

PINE AGILITY DOG SPORTS CLUB INC

(P A D S)

MEMBER PROTECTION POLICY

(Including Child Protection Policy)

MESSAGE FROM THE PRESIDENT

This Member Protection Policy aims to ensure Pine Agility Dog Sports Club Inc (**PADS**) core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse. Through this Policy, we aim to ensure that everyone involved in dog agility or any other dog activity conducted on the PADS' grounds is aware of his or her legal and ethical rights and responsibilities.

This Policy also provides the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from Agility. As part of this commitment, Pads will take disciplinary action against any person or organisation bound by this Policy if they breach it.

PADS is committed to providing an environment safe for children, which is free from harassment and abuse from everyone, and promotes respectful and positive behaviour and values. This Policy provides codes of conduct and behaviour that form the basis of appropriate and ethical conduct which everyone must abide by.

This Member Protection Policy is an essential part of our organisation's proactive and preventative approach to tackling inappropriate behaviour.

As President, I endorse this Member Protection Policy and am personally committed to ensuring that everyone associated with PADS complies with it.

.....
Sharon Dungey
President

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JD: Need to update

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This Member Protection Policy is effective from 12 September 2007 and will operate until replaced.

The objectives of the Member Protection Policy (**MPP**) are to:

- a) meet our legal obligations in relation to harassment, discrimination and child protection;
- b) Recognise that we have a moral obligation to establish standards of appropriate behaviour and to provide a safe, respectful and appropriate sporting environment;
- c) Emphasise that the safety and welfare of children is of paramount importance; and
- d) Form part of PADS' overall risk management plan through the implementation of policies and procedures for addressing harassment, discrimination and child protection.

The MPP is divided into 7 parts:

- A. Core Policy;
- B. Roles and Responsibilities;
- C. State Specific Requirements;
- D. Complaint Procedures and Disciplinary Action;
- E. Codes of Conduct and Behaviour;
- F. Definitions and Interpretation; and
- G. Prescribed Forms.

Given the importance of this area, PADS is committed to the implementation, enforcement and continual review of this MPP.

PART A; CORE POLICY

1. POLICY POSITION STATEMENT

- 1.1 Pine Agility Dog Sports Club Inc (**PADS**) is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity.
- 1.2 PADS does not tolerate discriminatory or harassment behaviour under any circumstances and will take disciplinary action against anyone who breaches this Policy.
- 1.3 PADS is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in activities run by PADS. Accordingly, any person involved in the management, coaching or administration of any Member under the age of 18 years may be asked to undergo screening procedures including police and probity checks.
- 1.4 The law is always the minimum standard for behaviour within PADS and therefore any criminal offence will be reported to the appropriate authorities.

2. APPLICATION AND SCOPE

- 2.1 This Policy applies to all Members of PADS and to the fullest extent possible, it also applies to ADAA Members, parents or guardians of Members and to spectators within the PADS' grounds.
- 2.2 This Policy:
 - a) applies to behaviour occurring both within and outside the course of PADS' activities and events, when the behaviour involves Members and ADAA Members, and negatively affects relationships within PADS' sport and work environment.
 - b) continues to apply to a Member even after that Member's association or employment or engagement has ended, if that Member breached this Policy while a current Member and, particularly, if a complaint has been lodged in accordance with this Policy; and
 - c) does not limit or restrict PADS' Disciplinary Regulations or Codes of Conduct, which seek to promote and strengthen the reputation of dog agility in Australia by establishing a standard of performance, behaviour and professionalism for its Members on and off the ground.
- 2.3 A person will be deemed to have engaged in conduct or behaviour:
 - a) regardless of whether or not it was committed deliberately or negligently;
 - b) if that person has attempted, threatened, or encouraged others, to engage in that conduct of behaviour; or
 - c) where that person knowingly takes part in the conduct or behaviour.

3. POLICY COVERAGE

- 3.1 Discrimination, all forms of harassment and child abuse are unlawful under Federal, State and Territory legislation. The legislation provides minimum standards of behaviour and has been taken into account in this Policy. If there is, however, any inconsistency between a term of any legislation and a term of this Policy, the term of the legislation applies to the extent of the inconsistency.
- 3.2 This Policy imposes rights and obligations on Members in the following key areas:
- a) child protection;
 - b) anti-discrimination;
 - c) anti-harassment; and
- 3.3 In addition, a Member must not subject any person to Victimisation. Victimisation means subjecting, or threatening to subject, a person to any detriment or unfair treatment because that person has or intends to pursue his or her legal right to make a complaint or support another person in making a complaint against another person.

Child Protection Policy

- 3.4 Each Member acknowledges and agrees that the welfare and safety of children is paramount and must be placed above all other considerations.
- 3.5 A Member must:
- a) use best efforts to ensure children are kept safe from Child Abuse and are protected from people who are unsuitable to work with children;
 - b) provide information and refer people to education on Child Abuse and child protection to those involved in agility, including Members and parents.
 - c) carefully screen and select people whose roles require them to have direct and unsupervised access to children;
 - d) protect the privacy of any person who is screened and the confidentiality of any information obtained through the screening process; and
 - e) meet the additional requirements outlined in Part C if PADS or any of its Members is deemed to have to comply with the New South Wales, Western Australia as well as the Queensland legislation.
- 3.6 A Member must not employ or engage a person (whether paid or unpaid) to train, instruct or otherwise have direct and unsupervised contact with a child (**applicant**) without first undertaking the following 4 step screening process:
- a) obtain from the applicant a completed and signed Member Protection Declaration (see Prescribed Form MP1);
 - b) check the applicant's referees (verbal or written);
 - c) interview the applicant about his or her suitability for the role and working with children; and
 - d) if the applicant is to be paid by PADS, obtain a national police check or clearance (noting consent is obtained through the Member Protection Declaration).
- 3.7 If the Member Protection Declaration or consent to police check is not provided, or the screening process reveals that an applicant does not satisfactorily meet the requirements of that process, PADS must:
- a) provide an opportunity for the applicant to respond or provide an explanation; and

- b) make an assessment as to whether the applicant may pose a risk to, or be unsuitable to work with children. If unsatisfied, PADS must:
 - i. in the case of an applicant currently working with PADS, transfer the applicant to another role that does not require them to work with children. If this is not possible or reasonable, then the appointment must be ended in accordance with legal process; and
 - ii. in the case of someone applying for a position, the applicant must not be appointed.
- 3.8 Where it is not practical to complete a police check prior to the applicant starting work, PADS must still complete the check as soon as possible and advise the applicant that his or her ongoing engagement is conditional on the satisfactory outcome of the check.
- 3.9 Where a national police check is obtained under this Policy by PADS, and the applicant is also required to be screened by the Agility Dog Association of Australia Ltd (ADAA), PADS may supply a copy of the national police check to ADAA provided that the consent of the applicant is obtained and the national police check was performed in the immediately preceding two years.
- 3.10 The President must notify the appropriate authorities and ADAA if relevant, of:
- a) any applicant that PADS rejected as a result of risks identified through the screening process;
 - b) any child that they reasonably suspect has been or is the subject of Child Abuse by someone within PADS; and
 - c) the name and other identifying details of any person against whom relevant disciplinary proceedings have been completed by PADS in relation to Child Abuse, irrespective of the findings.

Anti-Discrimination Policy

- 3.11 A Member must not treat a person less favourably on the basis of an Attribute than someone else without that Attribute in the same or similar circumstances. This means that a Member must not engage in discriminatory behaviour, including public disparagement of, discrimination against, or vilification of, a person on account of an Attribute.
- 3.12 A Member must not impose a requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect or result on particular groups. Unless this type of requirement is reasonable in all the circumstances it is likely to be indirect discrimination, even if there was never any intention to discriminate.

Anti-Harassment Policy

- 3.13 A Member must not engage in any form of Harassment (including Sexual Harassment).
- 3.14 By way of example, Harassment could include:
- a) written, verbal or physical abuse or threats;
 - b) unwelcome physical contact;
 - c) display of offensive materials;
 - d) promises or threats in return for sexual favours;
 - e) unwelcome sexual comments, jokes or propositions;
 - f) homophobic comments or behaviours; or
 - g) jokes or comments directed at a person's body, looks or Attributes.

PART B: ROLES AND RESPONSIBILITIES

4. MEMBERS' RESPONSIBILITIES

A Member must:

- 4.1 make themselves aware of the contents of this Policy, including the possible consequences of breaching it;
- 4.2 comply with:
 - a) all applicable standards, awards, laws and regulations (particularly anti-discrimination and child protection laws); and
 - b) PADS' Rules, including this Policy and Code of Conduct and the Child Protection Risk Management Policy;
- 4.3 treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- 4.4 be responsible and accountable for that Member's own conduct;
- 4.5 make complaints about a breach of the Policy, or any unethical incident involving others who are bound by this MPP, in accordance with the Complaints Handling Procedure;
- 4.6 not make any vexatious or knowingly untrue claim that another person is in breach of this Policy; and
- 4.7 submit to the Complaints Handling Procedure if any allegation is made against that Member.
- 4.8 consent to a national police or criminal record check if the individual holds or applied for a position that involves direct and unsupervised contact with children;
- 4.9 co-operate in providing a discrimination, harassment and Child Abuse free sporting environment; and
- 4.10 Not do or say anything that brings PADS and or the sport of dog agility into disrepute

PART C: STATE SPECIFIC REQUIREMENTS

5. STATE SPECIFIC LEGISLATION

- 5.1. Legislation governing discrimination, harassment and child protection in each State and Territory may differ slightly. Accordingly, a Member may need to comply with additional terms or procedures from time to time.
- 5.2. The information specified in this Part C is subject to change at any time. As a State or Territory government introduces or varies legislation that affects this Policy, PADS will add new requirements or amend existing requirements to this Policy as required.

6. CHILD PROTECTION REQUIREMENTS – QUEENSLAND

Members, who are required by PADS to work with children in certain paid or voluntary employment, must meet the requirements of the Working with Children Check, including the obtaining of a blue card which is valid for 2 years (further details of which are provided on www.ccypcg.qld.gov.au or contact 1800 113611).

- 6.1 A Member must complete the 4 step screening process as specified in clause 3.6 and, in addition, apply for a Working with Children Check for volunteers (unless exempt).
- 6.2 For the purposes of this Policy, the following people are exempt from the Working with Children Check:
 - a) children who are volunteers; and
 - b) parents who volunteer their services or conduct activities through a Member if their child is involved in the same or similar service or activity.
- 6.3 If a Member knows or reasonably suspects that an existing employee has a criminal history that may make that employee unsuitable for child-related employment, then the Member should advise the President and he or she may apply to the CCYPCG for a suitability notice for that employee.

7. CHILD PROTECTION REQUIREMENTS – NEW SOUTH WALES

- 7.1 If PADS engages or employs people in child related activities (in a paid or voluntary capacity) they must meet the requirements of the Working with Children Check (details of which are provided on www.kids.nsw.gov.au or contact 02 9286 7219).
- 7.2 In such circumstances as in 7.1, the person must complete the 4 step screening process as specified in clause 3.6 and;
 - a) register with the NSW Department of Sport and Recreation Employment Screening Unit;
 - b) identify positions (paid and voluntary) which are Child-Related Employment;
 - c) obtain a Prohibited Employment Declaration from all existing employees, if any, in Child Related Employment;

- d) if a person is a Prohibited Person, remove him or her from the Child-Related Employment; and
- e) include advice about the Working With Children Check in information being provided about Child-Related Employment (such as an instructor of a junior handler).

7.3 For the purposes of this clause 7:

Child Related Employment means any work (paid or unpaid) that involves direct and unsupervised contact with children.

Prohibited Person means a person convicted of committing a serious sex offence or a Registrable Person.

Registrable Person is someone who has been found guilty of the following offences against children:

- a) murder;
- b) sexual offences;
- c) indecency offences;
- d) kidnapping;
- e) child prostitution; and
- f) child pornography.

8. CHILD PROTECTION REQUIREMENTS – ANY OTHER STATE

If PADS requires any person to work with children in certain paid or voluntary employment, they must meet the requirements of the relevant legislation of that state, information of which can be obtained as follows:-

Western Australia – www.checkwwc.wa.gov.au or contact 1800 883 979

Victoria – <http://www.justice.vic.gov.au> or contact 1300 652 879

South Australia – www.familiesandcommunities.sa.gov.au or contact 08 8416 6633

PART D: COMPLAINT PROCEDURES AND DISCIPLINARY ACTION

9. COMPLAINTS

9.1 Any person may report a complaint about a Member or any other person bound by this Policy if they reasonably think that a Member or any other person has breached this Policy or has otherwise engaged in unethical or inappropriate behaviour.

9.2 PADS;

- a) must deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially and in accordance with this Complaints Handling Procedure;
- b) must keep complaints confidential and will not disclose to another person with the complainant's consent, except if required by law or if disclosure is necessary to effectively deal with the complaint; and
- c) recognise that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

10. COMPLAINTS HANDLING PROCEDURE

10.1 The Complaints Handling Procedure applies exclusively to the reporting, investigation and resolution of complaints reported under this Policy.

2.1 A complainant:

- a) must initially attempt to resolve the complaint with the person involved; and
- b) if this is not possible or reasonable given the sensitivity of the complaint, or that attempt does not provide a satisfactory outcome, the complainant may notify the Member Protection Officer (**MPO**), if one has been appointed, or if an MPO has not been appointed the President as from time to time elected, and make an informal or formal complaint.

In the event of an informal complaint, the MPO or President:

- a) may refer the complainant back to attempt to resolve the complaint directly with the other person involved;
- b) will assist the complainant to resolve the complaint, including through the suggestion of possible solutions;
- c) explains how the Complaints Handling Procedure works;
- d) acts as a support person if required by the complainant or may refer the complainant to an appropriate person;
- e) informs the relevant government authorities or police if legally required to do so;
- f) keeps a written record in Prescribed Form MP2 (Record of Informal Complaint); and
- g) maintains strict confidentiality.

10.3 If the informal process does not resolve the complaint to the complainant's satisfaction or if the complainant wants to make a formal complaint, the complainant must submit to the MPO or President a completed and signed Prescribed Form MP3 (Record of formal Complaint).

- 10.4 On receipt of a formal complaint, PADS will appoint one of its Members who has expertise in complaints handling procedures, or if there is no such Member, and it is considered appropriate in the circumstances, an independent expert (**Investigator**) to investigate the complaint.
- 10.5 The investigator may:
- a) implement any administrative or other arrangements that will apply until the completion of the investigation;
 - b) attempt to mediate the complaint;
 - c) refer the complaint to ADAA;
 - d) refer the complaint to the police or an appropriate authority or agency.
- 10.6 The Investigator has the right to determine all procedures to be adopted in investigating a complaint and may during the course of the investigation;
- a) admit or request a copy of any relevant written evidence available to a complainant, respondent or any other person; or
 - b) interview the complainant, respondent or any other person for the purpose of asking questions relevant to the complaint.
- 10.7 On completion of his or her investigation, the Investigator must provide PADS with a written determination and a finding that the complaint:
- a) has been successfully mediated between the complainant and the respondent;
 - b) is substantiated (and, if so, the Investigator may make a recommendation as to an appropriate disciplinary sanction);
 - c) is inconclusive, in that there was insufficient evidence either way;
 - d) is unsubstantiated (or there was sufficient evidence that the complaint was unfounded); or
 - e) was knowingly untrue or vexatious.
- 10.8 In an informal or formal complaint related to a Child Abuse allegation, the MPO or President must complete Prescribed Form MP4 (Record of Child Abuse Allegation) and, if it is of a serious or criminal nature:
- a) take immediate steps to ensure the child's safety and well-being; and
 - b) notify, and obtain advice from, the police and other appropriate authorities.

11. CONFIDENTIALITY AND TIMEFRAMES

- 11.1 All Prescribed Forms and determinations of Investigators will be kept:
- a) confidential and will not be disclosed without the complainant's consent, except if required by law or if disclosure is necessary to effectively deal with the complaint;
 - b) in a secure location with authorised access restrictions; and
 - c) for a period of 5 years from when the initial complaint was made.
- 11.2 Unless a complainant can establish that exceptional circumstances exist, a complaint must be brought within 2 years from the time the subject matter of the complaint arose.

12. DISCIPLINARY SANCTIONS

- 12.1 Disciplinary action will be taken by PADS against anyone who is found to:
- a) be in breach of this Policy;
 - b) victimise or retaliate against a person who has complained of a breach of this Policy or who has supported another person in making a complaint;
 - c) have made a vexatious complaint or a complaint the complainant knew to be untrue or
 - d) have not complied with a sanction.
- 12.2 Any disciplinary measure imposed by PADS under this Policy must:
- a) observe any contractual and employment rules and requirements;
 - b) conform to the principles of natural justice;
 - c) be fair and reasonable;
 - d) be based on the evidence and information presented;
 - e) be within the powers of the Rules or any policies of PADS to impose the disciplinary measure.
- 12.3 Subject to contractual and employment requirements, if a finding is made that an individual has breached PADS' Member Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by the Board:
- a) A direction that the individual make a verbal and/or written apology;
 - b) A written warning;
 - c) A direction that the individual attend counselling to address their behaviour;
 - d) A withdrawal of any awards, placing, records, achievements bestowed in any competitions, activities or events held or sanctioned by the PADS' Management Committee or the ADAA board;
 - e) A demotion or transfer of the individual to another location, role or activity
 - f) A suspension of the individual's membership or participation or engagement in a role or activity;
 - g) Termination of the individual's membership, appointment or engagement;
 - h) Recommend that PADS terminate the individual's membership, appointment or engagement;
 - i) Any other form of discipline that the Board considers appropriate.
- 12.4 When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by that individual in the future may result in the imposition of a more serious form of discipline.

13. NOTICE AND RIGHT TO BE HEARD

- 13.1 PADS may enforce the terms of this Policy and invoke the sanctions only if it has given the party alleged to have breached this Policy;
- a) reasonable and sufficient details of the alleged breach;
 - b) notice of possible sanctions; and
 - c) the opportunity to be heard and to make submissions in relation to that alleged breach.

- 13.2 If a party disputes PADS' purported action taken under this Policy that party must give notice to the President :
- a) within 7 days after the date on which the purported action was taken;
and
 - b) specifying the relevant facts and the reason for the dispute.
- 13.3 Any purported action taken under this Policy will not have effect until the Complaints Procedure as detailed in this Policy have been terminated or exhausted.

PART E; ROLE SPECIFIC CODES OF CONDUCT

14. GENERAL CODE OF CONDUCT

PADS' Code of Conduct applies to all Members and ADAA Members (to the fullest extent possible) who are in attendance on PADS' grounds or at any event organised by PADS, and who must:

- a) not bring PADS, ADAA or the sport of dog agility into disrepute, including through discriminatory behaviour, offensive behaviour and incitement of hatred or violence;
- b) be ethical, fair and honest in all their dealings with other people associated with PADS and ADAA;
- c) only use positive methods when handling and training their dog and must not use any form of harsh handling;
- d) report in accordance with the requirements of PADS and/or ADAA that their dog has been diagnosed by a veterinary with kennel cough or it is reasonably suspected by the Member or ADAA Member, that the dog has kennel cough;
- e) keep their dog quarantined from all other dogs apart from other dogs within their own residence;
- f) respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin;
- g) always place the safety and welfare of children above other considerations;
- h) comply with PADS' Rules and policies including the Child Protection Policy and Child Risk Management Policy;
- i) operate within the rules, regulations and spirit of the sport of dog agility;
- j) respect the decisions of judges and any other officials at competitions;
- k) comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- l) be responsible and accountable for their conduct;
- m) recognise that many PADS and ADAA members, eg Management Committee members, board members, judges, stewards, scorekeepers, marshals, instructors are volunteers who give up their time to provide services.
- n) not make disparaging public or media statements.
- o) understand that the sport is part of a total life experience, and the benefits of involvement go far beyond the outcome of an event or competition, a class held at an affiliated club, training camp or seminar

15. SPECTATOR CODE OF CONDUCT

15.1 A spectator and any Invitees at a training session, competition, open day, seminar or any activity sanctioned or staged by PADS must:

- a) respect the decisions any PADS' Management Committee member or official and teach children to do the same;
- b) never ridicule or unduly scold a child for making a mistake;

- c) condemn any form of harsh handling of a dog;
- d) respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin;
- e) not engage in discrimination, harassment or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting;
- f) comply with any terms of entry in to the PADS' grounds, and/or any ground or facility hired or being used by PADS, including bag inspections, prohibited and restricted items such as flares, missiles, dangerous articles and items that have the potential to cause injury (including to a dog), or public nuisance;
- g) not throw missiles (including on to the training and/or competition areas or at other spectators) and must not enter PADS' grounds without lawful authority; and
- h) conduct themselves in a manner that enhances, rather than injures, the reputation and goodwill of PADS and the sport of dog agility generally.

15.2 Any person who does not comply with the Spectator and Invitees Code of Conduct or who otherwise causes a disturbance may be evicted from the grounds or any grounds or facility being used by PADS and banned from attending in the future.

PART F: DEFINITIONS AND INTERPRETATION

16. DEFINITIONS

In this Policy:

ADAA means Agility Dog Association of Australia Ltd, ABN 83 070 415 404.

ADAA Member means a person who is a current financial member of ADAA but is not a PADS' member.

Attribute means race, colour, religion, language, politics, national or ethnic origin, gender, transgender, sexual orientation, age, marital status, pregnancy or intellectual or physical impairment or any other attribute specified under commonwealth or state legislation.

Child means a person under the age of 18 years and **children** has a corresponding meaning.

Child Abuse means placing a child at risk of harm by verbal or physical actions or by failing to provide them with basic care and may include:

- 1) physical abuse by hurting a child or a child's development (such as hitting, shaking or other physical harm; giving a child alcohol or drugs; giving bad nutritional advice; or training that exceeds the child's development or maturity);
- 2) sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct or a sexual nature (such as sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations);
- 3) emotional abuse by ill-treating a child (such as humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child); and
- 4) neglect (such as failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Code of Conduct means PADS' Code or Codes of Conduct as promulgated by PADS from time to time.

Complaints Handling Procedure means the procedure for reporting and investigations of complaints about a breach of this Policy as specified in clause

Harassment means any unwelcome verbal or written comments, conduct, or gestures directed toward an individual or group of individuals that the harasser knows, or should reasonably be expected to know, is insulting, intimidating, humiliating, malicious, degrading or offensive.

Invitee means any person who is "invited" on to PADS' grounds for any purpose.

Management Committee means the Management Committee has constituted pursuant to the Rules and as elected from time to time by the Members.

Member means a current financial member of PADS, including all those classes of membership as defined in the Rules, and ADAAs Members to the fullest extent possible and wheresoever applicable and/or relevant.

Member Protection Officer or MPO means the member protection officer appointed by PADS from time to time.

President means the President of PADS as elected from time to time.

Rules means the Rules which have been accepted by the Members of PADS and which may be amended from time to time and which govern the conduct of PADS

Sexual Harassment means conduct or behaviour that has a sexual element, which is unwelcome and could reasonably be expected, in the circumstances in which it occurs, to offend, humiliate or intimidate the person or people at whom it is directed.

Victimisation means subjecting, or threatening to subject, a person to any detriment or unfair treatment because that person has or intends to pursue his or her right to make a complaint or support another person in making a complaint against another person.

17. INTERPRETATION

17.1 In this Policy:

- a) any terms used but not defined has the meaning prescribed to it in the Rules or if not so defined the meaning that is reasonably evident from the context;
- b) any use of the word ‘includes’ or words such as ‘for example’ or ‘such as’ do not limit anything else that is included in general speech;
- c) all notices must be in writing and in English; and
- d) any reference to ‘\$’ or ‘dollars’ is to Australian dollars.

17.2 PADS will interpret all terms of this Policy and any such interpretation will be final and binding on each Member. PADS may issue guidelines to assist in that interpretation.

17.3 PADS may vary this Policy from time to time or make such further rules as it deems fit, including implementing changes to PADS Rules and any regulations.

18. ANNUAL REVIEW

PADS must review this Policy every year to ensure it meets its stated objectives.

PART G; PRESCRIBED FORMS

PRESCRIBED FORM MP1

MEMBER PROTECTION DECLARATION

PADS has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with PADS' activities. As part of this duty of care and as a requirement of PADS' Member Protection Policy, PADS must enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involves direct and unsupervised contact with people under the age of 18 years.

I(name) of
.....

.....(address) born/
...../.....

sincerely declare:

I do not have any criminal charge pending before the courts.

I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.

I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.

I have never participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me.

To my knowledge there is no other matter that PADS may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.

I will notify the President immediately upon becoming aware that any of the matters set out in clauses 1 – 6 above has changed for whatever reason.

Declared in the State/Territory of
.....

on/...../.....(date) Signature
.....

Parent/Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the Declaration provided by my child. I confirm and warrant that the contents of the Declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

PRESCRIBED FROM MP2

CONFIDENTIAL RECORD OF INFORMAL COMPLAINT

Name of President/MPIO		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Role/status in <i>agility</i>	<input type="checkbox"/> Committee Member <input type="checkbox"/> Member <input type="checkbox"/> Instructor <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Invitee	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> ADAA Member <input type="checkbox"/> Other
Location/event of alleged issue		
Facts as stated by complainant		
Nature of complaint (category/basis/grounds) Can tick more than one box	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute Sexuality <input type="checkbox"/> Personality clash Race <input type="checkbox"/> Bullying Religion <input type="checkbox"/> Verbal abuse Pregnancy <input type="checkbox"/> Physical abuse Disability <input type="checkbox"/> Victimization Child Abuse Other	

Feelings expressed by complainant (completing this may help to separate emotional content from facts)	
What they want to happen to fix issue	
What information I provided	
What they are going to do now	

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the relevant authority and may be sent to ADAA.

PRESCRIBED FORM MP3

CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Role/status in PADS	<input type="checkbox"/> Committee Member <input type="checkbox"/> Member <input type="checkbox"/> Instructor <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Invitee	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> ADAA Member <input type="checkbox"/> Other
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Role/status in PADS	<input type="checkbox"/> Committee Member <input type="checkbox"/> Member <input type="checkbox"/> Instructor <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Invitee	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> ADAA Member <input type="checkbox"/> Other
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (basis/grounds/category) Can tick more than one box	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute Sexuality <input type="checkbox"/> Personality clash Race <input type="checkbox"/> Bullying Religion <input type="checkbox"/> Verbal abuse Pregnancy <input type="checkbox"/> Physical abuse Disability <input type="checkbox"/> Victimization Child Abuse Other	
Methods (if any) of attempted informal resolution		

Support person (if any)	
Formal resolution procedures followed (outline)	
If investigated: Finding -	
If mediated: Date of mediation - Were both parties present - Terms of Agreement - Any other action taken -	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position in PADS: Signature: / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the complaint was made).

PRESCRIBED FORM MP4

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in this policy 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 PADS		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in PADS	<input type="checkbox"/> Committee Member <input type="checkbox"/> Member <input type="checkbox"/> Instructor <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Invitee	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> ADAA Member <input type="checkbox"/> Other
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

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

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