



***Archery Queensland Inc***  
***MEMBER PROTECTION POLICY***

April 2017

Review Dates - January 2020  
August 2021  
August 2022

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# **MEMBER PROTECTION POLICY**

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## **1. INTRODUCTION**

Archery Queensland's Values are the enablers of the culture to which we aspire. They include:

- o Collaboration
- o Integrity
- o Ethical Behaviour
- o Completeness
- o Accountability

## **2. PURPOSE OF OUR POLICY**

The main objective of the AQ Member Protection Policy ("policy") is to provide an overarching set of principles to assist our member Associations maintain responsible behaviour and the making of informed decisions by members and other participants in this Association.

It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse.

Our policy informs everyone involved in our Association of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them.

It also covers the care and protection of children participating in our Association's activities.

## **3. WHO OUR POLICY APPLIES TO**

This policy applies to everyone involved in the activities of our Association whether they are in a paid or unpaid/voluntary capacity and including:

- o Association committee members, administrators and other Association officials;
- o coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- o support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- o referees, umpires and other officials;
- o athletes;
- o members, including any life members;
- o parents;
- o spectators; and
- o any other persons who may from time to time be required to provide a service to our Association.

## **4. EXTENT OF OUR POLICY**

Our policy covers all matters directly and indirectly related to the [Association] and its activities.

In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the Association rooms, at social events organised or sanctioned by the Association (or our sport), and on away and overnight trips.

It also covers private behaviour where that behaviour brings our Association or sport into disrepute or there is suspicion of harm towards a child or young person.

## **5. ASSOCIATION RESPONSIBILITIES**

We will:

- o adopt, implement and comply with this policy;
- o ensure that this policy is enforceable;
- o publish, distribute and promote this policy and the consequences of any breaches of this policy;;

- o promote and model appropriate standards of behaviour at all times;
- o deal with any complaints made under this policy in an appropriate manner;
- o deal with any breaches of this policy in an appropriate manner;
- o recognise and enforce any penalty imposed under this policy;
- o ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- o review this policy every 3 years; and
- o seek advice from and refer serious issues, where necessary, to the Queensland Police Service and / or to Archery Australia Inc.

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 Archery Australia Inc request to be referred to them.

## **6. MEMBER RESPONSIBILITIES**

The membership of Archery Queensland comprises North Queensland Archery Association, South Queensland Archery Society and the various archery clubs affiliated with those 2 Regional Governing Bodies.

It is expected that AQ members will either:

- o use this policy to develop their procedures for their individual membership protection;
- o develop their own Members Protection Policy consistent with the intent of this policy;
- o ensure that, within their individual associations, a responsible adult/s is / are trained as Member Protection Information Officer/s (MPIO);
- o communicate, and make readily available, the Member Protection Policy and accompanying procedures to their membership;
- o Communicate the contact details of MPIO/s to their individual members

## **7. INDIVIDUAL RESPONSIBILITIES**

Everyone associated with our Association must:

- o make themselves aware of the contents of this policy;
- o comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- o consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- o treat other people with respect;
- o always place the safety and welfare of children above other considerations;
- o be responsible and accountable for their behaviour;
- o follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- o comply with any decisions and/or disciplinary measures imposed under this policy.

## **8. PROTECTION OF CHILDREN**

### **8.1. Child Protection**

Archery Queensland is committed to the safety and wellbeing of children and young people who participate in our Associations activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained.. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

### **8.1.1: Identifying and Analysing Risks of Harm**

Archery Queensland will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

### **8.1.2: Developing Codes of Conduct for Adults and Children**

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children. The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

### **8.1.3: Choosing Suitable Employees and Volunteers**

Archery Queensland will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. 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.

We will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, the [Association] will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

### **8.1.4: Support, Train, Supervise and Enhance Performance**

Archery Queensland will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our Association.

### **8.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development**

Archery Queensland will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our Association.

### **8.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect**

Archery Queensland will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 11 of this policy.

Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

## **8.2. Physical Contact**

Physical contact with a child and young person should only be to:

- Develop sport skills
- Prevent or respond to an injury in an emergency
- Prevent or respond to an injury as part of normal role, and/or
- Meet the specific requirements of the sport.

All physical contact should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill;
- Children and young people should be congratulated or comforted in public, not in an isolated setting;
- Physical contact should not be initiated with children or young people;
- Be aware of proximity to children and young people at all times;
- Coaches / Instructors are to follow the procedures outlined by Archery Australia in demonstrating techniques related to specific activities. However, coaches / instructors also need to ensure they do not compromise the quality of an activity due to concern over having their actions misconstrued. At all times coaches / instructors should act diligently and conscientiously in their duties, including undertaking activities and demonstrating techniques to children and young people; and
- Where possible, and subject to the nature of the activity and environmental conditions, it is preferable for staff to work with children and young people in groups, rather than on an isolated one on one basis.

Coaches / Instructors are to demonstrate techniques and/or develop skills relating to a particular activity only in full view of other persons and never in private.

The following guidelines are to be followed:

- Prior to touching a child or young person: Coaches / Instructors are to give a verbal explanation of how, where, when and why so that the child or young person and other persons can hear.
- Ask the child or young person for permission: After the verbal explanation, Coaches / Instructors are to ask the child or young person if touching for the purpose of carrying out the activity is ok. If permission is granted, the demonstration is to continue.

### **8.3. Supervision**

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should attempt to contact the child's parent/guardian and assume responsibility for the child's safety until the child's parent/guardian or designated supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time.

Wherever possible, adult members should avoid individual supervision of 1 (one) child. If it appears an adult member will be left alone with just one child at the end of any Association activity, they should attempt to organise a second adult to also remain until the child is collected by a parent or guardian.

### **8.4. Appropriate and positive language and behaviour**

Members should seek to adopt positive language and avoid using bad or aggressive language, insults, swearing, criticism, bullying or not giving a child positive support and encouragement when talking with a child/young person or in the presence of other children/young people.

Additionally, Members should avoid inappropriate body language, such as winking or leering.

### **8.5. Athlete clothing standards**

All children and young people must wear appropriate clothing when attending events, training sessions or recovery sessions. This includes wearing all required team uniforms and wearing appropriate training gear and/or swimwear to training and recovery sessions.

Any child or young person who does not comply with the relevant clothing standards will not be able to participate in the required activity.

### **8.6. Injuries and Illness**

Only Members qualified in administering first aid or treating sports injuries should attempt to treat an injury.

Members should avoid treating injuries out of sight of others.

Other considerations include:

- The comfort level and dignity of the child or young person should always be the priority;

- If necessary, seek medical attention as soon as possible, and
- Members must always report injuries and any treatment to parents, as well as document the incident in the Incident Report, available at:  
<http://intranet.npsr.govnet.qld.gov.au/human-resources/workingsafe-workingwell/incidenthazard/>

### **8.7. Smoking, alcohol and the use of illegal drugs**

Smoking and the consumption of alcohol and illegal drugs is prohibited on grounds conducting events on behalf of the sporting organisation.

### **8.8. Travel Arrangements**

Parents and or guardians are responsible for organising the transportation of their children to and from Association activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we 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 the appropriate safety measures are in place (e.g. fitted working seat-belts).

#### ***Overnight trips***

More than one adult with (all with appropriate Bluecards) are required where children or young people are on an overnight trip/camp. Adults must not isolate themselves with a child or young person at any time.

There must always be more than one adult with a group of children or young people, even if the number of children or young people is small.

Adults must always obtain separate sleeping accommodation (except where the adult is a parent of the child) from children and young people (ie in separate rooms etc.).

In the event that an adult is required to respond to an emergency raised by a child or young person on an overnight trip, the adult should, where possible, attend with another adult to address the issue.

Photos must not be taken in hotel rooms and other sleeping accommodation.

#### ***Collection of Children***

At the conclusion of an event at least 2 adults (with Bluecards) must remain with children until all children have been collected by their parent or guardian.

#### ***Billeting***

Where possible two or more children or young persons should be billeted together with due consideration to gender such that males are billeted with males and females billeted with females.

Where billeting is at a private residence the billeting family must have blue cards or another State or Territory valid working with children check.

The accommodation for billeting children and young people must have suitable facilities and not be under construction.

#### ***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 certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your Association is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

### **8.9. Images of Children Supervision**

We require that members obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

Any other person, not the parent of the child, wanting to photograph a child, by any means, should seek the permission of that child's parent or guardian. If no parent or guardian is available to give permission then it must be assumed that permission is refused.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our Association.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our Sport's activities and we will ensure that they are suitably clothed in a manner that promotes our Sport. We will seek permission from a child's parent or guardian before using their images.

## **9. DISCRIMINATION, HARASSMENT AND BULLYING**

Our Association is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

### **9.1. Discrimination**

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

### **9.2. Harassment**

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- o gender;
- o race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- o national extraction or social origin;
- o marital status, relationship status, identity of spouse or domestic partner;



- o pregnancy, potential pregnancy, breastfeeding;
- o family or carer responsibilities, status as a parent or carer;
- o age;
- o religion, religious beliefs or activities;
- o political beliefs or activities;
- o lawful sexual activity;
- o sexual orientation and gender identity;
- o profession, trade, occupation or calling;
- o irrelevant criminal record, spent convictions;
- o irrelevant medical record;
- o member of association or organisation of employees or employers, industrial activity, trade union activity;
- o physical features;
- o disability, mental or physical impairment;
- o defence service; and
- o personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- o racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- o victimisation resulting from a complaint.

### **9.3. Bullying**

Archery Queensland is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our Association.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- o verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- o excluding or isolating a group or person;
- o spreading malicious rumours; or
- o psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

## **10. INCLUSIVE PRACTICES**

Our Association is welcoming and we will seek to include members from all areas of our community. The following are examples of some of our inclusive practices.

### **10.1. People with a disability**

Archery Queensland will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

#### **10.2. People from diverse cultures**

We will support, respect and encourage people from diverse cultures and religions to participate in our Association and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

#### **10.3. Sexual & Gender Identity**

All people, regardless of their sexuality or gender identity, are welcome at our Association. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

#### **10.4. Pregnancy**

Archery Queensland is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our Association's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with [Association]. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 11).

### **11. RESPONDING TO COMPLAINTS**

#### **11.1. Complaints**

Archery Queensland takes all complaints about on and off-field behaviour seriously. We will handle complaints based on the principles of procedural fairness, and ensure:

- o all complaints will be taken seriously;
- o the person against whom a complaint is made (respondent) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- o irrelevant matters will not be taken into account;
- o decisions will be unbiased; and
- o any penalties imposed will be reasonable.

More serious complaints may be escalated to Archery Australia Inc or the relevant government authorities.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then Archery Queensland may need to report the behaviour to the police and/or relevant government authority.

#### **11.2. Complaint Handling Process**

When a complaint is received by Archery Queensland or the member association, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- o listen carefully and ask questions to understand the nature and extent of the concern;
- o ask the complainant how they would like their concern to be resolved and if they need any support;
- o explain the different options available to help resolve the complainant's concern;
- o inform the relevant government authorities and/or police, if required by law to do so; and
- o where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, Archery Queensland or the member association will assist, where appropriate and necessary, with the resolution process.

This may involve:

- o supporting the person complaining to talk to the person being complained about;

- o bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- o gathering more information (e.g. from other people that may have seen the behaviour);
- o seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- o referring the complaint to Archery Australia Inc; and/or
- o 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 Archery Queensland Inc. and an investigation is conducted, Archery Queensland or the member association will:

- o co-operate fully with the investigation;
- o where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- o act on Archery Australia's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

### **11.3. Disciplinary Sanctions**

Archery Queensland or the member association may 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:

- o be applied consistent with any contractual and employment rules and requirements;
- o be fair and reasonable;
- o be based on the evidence and information presented and the seriousness of the breach; and
- o be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- o a direction that the individual make verbal and/or written apology;
- o counselling of the individual to address behaviour;
- o withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our Association;
- o suspension or termination of membership, participation or engagement in a role or activity;
- o de-registration of accreditation for a period of time or permanently;
- o any other form of discipline that Archery Queensland or the member association considers reasonable and appropriate.

### **11.4. Appeals**

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by Archery Queensland or the member association) to Archery Australia Inc. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

**ATTACHMENT 1.1: MEMBER PROTECTION DECLARATION**

Archery Queensland has a duty of care to all those associated with our Association and to the individuals and organisations to whom this policy applies. 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:

- 1. I do not have any criminal charge pending before the courts.
- 2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence *[add other crimes you consider relevant e.g. narcotics]*.
- 3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence *[ add other crimes you consider relevant e.g. narcotics]*
- 4. To my knowledge there is no other matter that the Association may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
- 5. I will notify the President of the Association immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the State of Queensland.....

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 and 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.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: [www.playbytherules.net](http://www.playbytherules.net)

Detailed information, including the forms required to complete a Working with Children Check, are available from:

### **Queensland**

Contact the Queensland Government Blue Card Services

Website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Phone: 1800 113 611

## **ATTACHMENT 2: CODES OF BEHAVIOUR**

Codes of Behaviour and general expectations of behaviour are available from Archery Queensland's website ([archeryqueensland.org.au](http://archeryqueensland.org.au)) or from member association's websites - links to these are available via [archeryaustralia.org.au](http://archeryaustralia.org.au).





<p>Description of alleged issue</p>	
<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<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>
<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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## PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

**If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.**

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au)

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Archery Queensland in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

### **Step 1: Receive the allegation**

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

<b>Do</b>	<b>Don't</b>
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

## **Step 2: Report the allegation**

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the Chief Executive of Archery Australia Inc so that he or she can manage the situation.

## **Step 3: Protect the child and manage the situation**

- The Chief Executive or authorised official will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of Archery Australia.
- The Chief Executive or authorised official will consider what services may be most appropriate to support the child and his or her parent/s.
- The Chief Executive or authorised official will consider what support services may be appropriate for the alleged offender.
- The Chief Executive or authorised official will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.
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## **Step 4: Take internal action**

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the relevant child protection agency)
  - a disciplinary or misconduct inquiry/investigation (conducted by Archery Australia).
- Archery Australia will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in [Clause 11.3] of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

**Contact details for advice or to report an allegation of child abuse**

<b>Queensland</b>	
Queensland Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>	Department of Communities, Child Safety and Disability Services <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810

<b>CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION</b>	
Complainant's Name (if other than the child)	Date Formal Complaint Received:    /    /
Role/status in sport	
Child's name	Age:
Child's address	
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)	
Name of person complained about	
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)	
Police contacted	Who: When: Advice provided:

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

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

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