

# Member Protection Policy (S-1)

Policy Area	Service Delivery
Policy Number	S-1
Version	005
Approval Date	27 June 2019
Review Date:	June 2021
Scope:	All workers and Board

## **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 Inclusive Sport SA’s (ISSA) 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 their legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children and other vulnerable people participating in the organisation’s activities.

The policy applies to everyone involved in ISSA operations and activities whether in a paid or unpaid capacity, i.e. Directors of the Board, workers, ISSA participants, sub-committee members, coaches, officials (umpires/referees), volunteer coordinators, volunteers, players, parents/carers and spectators.

## **Definitions**

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 funding bodies request to be referred to them (e.g. conflict of interest).

## **Responsibilities**

ISSA 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 2-3 years; and
- seek advice from, and if necessary or appropriate, refer serious issues to the relevant state department

## ***Child and Vulnerable Adult Protection***

ISSA is committed to the safety and wellbeing of all children and vulnerable adults accessing its service. ISSA supports the rights of the child and vulnerable adult and will act without hesitation to ensure a safe environment is maintained at all times. ISSA also supports the rights and wellbeing of its workers and encourages their active participation in building and maintaining a secure environment for all participants.

ISSA acknowledges that its workers, participants and volunteers provide a valuable contribution to the positive experiences of children and vulnerable adults involved in its activities. ISSA aims to continue this and to take measures to protect the safety and welfare of children and vulnerable adults participating in ISSA activities.

ISSA has a risk management strategy, which includes a review of existing child and vulnerable adult protection practices, to determine how safe, friendly and inclusive the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to all people.

## ***Screening Policy***

ISSA will ensure that all reasonable steps are taken to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions) and vulnerable adults. 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 or vulnerable adults.

All Directors, Employees and Volunteers of ISSA will only be able to hold a position with the organisation if they are NOT identified as 'posing an unacceptable level of risk' for ALL the following required screenings from the Department of Human Services (DHS) Education and Child development:

- Disability Services Employment Check
- Child-related employment screening (now called the Working with Children Check)

ISSA will ensure that any information obtained during a screening is dealt with in accordance with the standards developed by the Chief Executive Officer (CEO) and the relevant Government Department.

The process for obtaining a screening will may change from time to time and is outlined in the Procedure for Obtaining a Screening (HP-3).

## ***Reporting and Responding to Incidents***

ISSA will ensure its volunteers and employees are able to identify and respond to incidents involving children and vulnerable adults at risk of harm.

ISSA will make its workers aware of their legislated responsibilities and that if they have suspicion on reasonable grounds that a child or vulnerable adult has been or is being abused or neglected they are to report it in line with the Reporting and Responding to Incidents Procedure (SP-1).

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

Please refer to ISSA's Complaint, Comment and Compliment Policy (S-2) as this document (and its associated procedures) outlines what to do about the behaviour and how ISSA will deal with the problem.

### ***Governing Policies and Procedures Statement***

To the extent that an activity is operated directly by the representative sporting body and the activity is the responsibility of the sporting body, ISSA (and its representative/participants) will be governed by the representative body's policies and procedures.

### ***Supervision of Children and Vulnerable Adults***

When ISSA is responsible for the supervision of children and vulnerable adults, they will provide an appropriate level of supervision adequate and relative to the participants' age, maturity, capabilities, level of experience, nature of activity and nature of venue.

Participants under the age of 18 must be supervised at all times by a responsible adult. Where possible a parent/guardian of the child is to remain at the activity.

Where a participant has not been picked up/collected and remains at the venue, the ISSA representative responsible for the activity is to remain until that person has been picked up/collected.

ISSA will also maintain appropriate ratios of workers and participants. Where an activity or event is operated by ISSA, we will ensure a ratio of 1 responsible adult (e.g. Employee, Volunteer of Inclusive Sport SA, Team Coach/Manager, Parent etc) for every 10 participants. In regard to Rapids swim programs, therapy session will be 1:1 and learn to swim lessons will be a maximum of 1:3 (staff: participants).

### ***Capturing of an Individuals Image***

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

ISSA requires that permission is obtained from a participant (when over 18 years of age) or /parent/guardian for participants under 18 before taking an image. ISSA will ensure that the participant/parent/guardian knows the way the image will be used in line with the Privacy Policy (B-09)

ISSA also requires the privacy of others to be respected and disallows the taking of images inside changing areas, showers and toilets.

If ISSA 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. Inclusive Sport SA will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. ISSA will not display information about hobbies, likes/dislikes, school, etc as this information can be misused. ISSA 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.

## ***Grievances and Complaints Policy***

ISSA believes that appropriate avenues should be available for all its participants and their families, caregivers, and advocates, and staff / volunteers to air and resolve any grievances and complaints they may have without fear of retribution.

ISSA encourages participation from all parties so the matter can be managed in a fair and equitable manner.

Complaints will be handled in accordance with the Complaint, Comment and Compliment Policy (S-2) and the Grievance Procedure (HP-2) should be used for internal grievances.

## ***Access Policy***

ISSA Incorporated enables all people living with disability, disadvantage, disengagement or the marginalisation the opportunity to access services. ISSA will work within the principles of Equal Opportunity and encourages all people from all backgrounds e.g. intellectual disability or other disabilities, Culturally and Linguistically Diverse (CALD), Aboriginal and Torres Strait Islander (ATSI), low socio-economic backgrounds. ISSA acknowledges that people may identify under one, or multiple of the following groups below and will be welcomed, included and provided with an equal opportunity to participate:

- Living with disability (intellectual, cognitive, physical etc)
- New arrival
- Culturally and Linguistically Diverse (CALD)
- Low-socioeconomic
- Aboriginal or Torres Strait Islander (ATSI)
- Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI)

The above list of groups is not a complete list, rather an example of how people may choose to identify themselves. Every person will be treated as an individual in the most appropriate way possible by ISSA. The group titles above may also change from time to time and we will endeavour to keep up to date with these titles.

In the event of a program being at its highest capacity level, ISSA will make every effort to offer alternative arrangements until a vacancy occurs.

ISSA does not discriminate when providing a service and endeavours to enable access to all people (as above).

ISSA encourages the involvement of families and advocates whenever appropriate. ISSA will endeavour to assist people from culturally and linguistically diverse (CALD) backgrounds (or who may need language support) through interpreter services if required. ISSA will ensure the use of plain English to assist people living with disability where and when necessary.

ISSA encourages promotion to or inclusion in appropriate activities e.g.

- Footballer who has acquired the skills to participate in a higher division is encouraged, and supported to do so, where and when appropriate
- A swimmer who has achieved the goal and the ability to swim confidently will be supported and encouraged to join a swim club where and when appropriate bearing in mind ISSA also takes into consideration the choice of the individual

## ***Advocacy Policy***

ISSA believes all participants have the right to the advice/assistance of an Advocate (someone to speak for you, represent you) to assist with various issues including but not limited to complaints, grievances, review of participation in programs, assessments etc.

Persons wanting the assistance of an Advocate will inform ISSA in writing (or via other appropriate means) of the name, address and association of the Advocate to the participant e.g. Parent, Relative, Advocacy Association etc.

The Advocate will then be contacted in writing (or via other appropriate means) by ISSA and a meeting will be arranged to discuss any issues/concerns.

The Advocate will then be given the opportunity along with the person they are advocating for, to attend the meeting with ISSA representatives to address any issues/concerns.

## ***Anti-Doping Policy***

In line with the 'Governing Policies and Procedures' statement above, when a participant is participating in an activity that is not operated by Inclusive Sport SA, they will be governed by the Anti-Doping Policy of the operating representative body.

Where the activity is operated by Inclusive Sport SA, the following applies:

- ISSA is committed to the Anti-Doping Policy as per its National organisation, Sport Inclusion Australia. The purpose of the Anti-doping Policy is:
- To protect Athletes' fundamental right to participate in doping-free sport and thus promote health, fairness and equality for athletes worldwide
- To ensure harmonised, coordinated and effective anti-doping programs at the international and national level with regard to detection, deterrence and prevention of doping.
- ISSAI under the auspice of Sport inclusion Australia, acknowledges the legislation authority of ASADA to act under the ASADA Act 2006 and the National Anti-Doping (NAD) scheme established under Act 1.

## ***Behaviour Management***

ISSA is committed to protecting the right of individuals to be treated with dignity and respect. Our commitment is to provide support for our participants who may have challenging behaviours and recognises all people are able to learn and develop skills to become confident and competent members of community.

ISSA has an expectation that all workers will implement positive and appropriate behavioural intervention strategies.

All workers are to follow the Procedures for Behaviour Management to ensure appropriate actions are taken to protect each individual.

## ***Eligibility***

Activities promoted and supported by ISSA enable the inclusion of participants living with disability into a myriad of sport, recreation and leisure activities. Activities are available to any person living with disability (intellectual or other disability). ISSA enables people living with disability to compete in ability-based competition or individual activity. The inclusion of people living with disability is achieved by a variety of methods including parallel programming.

## ***Person Centred Decision Making***

ISSA maintains that all participants are individuals and therefore will be accorded dignity as such. ISSA endeavours to provide a 'holistic' approach to all participants in all circumstances.

ISSA ensures the inclusion of participants into 'community' sporting competitions/activities where appropriate. This is done in consultation with the participant/guardian and or advocate by placing the individual at the centre of the decision making process.

Although ISSA may not provide an individual program plan for each participant, where there is an obvious need that a participant requires individual assistance (or it may be requested by the participant, guardian or advocate), ISSA will ensure appropriate action is taken.

## ***National and International Representation***

For a person with an intellectual disability to be deemed eligible to represent their State or Country in National or International competition, a person must be assessed as having an intellectual disability, as per requirements of INAS (International Sport Federation for People with an Intellectual Disability). State and National eligibility is processed by Sport Inclusion Australia via the ISSA Office.

## ***State Team Selection***

The ISSA State Team Selection Policy is designed to provide a clear and transparent framework of the criteria and processes used in selection of teams. The health and wellbeing of employees/members/patrons and/or supporters is a priority issue for ISSA.

The State Team Selection procedure covers all ISSA supported sports where the team is selected with the assistance of ISSA workers. Where a sport is selected entirely by the State Sporting Organisation (SSO), the SSO's Selection Policy will be used.

### ***Related Documents and Further Information***

- B-09 Privacy Policy
- H-2 Confidentiality Policy
- SP-1 Reporting and Responding to Incidents Procedure
- SP-2 Behaviour Management Procedure
- S-2 Complaint, Comment and Compliment 1 Policy
- HP-2 Grievance Procedure
- HP-3 Obtaining a Screening

---

Signed

Board  
Positon

---

Date