victimisation** means subjecting a person, or threatening to subject a person, either in-person or online, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint, report or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.

**Vilification** means a public act, conduct or behaviour, either in-person or online, that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a Protected Characteristic they hold, as covered by applicable legislation.

**Volunteer**, means any person engaged by a Relevant Organisation in any capacity who is not otherwise an Employee or Contractor, including parents or carers that volunteer, directors, office holders, coaches, officials, administrators and team and support personnel;

**WWCC** means a Working with Children Check,

#### Associated Documents

Member Protection Declaration

## Annexure A - Screen requirements

This attachment sets out the screening process for people in our club who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years, and/or their records.

Our Club will:

- Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years and/or their records and/or other vulnerable members of our club.
- Obtain a completed Member Protection Declaration (MPD) from all people who are identified in the above step and keep it in a secure place.
- 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.
- Where possible, check a person's referees (verbal or written) about their suitability for the role.
- Ask all coaches, assistant coaches, managers/EOs to provide a Member Protection Declaration ± Working with Children Check ± a National Police Check.
- Make an assessment as to whether the person may be unsuitable to undertake the position for which they have applied 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.
- 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.
- Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
- Return 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 be destroyed 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.

## Annexure B: Child/Young Person Safe Practices

Kalamunda Rangers is committed to safeguarding everyone involved in our organisation including Children/Young People in our care, so that they feel safe and are safe. Our Child/Young Person Safe Practices have been developed to identify and prevent behaviour that may be harmful to the Children/Young People in our sport.

There are exceptions where the Child/Young Person Safe Practices do not apply:

- when a Relevant Person/Person in a Position of Authority is also an Approved Person in respect to that Child/Young Person.
- in an emergency and where the action is protective of a Child/Young Person, when prior authorisation is not possible.

These Child/Young Person Safe Practices set out requirements for how Relevant Organisations and Relevant Persons must behave with and around Children/Young People. A failure to comply with the Child/Young Person Safe Practices will be a breach of the Safeguarding Children and Young People Policy and constitute Prohibited Conduct as set out in clause **Error! Reference source not found.** of the Policy.

### 1. Professional boundaries

- a. A Person in a Position of Authority must establish and maintain professional boundaries (both in-person and online) when working with Children/Young People who are involved in our sport. Professional boundaries ensure that the nature of the relationship between a Person in a Position of Authority and Child/Young Person does not move from a professional one to a personal one and becomes harmful or exploitative of the Child/Young Person and/or family.
- b. A Person in a Position of Authority, unless they are also an Approved Person must not:
  - i. provide any form of support to a child or their family unrelated to the scope of their role (e.g., financial assistance, babysitting, provide accommodation);
  - ii. use a personal phone, camera, or video camera to take images or video footage of Children/Young People unless prior written authorisation from the Relevant Organisation is provided;
  - iii. exhibit any type of favouritism towards a Child/Young Person;
  - iv. transport Children/Young People other than in accordance with Child/Young Person Safe Practices clause 6.3, Transporting Children/Young People;
  - v. give gifts/presents to Children/Young People other than the provision of official awards;
  - vi. have one-on-one contact with a Child/Young Person outside of authorised sport activities (includes direct contact such as in-person as well as indirect, such as by phone, or online); or attend any private social function at the request of a Child/Young Person or their family.
- c. If Relevant Persons become aware of a situation in which a Child/Young Person requires assistance that is beyond the scope of that person's role, they must undertake any or all of the following at the earliest opportunity:
  - i. refer the matter to an appropriate support agency;
  - ii. refer the Child/Young Person to an appropriate support agency;
  - iii. contact the Child/Young Person's parent or carer;
  - iv. seek advice from a Relevant Organisation.

### 2. Use of language and tone of voice

- a. Language and tone of voice used in the presence of Children/Young People must:
  - i. provide clear direction, boost their confidence, encourage, or affirm them.
  - ii. not be harmful to Children/Young People.
- b. Relevant Persons must not use language towards or in the presence of Children/Young People that is:
  - i. discriminatory, racist, or sexist;
  - ii. derogatory, belittling, or negative, for example, by calling a Child/Young Person a 'loser' or telling them they are 'too fat';
  - iii. unreasonably or unnecessarily threatening or frightening; or
  - iv. profane or sexual.

### **3. Positive guidance (discipline)**

- a. Children participating in our sport must be made aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants.
- b. Relevant Persons and Relevant Organisations must use appropriate techniques and behaviour management strategies to ensure:
  - i. an effective and positive environment; and
  - ii. the safety and/or wellbeing of Children/Young People and personnel participating in Teeball, baseball and/or Softball
- c. Relevant Persons and Relevant Organisations must use strategies that are fair, respectful, and appropriate to the developmental stage of the Children/Young People involved.
- d. Children/Young People must be provided with clear directions and given an opportunity to redirect their behaviour in a positive manner.
- e. Relevant Persons or Relevant Organisations must not, under any circumstances, take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

### **4. Supervision**

- a. Relevant Organisations must ensure that Children/Young People participating in our sport programs and services are adequately supervised.
- b. Supervision must be constant, active, and diligent, prioritising the safety and wellbeing of Children/Young People, and where possible a Relevant Person must be able to observe each Child/Young Person.
- c. Where direct supervision is not possible, a Relevant Person must know the location of each Child/Young Person and ensure that they can respond to individual needs and immediately intervene if necessary.
- d. Any incident of one-to-one unsupervised contact must be immediately reported to the Relevant Organisations management within 24 hours of the incident occurring.

### **5. Use of electronic or online communications**

- a. A Person in a Position of Authority unless they are also an Approved Person (in respect to the relevant Child/Young Person), Medical Practitioner or Health Professional, must not communicate directly (one-to-one) with a Child/Young Person either electronically or online (including phone calls) without the inclusion of a representative from the Relevant Organisation and/or the Child/Young Person's parent or carer. Communication by Medical Practitioners and Health Professionals must only relate to appropriate and required medical care in this context.
- b. When communicating with Children/Young People, a Person in a Position of Authority must ensure content is:
  - i. directly associated with delivering our services, such as advising that a scheduled event is cancelled;
  - ii. concise with personal or social content limited only to convey the message in a polite and friendly manner;
  - iii. devoid of any sexualised language; and
  - iv. not promoting unauthorised social activity or contact.

### **6. Photographs or video of Children/Young People**

- a. An Approved Person may photograph or film their Child/Young Person when participating in our sport.
- b. When arranging official photography/videography of Children/Young People involved in our sport, we will:
  - i. obtain prior written consent from the Child/Young Person's parent or carer. Where appropriate and possible, consent should also be sought from the Child/Young Person. Written approval could include electronic messaging formats such as email or SMS;
  - ii. give due consideration to Children/Young People who are protected by a court order;
  - iii. appoint a photographer/videographer who holds a current WWCC;
  - iv. ensure the photographer/videographer is supervised at all times;
  - v. ensure the context is directly related to participation in our sport;
  - vi. ensure the Child/Young Person is appropriately dressed and posed; and

- vii. not distribute images or videos (including as an attachment to an email) to anyone outside the club without parent/carer knowledge and approval.
- viii. store images (digital or hard copy) in a manner that prevents unauthorised access by others and must be destroyed or deleted as soon as they are no longer required.
- ix. not publish images or footage of a Child/Young Person or identify the Child/Young Person pictured, whether online or in print, without written consent from the Child/Young Person's parent or carer. Where appropriate and possible, consent should also be sought from the Child/Young Person.
- x. ensure any Employee, Volunteer or Contractor (such as an event photographer) comply with the above requirements whilst working at an Activity.

## **7. Physical contact with Children/Young People**

- a. Any physical contact with Children/Young People must be necessary and appropriate to the delivery of our sport programs or services and based on the needs of the Child/Young Person (including adjustments based on any additional needs due to impairment or disability) such as assisting with the use of equipment technique assistance or correction, treatment by a health practitioner or administering first aid.
- b. Relevant Persons must not have contact with Children/Young People participating in our programs and services that:
  - i. involves touching of genitals, buttocks, or the breast area other than as part of delivering necessary medical or allied health services to those specific areas of the body;
  - ii. would appear to a reasonable observer to have a sexual connotation;
  - iii. is intended to cause pain or distress to the Child/Young Person (e.g., corporal punishment);
  - iv. is overly physical (e.g., tickling or other roughhousing), except where this contact is consistent with the rules of the sport and accepted and reasonable behaviour within the Activity when undertaking that Activity;
  - v. is unnecessary (e.g., assisting with toileting when a Child/Young Person does not require assistance); or
  - vi. is initiated against the wishes of the Child/Young Person, except if such contact may be necessary to prevent injury to the Child/Young Person or to others, in which case:
  - vii. physical restraint must be a last resort;
  - viii. the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child/Young Person to prevent harm to themselves or others; and
  - ix. the incident must be reported to management as soon as possible.
- c. Relevant Persons must report to the club any physical contact initiated by a Child/Young Person that is sexualised and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child/Young Person, Relevant Persons, and any other participants.

## **8. Overnight stays and sleeping arrangements**

- a. Overnight stays involving Children/Young People must be approved and managed by the Relevant Organisation.
- b. Written parent/carer consent must be obtained prior to the overnight stay. Written approval could include electronic messaging formats such as email or SMS. Where appropriate and possible, consent should also be sought from the Child/Young Person.
- c. Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at all other times.
- d. Standards of conduct that must be observed by Relevant Organisations and Relevant Persons involved during an overnight stay include:
  - i. Children/Young People must be provided with privacy when bathing, toileting, and dressing;
  - ii. appropriate dress standards must be observed when Children/Young People are present – such as no exposure to nudity;
  - iii. Children/Young People must not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;
  - iv. Children/Young People must not be left under the supervision of unauthorised persons such as accommodation staff, or peers;
  - v. sleeping arrangements must not compromise the safety of Children/Young People, including:

- vi. an Adult must not sleep alone in the same room as Children/Young People unless they are the parent or have parental responsibility for those Children/Young People; and
- vii. Children/Young People must not share a bed with an Adult or another Child/Young Person.
- viii. Children/Young People must have the right to contact their parents, or an Approved Person, if they feel unsafe, uncomfortable, or distressed during the stay.
- ix. Parents/carers must be permitted to contact their Child/Young Person if required.

## **9. Change room arrangements**

- a. Children/Young People must be supervised in any change room that is in official use by a Relevant Organisation, whilst ensuring their right to privacy.
- b. A Person in a Position of Authority must not:
  - c. shower or change at the same time as supervising groups of Children/Young People;
  - d. be alone with a Child/Young Person in a change room; or
  - e. Relevant Persons must not use any camera or other recording device in a change room.
- f. Persons in a Position of Authority must ensure adequate supervision in public change rooms when they are used, providing the level of supervision required for preventing abuse by members of the public, Adult users, or general misbehaviour, while also respecting a Child/Young Person's privacy.

## **10. Use, possession or supply of alcohol or drugs to Children/Young People**

- a. Persons in a Position of Authority must not:
  - i. use, possess or be under the influence of an illicit drug in the presence of a Child/Young Person or Children/Young People;
  - ii. use or be under the influence of alcohol while supervising a Child/Young Person or Children/Young People during an Activity;
  - iii. be impaired by any other legal drug such as prescription or over-the-counter drugs while in the presence of a Child/Young Person or Children/Young People;
  - iv. supply alcohol or drugs (including tobacco) to any Child/Young Person or Children/Young People; or
  - v. supply or administer medicines, except when permitted by law or with the consent of the Child/Young Person's parent or carer and under a valid prescription for that Child/Young Person and at the prescribed dosage.

## **11. Parent/Carer involvement**

- a. Our club will:
  - i. ensure that a parent/carers is involved in any significant decision, including the signing of any documentation in relation to their Child's involvement in the sports offered by our club;
  - ii. not prevent parents/carers from accessing their Child/Young Person when required; and
  - iii. make parents/carers aware of the standard of behaviour required when watching their Child/Young Person during an Activity. Parents/carers displaying inappropriate conduct may be asked to leave, however may not be denied access for an undetermined amount of time.

## **12. Transporting Children/Young People**

- a. Children/Young People must only be transported in circumstances that are directly related to the delivery of our sport programs and services.
- b. Other than in an emergency, a Person in a Position of Authority, unless they are an Approved Person, must not transport Children/Young People without prior written approval from their parent or carer.
- c. When transporting Children/Young People, the Person in a Position of Authority must drive responsibly, not be impaired by alcohol or any other mind-altering substances, have an unrestricted driver's licence and to the extent practicable, not be alone in the car with a Child/Young Person.
- d. Children/Young People must only be transported in a roadworthy vehicle when the manufacturer-stated capacity is adhered to and seatbelts and child restraints are fitted as required.



### 13. Drop off and pick up of Children/Young People

#### a. Our club will:

- i. Provide Persons in a Position of Authority a register of parent and carer emergency contact numbers and an operational phone; and
- ii. ensure that if a parent or carer is late, they make reasonable attempts to contact them. It is not the responsibility of a Person in a Position of Authority to transport Children/Young People home if their parent or carer is late for pick up.

### **You must ACT.**

As a person involved in Kalamunda Rangers, you play a crucial role in protecting Children. You must follow the four actions set out below when responding to any Child Abuse allegations.

#### **Action 1-Responding**

If a Child is at risk of immediate harm you must ensure their safety by:

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child and others involved;
- Identifying an appropriate contact person for any ongoing liaison with the Police. If there is no immediate harm go to Action 2 below.

#### **Action 2-Reporting**

- If you suspect, on reasonable grounds that a Child is, or is at risk of, being abused and/or neglected, you must report it to the police and/or the relevant State/Territory child protection agency.
- If the alleged Child Abuse is occurring in a Relevant Organisation, it must be documented on the Report Form found at (insert link to SIA form).
- You must also report internally to your designated contact in your sport, who then needs to report to the IntegrityUnit, CEO and Board.

#### **Action 3-Contact**

- You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/guardians, and who should lead this contact (i.e., police, child protection department or Relevant Organisation representative). This could include advice:
  1. Not to contact the parents or guardians in circumstances where they are alleged to have engaged in the abuse.
  2. To contact the parents/guardians and provide agreed information as soon as possible.

#### **Action 4-Support**

- Support should be provided to any Child that has experienced abuse.
- It is important that the person providing support to the Child does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.
- This information needs to be well documented and shared with Kalamunda Rangers' designated contact.
- Further support for the Child, relevant adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

## Appendix D: Examples of Prohibited Conduct

1. **Abuse** is behaviour of a nature and level of seriousness which includes, but is not limited to:
  - a. physical abuse and assault including hitting, slapping, punching, kicking, destroying property, deprivation of food, water or rest, forced feeding, unreasonable physical restraint, spitting at another person, biting or otherwise putting a person at unreasonable risk of physical harm, except where any physical contact is consistent with the rules of the sport and accepted and reasonable behaviour within the Activity when undertaking that Activity;
  - b. sexual abuse including rape and assault, using sexually degrading insults (either in-person or online), forced sex or sexual acts, deliberately causing pain during sex, unwanted touching or exposure to pornography, sexual jokes (either in-person or online), using sex to coerce compliance; or
  - c. emotional/psychological abuse (either in-person or online) such as repeated and intentional embarrassment in public, unreasonably preventing or excluding someone from participating in sport activities, stalking, humiliation, or intimidation, repeated or severe insults, name calling, criticism, swearing and humiliation, repeated attacks on someone's intelligence, homophobic, biphobic and transphobic comments, body shaming, or aggressive yelling.
  
2. **Bullying** is behaviour of a nature and level of seriousness which includes, but is not limited to, repeatedly:
  - a. keeping someone out of a group (either in-person or online);
  - b. making rude gestures, using inappropriate or derogatory names, being rude, constantly negative and teasing (either in-person or online);
  - c. spreading rumours or lies, or misrepresenting someone either in-person or online (e.g., using their social media account to post messages as if it were them);
  - d. harassing someone (either in-person or online) based on a Protected Characteristic such as age, race or ethnicity, sex, sexual orientation, gender identity, religion, or a disability;
  - e. intentionally and repeatedly hurting someone physically; or
  - f. taking advantage of any power over someone else (either in-person or online),
  - g. but does not include legitimate and reasonable:
    - h. management action;
    - i. management processes;
    - j. disciplinary action; or
    - k. allocation of activities in compliance with agreed systems.
  
3. **Harassment** is behaviour of a nature and level of seriousness which includes, but is not limited to:
  - a. telling insulting jokes and/or making derogatory comments about racial groups or people of diverse genders and sexualities (either in-person or online);
  - b. sending explicit or sexually suggestive emails, text messages or other electronic communications;
  - c. displaying racially offensive or pornographic images or screen savers;
  - d. making derogatory comments or taunts about someone's race, disability, sexual orientation, gender identity or gender expression (either in-person or online);
  - e. asking intrusive questions about someone's personal life, including their sex life (either in-person or online);
  - f. intentionally stalking someone (either in-person or online); or
  - g. intentionally disclosing (either in-person or online) the transgender identity or sexual orientation of someone without consent.
  
4. **Sexual Misconduct** is behaviour including, but not limited to:
  - a. unwelcome touching;
  - b. suggestive comments or jokes (either in-person or online);

- c. showing or sharing sexually explicit images or pictures (either in-person or online);
  - d. unwanted invitations to go out on dates (either in-person or online);
  - e. requests for sexual favours (either in-person or online);
  - f. intrusive questions about a person's private life or body (either in-person or online);
  - g. unnecessary familiarity, such as deliberately brushing up against a person;
  - h. insults or taunts based on sex or gender identity (either in-person or online);
  - i. sexually explicit physical contact;
  - j. sending sexually explicit or suggestive emails, texts, or other electronic/social media messages;
  - k. displaying pornographic images or screen savers;
  - l. asking intrusive questions about someone's personal life, including about their sex life (either in-person or online); or
  - m. criminal offences such as rape, indecent or sexual assault, sexual penetration, or relationship with a child under the age of 16 and possession of child pornography.
5. **Discrimination** is differential treatment (either in-person or online) based on a personal characteristic including, but not limited to:
- a. age;
  - b. disability;
  - c. race or ethnicity (including skin colour, nationality or migrant status);
  - d. sex (including pregnancy, marital or relationship status, family responsibilities, breastfeeding, intersex status or gender identity);
  - e. sexual orientation; or
  - f. religion.
6. **Victimisation** is behaviour including, but not limited to:
- a. dismissal of a person or disadvantage to their involvement in sport because they have or intend to make a complaint;
  - b. exclusion of a person from a sport activity because they were a witness to Prohibited Conduct; or
  - c. failure to select an individual on merit because they have supported another person in lodging a complaint.
7. **Vilification** is behaviour including, but not limited to:
- a. speaking, writing or otherwise communicating (either in-person or online) about a person's sex or gender identity in a way that could make other people dislike, hate, or ridicule them;
  - b. publishing claims that a racial or religious group is involved in serious crimes without any evidence in support;
  - c. repeated and/or serious verbal or physical abuse (either in-person or online) about a Protected Characteristic of another person;
  - d. encouraging violence against people (either in-person or online) who belong to a particular sex or gender identity, or damaging their property; or
  - e. encouraging people to hate a racial or religious group using flyers, stickers, posters, a speech, or publication, or using websites, social media applications or email.