



## MEMBER PROTECTION POLICY

### 1. Purpose

This policy was written to demonstrate the strong commitment of Kellyville Ridge Cricket Club to the safety and well-being of all participants and all those involved in the club. Kellyville Ridge Cricket Club is committed to the health safety and wellbeing of its volunteers, players, coaches and officials.

### 2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the *Child Protection (Working With Children) Act 2012* including:

- Section 6 to Section 8: Child-related work and Restrictions on engaging in child-related work
- Section 9: Employers must require clearance or current application
- Section 25: Working with children register

and the *Child Protection (Working with Children) Regulations 2013* including:

- Clause 7: Clubs or other bodies providing services for children
- Clause 20: Exemption from Act for specified workers and employers

### 3. Scope

This policy, from the date of endorsement, applies to all members, coaches, managers, volunteers, parents, care givers, guardians and any other individuals involved in the administration or management of the club.

Our policy covers all matters directly and indirectly related to Kellyville Ridge Cricket Club and our activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour as well as behaviour that occurs at training sessions, in our facilities, at social events organised or sanctioned by Kellyville Ridge Cricket Club and on away and overnight trips. It also covers private behaviour where that behaviour brings our club into disrepute or there is suspicion of harm towards a child or young person.



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### 4. Commitment to Child Safety

All children who come to Kellyville Ridge Cricket Club have the right to feel and be safe. We are committed to the safety and wellbeing of all children and young people accessing Kellyville Ridge Cricket Club. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed a committee position of Member Protection Officer as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and wellbeing of children in our club.

Any child in our club can come to any committee member, coach or manager in relation to a concern. Any concerns raised are to be forwarded by the coach or manager to the committee or Member Protection Officer. Concerns by children will be taken seriously.

### 5. Club Responsibilities

We will:

- a) adopt, implement and comply with this policy;
- b) appoint a Member Protection Officer (**MPO**) and undertake online training delivered by Play by the Rules;
- c) ensure that this policy is enforceable;
- d) publish, distribute and promote this policy and the consequences of any breaches of this policy;
- e) promote and model appropriate standards of behaviour at all times;
- f) deal with any complaints made under this policy in an appropriate manner;
- g) deal with any breaches of this policy in an appropriate manner;
- h) recognise and enforce any penalty imposed under this policy;
- i) ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- j) review this policy every 12-18 months; and
- k) seek advice from and refer serious issues to our Association (Blacktown District Cricket Association), State or Territory Cricket Association and Cricket Australia.

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 Cricket NSW and Cricket Australia request to be referred to them.



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### 6. Individual Responsibilities

Everyone associated with Kellyville Ridge Cricket Club must:

- a) make themselves aware of the contents of this policy;
- b) comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- c) consent to the screening requirements set out in this policy, and any state 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;
- d) consent to the screening requirements set out in this policy, and any state Working with Children checks or National Police Checks as requested from time to time by the Club, recognising that such request may not be required by law (such as parents of members and umpires);
- e) treat other people with respect;
- f) always place the safety and welfare of children above other considerations;
- g) be responsible and accountable for their behaviour;
- h) 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
- i) comply with any decisions and/or disciplinary measures imposed under this policy.

### 7. Children's Participation

Kellyville Ridge Cricket Club encourages our members, coaches, managers, volunteers, parents, care givers, guardians and any other individuals involved in the administration or management of the club to express their views and make suggestions especially those matters that directly affect children. We listen to and act upon any concerns that children, young people or their families raise with us.

We value diversity and do not tolerate any discriminatory practices.



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### 8. Recruitment Practices

Kellyville Ridge Cricket Club takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We conduct criminal history assessments for people working with children, as set out in the *Child Protection (Working with Children) Act 2012*. Working with children clearances are required for anyone within our organisation that:

- Has regular contact with children and is not directly supervised at all times;
- Works in close proximity to children on a regular basis and is not directly supervised at all times; or
- Supervises or manages persons who have regular contact with or regularly work in close proximity to children.
- We require all committee members, coaches, managers and volunteers to have a current valid working with children check. These are verified annually by the Member Protection Officer.

Australian Cricket recommends that all parents that are regular volunteers apply for, and obtain, a Working with Children Check. It is acknowledged that in NSW laws, parents are not required to hold a Working with Children Check if their child is involved in the relevant activity. It is acknowledged that volunteers, coaches and umpires are sometimes difficult to recruit and that checks may be unattractive to a well-meaning volunteer. However, the safety and well-being of children involved in cricket at Kellyville Ridge Cricket Club must be the priority.

### 9. Accreditation for Coaches

Coaches are a vital asset to the Kellyville Ridge Cricket Club. Every team needs a coach to organise, encourage, inspire, instruct and keep players safe. All coaches within Kellyville Ridge Cricket Club must have current accreditation and Cricket ID number to coach. Coaches must register with Cricket Coaches Australia and complete the free Introduction to Cricket course online.

Kellyville Ridge Cricket Club wishes to offer all participants a learning environment that is fun, safe and of a high quality. Kellyville Ridge Cricket Club aims to retain and develop players at all levels with the aim to develop cricketers within our club holistically.

### 10. Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct. This must be signed by both players and their parents or guardians to acknowledge adherence to this code.

## 11. Support for Employees and Volunteers

Kellyville Ridge Cricket Club will provide support and supervision so people feel valued, respected and fairly treated. We ensure that members, coaches, managers, volunteers, parents, care givers, guardians and any other individuals involved in the administration or management of the club who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

## 12. Reporting and responding to suspected child abuse and neglect

***Information about making appropriate reports of abuse or neglect is available from the Family and Community Services, Community Services website ([www.community.nsw.gov.au](http://www.community.nsw.gov.au))***

Kellyville Ridge Cricket Club will not tolerate incidents of child abuse. Child protection is everyone's responsibility. All complaints in relation to safety of a child should be reported. This includes:

- Disclosure of abuse
- Inappropriate behaviour around a child
- Suspicion of abuse or harm to a child

All members, coaches, managers, volunteers, parents, care givers, guardians and any other individuals involved in the administration or management of the club understand their obligation to notify the Child Protection Helpline on **132 111** as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

We ensure that support is available for the members, coaches, managers, volunteers, parents, care givers, guardians and any other individuals involved in the administration or management of the club making the report, particularly where an ongoing service is provided to the child, young person and their family.

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



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### 13. Dealing with complaints

The Committee Member receiving the complaint shall:

- Listen to the person making the complaint and make a record of the complaint using the “Complaint Record Form” attached. All complaints will be taken seriously.
- 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.
- Where possible and appropriate, maintain confidentiality but not necessarily anonymity.
- If the complaint involves inappropriate behaviour and a breach of the Code of Conduct, the Committee will take action in accordance with the Code of Conduct discipline procedure. Decisions will be unbiased and penalties imposed will be reasonable.
- More serious complaints shall be escalated by the committee to Blacktown District Cricket Association, Cricket NSW and Cricket Australia.

In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

In addition to making a report to the Child Abuse Report Line, members, coaches, managers, volunteers, parents, care givers, guardians and any other individuals involved in the administration or management of the club must also report to our Member Protection Officer or management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

The Member Protection Officer shall make a report to the Department of Family and Community Services in the case of an allegation of abuse. The Member Protection Officer will inform everyone involved in the complaint of the requirement to make this report.



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### 14. Nominated Contact People

The Working with Children Check is valid for 5 years and during this time cleared applicants will be subjected to ongoing monitoring.

If a relevant new record appears it may lead to the worker becoming barred before the check's five-year expiry date. If this happens, the club will be notified using the information supplied during the online verification process.

Nominated contact people for the club include:

The Kellyville Ridge Cricket Club Member Protection Officer

The Kellyville Ridge Cricket Club President / Junior Coordinator

### 15. Record Keeping

The current Working with Children register will be stored on a spreadsheet within the club's One Drive. The register is to include the name of the club member, the role of the club member, their date of birth, working with children check number, date of expiry, whether the club member is cleared and date of clearance. A print out of the Office of the Public Guardian clearance details will also be kept with the register.

Those club members who are exempt from a working with children check will complete a Working with Children Declaration Form. A copy of this form is attached to this policy. This form for each relevant club member will be kept with the register.

The register and a copy of the Working with Children Check information or Working with Children Declaration Form for each relevant club member, will be stored by the Member Protection Officer in paper form for a period of 7 years. The Member Protection Officer is responsible for maintaining the Working with Children Register.

### 16. Barred Workers

If an applicant or existing person within the club involved in an administration or management role within the club (inclusive of being a coach or manager), is identified as being a barred worker, these persons will be stood down from their role immediately. Other protective actions at the discretion of the committee may also be introduced to ensure the safety of children and young people within our club.

### 17. Supervision

Children under the age of 18 must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a



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child under the age of 18 is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If a parent or guardian must leave their child at a club event such as training or game day, they are responsible for organising supervision of their child with a responsible adult. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

### **18. Taking Images of Children**

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.

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.

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, school 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 in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

### **19. Discrimination, Harassment and Bullying**

Kellyville Ridge Cricket Club opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with a committee member.





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### 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:

- a) **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- b) **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.

### 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 personal characteristics that apply throughout Australia:

- a) gender;
- b) race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- c) national extraction or social origin;
- d) marital status, relationship status, identity of spouse or domestic partner;
- e) pregnancy, potential pregnancy, breastfeeding;
- f) family or carer responsibilities, status as a parent or carer;
- g) age;
- h) religion, religious beliefs or activities;
- i) political beliefs or activities;



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- j) lawful sexual activity;
- k) sexual orientation and gender identity;
- l) profession, trade, occupation or calling;
- m) irrelevant criminal record, spent convictions;
- n) irrelevant medical record;
- o) member of association or organisation of employees or employers, industrial activity, trade union activity;
- p) physical features;
- q) disability, mental or physical impairment;
- r) defence service; and
- s) personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

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

### **Bullying**

Kellyville Ridge Cricket 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:

- a) verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- b) excluding or isolating a group or person;
- c) spreading malicious rumours; or
- d) 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.

## 20. Communication

Kellyville Ridge Cricket Club will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

## 21. Related policies and procedures

Kellyville Ridge Cricket Club Code of Conduct

Well Played. 2017-18 Season Edition. Australian Cricket's Playing Policies and Community Guidelines. Cricket Australia. <http://community.cricket.com.au/clubs/well-played>

My Cricket Community. Cricket Australia Coaching - becoming a coach.

<https://www.community.cricket.com.au/coach/becoming-a-coach>

Safeguarding Kids

<https://www.cricketaustralia.com.au/about/safeguarding/safeguarding-kids>

Office of the Children's Guardian

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>