



# St Pauls Uniting Sporting Club Inc

## Member and Player Protection Policy

### CONTENTS

1	Introduction	Page 3
2	Purpose of the Policy	Page 3
3	To Whom the Policy Applies	Page 3
4	Extent of the Policy	Page 4
5	Responsibilities of the Association	Page 4
6	Individual Responsibilities	Page 4
7	Protection of Children	Page 5
	7.1 Child Protection	Page 5
	7.2 Supervision	Page 6
	7.3 Transportation	Page 7
	7.4 Taking Images of Children	Page 7
8	Discrimination, Harassment and Bullying	Page 7
	8.1 Discrimination	Page 8
	8.2 Harassment	Page 8
	8.3 Bullying	Page 9
	8.4 Victimisation	Page 10
	8.5 Vilification	Page 10
9	Inclusive Practices	Page 10
	9.1 People with a Disability	Page 10
	9.2 People from Diverse Cultures	Page 10
	9.3 Sexual and Gender Identity	Page 10
	9.4 Pregnancy	Page 11
10	Responding to Complaints	Page 11
	10.1 Complaints	Page 11
	10.2 Complaint Handling Process	Page 12
	10.3 Disciplinary Measures	Page 13
	10.4 Appeals	Page 13
11	Policy Review	Page 14

<b>Attachment 1 Working With Children Requirements</b>	Page 15
1.1 Risk Management Declaration	Page 16
<b>Attachment 2 Code of Conduct</b>	Page 17
<b>Attachment 3 Procedure for Handling Allegations of Child Abuse</b>	Page 18
<b>Attachment 4 Reporting Requirements and Documents</b>	Page 21
4.1 Record of Complaint	Page 21
4.2 Confidential Record of Child Abuse Allegation	Page 23
<b>Attachment 5 Show Cause Policy</b>	Page 25
<b>Attachment 6 Child and Youth Risk Management Strategy Checklist</b>	Page 26

## **1 Introduction**

St Pauls Uniting Sporting Club Inc's (the Association) core values are Respect, Integrity and Community.

**RESPECT** – The Association promotes and practices respect for others at all times, treating teammates, coaches, managers, Management Committee members, Committee members, match officials, oppositions and all spectators with respect.

**INTEGRITY** – The Association encourages players and team officials to train and play with integrity by playing and behaving with a positive attitude and in accordance with the Code of Conduct, the rules of the Queensland Christian Soccer Association (QCSA) and Warehouse Cricket Association Queensland Inc (WCA), FIFA Fair Play Code and the Laws of the Game.

**COMMUNITY** – The Association aims to build a welcoming community that serves the best interest of its members and players and the communities of QCSA and WCA.

## **2 Purpose of this Policy**

The main objective of the Member Protection Policy of the Association is to maintain responsible behaviour and the making of informed decisions by members, players, team officials, Committee members, Management Committee members and other participants of the Association. It outlines the commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. This policy informs everyone involved in the Association of his/her/their legal and ethical rights and responsibilities and the standards of behaviour that are expected. It also covers the care and protection of children participating in activities of the Association.

## **3 To Whom this Policy Applies**

This policy applies to everyone involved in the activities of the Association whether they are in a paid or unpaid/voluntary capacity and including:

- management committee members, committee members, administrators and other officials of the Association;
- coaches and assistant coaches and other personnel participating in events and activities, including games and training sessions;
- support personnel, including managers, providers of first aid and others;
- referees, umpires and other officials;
- all classes of members set out in the Association's Constitution;
- junior players;
- parents/caregivers; and
- spectators.

## **4 Extent of This Policy**

This policy covers all matters directly and indirectly related to the Association and its activities. In particular, the policy governs:

- unfair selection decisions and actions;
- breaches of the Code of Conduct; and
- behaviour that occurs:
  - at training sessions;
  - in the Club Rooms;
  - at social events organised or sanctioned by the Association or QCSA or WCA; and
  - on away and overnight trips.

It also covers private behaviour where that behaviour brings the Association or QCSA or WCA into disrepute; or there is suspicion of harm towards a child or young person.

## **5 Responsibilities of the Association**

The Association 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; and
- seek advice from and refer serious issues to QCSA or WCA, as is appropriate.

Serious issues include: unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (eg physical assault, child abuse) and any other issues that the State and National Bodies to whom the Association is affiliated, request to be referred to them.

## **6 Individual Responsibilities**

Everyone to whom this policy applies 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 (Blue Card) if the person holds or applies for a role that involves any contact with a child or young person under the age of 18, or where otherwise required by law;
- 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 Association is committed to the safety and wellbeing of children and young people who participate in its activities or services. The Association supports the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

The Association acknowledges the valuable contribution made by staff, members and volunteers, and supports their rights and wellbeing, encourages their active participation by providing, building and maintaining a safe, secure, fair and inclusive environment for all participants.

#### **7.1.1 Identifying and Analysing Risks of Harm**

The Association will develop and implement a risk management strategy, which includes a review of the existing child protection practices, to determine how child-safe the organisation is and to identify any additional steps that can be taken to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

#### **7.1.2 Developing Codes of Conduct for Adults and Children**

The Association has developed and promoted a Code of Conduct that specifies standards of conduct and care expected of adults when they deal and interact with children, particularly those in their care. The Association has developed a Code of Conduct to promote appropriate behaviour between children.

The codes clearly describe professional boundaries, ethical behaviour and unacceptable behaviour (See Attachment 2).

#### **7.1.3 Choosing Suitable Volunteers**

The Association 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.

#### **7.1.4 Support, Train, Supervise and Enhance Performance**

The Association will ensure that all volunteers who work with children have ongoing supervision, support and training. The goal is to develop their skills and capacity and to enhance their performance so they are best equipped to assist the children under their care to succeed while maintaining a child-safe environment.

#### **7.1.5 Empower and Promote the Participation of Children in Decision-Making**

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

#### **7.1.6 Report and Respond Appropriately to Suspected Abuse and Neglect**

The Association will ensure that 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 4)

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.

Please refer to our Complaints Procedure in Section 10 of this policy.

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

## **7.2 Supervision**

Children under the age of eighteen (18) must be supervised at all times by a responsible adult. The aim is to provide an appropriate level of supervision at all times. If a member finds a child under the age of eighteen (18) is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian/carer or supervisor is located.

For reasons of courtesy and safety, a parent/guardian/carer must collect their children on time from both games and training activities. If it appears an adult will be left alone

with just one child (who is not their own or in their care) at the end of any Association activity, they will ask another responsible adult to stay until the child is collected.

### **7.3 Transportation**

Parents/guardians are responsible for organising the transportation of their children to and from Association activities (eg games and training).

### **7.4 Taking Images of Children**

Images of children must not be used inappropriately or illegally. The privacy of others is to be respected and therefore, the use of camera phones, videos and cameras inside changing areas, showers and toilets is strictly prohibited.

When registering a child to participate in programs at the Association, parents/guardians will be asked to provide consent for images of children to be used by the Association in a manner that is relevant to its activities.

When using a photo of a child, the child will not be identified by the use of their name or other personal information, such as residential address, email address or telephone number, without the consent of the child's parent/guardian. Information about a child's hobbies, interests, school or the like will not be provided as this can be used by paedophiles or other persons to 'groom' a child.

Images of children will only be used that are relevant to the activities of the Association. All children will be suitably clothed in a manner that promotes the Association. Permission from a child's parent/guardian will be sought before using the images if not previously given.

Wherever possible, members, players, Committee members, Management Committee members, team officials and spectators are required to obtain permission from a child's parent/guardian before taking an image of a child that is not their own. The person/s is/are to advise the parent/guardian how the image will be used.

## **8 Discrimination, Harassment, Bullying, Victimisation and Vilification**

The Association 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.

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

All members, players, Committee members, Management Committee members, Team Officials or spectators are expected to abide by the Association's Code of Conduct and those of QCSA and WCA.

## 8.1 Discrimination

Not all treatment that seems unfair is unlawful discrimination under the *Anti-Discrimination Act 1991*.

For conduct to be unlawful discrimination under the Act, it must:

1. Be based on an attribute listed in the Act;
2. Take place in an area of activity listed in the Act; and
3. Result in the person being treated less favourably than someone without that attribute.

'Club memberships and affairs' is one of the activities listed in the Act.

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

The following is a list of all the personal characteristics that apply in Queensland under the Act:

- sex;
- relationship status;
- pregnancy;
- parental status;
- breastfeeding;
- age;
- race;
- impairment;
- religious belief or religious activity;
- political beliefs or activity;
- sex work activity or unlawful sexual activity;
- gender identity;
- sexuality;
- family responsibilities;
- sex characteristics; and
- association with, or relation to, a person identified on the basis of any of these attributes.

## 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 of a sexual nature that is done either to offend, humiliate, or intimidate another person, or where it is reasonable to expect the person might feel that way. It includes uninvited physical intimacy such as touching in a sexual way, uninvited sexual propositions, and remarks with sexual connotations. 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.

Sexual harassment does not have to be repeated or continuous to be against the law. A single act can be unlawful.

### **8.3 Bullying**

The Association is committed to providing an environment that is free from bullying. It is understood that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and therefore, bullying in all forms is unacceptable to the Association.

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 a 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 phone, all social media websites and the use of AI and image altering software/programs, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments.

The Association will not tolerate abusive, discriminatory, defamatory, 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. (Refer to Item 10 of this policy)

#### **8.4 Victimization**

Victimization happens when someone is treated badly because they:

- refused to do something that would contravene the Anti-Discrimination Act;
- complained about something that is unlawful under the Act; or
- were involved in another person's complaint under the Act.

#### **8.5 Vilification**

Vilification is a public act or statement that incites hatred towards, severe ridicule of, or serious contempt for a person or a group of people because of their race, religion, sexuality, gender identity, or sex characteristics. There are two tiers of vilification under the Act: unlawful vilification, which is a civil matter, and serious vilification, which is a criminal offense.

### **9 Inclusive Practices**

The Association is welcoming and will seek to include members from all the areas of the community. The Association aims to provide an environment to develop players both as individuals, as sportspeople and as members of the community/society.

The following are examples of some of the inclusive practices:

#### **9.1 People with a Disability**

The Association will not discriminate against any person because they have a disability. Where it is necessary, reasonable adjustments will be made (eg modifications to equipment and rules) to enable participation in consultation with the relevant sporting associations, parents/guardians, other clubs and the person concerned.

#### **9.2 People from Diverse Cultures**

The Association will support, respect and encourage people from diverse cultures and religions to participate in events and activities of the Association and where possible, will accommodate request for flexibility (eg modifications to uniforms).

#### **9.3 Sexual and Gender Identity**

The Association welcomes all people, regardless of their sexuality or gender identity. The Association strives 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 Association is committed to treating pregnant players fairly and to removing any unreasonable barriers to their full participation in Association activities. Discrimination of harassment against pregnant players will not be tolerated.

The Association will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. Pregnant players will be advised that there may be risks involved with their continuing participation in sport, and encourage them to obtain medical advice about those risks. Pregnant players 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.

All pregnant players are encouraged: to talk with their medical advisers; make themselves aware of the facts about pregnancy in sport; and ensure that they make informed decisions about their participation in sport. Pregnant players should make these decisions themselves, in consultation with their medical advisers and in discussion with the Association. Advice from QCSA or WCA (whichever is applicable) regarding whether any waivers are required before participation can occur. No player will not be required to undertake a pregnancy test.

If a pregnant player believes they are being, or has been, harassed or discriminated against by another person bound by this policy, they may make a complaint (See Section 10).

### **10 Responding to Complaints**

#### **10.1 Complaints**

The Association takes all complaints about on and off-field behaviour seriously and will handle complaints based on the principles of due Process and natural justice, and ensure:

- all complaints will be taken seriously and investigated on its own merits;
- the person making the complaint (complainant) will be able to do so without fear of reprisal or penalty by the Association as a result of making the complaint;
- the person the complaint is against (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;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to QCSA or WCA, as is applicable.

If the complaint relates to suspected child abuse, sexual assault, or other criminal activity, then the Association 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 the Association, the person receiving the complaint (eg President or Member Protection Information 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 has decided on their preferred option for resolution, the Association 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 (eg from other people that may have seen the behaviour);
- seeking advice from QCSA or WCA or from an external agency (eg Sport and Recreation Department or anti-discrimination agency);
- referring the complaint to QCSA or WCA; and/or
- referring the complaint to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where the complaint is referred to QCSA or WCA and an investigation is conducted, the Association 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 QCSA or WCA'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**

The Association may take disciplinary action against anyone found to have breached this policy or made false and malicious allegations. Any disciplinary measure imposed under this 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 the Constitution of the Association, By-Laws and the laws of the game.

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 tournaments, activities or events held or sanctioned by the Association;
- suspension or termination of membership, participation or engagement in a role or activity;
- suspension of playing status/termination of membership for a period of time or permanently;
- a fine; or
- any other form of discipline that the Association 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 the Association) to QCSA or WCA. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by-laws.

When a respondent is wishing to appeal an imposed sanction by the Association, this will be decided upon at a meeting with the management committee. See Attachment 4 in relation to the Show Cause Policy of the Association.

When a respondent is wishing to appeal a sanction imposed by either QCSA or WCA, this must be completed in writing and forwarded to the Secretary of the Association to be communicated to the management committee and the QCSA or WCA.

## 11 Policy Review

This policy will be reviewed every two years to ensure it remains relevant to the operations of the Association and reflects community expectations and legal requirements.

Signature: \_\_\_\_\_  
President

Signature: \_\_\_\_\_  
Secretary

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

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

Next Policy Review Date is June 2026.

## Attachment 1: Working with Children Requirements

Blue Card Services administers the blue card system – Queensland’s Working with Children Check.

The blue card system is regulated by 2 pieces of legislation: the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*.

The Association acknowledges that all children have a right to be safe and protected from harm. The Association requires all workers/volunteers, including all coaches and managers, whose normal responsibilities include, or are likely to include:

- delivering activities or programs involving children
- accessing the personal details of children ie database access;

to obtain a blue card.

ALL management committee members MUST obtain a blue card.

Exemptions –

- Volunteers are not required to obtain a blue card if under the age of 18 years who are not a restricted person.

How to Apply:

To register for an Online Account or to login, go to <https://my.bluecard.qld.gov.au/login>

Further information can be found by searching for *Blue card Services Qld*.

Travelling to other States and Territories –

It is important to remember that when travelling to other States and Territories, representatives of sporting organisations must comply with the legislative requirements of that State or Territory.

**Attachment 1.1 Risk Management Declaration**

The Association has a duty of care to all those associated with the Association and to the individuals and organisations to whom this policy applies.

As part of the Risk Management Strategy of the Association, all workers that do not need a blue card will be required to complete this declaration.

I, \_\_\_\_\_ (name) of \_\_\_\_\_  
\_\_\_\_\_ (address) sincerely declare that I am

not a restricted person and have not exceeded the frequency exemption of working more than 7 days in a calendar year.

Declared in the State of Queensland on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ (Signature)



**Attachment 2      Code of Conduct**

Visit [www.stpaulssoccer.org.au](http://www.stpaulssoccer.org.au) > Our Club > Our Policies > St Pauls Code of Conduct

### Attachment 3: Procedure for Handling Allegations of Child Abuse

**If you believe a child is in immediate danger or a life-threatening situation, call Triple Zero (000)**

If you have a reason to suspect a child in Queensland is experiencing harm or is at risk of experiencing harm or being neglected, contact Child Safety Services Centres and talk to someone about your concern;

- **During normal business hours** – contact the Regional Intake Service on 1300 682 254
- **After hours and on weekends** – contact the Child Safety After Hours Services Centre on 1800 177 135. The service operates 24 hours a day, 7 days a week.

The Association will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity. All allegations will be referred to the Member Protection Information Officer.

All people working with the Association have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

#### **Step 1: Clarify basic details of the allegation**

Listen and be supportive.

- Reassure the child that what has occurred is not their fault.
- Be honest and explain that other people may need to be told in order to stop what is happening.
- Avoid suggestive or leading questions – ask the child ‘What happened?’ and ‘Then what happened?’
- If another person makes the complaint, ask the person to:
  - Explain their reasons for suspecting abuse (observation, injury or other)
  - Provide the names and contact details of all people involved, including witnesses.
- Promptly and accurately record the discussion in writing.

#### **Step 2: Report allegations of a serious or criminal nature**

- Report any incident of a serious or a criminal nature to the police or child protection authority immediately (see details above).
- If the child’s parent/s are suspected of committing the abuse, report the allegation to the relevant government agency.

### **Step 3: Protect the child and make sure the alleged offender is not victimised**

- Take action to ensure the child's/children's safety (eg move the alleged offender to a non-child related position, supervise the alleged offender or remove/suspend them from their duties while the matter is being investigated).
- Make sure the individual accused of the offence is not victimised. If they're stood down, make it clear that this does not mean the person is guilty and that a proper investigation will be undertaken before decisions are made.

### **Step 4: Follow the child protection authority or police requirements**

Further clarify but do not investigate the allegation unless requested to do so by the authorities. Provide information and assist in investigations as appropriate.

- The police or child protection agency may undertake an investigation. They may also request that the state sporting organisation undertake their own investigation (this should be done by an independent person with appropriate investigative expertise).
- The Association should provide information and assist with the investigation as appropriate. Individuals/the Association should not try to investigate the incident themselves.

### **Step 5: Manage the situation**

You must manage the situation while an investigation is being conducted (internal or external).

Support should be provided to the victim and their family. This may include seeking professional counselling support if appropriate:

- If an investigation is being conducted it is recommended that you do not talk to the alleged victim, their family or the alleged perpetrator about the complaint. If you are asked for information, your response should be confined to the complaint process and timeline;
- Take action to ensure the ongoing safety of members, particularly children, until the authorities and/or the state sport and recreation organisation have completed the investigation and any court or tribunal hearings. This may involve providing extra supervision or removal of a person from their position pending the outcome of the investigation. If the person is in a paid position, seek advice from your state sporting organisation or a lawyer;
- Consider carefully what other members and their families are told about the situation. If there are enquiries, they should be handled by one person such as the president of the Association. Discussion should focus on the process rather than the people.

- If an alleged perpetrator has been removed from their position, it is important that those impacted are provided with appropriate information to minimise gossip and concern. This may also be important if there is a risk that other children may have been harmed. For example an email/letter that states that a coach in the Association has been suspended pending an investigation into an alleged breach of the member protection policy. If they have been charged by police, you may be able to provide information regarding the charge and the contact details of the police officer dealing with the case who can be contacted if they have further information. (check with the police regarding this).
- In all cases they should be asked to not speak about or post any information on social media. Do not name the alleged perpetrator unless the police have agreed to the name being released.

#### **Step 6: Implement disciplinary action as required**

- Implement any disciplinary action recommended by the police, child protection agency or state sporting organisation. The action should be immediate.
- Check with the relevant state government authority to see if you need to forward a report (Department of Child Safety, Seniors and Disability Services – Child and Family Services).

The Association's Member Protection Information Officer is Peter Rose – 0419 527 985 or [memberprotection@stpaulssoccer.org.au](mailto:memberprotection@stpaulssoccer.org.au)

Contact Details for advice:

Queensland Police - Non-Urgent Police Assistance                      131 444

Department of Child Safety, Seniors and Disability Services – Child and Family Services  
1800 811 810 or 13 74 68

## Attachment 4: Reporting Requirements and Documents

### 4.1 Record of Complaint

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <span style="margin-left: 200px;"><input type="checkbox"/> Under 18</span>	
Complainant's Contact Details	Phone:  Email:	
Complainant's role/status in the Association	<input type="checkbox"/> Administrator (volunteer) <span style="margin-left: 100px;"><input type="checkbox"/> Parent</span> <input type="checkbox"/> Coach/Assistant Coach <span style="margin-left: 100px;"><input type="checkbox"/> Player</span> <input type="checkbox"/> Committee Member <span style="margin-left: 100px;"><input type="checkbox"/> Spectator</span> <input type="checkbox"/> Employee (paid) <span style="margin-left: 100px;"><input type="checkbox"/> Support Personnel</span> <input type="checkbox"/> Manager/Assistant Manager <span style="margin-left: 100px;"><input type="checkbox"/> Other</span> <input type="checkbox"/> Management Committee Member -----	
Name of the person complained about	<input type="checkbox"/> Over 18 <span style="margin-left: 200px;"><input type="checkbox"/> Under 18</span>	
Person complained about role/status in the Association	<input type="checkbox"/> Administrator (volunteer) <span style="margin-left: 100px;"><input type="checkbox"/> Parent</span> <input type="checkbox"/> Coach/Assistant Coach <span style="margin-left: 100px;"><input type="checkbox"/> Player</span> <input type="checkbox"/> Committee Member <span style="margin-left: 100px;"><input type="checkbox"/> Spectator</span> <input type="checkbox"/> Employee (paid) <span style="margin-left: 100px;"><input type="checkbox"/> Support Personnel</span> <input type="checkbox"/> Manager/Assistant Manager <span style="margin-left: 100px;"><input type="checkbox"/> Other</span> <input type="checkbox"/> Management Committee Member -----	
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p> <input type="checkbox"/> Harassment OR <input type="checkbox"/> Discrimination  <input type="checkbox"/> Sexual/Sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods  <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse  <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse  <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation  <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child abuse <input type="checkbox"/> Unfair decision  <input type="checkbox"/> Other ..... </p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	

## 4.2 Confidential Record of Child Abuse Allegation

Before completing, ensure the procedures outlined in *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 the Association		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (eg observation, injury, disclosure)		
Name of person complained about		
Role/status in the Association	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Player <input type="checkbox"/> Committee Member <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Support Personnel <input type="checkbox"/> Manager/Assistant Manager <input type="checkbox"/> Other <input type="checkbox"/> Management Committee Member                      -----	
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	Who:	

contacted	When: Advice provided:	
President and/or MPIO 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 relevant authorities (police and government) should they require them.



## Attachment 5: Show Cause Policy

Visit [www.stpaulssoccer.org.au](http://www.stpaulssoccer.org.au) > Our Club > Our Policies > Show Cause Policy

## Attachment 6: Child and Youth Risk Management Strategy Checklist

(Blue Card system minimum requirements from <https://www.bluecard.qld.gov.au/risk-management.html>)

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources Required	By whom/when?
1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm	x	Member and Player Protection Policy		Included in policy	
2. A code of conduct for interacting with children and young people	x	Member and Player Protection Policy (Attachment 2)		Included in policy	
3. Written procedures for recruiting, selecting, training and managing workers		Association documents	x	Volunteer management resources: <a href="https://volunteeringqld.org.au/resources/">https://volunteeringqld.org.au/resources/</a> <a href="https://volunteeringqld.org.au/national-standards-for-volunteer-involvement/">https://volunteeringqld.org.au/national-standards-for-volunteer-involvement/</a>	To be formalised by Club President, Management Committee and MPIO (dated TBC)
4. Policies and procedures for handling disclosures and suspicions of harm, including reporting guidelines	x	Member and Player Protection Policy		Included in policy MPIO training	

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources Required	By whom/when?
6. Policies and procedures for managing compliance with the blue card system	X	Member and Player Protection Policy		Included in policy (7.1.3)	
7. Risk management plans for high risk activities and special events			X		To be formalised by Club President, Management Committee and MPIO (dated TBC)
8. Strategies for communication and support	X	Member and Player Protection Policy		Attachment 1.2 (member protection declaration) MPIO training	