



# Torrens Rowing Club Member Protection Policy

VERSION 2.0

RATIFIED BY COMMITTEE 11 AUGUST 2020

## RELATED POLICIES

TRC Risk Management

TRC Junior Athletes

TRC Volunteer Management

Rowing Australia Member Protection Policy

Rowing South Australia Code of Conduct

# 1 Introduction

The Primary Purpose of the Torrens Rowing Club is to promote the sport of Rowing. We aim to achieve this objective through application of the following Values:

- Comradery and teamwork
- Tradition and sustainability
- Focus and commitment
- Determination and perseverance

As a result, the Vision of the Torrens Rowing Club is to support the participation of recreation and competitive rowers of all levels through a professional and sustainable organisation that nurtures volunteers and develops a sense of community both on and off the water.

## 2 Purpose of the Torrens Rowing Club Member Protection Policy

The main objective of the Torrens Rowing Club Member Protection Policy is to maintain responsible behaviour and ethical and informed decision-making by participants in the Club. The Policy outlines the commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse. The Policy informs everyone involved in the Club of their legal and ethical rights, responsibilities and the standards of behaviour that is required of them. It also covers the care and protection of children participating in the Club's activities.

The Torrens Rowing Club Member Protection Policy is modelled on that of the Club's national governing body, Rowing Australia. The Policy is ancillary to that of Rowing Australia's and is provided to the Club's members in the interests of transparency and ease of access to relevant information. The full Rowing Australia Member Protection Policy can be found on their website at <http://www.rowingaustralia.com.au>.

## 3 Who our Policy Applies to

This policy applies to everyone involved in the Club including committee members, administrators, coaches, officials, including umpires, referees and judges, rowers, coxswains, volunteers, parents and spectators.

## 4 Extent of Our Policy

This policy covers:

- Breaches of the 11 Codes of Behaviour
- Inappropriate behaviour that occurs
  - At training or competition
  - At meetings
  - At social events organised or sanctioned by the Club, Rowing South Australia or Rowing Australia
  - On away and overnight trips
- Behaviour where there is suspicion of harm towards a child or young person
- Any behaviour that brings or is likely to bring, the Club or sport into harm or disrepute

## 5 Club Responsibility

We will:

- Make any necessary amendments to the Constitution, rules or other policies to enable the Policy to be enforceable
- Implement and comply with the Policy
- Promote the Policy to everyone involved in the Club
- Promote and model appropriate standards of behaviour at all times
- Respond to breaches or complaints made under the Policy promptly, fairly and confidentially
- Review this policy every 2 years.
- Seek advice from and if necessary or appropriate, refer serious issues to Rowing SA, Rowing Australia or the Police

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

## 6 Individual Responsibilities

Everyone associated with the Club must:

- Comply with the standards of behaviour outlined in the 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 the Policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour

## 7 Protection of Children

### 7.1 Child Protection

The Torrens Rowing 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 child safe environment is maintained at all times. We also support the rights and wellbeing of our members and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

The Torrens Rowing Club acknowledges that members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. The Torrens Rowing Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport.

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms including:

- Physical abuse, e.g. deliberately hurting including hitting or punching, providing alcohol or drugs, training that exceeds child's development or maturity
- Sexual abuse, e.g. sexual acts or threats, inappropriate touching or conversations
- Emotional abuse, e.g. ill-treating by threats, humiliation, intimidation
- Neglect, e.g. not providing child with basic necessities (food, drink, clothing), failing to protect a child from foreseeable risk of harm or injury

Torrens Rowing Club will take measures to protect children involved in the Club from harm. We do this by:

- Responding to all reports of abuse promptly, seriously and confidentially

Comply with state or territory child protection laws and working with children check requirements (see

## • 12 Working with Children Screening Requirements)

- Carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children
- Promoting and enforcing our code of behaviour, particularly for roles associated with children
- Making information about child protection available, particularly for roles associated with children
- Adopting practices that provide the maximum opportunity for a child safe environment

Anyone who reasonably suspects, on reasonable grounds, that a child has been, is currently being or at risk of being, abused, within or outside of sport, must report their concerns to the police or relevant government agency without delay and advise the Club President that this report has been made.

### 7.1.1 Identify and Analyse Risk of Harm

The Torrens Rowing Club will abide by their Risk Management Policy, which includes a review of existing child protection practices.

### 7.1.2 Adhere to Codes of Conduct for Adults and Children

The Torrens Rowing Club will ensure that the organisation complies with Rowing South Australia's code of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care.

### 7. 1. 3 Choose Suitable Coaches, Club Officers and Volunteers

The Torrens Rowing 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, the Torrens Rowing Club will ensure that the criminal history information is dealt with in accordance with the standards developed by the Department of Human Services SA (see 12

## 12 Working with Children Screening Requirements).

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

The Torrens Rowing Club will ensure that volunteers, coaches and club officers who work with children 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.

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

The Torrens Rowing 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

The Torrens Rowing Club will ensure that volunteers, coaches and club officers are able to identify and respond to children at risk of harm.

The Torrens Rowing Club will make all volunteers, coaches and club officers aware of their responsibilities under the Children and Young People (Safety) Act 2017 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 an internal complaint (see 10: Responding to Complaints). This will explain what to do about the behaviour and how the Torrens Rowing Club will deal with the problem.

## 7.2 Supervision

Members under the age of 18 must be supervised at all times by a responsible adult. The 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 18 is unsupervised, they should assume responsibility for the member's safety until the parent or 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 Transport

Parents and guardians are responsible for transporting their children to and from club activities, e.g. practice and regattas.

## 7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. The Club requires that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. The 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 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 or guardian. We will not display information about hobbies, likes, dislikes, school, etc. as this information can be used as grooming tools by paedophiles 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.

## 8 Anti-harassment, Discrimination and Bullying

Torrens Rowing 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
- Any behaviour that is offensive, abusive, belittling, intimidating or threatening whether 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.

Torrens Rowing 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 10: Responding to Complaints).

## 9 Inclusive Practices

Torrens Rowing 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 such as 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 the Club and where possible will accommodate requests for flexibility such as modifications to uniforms.

### 9.3 Sexual and Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at the Club..

### 9.4 Age and Ability

All people, regardless of their age and rowing ability, are welcome at the Club. The Club makes every effort to ensure that boats, equipment and coaching of appropriate and adequate standard is available for all squads and members.

### 9.5 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 consult with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about participation.

## 10 Responding to Complaints

### 10.1 Complaints

Torrens Rowing Club takes all complaints about on and off-water behaviour seriously. The 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 against whom the complaint is made (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
- Any penalties imposed will be fair and reasonable

More serious complaints will be dealt with by the committee who, through Division 2; 24 of the Torrens Rowing Club Constitution (2019), can enforce disciplinary action that may be escalated to Rowing South Australia or Rowing Australia.

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

## 10.2 Complaint Handling Process

Complaints may be directed to any Committee Member that the Complainant chooses. At the time of receiving a complaint, the Committee Member shall become the Case Officer for this particular complaint.

Complaints may be received either in writing, including email, or verbally such as in person or via telephone.

When a complaint is received by the Club, the person receiving the complaint (the Committee Member and/or Case Officer) will:

- Listen carefully and ask questions to understand the nature and extent of the problem
- Ask what the complainant would like to happen
- Explain the different options available to help resolve the problem
- Take notes
- 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 complainant to talk to the person being complained about
- Bringing all the people involved in the complaint together to talk objectively through the problem which may 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 from an external agency, e.g. an anti-discrimination agency
- Referring the complaint to Rowing South Australia or Rowing Australia and/or referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency



In situations where a complaint is referred to Rowing South Australia or Rowing Australia and an inquiry is conducted, the Club will:

- Co-operate fully
- Ensure the complainant and respondent are not victimised
- Where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s)
- Act on the recommendations of Rowing South Australia or Rowing Australia

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

### 10.3 Disciplinary Measures

Torrens Rowing Club will take disciplinary action against anyone found to have breached this Member Protection Policy or made false or malicious allegations. Any disciplinary measure imposed under the Policy must:

- Be applied consistent with any contractual rules and requirements
- Be fair and reasonable
- Be based on the evidence and information presented and the seriousness of the breach

Possible measures that may be taken include:

- Verbal and/or written apology
- Counselling to address behaviour
- Withdrawal of any awards, placing, records, achievements bestowed in any regattas, activities or events held or sanctioned by the 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
- Any other form of discipline that the Club considers reasonable and appropriate

### 10.4 Appeals

The complainant or respondent can lodge one appeal against a decision of, or disciplinary measures imposed by, the Club to either Rowing South Australia or Rowing Australia.

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 or evidence presented and available to the decision maker or the Club.

## 11 Codes of Behaviour

All persons involved with the Torrens Rowing Club including members, coaches, supporters and spectators are required to adhere to all of the following:

- The Rowing South Australia Code of Conduct <https://rowingsa.asn.au/>
- The Rowing Australia General Code of Behaviour (part B of the Rowing Australia Member Protection Policy) <http://www.rowingaustralia.com.au>

Together, the codes listed above shall comprise the Torrens Rowing Club Code of Behaviour and as such, a breach any of these codes shall constitute a breach of the Torrens Rowing Club Code of Behaviour. Such a breach shall be handled in accordance with the Torrens Rowing Club Member Protection Policy.

## 12 Working with Children Screening Requirements

A Working with Children Check is a screening check 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.

The Torrens Rowing Club will require the submission of a Working with Children Check by any person undertaking supervision of members under the age of 18. Supervision cannot commence until the Committee's receipt of the Check.

The Torrens Rowing Club may apply to a State Body or Screening Unit, for an assessment and letter of clearance.

The Torrens Rowing Club has identified some coaching positions as roles within the organisation that involve working with children. Should any other roles be filled in which a similar level of responsibility for children is involved the same requirements must be applied and met.

## 13 Criminal assessment for club officers, members or volunteers

In some instances, a Police Record Check will be required for prescribed club positions.

- a. The person in such a prescribed position must present a Police Record Check that is less than three years old, by making application to the South Australian Police.
- b. The Torrens Rowing Club may apply for a criminal assessment where an assessment is not supplied and deemed essential to the role.

## RECORD OF COMPLAINT

Complainant's name		Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Complainant's age	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18	
Complainant's phone			
Complainant's email (in BLOCK caps)			
Complainant's role or status in the Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete or player <input type="checkbox"/> Coach or assistant coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support <input type="checkbox"/> Personnel <input type="checkbox"/> Other_____	
Name of person complained about			
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete or player <input type="checkbox"/> Coach or assistant coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support <input type="checkbox"/> Personnel <input type="checkbox"/> Other_____	
Location or event of alleged issue	<input type="checkbox"/> Harassment <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Other	<input type="checkbox"/> Discrimination <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Disability <input type="checkbox"/> Child abuse	<input type="checkbox"/> Coaching methods <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimisation <input type="checkbox"/> Unfair decision
Description of alleged issue			
Nature of complaint (category/basis/grounds) Can tick more than one box			
What they want to happen to fix issue			
Information provided to them			
Resolution and/or action taken			
Follow-up action			