

GREENACRES TENNIS CLUB INC.

‘HOME OF THE DRAGONS’

Member Protection Policy



as at June 2025

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INTRODUCTION

Greenacres Tennis Club is a community club that is all-inclusive and provides the local community with teams in Tennis that range from juniors, seniors and social tennis.

It is committed to nurturing the growth of all its programs and therefore ensuring the longevity of the Club. We offer a warm and welcoming social environment to both members and guests from all areas of the community.

The committee and members of the club are determined and proficient in seeking that the Greenacres Tennis Club has a long and sustainable future as well as on court success.

PURPOSE OF OUR POLICY

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and ethical and informed decision-making by participants in this club. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

WHO OUR POLICY APPLIES TO

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judges), volunteers, players, parents and spectators.

EXTENT OF OUR POLICY

Our policy covers unfair decisions (e.g. team selection), breaches of our code of behaviour and inappropriate behaviour that occurs at practice, at meetings, in the club rooms, at social events organised or sanctioned by the club (or our district, regional, state or national body), on away and overnight trips and any behaviour that brings or is likely to bring our club or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

CLUB RESPONSIBILITIES

We will:

- Make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable;
- Implement and comply with our policy;
- Promote our policy to everyone involved in our club;
- Promote and model appropriate standards of behaviour at all times;
- Respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- Review this policy every 12-18 months; and
- Seek advice from, and if necessary or appropriate, refer serious issues to Tennis SA.

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

INDIVIDUAL RESPONSIBILITIES

Everyone associated with our club must:

- Comply with the standards of behaviour outlined in our policy;
 - Treat others with respect;
 - Always place the safety and welfare of children above other considerations;
 - Be responsible and accountable for their behaviour;
 - Follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.
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PROTECTION OF CHILDREN

7.1 Child Protection

Greenacres Tennis Club is committed to the safety and wellbeing 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 wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

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

7.1.1: Identify and Analyse Risk of Harm

Greenacres Tennis Club 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.

7.1.2: Develop Codes of Conduct for Adults and Children

Greenacres Tennis Club 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 Part B)

7.1.3: Choose Suitable Employees and Volunteers

Greenacres Tennis 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 (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.

If a criminal history report is obtained as part of their screening process, Greenacres Tennis Club will ensure that the criminal history information is dealt with in accordance with the standards developed by the Chief Executive, Department for Education and Child Development.¹ (See Appendix 1)

7.1.4: Support, Train, Supervise and Enhance Performance

Greenacres Tennis Club will ensure that the 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. These people will be required to have a DCSI.

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 child-safe environments.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

Greenacres Tennis Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The Club will make all volunteers and employees aware of their responsibilities under the *Children's Protection Act 1993 to make a report to the Child Abuse Report Line (13 14 78)* if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

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 a internal complaint. Please refer to our complaints procedure outlined in attachment 4 of this policy. This will explain what to do about the behaviour and how Greenacres Tennis Club will deal with the problem.

¹ *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees or volunteers who work with children.* Department of Education and Child Development 2012.

7.2 Supervision

Members under the age of 16 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 16 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

7.3 Transportation

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games). 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).

7.4 Taking Images of Children

Greenacres Tennis Club acknowledges that in South Australia under the *Summary Offences Act 1953* a person must not engage in indecent filming. Images of children and adults should not be used inappropriately or illegally.

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

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

ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

Greenacres Tennis Club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

INCLUSIVE PRACTICES

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

9.1 People with a Disability

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

9.2 People from Diverse Cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

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

9.4 Pregnancy

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

9.5 Girls Playing in Boys Teams

If there is not a separate sex competition, our club will support girls playing in boys teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age our club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

RESPONDING TO COMPLAINTS

Discipline

The Greenacres Tennis Club Committee may commence or cause to be commenced disciplinary proceedings against a member who has allegedly:

- Breached, failed, refused or neglected to comply with a provision of this constitution, the regulations or any resolution or determination of the committee.
- Acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of the club and/or any other member or tennis player into disrepute.

That member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the club set out in the regulations.

The committee may appoint a judiciary committee to deal with any disciplinary matter referred to it. Such judiciary committee shall operate in accordance with the procedures expressed in the regulations but is subject always to the Act.

Grievance Procedure

The grievance procedure set out in this rule applies to disputes under these rules between a member and another member of the club.

The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.

The committee may prescribe additional grievance procedures in regulations consistent with this clause.

10.1 Complaints

Greenacres Tennis 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 Tennis SA.

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

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Complaint officer) will:

- Listen carefully and ask questions to understand the nature and extent of the problem;
- Ask what the complaint 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 (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. State Body MPIO, State Department of Sport or anti-discrimination agency);
- Referring the complaint to Tennis SA; and/or

- Referring the complainant to an external agency such as a community mediation centre, police or antidiscrimination agency.

In situations where a complaint is referred to Tennis SA and an inquiry is conducted, the club will:

- Co-operate fully;
- Ensure the complainant and respondent are not victimised;
- When applicable, ensure the complaint is not placed in an unsupervised situation with the respondent(s); and
- Act on Tennis SA's association's recommendations.

At any stage of the process, a person can seek advice from a lodge or 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 malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- Verbal and/or written apology;
- Counselling to address behaviour;
- Withdrawal of any awards, placings, records, achievements bestowed in any tournaments, 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;
- A fine; or
- Any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to Tennis SA. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

ATTACHMENT 1: CODES OF BEHAVIOUR

The Objectives of the Club are to:

- Encourage, promote and advance the Sport throughout South Australia
- Enter teams of Members in competitions in the Sport
- Affiliate with the RSO and TSA
- Maintain and enhance the reputation of the Sport and the standards of play and behaviour of Members; and
- Undertake and or do other things or activities which are necessary, incidental or conducive to the advancement of these Objects.

ATTACHMENT 2: SCREENING REQUIREMENTS

Criminal History Assessment/Managing criminal history information of people working with children in South Australia.

A criminal history assessment is a decision about whether a person is suitable to work with children based on the person's criminal history (if any) and the assessed risk to children who access services from the organisation.

Greenacres Tennis Club may conduct a criminal history assessment themselves or apply to a third party (such as the State Body or Screening Unit) for an assessment and letter of clearance.

Greenacres Tennis Club undertakes to follow the Standards issued by the Department for Education and Child Development when conducting criminal history assessments. These Standards are outlined below.

2.1 Identifying Affected Positions

Greenacres Tennis Club will conduct an assessment of the criminal history of every person who is, or will be, engaged to work with children in this organisation, its affiliated associations and clubs.

As a first step, Greenacres Tennis Club has identified all individuals and positions within the organisation that involve working with children.

These positions are:

- President
- Vice President
- Treasurer
- Secretary
- All Committee Members
- Coaches
- Team Managers

2.2 Procedures

Greenacres Tennis Club will initiate for all members and volunteers holding a prescribed position on the above list to apply to the DCSI Screening Unit for a full criminal history assessment and Letter of Clearance along with a National Police Check, the person must complete and sign an informer consent form supplied to them by the club.

- Once the club has started the application the individual will be emailed a link to complete the application.
- The cost of obtaining the DCSI Screening and Letter of Clearance will be paid for by Greenacres Tennis Club (with the exemption of coaches and Team Managers)
- National Police Checks are free of charge using the Tennis SA Volunteer Organisation Authorisation Number
- On receipt of the check the original document must be presented to the current club Secretary
- The criminal history assessment will be repeated every three years or as requested by the Committee

2.3 Accepting “Other Evidence”

Greenacres Tennis Club will, in lieu of undertaking a criminal history screening check as set out in 2.2, accept the following forms of evidence (obtained within the last three years) to assess a person’s suitability to work with children.

A National Police Certificate that does not expressly state that it cannot be used as a clearance to work with children.

A Letter of clearance to work with children from a CrimTrac accredited agency: Such as the DSCI Screening Unit; Teacher Registration Board or Catholic Education Office.

An interstate working with children check, from: Queensland, Victoria or Western Australia.

Acceptance of any of these checks is subject to the person completing a 100-point check, to enable Greenacres Tennis Club to establish the true identity of the applicant.²

Greenacres Tennis Club may also at its discretion seek a statutory declaration for any *employee(s)* or *volunteer(s)* who have been citizens or permanent residents of another country other than Australia since turning 18 years of age.

2.4 Assessing Criminal History Information

In the majority of cases, a person will have no criminal history. In these cases, the assessment will be successfully completed and no further action in respect to an assessment will be required.

Offences that indicate a **prima-facie risk of harm**.

Greenacres Tennis Club believes the following categories of criminal convictions present a prima-facie risk of harm to children.

No person will be considered suitable to be employed, contracted, hired, retained, accepted as a volunteer, or allowed to undertake prescribed functions for Greenacres Tennis Club if he or she has been convicted of:

- Murder or sexual assault
- Violence in relation to a child
- An offence relating to child pornography
- An offence involving child prostitution
- A child offence, for example criminal neglect.

² A 100-point check should include one primary document such as a Birth Certificate or International Travel Document (e.g. Current Passport) or Citizenship Certificate and must include one secondary document such as a Driver’s Licence, employee identification card, Centrelink card or student identification card.

The following offences potentially indicate unsustainability to undertake prescribed functions.

Greenacres Tennis Club believes that there can be a presumption that there is a risk of harm to children but further assessment is necessary before a decision to exclude a person can be made.

These types of criminal offences include:

- Sexually motivated offences
- Violence offence/assault including any form of assault which has resulted in a sentence of imprisonment
- Offences relating to cruelty to animals
- Any other offences against a child (including drug offences).

In addition, other criminal offences may be relevant to specific, prescribed functions, including: dishonesty offences, serious drug-related matters or serious traffic offences.

None of these offences will automatically preclude an individual from being engaged to undertake prescribed functions.

Any such person will be asked to make further application to the Screening Unit for a more thorough assessment. This cost of this screening check to be met by Greenacres Tennis Club.

The decision of this process will be deemed to be final and binding on all parties.

2.5 Ensuring Procedural Fairness If a Person Has a Criminal History

Existing staff, members and volunteers:

All existing staff, members and volunteers will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish, before the assessment is conducted.

Prior to a decision being made, Greenacres Tennis Club will communicate to the applicant a pending decision not to employ or engage them because of their criminal history and the reasons for this decision.

Staff (who are also members of Greenacres Tennis Club), members and volunteers of may request:

- That the final assessment be referred to the Screening Unit (if it has not already been done).
Which decision shall be final and binding.

2.6 Records Management

Greenacres Tennis Club will take specific actions to store and record information obtained through conducting a criminal history assessment. This includes taking measures to ensure information is protected and confidentially stored and safeguards to protect against loss, unauthorised access, modification, disclosure or other misuse.

Criminal history information will not be retained once a decision has been made regarding the person's suitability to work with children. No criminal history information will be retained beyond three months.

Greenacres Tennis Club will retain the following information regarding their decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes
- Statutory declarations (where applicable)

The attached criminal history assessment template will be used to record this information.

2.7 Exemptions from the Requirement to Conduct Criminal History Assessments

In accordance with guidelines Greenacres Tennis Club has agreed to exempt the following persons from the requirement to undertake a criminal history assessment, unless that person is also involved in a function or event conducted by the Club its affiliated associations or clubs which involves the care of children in overnight accommodation.

- A person volunteering in an activity in which their child ordinarily participates;
- A person who volunteers who is less than 18 years of age;
- A person working or volunteering for a short-term event or activity of less than 10 days duration or for no more than 1 day in any month;
- A person occupying a position in which all work involving children is undertaken in the physical presence of the child's parents or guardians and in which there is ordinarily no physical contact with the children;
- A person who undertakes, or a position that only involves, work that is primarily provided to adults or the community generally and is not provided to any child on an individual basis;
- An organisation that provides equipment, food or venues for children's parties or events but does not provide any other services to children;
- A person who has regular contact with a child as part of an employment relationship with that child (such as a person working alongside a child or supervising an employee who is a child);
- A person who is appointed as a police officer or is a registered teacher. (Police officers and teachers are already subject to comprehensive criminal history assessments as a prerequisite for employment).

CRIMINAL HISTORY ASSESSMENT FORM

| | |
|---|---|
| Name of Person: | |
| Description of position that the person occupies or will occupy: | |
| The person provided, or consented to providing, acceptable evidence relating to their criminal history. <i>(For example, an original or certificate copy report of his/her police certificate, a letter of clearance or an interstate working with children clearance.)</i> | Yes <i>Record type of evidence accepted (e.g. police certificate, letter of clearance, interstate clearance)</i> No <i>A person who does not provide evidence, or consent to evidence being obtained, is precluded from engagement to work with children in a prescribed position.</i> |
| Date evidence requested: | |
| Date evidence received | |
| The police certificate or other evidence disclosed no convictions. | |
| The police certificate or other evidence disclosed a conviction requiring further assessment. | |
| The police certificate or other evidence disclosed convictions that indicate a prima-facie risk of harm. | <i>Ensure there is evidence on file regarding the further assessment that was undertaken and the result of the assessment.</i> |
| The police certificate or other evidence disclosed convictions that potentially indicate a unsuitability to undertake prescribed functions. | <i>Ensure there is evidence on file regarding the further assessment that was undertaken and the result of the assessment.</i> |

Name of Assessor(s):

Position/Title:

Signature:

CRIMINAL HISTORY ASSESSMENT REGISTER

| Name | Position | Police Certificate Reference Number (or other acceptable evidence) | Date of certificate or other evidence* | Date for renewal** |
|------|----------|--|--|--------------------|
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* This date refers to the day that the police certificate or other evidence was received and not the day the assessment was completed.

** The date of renewal is a maximum of three years from the day the police certificate or other evidence was issued.

PROCESS FOR DEALING WITH MEMBERS CHARGED WITH, OR UNDER INVESTIGATION FOR, A CRIMINAL OFFENCE

This process sets out the produce that Greenacres Tennis Club will follow in the event that it becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence.

Guiding principle

The paramount consideration is the rights, interests and wellbeing of children and their protection from harm.

Procedure

3.1 Risk Assessment

In the event that Greenacres Tennis Club becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence, the managing authority of the club or senior appointed officers shall make a risk assessment of the risk of harm to children and consider taking protective action.

The risk assessment will:

- Be conducted in accordance with the guidelines and principles set out under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*;
- Recognise that an investigation or charge does not mean that the person is guilty and that the matter needs to be resolved through proper legal avenues;
- Consider all matters on an individual basis and include an assessment of all relevant circumstances;
- Provide the member an opportunity to make submissions on whether he or she has been charged with an offence warranting some action, and what action should be taken;
- Be made in accordance with the principles of natural justice and procedural fairness. Assessment procedures will be transparent, documented and consistently applied;
- Not compromise any police investigations or evidence.

3.2 Outcome

Where the outcome of the risk assessment is that protective action is necessary, Greenacres Tennis Club may:

- Control or supervise contact between the member and children;
- Prevent contact between the member and children;
- Remove the member from duties until the outcome of the investigation or charge is known;
- Take any other action that is necessary and reasonable in the circumstances.

3.3 Voluntary Removal of Member Pending Outcome of Charge or Investigation

Where the risk assessment determines that protective action is necessary against a member to safeguard and protect children, Greenacres Tennis Club will give the member the opportunity to voluntarily remove him or herself from activities until the outcome of the charge or investigation is known.

3.4 Resolution to Suspend or Remove Member

In the event that the member will not voluntarily remove him or herself from activities until the outcome of the charge or investigation is known, Greenacres Tennis Club will put forward a resolution to the committee to suspend or temporarily remove the member.

The outcome of the resolution will be recorded in the committee's minutes and then implemented.

The outcome recorded in the committee minutes will not contain unnecessary information relating to the investigation or charge or identify (directly or indirectly) any junior members.

3.5 Glossary

Relevant criminal offence: means an offence that indicates a prima-facie risk of harm or that potentially indicates unsustainability to work with children.

Natural justice: means observing the following principles:

- People are entitled to be informed of allegations made against them;
- All persons affected by a decision should be given the relevant information to enable an informed submission to be made to the decision-maker or person subsequently reviewing a decision;
- During the review of a decision, all persons affected by a decision should have an opportunity to put their case, relevant arguments should be heard, and relevant information decision-makers act fairly and impartially.

Offence that indicates a prima-facie risk of harm: has the same meaning as described under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*.

Offence that potentially indicates unsuitability to work with children: has the same meaning as described under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*.

Member: means a member of the Greenacres Tennis Club.

Risk assessment: in the context of child protection 'refers to a process of evaluating the information received to reach a decision about the risk of harm a person may pose to children'. (*Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*).

ATTACHMENT 4: DUTY STATEMENTS

4.1 President (attached)

4.2 Vice President (attached)

4.3 Secretary (attached)

4.4 Treasurer (attached)

4.5 Committee Member (attached)

ATTACHMENT 4: REPORTING FORMS

Record of Complaint

| | | |
|--|---|-------------------|
| Name of person receiving complaint | | Date: / / |
| Complainant's Name | <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18 | |
| Complainant's contact Details | Phone: Email: | |
| Complainant's Role/Status in Club | <div> <input type="checkbox"/> Administrator (Volunteer) <input type="checkbox"/> Parent </div> <div> <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator </div> <div> <input type="checkbox"/> Coach/assistant Coach <input type="checkbox"/> Support Personnel </div> <div> <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Official </div> | |
| Name of person complained about | <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18 | |
| Person complained about role/status in Club | <div> <input type="checkbox"/> Administrator (Volunteer) <input type="checkbox"/> Parent </div> <div> <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator </div> <div> <input type="checkbox"/> Coach/assistant Coach <input type="checkbox"/> Support Personnel </div> <div> <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Official </div> | |
| Location/event of alleged issue | | |
| Description of alleged issue | | |
| Nature of complaint (category/basis/grounds) <i>Can tick more than one box</i> | <div> <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Coaching Methods </div> <div> <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection Dispute <input type="checkbox"/> Verbal Abuse </div> <div> <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality Clash <input type="checkbox"/> Physical Abuse </div> <div> <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Victimisation </div> <div> <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Unfair Decision </div> <div> <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse </div> <div> <input type="checkbox"/> Other..... </div> | |

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