



WILLIAMSTOWN  
SAILING CLUB

**Williamstown Sailing Club Inc.**

**MEMBER AND CHILD PROTECTION POLICY**

Version 1.1 - October 2017

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# 1 Introduction

The purpose of the Williamstown Sailing Club Inc. (the “Club”, “WSC”, “our”, “us” or “we”) is:

- to promote, organise, facilitate and encourage participation in recreational sailing, yacht racing and other boating activities;
- to preserve the traditions and develop the skills, knowledge and practices of boating, sailing and fishing activities;
- to secure, maintain and develop Club resources and facilities for boating, fishing, sailing and related activities for the benefit of the members; and
- to encourage and facilitate participation by members in boating, fishing and sailing activities through interaction with other yacht and boating organisations and community groups.

## 2 Purpose of our policy

The main objective of the WSC Member and Child Protection Policy (“Policy” or “M&CPP”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in the Club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our Policy informs everyone involved in our Club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our Club’s activities.

## 3 Who our policy applies to

This Policy applies to everyone involved in the activities of our Club whether they are in a paid or unpaid/voluntary capacity and including, but not limited to:

- Club flag officers, Committee of Management members, committee members, administrators and other Club officials;
- instructors, assistant instructors, coaches and other personnel participating in events and activities, including training, racing or practice sessions;
- support personnel, including rescue boat operators, tower operators, canteen volunteers, volunteers and other personnel at social functions and others;
- officer of the day, race committee and other officials;
- competitors, trainees, students and other event participants and attendees at Club functions;
- members, including any life members;
- parents, grandparents, siblings and other family members;
- spectators; and
- any other person making use of the Club facilities.

## 4 Extent of our policy

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

## 5 Club responsibilities

We will:

- adopt, implement and comply with this Policy;
- ensure that this Policy is enforceable;
- publish, distribute and promote this Policy and the consequences of any breaches of this Policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this Policy in an appropriate manner;
- deal with any breaches of this Policy in an appropriate manner;
- recognise and enforce any penalty imposed under this Policy;
- ensure that a copy of this Policy is available or accessible to all people and organisations to whom this Policy applies;
- review this Policy every 12-18 months; and
- seek advice from and refer serious issues to Australian Sailing.

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

## 6 Individual responsibilities

Everyone associated with our Club must:

- make themselves aware of the contents of this Policy;
- comply with all relevant provisions of this Policy, including the standards of behaviour outlined in this Policy;
- consent to the screening requirements set out in this Policy, and any state or territory Working with Children Checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law or the Club;
- treat other people 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, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this Policy.

## **7 Protection of children**

### **7.1 Child protection**

The Club is committed to the safety and wellbeing of children and young people who participate in our Club's activities or use our facilities. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our members and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

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

#### **7.1.1 Identify and analyse risks of harm**

The Club will determine through a risk management strategy, which includes a review of our existing child protection practices, how child-safe our organisation is and identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of a member, volunteer or another person.

#### **7.1.2 Implement codes of conduct for adults and children**

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

The codes describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 3)

#### **7.1.3 Choose suitable employees and volunteers**

The Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Club will ensure that Working With Children Checks are conducted for members and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, the Club will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1)

#### **7.1.4 Support, train, supervise and enhance performance**

The Club will ensure that all our members and volunteers who work with children have ongoing supervision, support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our Club.

#### **7.1.5 Empower and promote the participation of children in decision-making and service development**

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

#### **7.1.6 Report and respond appropriately to suspected abuse and neglect**

The Club will ensure that members and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected. (See Attachment 2)

In addition to any legal obligations, if any person believes that another person or organisation bound by this Policy is acting inappropriately towards a child or is in breach of this Policy they may make an internal complaint. Refer to our complaints procedure in section 10 of this Policy.

Any person who believes a child is in immediate danger or in a life threatening situation should contact the police immediately.

#### **7.1.7 Supervision**

Children under the age of 12 must be supervised at all times by a responsible adult. While a child under 12 is at the Club, their parent/guardian shall remain at the Club and have primary responsibility for the supervision of their child/ren or child/ren in their care. The only exception to this is during certain, structured training courses where parents/guardians have specifically been advised by the head instructor that they do not need to remain at the Club.

Within the Club facilities:

- Children under 12 are not permitted on the decking areas unless under the responsible supervision of an adult;
- It is recommended that children wear life jackets while on the wooden decking and jetty areas; and
- Playing and climbing on the tractor or the rescue boats is not permitted.

In the limited circumstance that a parent/guardian has been advised that they do not need to stay at the Club during a child/ren's activities, for reasons of courtesy and safety, children must be collected on time. If it appears a member or volunteer will be left alone with just one child at the end of any Club activity, they will ask another member or volunteer to stay until the child is collected.

We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of 12 is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

### **7.1.8 Transportation**

Parents and/or guardians are responsible for organising the transportation of their children to and from Club activities.

### **7.1.9 Taking images of children**

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

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

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

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

## **8 Discrimination, harassment and bullying**

Our Club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

### **8.1 Discrimination**

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

## 8.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the protected personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

## **8.3 Bullying**

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

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

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

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

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

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this Policy, he or she may make a complaint (see clause 10).

## **9 Inclusive practices**

Our Club is welcoming and we will seek to include members from all areas of our community. The following are examples of some of our inclusive practices.

### **9.1 People with a disability**

The Club will not discriminate against any person because they have a disability. Where it is necessary and practical to do so, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

### **9.2 People from diverse cultures**

We will support, respect and encourage people from diverse cultures and religions to participate in our Club and where possible we will accommodate requests for flexibility.

### **9.3 Sexual & gender identity**

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

### **9.4 Pregnancy**

The Club is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our Club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisors, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisors and in discussion with Club. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this Policy, she may make a complaint (see clause 10).

## **10 Responding to complaints**

### **10.1 Complaints**

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

- all complaints will be taken seriously;
- the person being complained about (respondent) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- strict confidentiality will be maintained, within the bounds of what is practical or possible for an effective complaint handling and resolution process;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to Australian Sailing or a community based independent mediator.

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

## 10.2 Complaint handling process

When a complaint is received by our Club, the person receiving the complaint (e.g. Commodore, Member Protection Officer) will:

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

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

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to Australian Sailing; 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 Australian Sailing or a community based independent mediator and an investigation is conducted, the Club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on Australian Sailing's or the mediator's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

## 10.3 Disciplinary sanctions

Our Club may take disciplinary action against anyone found to have breached our Policy or made false and malicious allegations. Any disciplinary measure imposed under our Policy must:

- be applied consistent with any contractual and employment rules and requirements;

- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by laws and the rules of sailing.

Possible sanctions that may be taken include:

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

## **10.4 Appeals**

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our Club). Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

## Attachment 1: Working with children check requirements

Working With Children Checks (“WWC Check”) aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person’s suitability to work with children and young people.

WWC Check requirements vary across Australia. Fact sheets for each state and territory are available on the Play by the Rules website: [www.playbytherules.net](http://www.playbytherules.net)

Detailed information, including the forms required to complete a WWC Check, are available from the relevant agencies in each state and territory. For Victoria, the details are:

### **Victoria**

Contact the Department of Justice and Regulation

Phone: 1300 652 879

Website: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

### **When a WWC Check is required**

Details of when a WWC Check is required are available on the Victorian Government web site [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

You do not need a WWC Check if you:

- qualify for an exemption (as defined under the Working with Children Act 2005 (“WWC Act”));
- work in an unpaid private/domestic arrangement for family and friends (except if you are a kinship carer);
- supervise a student in practical training organised by their educational institution; or
- take part in an activity with a child in the same way that a child participates (e.g. as other players in a chess team).

You do need a WWC Check if you meet ALL 5 criteria listed below:

1. You engage, or intend to engage, in child-related work as an employee or volunteer;
2. You are an adult working with under 18 year olds;
3. You are working in any of the Occupational Fields listed in the WWC Act;
4. Your work involves direct contact with children. Direct contact means physical, face-to-face, written, oral or electronic contact; and
5. Your contact with children is part of your duties and not incidental to your work.

The WSC Committee of Management has declared that the following people do require a valid WWC Check (or valid exemption):

- Members of the Committee of Management;
- Members of the Sailing Committee;
- Members of any TACKERS/Junior Sailing Working Group or Committee;
- Member Protection Officers;
- Instructors and Assistant Instructors (including TACKERS and Learn to Sail) and any other coaches or trainers over the age of 18;
- Discover Sailing Coordinator and assistants;
- Anyone, including family of Junior Sailing/TACKERS participants, who routinely assist in the organisation or operation of Junior Sailing/TACKERS activities or Learn to Sail activities;
- People over the age of 18 assisting, even occasionally, with Junior Sailing/TACKERS whose children do not participate;
- First aiders; and
- Regular rescue boat operators.

These people must complete M&CPP Form 1: Member Protection Declaration, including WWC Check declaration, and submit this to the Club before participating in these activities.

This is not an exhaustive list of people who may require a WWC Check under the WWC Act and members and volunteers should determine their need for a WWC Check to comply with the WWC Act.

### Frequently Asked Questions

I participate in senior sailing racing and people under the age of 18 also sail or crew, do I need a WWC Check?

*If this is your only involvement with children under the age of 18 at the Club, you take part in the activity with a child in the same way that the child participates. You **do not need** a WWC Check.*

I am a fishing member, but I am aware children participate in sailing at the Club, do I need a WWC Check?

*If this is your only involvement with children under the age of 18 at the Club, your involvement with children is incidental. You **do not need** a WWC Check.*

I am a parent of a child participating in TACKERS Fleet. I occasionally help out with things like launching and retrieval of boats but I am not active in organising, coaching or rescue boat operation, do I need a WWC Check?

*If this is your only involvement with children under the age of 18 at the Club, you qualify for an exemption under the WWC Act as you are a parent volunteering in an activity in which your child participates or normally participates. You **do not need** a WWC Check.*

I am an Assistant Instructor with our TACKERS program and am 17 years old, do I need a check?

*As you are under the age of 18, you qualify for an exemption to the WWC Check under the WWC Act. You **do not need** a WWC Check.*

In all cases, irrespective of your need for a WWC Check, all people to whom this Policy applies must still comply with the Policy, including the obligations for protection of children.

## **Travelling to other states or territories**

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a WWC Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If a member or volunteer of the Club is travelling interstate to do activities that would normally require a WWC Check, the person will need to check the relevant requirements of that state or territory.

## Attachment 2: Procedure for handling allegations of child abuse

**If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.**

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au).

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with WSC in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

### Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you.	Do not challenge or undermine the child.
Reassure the child that what has occurred is not his or her fault.	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

### Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this Policy applies, then also report the allegation to the Commodore or Member Protection Officer of WSC so that they can manage the situation.

### Step 3: Protect the child and manage the situation

The Commodore or Member Protection Officer will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of WSC.

The Commodore or Member Protection Officer will consider what services may be most appropriate to support the child and his or her parent/s.

The Commodore or Member Protection Officer will consider what support services may be appropriate for the alleged offender.

The Commodore or Member Protection Officer will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip, including maintaining strict confidentiality within the bounds of effectively managing the situation.

#### **Step 4: Take internal action**

At least three different investigations could be undertaken to examine allegations that are made against a person to whom this Policy applies, including:

- a criminal investigation (conducted by the police);
- a child protection investigation (conducted by the relevant child protection agency);
- a disciplinary or misconduct inquiry/investigation (conducted by WSC).

WSC will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.

If disciplinary action is undertaken, we will follow the procedures set out in Clause 10 of our Member and Child Protection Policy.

Where required we will provide the relevant government agency with a report of any disciplinary action we take.

Contact details for advice or to report an allegation of child abuse:

Victoria Police, Non-urgent police assistance  
Ph: (03) 9247 6666  
[www.police.vic.gov.au](http://www.police.vic.gov.au)

Department of Health and Human Services  
Ph: 131 278  
[www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)

## Attachment 3.1: General code of conduct

As a WSC member, service provider or an employee you should meet the following standard of conduct:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, WSC's standards, rules, regulations and policies.
- Operate within the rules of the sport including national and international guidelines that govern Australian Sailing.
- Do not use your involvement with WSC to promote your own beliefs, behaviours or practices where these are inconsistent with those of the WSC.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring WSC into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of the Member & Child Protection Policy.

## **Attachment 3.2: Administrator and volunteer code of conduct**

Administrators, volunteers, directors, officers, employees, contractors shall:

- Agree to abide by the Code of Conduct.
- Be fair, considerate and honest in all dealing with others.
- Be professional in their actions, language, presentation, manners and punctuality in order to reflect high standards.
- Maintain confidentiality in regards to sensitive and/or commercial information.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality in matters relating to the Member and Child.
- Protection Policy.
- Maintain a safe environment for others.
- Show concern and caution towards others.
- Be a positive role model for others.

## **Attachment 3.3: Coach and instructors code of conduct**

Coaches and instructors educate participants in the fundamental techniques, skills and tactics of sailing. Accredited coaches and instructors are vital to quality sailing development.

Sailing coaches and instructors shall:

- Agree to abide by the Code of Conduct.
- Become accredited and keep that accreditation up to date.
- Encourage enjoyment of sailing, participation should be for pleasure, winning is only part of the fun.
- Cater for varying levels of ability so that all sailors have a 'fair go' in both practice and competition.
- Provide equal encouragement to males and females to participate, acquire skills and develop confidence.
- Make opportunities available for exceptionally talented sailors or boating participants to develop their full sailing and/or boating potential.
- Prepare and conduct sessions based on sound coaching principles.
- Set realistic standards and objectives for juniors.
- Provide safe sailing or boating conditions.
- Insist that the required protective clothing is fitted and worn appropriately.
- Educate sailors and in the case of juniors, the parents on health and safety in sailing or boating.
- Abide by the World Anti-Doping Code and the Australian Sailing Anti-Doping Policy.
- Ensure that the consequences of inappropriate behaviour are clearly understood by sailors and boating participants, and in the case of juniors, the parents.
- Keep up to date with sailing and boating coaching development.
- Operate within the rules and spirit of the sport and teach your sailors and boating participants to do the same.
- Never ridicule or yell at young sailors or boating participants for making a mistake or not coming first.
- Provide a good role model of sporting behaviour and respect the rights, dignity and worth of every sailor and boating participants regardless of their age, gender, ability, cultural background or religion.

## **Attachment 3.4: Sailing participant code of conduct**

Competitors are expected to comply with the Basic Principle outlined in the Racing Rules of Sailing.

As a competitor you shall:

- Be tolerant of other users of the waterways and surrounding environs.
- Never argue with an official.
- Control your temper. Verbal abuse of officials and sledging other sailors/boating participant, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour.
- Not abuse other crew members.
- Abide by the Australian Sailing Anti-Doping Policy.
- Work equally hard for yourself and/or your crew. Your boat's performance will benefit and so will you.
- Be a good sport. Applaud your opponents when they get one up on you.
- Treat all participants as you like to be treated. Do not bully or try to take an unfair advantage of another competitor.
- Cooperate with your fellow sailors/boating participants, without them there would be no competition.
- Participate for your own enjoyment and benefit not just to please others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

## **Attachment 3.5: Officials code of conduct**

Officials shall:

- Place the safety and welfare of the participants above all else.
- Accept responsibility for their actions.
- Be impartial.
- Avoid anything which may lead to conflicts of interest.
- Be courteous, respectful and be open to discussion and interaction.
- Value the individual in sport.
- Seek continual self-improvement through study, performance appraisal and regular updating of competencies.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model in behaviour and personal appearance.

## **Attachment 3.6: Parent/guardian code of conduct**

Parents should:

- Remember that children participate in sailing or boating for their enjoyment, not yours.
- Encourage children to participate, not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to sail or boat according to the rules and to settle disagreements without resorting to hostility, violence or abuse.
- Never ridicule or yell at a child for making a mistake or losing a race.
- Remember that children learn best by example. Appreciate good performances and skills displayed by all participants.
- Support all efforts to eliminate verbal and physical abuse from sport.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation of the efforts of volunteer coaches, officials, administrators and other helpers as without them there would be no sport for your children to participate in.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## **Attachment 3.7: Spectator code of conduct**

Spectators should:

- Applaud good performance and efforts from all sailors, boating participants and teams. Congratulate all sailors/boating participants on their performance regardless of the event's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young sailor for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by other spectators, coaches, officials, sailors or boating participants.
- Show respect for your team's opponents. Without them there would be no event.
- Encourage sailors or boating participants to follow the rules and the officials' decisions.
- Do not use violence, harassment or abuse in any form (i.e. do not use foul language, sledge or harass sailors, coaches, officials or other spectators).
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## Attachment 4: Child safety statement of commitment



### Child safety statement of commitment

All children who are on the grounds of Williamstown Sailing Club have a right to feel and be safe. The welfare of children in our care will always be our priority and we have a zero-tolerance approach to child abuse.

Williamstown Sailing Club is committed to child safety by the following:

- We have zero tolerance to child abuse.
- All allegations and safety concerns will be treated seriously.
- We are committed to a risk management approach to child safety, by identifying potential risks early and removing or reducing risks.
- Providing a culture in which children will feel safe, happy and empowered.
- Supporting and respecting all children, as well as our staff, volunteers and Club representatives.
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with disabilities.
- We are committed to regularly training and educating staff, volunteers and Club representatives.

**Brian Fentiman**  
WSC Commodore

## M&CPP Form 1: Member and child protection declaration

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

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

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 to constitute a risk to its members, employees, volunteers, participants or reputation by my involvement in the Club;
5. I will notify the Commodore of the Club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed; and
6. I am aware of and familiar with the contents of the WSC Member & Child Protection Policy and agree to be bound by and comply with this Policy.

Declared in the State/Territory of ..... on ...../...../.....(date)

Signature .....

### Parent/guardian consent (only 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: .....

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### Working With Children Check(to be completed by everyone completing this form)

- I have a valid Working With Children Check

Card No.: .....Expires On: ...../...../.....

Issued To: ..... Issued In (State/Territory): .....

- I have a Working With Children Check exemption (as defined under the Working With Children Act 2005)

Exemption reason: .....

Sighted/Confirmed by: ..... (CoM member) Signed: .....

## M&CPP Form 2: Record of complaint

Name of person receiving complaint		Date:     /     /
Complainant's Name	Over 18	Under 18
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	Administrator (volunteer) Sailor/Fisherman Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other .....
Name of person complained about	Over 18	Under 18
Person complained about role/status in Club	Administrator (volunteer) Sailor/Fisherman Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other .....
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds)  Can tick more than one box	Harassment or Sexual/sexist Selection dispute Coaching Sexuality Personality clash	Discrimination Verbal abuse Race Bullying Physical abuse Religion Disability  Victimisation Pregnancy Child Abuse Unfair decision Other .....

What they want to happen to fix issue	
Information provided to them	
Resolution and/or action taken	
Follow-up action	

## M&CPP Form 3: Confidential record of child abuse allegation

Before completing, ensure the procedures outlined in *Attachment 2: Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in Club		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in Club	Administrator (volunteer) Sailor/Fisherman Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other .....
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

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

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



## M&CPP Form 4: TACKERS Fleet non-member sign in

### Parent / Guardian Information

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mobile \_\_\_\_\_ E-mail \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Parents/Guardians **must remain at the Club** during the TACKERS Fleet program.

### Participant Information

**Child 1:** Name \_\_\_\_\_ M / F Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Swimming ability: Can't swim/ Average (25m unaided) / Good (50m+ unaided)

**Child 2:** Name \_\_\_\_\_ M / F Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Swimming ability: Can't swim/ Average (25m unaided) / Good (50m+ unaided)

**Child 3:** Name \_\_\_\_\_ M / F Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Swimming ability: Can't swim/ Average (25m unaided) / Good (50m+ unaided)

Do any of the children listed above suffer from any illness or disability relevant to this activity? **Yes / No** (if yes, please provide details to a TACKERS Instructor)

In an emergency, do you authorise WSC to arrange any necessary medical treatment for your child where prior notification has not been possible? **Yes / No**

### Signature

I acknowledge that:

- this waiver covers activities conducted by Williamstown Sailing Club Inc. ("WSC");
- participating in any sailing program may involve strenuous activity and I declare that my child is physically fit to participate in every aspect of these activities and that I am aware of and accept the risks of my child/ren participating in a sailing program;
- I hereby waive any claims that I may have against WSC, its Officers or its members as a result of any action or omissions on their part in connection with any activity at any time at WSC; and
- photographs of my child/ren may be used on the WSC web site and/or publications.

I hereby confirm that the information provided by me herein is true and correct.

**Signed (parent or legal guardian)**

**Date** (1<sup>st</sup> visit) \_\_\_ / \_\_\_ / \_\_\_

**Date** (2<sup>nd</sup> visit) \_\_\_ / \_\_\_ / \_\_\_

**Date** (3<sup>rd</sup> visit) \_\_\_ / \_\_\_ / \_\_\_

**Note:** participants must be members to participate more than 3 times



## M&CPP Form 5: TACKERS Fleet sign-on sheet

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Instructors: \_\_\_\_\_

	First Name	Surname	Member	Non-Member Visit Number	Emergency Contact Number
1			Yes / No	1 / 2 / 3	
2			Yes / No	1 / 2 / 3	
3			Yes / No	1 / 2 / 3	
4			Yes / No	1 / 2 / 3	
5			Yes / No	1 / 2 / 3	
6			Yes / No	1 / 2 / 3	
7			Yes / No	1 / 2 / 3	
8			Yes / No	1 / 2 / 3	
9			Yes / No	1 / 2 / 3	
10			Yes / No	1 / 2 / 3	
11			Yes / No	1 / 2 / 3	
12			Yes / No	1 / 2 / 3	
13			Yes / No	1 / 2 / 3	
14			Yes / No	1 / 2 / 3	
15			Yes / No	1 / 2 / 3	
16			Yes / No	1 / 2 / 3	

17			Yes / No	1 / 2 / 3	
18			Yes / No	1 / 2 / 3	
19			Yes / No	1 / 2 / 3	
20			Yes / No	1 / 2 / 3	
21			Yes / No	1 / 2 / 3	
22			Yes / No	1 / 2 / 3	
23			Yes / No	1 / 2 / 3	
24			Yes / No	1 / 2 / 3	
25			Yes / No	1 / 2 / 3	

\*Note that under Club rules, non-members are allowed 3 visits before they must become a member

**TOTAL PARTICIPANTS:** \_\_\_\_\_