



HUNTINGDALE JUNIOR FOOTBALL CLUB MEMBER PROTECTION POLICY

1 April 2025
Version 4.0

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1. Introduction

Huntingdale Junior Football Club strives to create an inclusive and social environment where children can learn and enjoy playing the sport of Australian Rules football

2. Purpose of Our Policy

The main objective of our Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibility and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities

3. Who Our Policy Applies To

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees), players, parents and spectators

4. Extent of Our Policy

Our policy covers unfair decisions (e.g., team selection) and actions, breaches of our Code of Conducts and behaviour that occurs at training, in the club rooms, at social events organised or sanctioned by the club, and on away or overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is a suspicion of harm towards a child or young person.

5. Club Responsibilities

Huntingdale Junior Football Club will:

- Implement and comply with our policy
- Promote our policy to everyone involved in our club
- Promote and model appropriate standards of behaviour at all times
- Respond to breached or complaints made under our Policy promptly, fairly and confidentially
- Review this policy every 12 – 18 months
- Seek advice from and refer serious issues to our District Body – Perth Junior Competition Council

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 our state or national body request to be referred to them.

6. Individual Responsibilities

Everyone associated with Huntingdale Junior Football Club must:

- Comply with the standards of behaviour outlined in our policy
- Treat others with respect
- Always place the safety and welfare of the children above all else
- Be responsible and accountable for their behaviour
- Follow the guidelines outline in this 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 Huntingdale Junior Football 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 a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff, club officials and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Huntingdale Junior Football Club acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Huntingdale JFC aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

7.1.1 Identify and Analysing Risk of Harm

The Huntingdale Junior Football Club 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 and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the actions of an employee, volunteer or another person.

7.1.2 Develop Codes of Conduct for Adults and Children

The Huntingdale Junior Football Club will ensure that the club has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the club's care. The club 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

The Huntingdale Junior Football Club will ensure that the club 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 by 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. The Huntingdale Junior Football Club will ensure that working with children checks/criminal history assessments are conducted for all employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, the Huntingdale Junior Football Club will ensure that the criminal history information is dealt with in accordance with relevant state organisations.

7.1.4 Support, Train, Supervise and Enhance Performance

The Huntingdale Junior Football Club will ensure that volunteers and employees 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 Participate of Children in Decision Making and Service Development

The Huntingdale Junior Football 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 Huntingdale Junior Football Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm, The Huntingdale Junior Football Club will make all volunteers and employees aware of their responsibilities under respective state laws, if they have suspicion on reasonable grounds that a child has been or is being abused or neglected. In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately toward a child or is breaching the code of practice set out they may make an internal complaint.

7.2 Supervision

Members under the age of 10 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the member's age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 10 is unsupervised, they should assume responsibility for the member's safety until the custodial parent/guardian or supervisor can be found. Parents must turn up on time to collect their child/ren 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 Transportation

Custodial parent/guardian are responsible for transporting their children to and from club activities (e.g., training and games). Where our club makes arrangements for the transportation of children, we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has current and appropriate licence for the vehicle being used and appropriate safety measures are available. Written and signed permission will also be sought from custodial parent/guardian allowing children to participate in club transportation.

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 child's custodial parent/guardian before taking an image of child that is not their own and ensure that the parent knows the way in which the image will be used. We also require the privacy of others to be respected and disallow 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 without prior permission from custodial parent/guardian. We will not display personal information such as residential addresses, email address or telephone numbers without consent from custodial parent/guardian. We will not display information about honnies, 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 promoted the sport and displays it successes.

8. Anti-harassment, Discrimination and Bullying

Our 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 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. Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes that they have been harassed, discriminated against or bullied to raise the issue with the club.

9. Inclusive Practices

Our 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 (e.g., 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 our club and where possible will accommodate requests for flexibility (e.g., modifications to uniforms)

9.3 Sexual Gender and Identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour

9.4 Girls Playing in Boys Teams

If there is not a separate sex competition, our club will support girls playing in boys teams up until the age specified in the most current WA Football Rules & Regulations.

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints about on and off field behaviour seriously. Our 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 the complaint is against (respondent) will be given full details and 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
- Any penalties imposed will be fair and reasonable
- If the complaint related to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g., President) 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
- 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 include:

- Supporting the person complaining to talk to the person being complained about
- Bringing all the people involved in the complaint together to talk objectively through the problem
- 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 or from and external agency (e.g., State Department of Sport or Anti-Discrimination Age any)
- Referring the complaint to District association
- Referring the complainant to an external agency such as community mediation centre, police or anti discriminatory agency

In situations where a complaint is referred to our district association and an investigation is conducted, the club will

- Cooperate fully
- Ensure the complainant and respondent are not victimised
- Where applicable, ensure the complainant is not placed in an unsupervised situation with the respondents
- Act on our district association recommendations

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

10.3 Disciplinary Measures

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

- Be applied consistent with any contractual and employment rules and requirements
- Be fair and reasonable
- Be based on the evidence and information presented and the seriousness of the breach
- Be determined by our Constitution, WA Football Rules and Regulations and the rules of the game

Possible measures that may be taken include:

- Verbal and or written apology
- Counselling to address behaviour
- Withdrawal of any awards sanctioned by our club
- Suspension or termination of membership, participation or engagement role or activity
- A fine
- Any other form of discipline that our club considers reasonable and appropriate

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of our disciplinary measures imposed by our club to our district association. Appeals must be based on either denial of natural justice, because of unjust or unreasonable disciplinary measures being imposed or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

Policy passed by Club Executive & General Committee and effective from 15 March 2016

Reviewed and updated by Club Committee 01 April 2025

Attachment 1: MEMBER PROTECTION DECLARATION

Our club has a duty of care to all those associated with our club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (Name)

Of (Address)

Born/...../.....

Sincerely declare:

- I do not have any criminal charges pending before the courts
- I do not have any criminal convictions or findings of guilt for sexual offences related to children, acts of violence or narcotics
- I have not had any disciplinary proceeding brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassments, acts of violence or narcotics
- To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputations by engaging me
- I will notify the President of the club immediately upon becoming aware that any of the matters set out in Clause 1 to 4 above has changed.

Declared in the State/Territory of

On...../...../..... (Date)

Signature.....

.....

Parent/Guardian Consent (in respect of a 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.....

Attachment 1.2

WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical or sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- Criminal history checks
- Signed declarations
- Referee checks, and
- Other relevant background checks to assess a person's suitability to work with children and young people

Detailed information including the forms required to complete a Working with Children Check are available from the relevant agencies in each state and territory.

Western Australia

Contact the Department for Child Protections

Website: www.checkwwc.wa.gov.au

Phone: 1800 883 979

Travelling to Other States or Territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

***In October 2011 at the Standing Council on Community Housing and Disability Services, Commonwealth, state and territory ministers agreed to introduce, by late 2012, national exemptions to Working with Children Checks for paid employees and volunteers who are required to cross state or territory borders for work related purposes.*

*These exemptions will be for up to 30 days in any 12 month period and will enable workers to participate in national and inter jurisdictional activities on a short term basis. This means that volunteers and workers with a valid check in their home state or territory will be able to participate in short term activities across state and territory borders without the need for additional checks.***

Attachment 2 REPORTING FORMS
Record of Complaint

Complaint Received by: Date:	
Complainants Name:	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Complainants Contact Details:	Phone: Email:
Complainants Role/Status at Club:	<input type="checkbox"/> Administrator (Volunteer) <input type="checkbox"/> Player/Athlete <input type="checkbox"/> Coach/Asst Coach <input type="checkbox"/> Official (Umpire) <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel (trainer, manager) <input type="checkbox"/> Other
Name of Person being complained about:	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Person Complained about role/status in Club:	<input type="checkbox"/> Administrator (Volunteer) <input type="checkbox"/> Player/Athlete <input type="checkbox"/> Coach/Asst Coach <input type="checkbox"/> Official (Umpire) <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel (trainer, manager) <input type="checkbox"/> Other
Location/event of alleged issue:	
Description of alleged issue:	

<p>Nature of Complaint: (Category/basis/grounds)</p> <p>Can tick more than one box</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Coaching Methods <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Selection Dispute <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Personality Clash <input type="checkbox"/> Sexuality <input type="checkbox"/> Disability <input type="checkbox"/> Victimization <input type="checkbox"/> Unfair Decision <input type="checkbox"/> Bullying <input type="checkbox"/> Sexist
<p>What they want to happen to resolve issue:</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow up action</p>	