



MEMBER PROTECTION POLICY

Effective December, 2012

Updated February, 2014

PREFACE

Message from the Chief Executive Officer

Sasrapid Incorporated is committed to the health, safety and general well being of all its members and is dedicated to providing a safe and prosperous environment.

Sasrapid ensures Safe and Harassment Free sport for all its participants, instructors, coaches, recreation assistants, officials, administrators, volunteers and supporters.

Sasrapid's Member Protection Policy provides a code of behaviour forming the basis of the appropriate and ethical conduct which everyone must abide by.

Sasrapid's Board of Directors and the CEO are committed to ensuring that everyone associated with the organisation complies with the policy.

John Cranwell

Chief Executive Officer

13 February, 2014

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Sasrapid Incorporated Member Protection Policy

1. Introduction

VISION

“Building an inclusive culture in sport and recreation that embraces every individual’s ability.”

MISSION

“Sasrapid fosters the creation of pathways for people living with disability into community based sport and recreation accessing the same supports and facilities as the rest of the South Australian community.”

2. Purpose of the Policy

The main objective of the Member Protection Policy is to maintain responsible behaviour and ethical and informed decision-making by participants in this organisation. This policy outlines Sasrapid 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 organisation of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in the organisation’s activities.

The policy attachments outline the procedures that support Sasrapid’s commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from sport. As part of this commitment, Sasrapid will take disciplinary action against any person or organisation bound by this policy if they breach the policy.

3. Who the Policy Applies To

The policy applies to everyone involved in Sasrapid whether in a paid or unpaid capacity, i.e. Directors of the Board, employees of Sasrapid, Sasrapid members, sub-committees, coaches, officials (umpires/referees), coordinators, volunteers, players, parents/carers and spectators.

4. Extent of the Policy

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

5. Responsibilities of Organisation

Sasrapid will:

- make any necessary amendments to its Constitution, rules or other policies to enable this policy to be enforceable;
- adopt, implement and comply with this policy;
- promote the policy to everyone involved in the organisation;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under the policy promptly, fairly, and confidentially;

- ensure that a copy of this policy is available or accessible to persons to whom this policy applies;
- use appropriately trained persons (Member Protection Information Officer –MPIO or CEO) to receive and manage complaints and allegations;
- review this policy every 12-18 months; and
- seek advice from, and if necessary or appropriate, refer *serious issues to state department

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

6. Individual Responsibilities

Everyone associated with Sasrapid 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 this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.
- Comply with any decisions and/or disciplinary measures imposed under this policy

7. Protection of Children

7.1 Child Protection

Sasrapid is committed to the safety and wellbeing of all children and young people accessing its service. Sasrapid supports the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. Sasrapid also supports the rights and wellbeing of its staff and volunteers and encourages their active participation in building and maintaining a secure environment for all participants.

Sasrapid acknowledges that its staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in its activities. Sasrapid aims to continue this and to take measures to protect the safety and welfare of children participating in Sasrapid activities by:

7.1.1: Identify and Analyse Risk of Harm

Sasrapid will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children.

7.1.2: Develop Codes of Conduct for Children and Adults

Sasrapid will ensure codes of conduct that specify standards of conduct and care when dealing and interacting with children are enforced, particularly those in the organisation’s care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The codes of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour.

7.1.3: Choose Suitable Employees and Volunteers

Sasrapid will ensure that all reasonable steps are taken to ensure that it engages the most suitable and appropriate people to work with children (in prescribe 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 the screening process, Sasrapid will ensure that the criminal history information is dealt with in accordance with the standards developed by the Chief Executive Officer, Department for Communities and Social Inclusion (DCSI).

7.1.4: Support, Train, Supervise and Enhance Performance

Sasrapid where possible will ensure that volunteers and employees who work with children, or their records, have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development

Sasrapid where possible 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

Sasrapid will ensure its volunteers and employees are able to identify and respond to children at risk of harm.

Sasrapid will make its volunteers and employees aware of their responsibilities under the *Children's Protection Act 1993* if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

If any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code'(s) of practice set out they may make a internal complaint.

Please refer to Sasrapid's complaints procedure outlined in **Attachment C: C1 Complaints Procedure** of this policy. This will explain what to do about the behaviour and how Sasrapid will deal with the problem.

7.3 Taking Images of Children

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

Sasrapid requires that permission is obtained from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used.

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

7.3 Supervision

Members under the age of 18 must be supervised at all times by a responsible adult. Sasrapid 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/guardian or supervisor can be found.

Parents must stay at the program with their child for reasons of courtesy and safety. If it appears a member is 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.

7.4 Transportation

Parents/guardians are responsible for transporting participants to and from organisation activities (e.g. practice and games). Where Sasrapid makes arrangements for the transportation of participants (e.g. for away trips), it will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available.

8. Anti-harassment, Discrimination and Bullying

Sasrapid opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening, whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular

characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Sasrapid takes all claims of harassment, discrimination, bullying and cyber bullying seriously. Sasrapid encourages anyone who believes they have been harassed, discriminated against or bullied to notify Sasrapid. (see Responding to Complaints)

9. Inclusive practices

Sasrapid is welcoming and seeks to include members from all areas of the community.

9.1 Disability

Disability discrimination is treating people unfairly because of their disability. A disability includes a physical or mental illness, a learning or intellectual disability, a genetic predisposition to develop a particular illness and the state of having or carrying an infection, whether or not it is symptomatic. It also includes a disability that a person had in the past or may develop in the future. Please refer to the Sasrapid Disability Action Plan for further information.

9.2 People from Diverse Cultures

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

9.3 Sexual & Gender Identity

All people, regardless of their sexuality, are welcome as members. Sasrapid strives to provide a safe environment for participation and will take action over any homophobic behaviour or other sexual discriminatory behaviour.

9.4 Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in Sasrapid activities. Sasrapid recommends 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.

9.5 Mature Age and Fitness Level

Participants should be aware of their own health and wellbeing, which should be of utmost importance in their decision making about the way they participate in Sasrapid activities. Sasrapid recommends that participants where appropriate consult with their medical advisers and obtain a medical certificate to state that they are of sound fitness to participate in their chosen activity.

10 Responding to Complaints

10.1 Complaints

Sasrapid takes all complaints about on and off-field behaviour seriously. Sasrapid will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable;
- complaints will be dealt with confidentially.

Sasrapid will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint.

More serious complaints may be escalated to the national body/police.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, Sasrapid is required to report the behaviour to the police and/or relevant government authority and its state/national body.

10.2 Complaint Handling Process

When a complaint is received by Sasrapid, the Member Protection Information 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; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, Sasrapid will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the complainant to talk to the respondent;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from its district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to its national body association; 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 its national association and an inquiry is conducted, Sasrapid 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); and
- act on its national association's recommendations.

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

10.3 Disciplinary Measures

Sasrapid will take disciplinary action against anyone found to have breached the policy or made false and malicious allegations. Any disciplinary measure imposed under the policy must:

- Be applied consistently with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by the organisation's Constitution, By-Laws and the rules of the relevant sport/activity.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by Sasrapid;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that Sasrapid considers reasonable and appropriate.

10.4 Appeals

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

A1. General Code of Behaviour

As a member of Sasrapid a person is required to comply with this Policy and meet the following requirements in regard to conduct during any activity held or sanctioned by Sasrapid including any role held within Sasrapid:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for own actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adhesion to Sasrapid's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern Sasrapid.
7. Do not use their involvement with Sasrapid to promote their beliefs, behaviours or practices where these are inconsistent with those of Sasrapid.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring Sasrapid into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions of breaching, or being aware of any breaches of, this Code of Behaviour.

A2. Administrator Code of Behaviour

In addition to Sasrapid's General Code of Behaviour, a Sasrapid Administrator must meet the following requirements in regard to their conduct during any activity held by or under the auspices of Sasrapid and in their role as an administrator of Sasrapid.

1. Be fair, considerate and honest in all dealing with others.
2. Be professional in, and accept responsibility for their actions. All language, presentation, manners and punctuality should reflect high standards.
3. Resolve conflicts fairly and promptly through established procedures.
4. Maintain strict impartiality.
5. Be aware of legal responsibilities.

A3. Coach Code of Behaviour

In addition to Sasrapid's General Code of Behaviour, a Coach must meet the following requirements in regard to their conduct during any activity held or sanctioned by Sasrapid and in their role as a coach appointed by Sasrapid.

1. Treat all players with respect at all times. Be fair, considerate, honest and consistent with them.
2. Refrain from conduct which could be regarded as harassment towards their players and other coaches, officials and parents.
3. Do not tolerate acts of aggression.
4. Provide feedback to players and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
5. Recognise players' rights to consult with other coaches and advisers. Cooperate fully with other specialists (eg sports scientists, doctors and physiotherapists).
6. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
7. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
8. Involve the players in decisions that affect them.
9. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
10. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the players.
11. Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
12. Be acutely aware of the power that they, a coach develops with their players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
13. Avoid situations with their players that could be construed as compromising.
14. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substances.
15. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of their players.
16. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
17. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
18. Be honest and ensure that qualifications are not misrepresented.

A4. Player Code of Behaviour

In addition to Sasrapid's General Code of Behaviour, as a player/participant in any activity held by or under the auspices of Sasrapid, players must meet the following requirements in regard to their conduct during any such activity or event:

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Refrain from conduct which could be regarded as harassment towards fellow players and coaches.
3. Do not tolerate acts of aggression.
4. Respect the talent, potential and development of fellow players and competitors.
5. Care for and respect the equipment provided to them as part of their program.
6. Be frank and honest with their coach concerning illness and injury and their ability to train fully within the program requirements.
7. At all times avoid intimate relationships with their coach.
8. Conduct themselves in a professional manner relating to language, temper and punctuality.
9. Maintain high personal behaviour standards at all times.
10. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
11. Be honest in their attitude and preparation to training. Work equally hard for themselves and their team.
12. Cooperate with coaches and staff in development of programs to adequately prepare them for their competition at the highest level.

A5. Official Code of Behaviour

In addition to Sasrapid's General Code of Behaviour, an Official must meet the following requirements in regard to their conduct during any activity held or sanctioned by Sasrapid and in their role as an official appointed by Sasrapid:

1. Place the safety and welfare of the players/participants above all else.
2. Accept responsibility for own actions taken.
3. Be impartial.
4. Avoid any situation which may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.
6. Value the individual in sport.
7. Encourage inclusivity and access to all areas of officiating.

A6. Parent/Guardian Code of Behaviour

In addition to Sasrapid's General Code of Behaviour, the parent/guardian of a player/participant in any activity held by or under the auspices of Sasrapid must meet the following requirements in regard to their conduct during any such activity or event:

1. Remember that their child participates in sport for their own enjoyment, not the parent/guardian.
2. Focus on their child's efforts and performance rather than winning or losing.
3. Never ridicule or yell at their child and other children for making a mistake or losing a competition.
4. Show appreciation for good performance and skilful plays by all players (including opposing players).
5. Respect officials' decisions and teach children to do likewise.
6. Do not physically or verbally abuse anyone associated with the sport (player, coach, umpire etc).
7. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

A7. Spectator Code of Behaviour

In addition to Sasrapid's General Code of Behaviour, as a spectator in any activity held by or under the auspices of Sasrapid, spectators must meet the following requirements in regard to their conduct during any such activity or event:

1. Applaud good performance and efforts from all players and teams. Congratulate all players on their performance regardless of the game's outcome.
2. Respect the decisions of officials and teach young people to do the same.
3. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
4. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
5. Show respect for their team's opponents. Without them there would be no game.
6. Encourage players to follow the rules and the officials' decisions.
7. Do not use violence, harassment or abuse in any form (ie do not use foul language, sledge or harass players, coaches, officials or other spectators).
8. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

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

B1: Identifying affected positions

Sasrapid will conduct an assessment of the criminal history of every person who is, or will be, engaged to work with children or vulnerable adults in its organisation including Staff and Volunteers.

B2: Procedures

B2.1 Department of Communities and Social Inclusion Screening

Under the Children's Protection Regulations 2010 (SA), Sasrapid is required to ensure that employees and/or volunteers (people holding prescribed positions) undergo screening by an authorised screening unit (the DCSI Screening Unit). The Children's Protection Act 1993 (SA) defines a prescribed position as one in which a person is engaged in the following:

- regular contact with children or working in close proximity to children on a regular basis, unless the contact or work is directly supervised at all times; or
- supervision or management of persons in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis; or
- access to records of a kind prescribed by regulation relating to children; or
- functions of a type prescribed by regulation

Child-related employment screening includes consideration of your National Criminal Record History Check (NCRHC), provided by the Commonwealth CrimTrac Agency. However, unlike other checks, consideration of a wider range of information is permitted, including:

- publicly available information sourced from professional registration bodies relating to persons disciplined or precluded from working with children or vulnerable people;
- information from South Australian police, courts, prosecuting authorities including information about charges for offences alleged to have been committed (regardless of the outcome of those charges); and
- expanded criminal history information obtained from other jurisdictions, including spent convictions, pending charges and non-conviction charges and, importantly, circumstantial information around charges or convictions

As Sasrapid work with both children and vulnerable adults, all prescribed positions must complete both the 'Child-Related Employment Screening' for and the 'Vulnerable Person-Related Employment Screening' form from DCSI and submit at the same time:

<http://www.dcsi.sa.gov.au/services/screening/submitting-your-application-and-payment>

Sasrapid will pay for a screening of all Full Time and Part Time Staff and Volunteers appointed by the organisation. Where a screening is a requirement of the role (as an applicant or a Casual employee), the individual is required to pay.

B2.2 Prohibited Person Declaration

All staff and volunteers must provide Sasrapid with a Prohibited Person Declaration.

Form B2.2: Prohibited Person Declaration

B3: Assessing criminal history information

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

Where the report contains a criminal history, the information will be assessed in accordance with the Department for Education and Child Development's "Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children" document (which can be downloaded here:

<http://www.decd.sa.gov.au/docs/documents/1/CSEStdsInfoCrimHist.pdf>

B4: Ensuring procedural fairness if a person has a criminal history

Existing staff, members and volunteers:

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

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

New staff, members and volunteers:

New applicants for employment, membership and volunteers will be provided with the opportunity to confirm or dispute the information contained within the DCSI Screening report and to provide contextual information if they wish before the assessment is conducted.

Sasrapid will communicate to the applicant a decision not to employ or engage them or to accept their application for membership. They will not be provided with the reasons for this decision.

There will be no appeal to this decision.

B5: Records management

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

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

Sasrapid will retain the following information regarding their decision:

- That a criminal history report was obtained

- How the criminal history information affected decision making processes
- Statutory declarations (where applicable)

Form B5.1: Criminal History Assessment Form

Form B5.2: Criminal History Assessment Register

B6: Exemptions from the requirement to conduct criminal history assessments

Exemptions may occur in accordance with ‘Section 8D: Exemptions’ of the Children’s Protection Act 1993.

Section 8D of the Act provides that the Children’s Protection Regulations 2010 may exempt organisations, persons and positions, or classes of organisations, persons and positions, from the application of section 8B or 8C. Regulation 14 of the Children’s Protection Regulations 2010 sets out the organisations, persons and positions that are exempt from Section 8B of the Act. No organisations, persons or positions are exempt from Section 8C of the Act. Refer to Standard 1 for further information.

B7: Process for dealing with members charged with, or under investigations for, a criminal offence

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

Guiding Principle

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

Procedure

7.1 Risk Assessment

In the event that Sasrapid becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence, the Sasrapid Board of Directors shall make a risk assessment of the risk of harm to children and consider taking protective action.

The risk assessment will:

- Be conducted in accordance with the guidelines and principles set out under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*;
- Recognise that an investigation or charge does not mean that the person is guilty and that the matter needs to be resolved through proper legal avenues;
- Consider all matters on an individual basis and include an assessment of all relevant circumstances;

- Provide the member an opportunity to make submissions on whether he or she had been charged with an offence warranting some action, and what action should be taken;
- Be made in accordance with the principles of natural justice and procedural fairness. Assessment procedures will be transparent, documented and consistently applied;
- Not compromise any police investigations or evidence.

7.2 Outcome

Where the outcome of the risk assessment is that protective action is necessary, Sasrapid may:

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

7.3 Voluntary removal of member pending outcome of charge or investigation

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

7.4 Resolution to suspend or remove member

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

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

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

FORM B2.2:

Sasrapid Incorporated PROHIBITED PERSON DECLARATION

The **Sasrapid Incorporated** Member Protection Policy makes it a breach of the policy for a Prohibited Person (defined as a person who has been convicted of a Serious Sex Offence) to work or seek work in the following roles:

- coaches who are appointed or seeking appointment (whether employed, contracted or otherwise) for reward;
- volunteer personnel appointed or seeking appointment, who will or are likely to travel away with teams of players under 18 years of age; and
- persons appointed or seeking appointment to a role in which that person is likely to have individual and unsupervised contact with players under 18 years of age.

The **Sasrapid** Member Protection Policy also makes it a breach of the policy to appoint, or continue to appoint, a person to a role set out above:

- without first obtaining this declaration; or
- where this declaration reveals the person is a Prohibited Person.

The **Sasrapid** Member Protection Policy defines a Serious Sex Offence to mean an offence involving sexual activity or acts of indecency including but not limited to:

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Form B2.2:

Sasrapid Incorporated PROHIBITED PERSON DECLARATION (continued)

Declaration

I am aware that I am ineligible to work or seek work in the roles set out above if I have been convicted of a Serious Sex Offence, as defined in the **Sasrapid** Member Protection Policy.

I have read and understood the above information in relation to the **Sasrapid** Member Protection Policy and understand my responsibilities and obligations under it.

I declare that I am not a person prohibited under the **Sasrapid** Member Protection Policy from working or seeking work in the roles set out above.

I acknowledge that I am required to advise the Chief Executive Officer of the organisation appointing me, immediately upon becoming a Prohibited Person.

Name	Signature	Date
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Note: Seek legal advice if you are unsure of your status.

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
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Form B5.1:

Sasrapid Incorporated Criminal History Assessment Form

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

Sasrapid Incorporated Criminal History Assessment Form (cont)

Name of Assessor (s): _____

Position/Title: _____

Signature: _____

Form B5.2:

Sasrapid Incorporated CRIMINAL HISTORY ASSESSMENT REGISTER

Name	Position	DCSI Screening Report Number (or other acceptable evidence)	Date of certificate or other evidence*	Date for renewal**

* This date refers to the day that the police certificate or other evidence was received and not the day the assessment was completed.

** The date of renewal is a maximum of three years from the day the DCSI Screening Report or other evidence was issued.

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</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>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	

Follow-up action	
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Form D2: Sasrapid Incorporated RECORD OF MEDIATION

Present at Mediation:	
Date:	
Location:	
Mediator:	
Minutes of Mediation:	(attached)
Outcome of Mediation:	

<p><u>Signed</u></p> <p>CEO:</p> <p>MPIO:</p> <p>Aggrieved Person:</p> <p>Complainant:</p> <p>Respondent:</p> <p>Date:</p>	

B8. Glossary

Mediator means an impartial/neutral person appointed to mediate Complaints.

Member means Financial, Complimentary or Life

Member Protection Information Officer (MPIO) means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this Policy.

Natural justice (also referred to as procedural fairness) incorporates the following principles:

- both the Complainant and the Respondent must know the full details of what is being said against them and have the opportunity to respond;
- all relevant submissions must be considered;
- no person may judge their own case;
- the decision maker/s must be unbiased, fair and just;
- the penalties imposed must be fair.

Police Check means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.

This policy means this Member Protection Policy.

Respondent means the person who is being complained about.

Role-specific codes of conduct means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

REVIEW HISTORY OF Sasrapid Incorporated MEMBER PROTECTION POLICY

Version	Date reviewed	Date endorsed	Content reviewed/purpose
One	March, 2004	March 24, 2004	• Introduced
Two	June 2010	June 2010	• Reviewed
Three	April, 2011	June 2011	• Revised
Four	December 2012	December 2012	• Branding Updated
Five	January 2014	February 2014	• Changes to Criminal History Check in accordance with funding agreements

POLICY REVIEW

This Policy is to be reviewed on or before February 2015

SIGNED _____ Chairman

SIGNED _____ Chief Executive Officer DATE: February 13, 2014