



BADMINTON SA

MEMBER PROTECTION POLICY

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Contents

1.	INTRODUCTION	3
2.	PURPOSE OF OUR POLICY	3
3.	WHO OUR POLICY APPLIES TO	3
4.	EXTENT OF OUR POLICY	3
5.	RESPONSIBILITIES.....	3
6.	INDIVIDUAL RESPONSIBILITIES.....	4
7.	PROTECTION OF CHILDREN/Young People.....	4
7.1	Child/Young Person Protection	4
7.2	Supervision.....	5
7.3	Transportation.....	6
7.4	Taking Images of a Child or Young Person	6
8.	DISCRIMINATION, HARASSMENT AND BULLYING.....	6
8.1	Discrimination.....	6
8.2	Harassment.....	7
8.3	Bullying.....	7
8.4	Social networking.....	8
9.	INCLUSIVE PRACTICES	8
9.1	People with a disability	8
9.2	People from diverse cultures	8
9.3	Sexual & Gender Identity.....	8
9.4	Pregnancy	9
9.5	Girls playing in boys teams	9
10.	Responding to Complaints.....	9
10.1	Complaints.....	9
10.2	Complaint Handling Process	10
10.3	Disciplinary Sanctions	10
10.4	Breach of this policy.....	11
10.5	Appeals.....	11
	Parent/Guardian Consent (in respect of a person under the age of 18 years).....	12
	Attachment 1.2 WORKING WITH CHILDREN CHECK REQUIREMENTS(WWCC)	13
	ATTACHMENT 2: CODES OF BEHAVIOUR/CONDUCT	15
	REPORTING REQUIREMENTS AND DOCUMENTS.....	16
	RECORD OF COMPLAINT.....	16
	Step 1: Receive the allegation	21
	Step 2: Report the allegation	21
	If the allegation involves a person to whom this policy applies, then also report the allegation to the Chief Executive Officer and/or Member Protection Information Officer of Badminton SA so that he or she can manage the situation.	
	Step 3: Protect the child or young person and manage the situation	21
	Step 4: Take internal action.....	22
	CONFIDENTIAL PROCEDURE OF REPORTING ABUSE	25

1. INTRODUCTION

Badminton South Australia (incorporated as the South Australian Badminton Association) is the state association for the sport of badminton in South Australia. It is comprised of affiliated clubs and associations from both the country and metropolitan areas.

The SABA Board has responsibility for the overall running of the association. The Competition Committee (CC) answers to the Board and is directly involved in organizing the schedule for competition play and enforcing the match by-laws

2. PURPOSE OF OUR POLICY

The main objective of the Badminton South Australia Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants of the association and affiliated clubs. 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 harm or risk of harm. Our policy informs everyone involved in badminton in South Australia of their 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 activities.

3. WHO OUR POLICY APPLIES TO

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

- a. Board and committee members, administrators and other club/association officials;
- b. coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- c. support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- d. referees, umpires and other officials;
- e. athletes;
- f. members, including any life members;
- g. parents;
- h. spectators;
- i. any other role or position that may arise from time-to-time

4. EXTENT OF OUR POLICY

This policy covers all matters directly and indirectly related to Badminton SA and the activities of its affiliated clubs/associations. In particular, the policy governs unfair selection decisions and actions, breaches of our code of conduct and behaviour that occurs at training sessions, in club rooms, at social events organised or sanctioned by Badminton SA and its affiliated clubs/associations, and on away and overnight trips. It also covers private behaviour where that behaviour brings our sport into disrepute or there is suspicion of harm towards a child or young person.

5. RESPONSIBILITIES

Badminton SA and its member clubs/associations has:

- a. adopted, implemented and complied with this policy ;
- b. ensure that this policy is enforceable;
- c. publish, distribute and promote this policy and the consequences of any breaches of this policy;
- d. promote and model appropriate standards of behaviour at all times;
- e. deal with any complaints made under this policy in an appropriate manner;
- f. deal with any breaches of this policy in an appropriate manner;
- g. recognise and enforce any penalty imposed under this policy;

- h. ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
 - i. review this policy every 12-18 months; and lodge a new child safe compliance statement with the Department of Human Services after it has been endorsed
 - j. seek advice from and refer serious child related harm issues to the Department for Child Protection

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, harm or risk of harm to a child or young person) and any other issues that the Department for Child Protection mandates reporting.

6. INDIVIDUAL RESPONSIBILITIES

Everyone associated with Badminton SA, and its clubs/associations must:

- a. make themselves aware of the contents of this policy;
- b. comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- c. 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;
- d. treat other people with respect;
- e. always place the safety and welfare of children and young people above other considerations;
- f. be responsible and accountable for their behaviour; and
- g. follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible harm or risk of harm to a child or young person, discrimination, harassment, bullying or other inappropriate behaviour; and
- h. comply with any decisions and/or disciplinary measures imposed under this policy.

7. PROTECTION OF CHILDREN/Young People

7.1 Child/Young Person Protection

Badminton SA is committed to the safety and wellbeing of children and young people who participate in our activities or use our services. We support the rights of the child and young person and will act at all times to ensure that a child or young person 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.

Badminton SA has lodged a compliance statement with the Department of Human Services to acknowledge that we are aware of our obligations to create and maintain a child and young person safe environment according to the requirements under Chapter 8 of the *Children and Young people (Safety) Act 2017*. Badminton SA will lodge a new child safe environments statement after this policy is reviewed, or every 5 years, whichever occurs first.

Badminton SA acknowledges 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.

7.1.1 : Identifying and Analysing Risks of Harm

Information on the types of harm and examples of how to identify harm and the reporting procedure can be found in Attachment 3).

7.1.2 : Developing Codes of Conduct for Adults, Children and Young people

Badminton SA has developed and promoted a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children and young people, particularly those in our care. We have also implemented a code of conduct to promote appropriate behaviour between children and young people.

The codes clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See attachment 2)

7.1.3 : Choosing Suitable Employees and Volunteers

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

Badminton SA will ensure that Working with Children Checks (WWCC) are conducted for employees and volunteers over the age of 14 years working with children and young people. Badminton SA will immediately contact the DHS Screening Unit when it becomes aware of certain information regarding any person involved with BSA, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

7.1.4 : Support, Train, Supervise and Enhance Performance

Badminton SA will ensure that all our employees and volunteers who work with children and young people have ongoing supervision; support and training. The association will encourage them to participate in training delivered by the Office for Recreation and Sport as well as ensuring that they all maintain a current WWCC and complete the Play By The Rules certificate as required under the Active Association accreditation. Additional support will be provided by the Member Protection Information Officer. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child and young person-safe environment.

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

Badminton SA will promote the involvement and participation of children and young people in developing and maintaining a child or young person-safe environment. This will be done through clearly communicating to children and their parents/guardians that the policy exists and outlining how they can provide feedback. Our goal is to include them in our decision making and encourage them to make any harm or risk of harm known to a person they deem safe, so we can maintain a child or young person-safe environment.

7.1.6 : Report and Respond Appropriately to Suspected Harm or Risk of Harm to a Child or Young Person

Badminton SA will ensure that employees and volunteers are able to identify and respond appropriately to children or a young person who have been harmed or are at risk of harm and that they are aware of their responsibilities under SA law to make a report if they suspect on reasonable grounds that a child or young person has been, or is being, harmed or is at risk of harm. This will be reported to the Child Abuse Report Line (CARL) on 13 14 78 (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 young person or is in breach of this policy they may make an internal complaint.

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

7.1.7 Manage appropriately any allegation of misconduct towards children and young people

We will treat any allegations of misconduct towards children participating in activities associated with our organization responsibly and sensitively. This will include providing support for the young person and their family and ensuring justice is provided for the alleged offender. If the misconduct meets the threshold for mandatory reporting, the person who identified the misconduct will contact CARL as per 7.1.6 above.

7.2 Supervision

Children or young people 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 or young person under the age of 18 is unsupervised, they should assume responsibility for the child/young person's safety until the child/young person's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children/young person on time. If it

appears a member will be left alone with just one child/young person at the end of any activity, they will ask another member to stay until the child/young person is collected.

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children or young people to and from activities (e.g. training and games). Where Badminton SA make arrangements for the transportation of children or young person (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.

7.4 Taking Images of a Child or Young Person

Images of children or young people can be used inappropriately or illegally. We require that individuals, obtain permission from a child/young person's parent or guardian and the young person/child before taking an image of a child or young person that is not their own. We will also make sure that the parent or guardian understands how the image will be used. 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 Badminton SA. When using a photo of a child or young person, we will not name or identify the child or young person or publish personal information, such as residential address, email address or telephone number. We will not provide information about a child's or young person'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 and young people that are relevant to our 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/young person's parent or guardian and the young person themselves before using their images.

Image waivers are included in registration forms for tournaments and events. Parents should notify Badminton SA if they do not wish for their child's/young person's photo to be taken.

8. DISCRIMINATION, HARASSMENT AND BULLYING

Badminton SA 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.

8.1 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.

8.2 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:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

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

8.3 Bullying

Badminton SA 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.

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:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- 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. Badminton SA 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.)

8.4 Social networking

Badminton SA acknowledges the enormous value of social networking to promote our sport and association and celebrate the achievements and success of the people involved in our sport and association.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes social networking websites such as Facebook and Twitter.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport and association. Any breaches of this clause will be dealt with in accordance with clause 10.4.

In particular; social media activity including, but not limited to postings, blogs, status updates and tweets:

- must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate,
- must not contain material which is inaccurate, misleading or fraudulent;
- must not contain material which is in breach of laws, court orders, undertakings or contracts;
- should not contain material or images that promote sports betting or other gambling as a normal behaviour
- should respect and maintain the privacy of others; and
- * should promote the sport and association in a positive way

9. INCLUSIVE PRACTICES

Badminton SA is welcoming and we will seek to include members from all areas of our community.

9.1 People with a disability

Badminton SA 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.

9.2 People from diverse cultures

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

9.3 Sexual & Gender Identity

Badminton SA recognizes that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life.

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

9.4 Pregnancy

Badminton SA is committed to treating pregnant people fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant people.

Badminton SA will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant people. We will advise pregnant people 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 people 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 people 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 people should make these decisions themselves, in consultation with their medical advisers and in discussion with Badminton SA. We will only require pregnant people 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 people to undertake a pregnancy test.

If a pregnant person believes they are being, or have been, harassed or discriminated against by another person bound by this policy, they may make a complaint (see section 10).

9.5 Girls playing in boys teams

If there is not a separate sex competition the Association will support girls playing in boys teams up until the age of 12 years.

Badminton SA notes that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which stamina, strength or physique of competitors is relevant.

If a child is over the age of 12 years our association will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

10. Responding to Complaints

10.1 Complaints

Any person (a complainant) may report a complaint about a person, people or organization bound by this policy (respondent) if they feel they have been discriminated against, harassed, bullied or there has been any other breach of this policy.

Badminton SA takes all complaints about on and off court behaviour seriously. Badminton SA will handle complaints based on the principles of procedural fairness, and ensure:

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

If the complaint relates to suspected child/young person harm or risk of harm, sexual assault or other criminal activity, then our association must report the behaviour to SAPOL or the Department for Child Protection.

10.2 Complaint Handling Process

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

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

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

- supporting the person complaining to talk to the person being complained about (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 our 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 our Badminton Australia; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to Badminton Australia and an investigation is conducted, Badminton SA will:

- cooperate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on Badminton 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.

10.3 Disciplinary Sanctions

Badminton SA 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:

- 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; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

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

10.4 Breach of this policy

It is a breach of this policy for any person or organization bound by this policy to do anything contrary to this policy, including but not limited to:

- breaching the codes of behaviour/conduct
- bringing the sport and/or the association into disrepute, or acting in a manner likely to bring the sport and/or association into disrepute
- failing to follow Badminton SA's policies (including this policy) and our procedures for the protection, safety and well-being of children and young people;
- discriminating against, harassing or bullying (including cyber bullying) any person;
- victimizing another person for making or supporting a complaint;
- engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over;
- verbally or physically assaulting another person, intimating another person or creating a hostile environment within the sport and/or association;
- disclosing to any unauthorized person, club or organization any Badminton SA information that is of a private, confidential or privileged in nature

- making a complaint that they know to be untrue, vexatious, malicious or improper;
- failing to comply with a penalty imposed after a finding that the individual, club or organization has breached this policy; and
- failing to comply with a direction given to the individual, club or organization as part of a disciplinary process.

10.5 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 Badminton SA to Badminton Australia. 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

Badminton SA has a duty of care to all those associated with our club 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 perform activities or services on behalf of our club where it is reasonably foreseeable that the person will work 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, drug possession or selling of drugs.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving harm or risk of harm to a child or young person, sexual misconduct or harassment, other forms of harassment or acts of violence, drug possession or selling of drugs.
4. To my knowledge there is no other matter that the club 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 club immediately upon becoming aware that any of the matters set out in clauses 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(WWCC)

The new, stronger laws for people working or volunteering with children or young people were recommended as part of a federal and South Australian royal commission, and help keep children and young people safe in our community.

The requirement to have a working with children check is covered by the following legislation:

- Child Safety (Prohibited Persons) Act 2017 (the Prohibited Persons Act)
- Child Safety (Prohibited Persons) Regulations 2019

The law specifies that:

- only the South Australian DHS Screening Unit can undertake a working with children check (organisations can no longer do their own background screening of workers and volunteers)
- individuals can commence their own application for a new working with children check, which helps make people job-ready
- new working with children checks are portable between roles and jobs across South Australia
- the new working with children checks are valid for five years and are continuously monitored.

It is an offence to:

- work or volunteer in a child/young person-related role without a working with children check
- work or volunteer in a child/young person-related role if you are 'prohibited from working with children or young people'
- employ a person or volunteer for a child/young person-related role who doesn't have a Not Prohibited working with children check, or is prohibited from working with children or young people.

Offences by individuals carry fines and/or prison sentences.

A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information. People over the age of 14 years working or volunteering with children or young people in South Australia must, by law, have a Not prohibited working with children check.

Valid DCSI clearances can be used until expiry then a valid WWCC must be held.

People need a working with children check if they are in a 'prescribed position'. This means people who:

- are in paid or volunteering roles where it is reasonably foreseeable that they will work with children or they manage people who work with children and young people
- run or manage a business where the employees or volunteers work with children
- are employed to provide preschool, primary or secondary education to a child.

You don't need a working with children check if you:

- are a sworn police officer
- employ or supervise children in a workplace, unless the work is child-related (e.g. you manage a fast food restaurant that employs people under 18)
- work in the same capacity as a child (e.g. you work at a checkout in a supermarket that also hires people under 18 in the same type of role)
- don't think you will work with children for more than seven days (consecutive or not) in a calendar year*
- are a parent or guardian volunteering with your own child (e.g. at school) and do not have close personal contact with other children, or participate in an organised overnight event (e.g. a school camp)
- live interstate, have a current child-related check from your home state, and are working at an

Badminton South Australia Member Protection Policy – October 2021
organised event in South Australia lasting no more than 10 consecutive days

- are under the age of 14.

*The seven day exclusion does not apply if you are involved in an overnight activity (e.g. school camp), or have close contact with children with disability

Relevant contact information for South Australia is as follows:

Website: <https://www.childprotection.sa.gov.au/>

Child Related Work Screening: <https://screening.sa.gov.au/home>

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 club 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.

ATTACHMENT 2: CODES OF BEHAVIOUR/CONDUCT

Badminton SA seeks to provide a safe, fair and inclusive environment for everyone involved in our organization and in our sport.

To achieve this we require certain standards of behaviour by players/athletes, coaches, officials, administrators, parents/guardians (Of child participants) and spectators.

Our codes of behaviour are underpinned by the following core values:

- be prepared to be responsible for your actions.
- control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport
- co-operate with your coaches, team-mates and opponents.
- do not take part in any form of bullying including via the use of social media.
- never argue with an official.
- never engage in any type of violence either on or off the court
- participate for your own enjoyment and benefit and for the enjoyment and benefit of your teammates, not to please anyone else.
- play in accordance with the rules/regulations for any stipulated event/competition. Failure to do say may result in on-court sanction (ie: loss of serve, points) or match disqualification
- respect the rights, dignity and worth of all participants, regardless of their gender, ability, cultural background or religion
- treat all participants as you would like to be treated. Do not bully or take unfair advantage of another competitor

Parents and supporters/spectators are bound by the following Code of Conduct

- Badminton SA condemns the threat of or use of violence in any form
- Physical and/or verbal abuse or conduct toward any player, official, umpire or supporter/spectator is totally unacceptable. Appropriate action will be taken towards any offending party.
- Verbal abuse includes remarks based on race, religion, gender or ability.
- Encourage participation, but don't force it.
- Never publicly criticise umpires, rather raise personal concerns with Badminton SA or Club Officials in private.
- Never ridicule mistakes or losses. Supporters/spectators are there to support, not downgrade.
- Providing coaching from the sidelines during the course of play is not permitted and is only allowed during breaks of play as per competition/tournament conditions.
- Recognise all volunteers who give up their valuable time.
- Remember that you are there for the participants to enjoy the game.
- Teach that enjoyment is more important than winning.
- Failure to abide by this code of conduct may result in on-court sanction (ie: loss of serve, points) or match disqualification for any player you are associated with and/or eviction from venue

<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</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimization</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Harm or Risk of Harm <input type="checkbox"/> Unfair decision</p> <p><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>	
<p>Follow-up action</p>	

ATTACHMENT 3: HARM AND RISK OF HARM TO CHILDREN DEFINITIONS AND PROCEDURE

Badminton SA is committed to the safety and wellbeing of children and young people who participate in our activities or use our services. We support the rights of the child and young person and will act at all times to ensure that a child or young person 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.

Meaning of harm

Section 17 of the Safety Act defines ‘harm’ to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

Reasonable grounds

Reasonable grounds to form a suspicion that a child or young person may be at risk may include:

- ♣ when a child or young person tells you they are at risk or have been harmed
- ♣ when your own observations of a particular child or young person’s behaviour and/or injuries lead you to suspect they are at risk, or harm is occurring
- ♣ when a child or young person tells you that they know of someone who is at risk or has been harmed (they may possibly be referring to themselves)
- ♣ when you hear about risk or harm to a child or young person from someone who is in a position to provide reliable information, perhaps a relative or friend, neighbour or sibling of the child or young person.

Physical harm – Indicators in children or young people that may suggest physical harm(particularly when seen in conjunction with other concerning behaviours)

Physical	<ul style="list-style-type: none"> ▪ bruises or welts on the face or other areas of the body, including back, bottom, legs arms and inner thighs ▪ any bruises or welts in unusual configurations or which look like the object used to make the injury (finger marks, handprints, iron, teeth, belt buckles) ▪ burns that show the shape of the object used to make them (iron, grill, cigarette or burns from boiling water, oil or flames) ▪ fractures of the jaw, nose and limbs, especially those inconsistent with the explanation of their cause (relevant to the child’s age or developmental stage) ▪ cuts and grazes to mouth, lips, gum areas, eye area, genitalia ▪ human bite marks, bald patches where hair has been pulled out ▪ multiple injuries, old and new ▪ poisoning
Behavioural	<ul style="list-style-type: none"> ▪ the child states that an injury has been inflicted by someone else, offers an unlikely explanation, or ‘can’t remember’ the cause of the injury ▪ unusual fear of physical contact with adults (flinches when unexpectedly touched) ▪ wears clothes unsuitable for weather conditions to hide injuries ▪ fear of a caregiver – reluctant to go home ▪ little or no emotion when hurt or threatened ▪ absences from school without explanation (hiding injuries until healed) ▪ overly compliant, shy, passive, withdrawn or excessively friendly with strangers ▪ fearfulness when other children cry or shout ▪ unusually nervous or hyperactive, aggressive, disruptive to self or others, poor memory and concentration ▪ regressive behaviour such as bedwetting ▪ poor sleeping patterns, fear of the dark or nightmares ▪ sadness and frequently crying, suicide attempts

Neglect - Indicators in children or young people that may suggest neglect (particularly when seen in conjunction with other concerning behaviours)

	Physical	<ul style="list-style-type: none"> ▪ consistently dirty and unwashed ▪ consistently inappropriately dressed for weather conditions ▪ consistently without adequate supervision and at risk of injury or harm ▪ consistently hungry, tired and listless, falling asleep in class ▪ unattended health problems and lack of routine medical care ▪ inadequate shelter and unsafe or unsanitary conditions ▪ abandonment by parents ▪ ‘failure to thrive’ diagnosis ▪ ‘global developmental delay’ diagnosis 	
	Behavioural	<ul style="list-style-type: none"> ▪ begging or stealing food ▪ gorging when food is available ▪ inability to eat when extremely hungry ▪ alienated from peers, withdrawn, listless, pale, thin ▪ aggressive behaviour ▪ delinquent acts: vandalism, drug and alcohol abuse ▪ little positive interaction with parent or caregiver ▪ appearing irritable or miserable ▪ poor socialising habits ▪ poor evidence of bonding, little stranger anxiety ▪ indiscriminate with affection ▪ poor or irregular school attendance 	

Psychological or emotional harm

Emotional abuse is defined as abuse that occurs when a person is subjected to behaviours or actions (often repeatedly) aimed at preventing or controlling their behaviour, with the intent to cause them emotional harm or fear through manipulation, isolation or intimidation”.

Indicators in children or young people that may suggest psychological/emotional harm (particularly when seen in conjunction with other concerning behaviours):-

Behavioural	<ul style="list-style-type: none"> ▪ withdrawn (not interacting with others) ▪ not playful or play dominated by concerning themes (eg violence) ▪ extreme separation anxiety ▪ regression in toileting behaviours (eg soiling, bed wetting) ▪ hypervigilance ▪ aggressive/violent behaviour ▪ emotional dysregulations ▪ dissociation/freeze response ▪ poor attention ▪ risk-taking behaviour ▪ self-harming/suicidal
Developmental	<ul style="list-style-type: none"> ▪ loss of previously acquired developmental milestones ▪ decline in school performance ▪ delays in reaching developmental milestones (eg speech)

Social interactions	<ul style="list-style-type: none"> ▪ inability to form age-appropriate relationships with adults/peers ▪ chaotic interactions with others ▪ indiscriminate affection ▪ lacks trust ▪ lacks empathy
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Sexual abuse and ‘grooming’

Sexual abuse is any sexual activity or behaviour that is imposed on a child or young person by someone else. Sexual abuse occurs when someone in a position of power uses that power to involve the child or young person in sexual activity.

Grooming occurs when a person tries to form a bond or a friendship with a child to gain their trust and create opportunities to start, maintain and hide their sexual abuse of the victim.

Indicators in children or young people that may suggest sexual harm (particularly when seen in conjunction with other concerning behaviours)

Physical	<ul style="list-style-type: none"> ▪ injury to the genital or rectal area such as bruising or bleeding ▪ vaginal or anal bleeding or discharge ▪ discomfort in urinating or defecating ▪ presence of foreign bodies in vagina or rectum ▪ inflammation of the genital area ▪ sexually transmitted infections or frequent urinary tract infections ▪ pregnancy – especially in very young adolescents ▪ bruising and other injury to breasts, buttocks, thighs ▪ anxiety related illnesses, such as anorexia or bulimia ▪ frequent rocking, sucking and biting ▪ poor self-care or personal hygiene
Behavioural	<ul style="list-style-type: none"> ▪ the child tells of abuse ▪ persistent and age-inappropriate sexual activity, including excessive masturbation with objects, rubbing genitals against adults, playing games that act out a sexually abusive event ▪ a fear of home, a specific place, a specific adult ▪ poor or deteriorating relations with adults and peers ▪ arriving at school early and leaving late ▪ complaining of headache, stomach aches, pains nausea without a physiological basis ▪ sleeping difficulties ▪ regressive behaviour, such as bed wetting or speech loss ▪ sudden accumulation of money or gifts ▪ truancy or running away from home ▪ delinquent or aggressive behaviour ▪ self-injurious behaviour, such as drug or alcohol abuse, prostitution, self-harm or attempted suicide ▪ sudden decline in academic performance, poor memory and concentration, reluctance to participate in physical or recreational activities ▪ wearing of provocative clothing or layers of clothes ▪ promiscuity

PROCEDURE FOR HANDLING ALLEGATIONS OF HARM OR RISK OF HARM TO A CHILD OR YOUNG PERSON

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

Fact sheets on reporting allegations of harm or risk of harm to a child or young person in different states and territories are available at www.playbytherules.net.au

We will treat any allegation of harm or risk of harm to a child or young person promptly, seriously and with a high degree of sensitivity.

All people working with Badminton SA 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 harm or risk of harm that relates to them or to another child or young person, it is important that you listen, stay calm and be supportive.

Do	Don't
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 harm to a child or young person, or any situation involving a child or young person at risk of harm, to the police and/or the Department for Child Protection. You may need to make a report to both.

Contact the Department for Child Protection and the Child Abuse Report Line (CARL 13 14 78) 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 Officer and/or Member Protection Information Officer of Badminton SA so that he or she can manage the situation. Step 3: Protect the child or young person and manage the situation

The President and/or Member Protection Information Officer of Badminton SA will assess the immediate risks to the child/young person and take interim steps to ensure the child/young person's safety and the safety of any other children/young people. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children/young people, 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 Badminton SA.

The President and/or Member Protection Information Officer of Badminton SA will consider what

services may be most appropriate to support the child/young person and his or her parent/s.

The President and/or Member Protection Information Officer of Badminton SA will consider what support services may be appropriate for the alleged offender.

The President and/or Member Protection Information Officer of Badminton SA will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

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 SAPOL)
- A child or young person protection investigation(conducted by the Department for Child Protection)
- A disciplinary or misconduct inquiry/investigation(conducted by Sport SA)
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Badminton SA 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.

Badminton SA will take advice from the Department for Child Protection or SAPOL to determine if an internal investigation should proceed.

If disciplinary action is undertaken, we will follow the procedures set out in Clause 10 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

South Australia	
South Australia Police - 000 Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Child Protection https://www.childprotection.sa.gov.au/ https://www.childprotection.sa.gov.au/reporting-child-abuse Ph: 131 478

Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child or young person)

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.

PROCEDURE OF REPORTING ABUSE

Step 1 - Report to Sports Integrity Australia. This must be done regardless of whether or not the report is anonymous and regardless of the timescale. This is a constitutional requirement due to our adherence to BA policy. The reporter should be advised/requested to speak to SIA directly but by law they do not have to. It is SIA's role to oversee the provision of services to anyone involved regardless of the time scale i.e. therapists and counselling.

Step 2 - Report to Badminton Australia. This is an optional step depending on two things. Does BA need to know for the safety of those in the sport and is the person known to BA? Should the events have occurred prior to the NIF framework being adopted then the BA policies of the time replace that process and the complaint would be handled by the appropriate authoritative body i.e. The National Sports Tribunal (NST).

Note - If the report is made to Badminton Australian, SABA and BA cannot use the same lawyers for advice as this represents a conflict of interest.

Step 3 - CARL (Child Abuse Report Line) Mandatory Reporting obligation is a legal requirement. Any volunteer within an organisation providing sporting services to children is determined to be a mandated reporter. If the threat to the child is considered immediate then the report must be made by phone on 13 14 78. Any circumstance where the child is not under immediate threat can be submitted via the e-CARL reporting online. This will be followed up with either an in person interview at SAPOL (for which we should have legal representation) or a phone interview if the CARL is comprehensive and the matter is not considered immediately urgent.

Step 4 - Written report. A written report containing full details must then be submitted to the following email address.

SAPOL.SexualCrimeInvestigationBranch@police.sa.gov.au

This should provide key details including the names and contact details of those willing to be contacted on the matter in hand.

It is important to note that the reporter is considered to be the individual reporting as per the mandatory reporting requirements and not The Association as an entity.

