



BADMINTON SA

MEMBER PROTECTION POLICY

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1. INTRODUCTION

Badminton SA (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 Badminton Players Committee (BPC) answers to the Board, and has responsibility for the oversight of competition, country/city tournament and fund-raising. The Competition Committee answers to the BPC and is directly involved in organising the schedule for competition play and enforcing the match by-laws

2. PURPOSE OF OUR POLICY

The main objective of the Badminton SA 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 abuse. 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:

- Board and committee members, administrators and other club/association officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators;
- 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 will:

- adopt, implement and comply with this policy ;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;

- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious 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, child abuse) 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:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- 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;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- 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
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. PROTECTION OF CHILDREN

7.1 Child 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 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.

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

Badminton SA 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.

7.1.2: Developing Codes of Conduct for Adults and Children

Badminton SA 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)

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, especially those in positions that involve regular unsupervised contact with children .

Badminton SA will ensure that Working with Children Checks are conducted for employees and volunteers working with children.

7.1.4: Support, Train, Supervise and Enhance Performance

Badminton SA 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.

7.1.5: Empower and Promote the Participation of Children 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-safe environment.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

Badminton SA 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 be, 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 included in this policy.

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

7.2 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 assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any activity, they will ask another member to stay until the child is collected.]

7.3 Transportation

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

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that individuals, wherever possible, 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.

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, 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 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.

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 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.)

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

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 of a person's sexuality or gender identity.

9.4 Pregnancy

Badminton SA is committed to treating pregnant women 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 women.

Badminton SA 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 Badminton SA 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 10).

10. Responding to Complaints

10.1 Complaints

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

- all complaints will be taken seriously;
- the person making the complaint (complainant) 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 abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

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

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what 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;
- 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 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.

WORKING WITH CHILDREN CHECK REQUIREMENTS

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

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

- Child Safety (Prohibited Persons) Act 2016 (the Prohibited Persons Act)
- Children's Protection Law Reform (Transitional Arrangements and Related Amendments) Act 2017 (the Transition Act)
- Child Safety (Prohibited Persons) Regulations 2019

The law specifies that:

- only the South Australian DHS Screening Unit can do a working with children check (organisations can no longer do their own background screening of workers and volunteers)
- individuals can do 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-related role without a working with children check
- work or volunteer in a child-related role if you are 'prohibited from working with children'
- employ a person or volunteer for a child-related role who doesn't have a valid working with children check, or is prohibited from working with children.

Offences carry fines of up to \$120,000 and/or prison sentences.

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.

People working or volunteering with children in South Australia must, by law, have a working with children check.

A DHS/DCSI child-related check will be recognised as a working with children check until it expires.

An unfinalised child-related check application will be recognised as a working with children check on completion until it expires. If you applied for a child-related employment screening before 1 July 2019, and your application has not yet been finalised, the application will be treated as an application for a working with children check.

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
- 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.

A working with children check assesses whether a potential employee or volunteer could pose a risk to the safety of children, based on criminal history and child protection information.

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

- work for SA Police or the Australian Federal Police
- 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 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.

CODES OF BEHAVIOUR

Players are bound by the following Code of Conduct:

- 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
- cooperate 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 so 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 does not condemn 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

REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<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	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> 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	
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds) Can tick more than one box	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision Other	
What they want to happen to fix issue		
Information provided to them		

Resolution and/or action taken	
Follow-up action	

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

We will treat any allegation of child abuse or neglect 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 child abuse or neglect that relates to them or to another child, 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 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 Officer and/or Member Protection Information Officer of Badminton SA so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

The Chief Executive Officer and/or Member Protection Information Officer of Badminton SA 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 Badminton SA.

The Chief Executive Officer and/or Member Protection Information Officer of Badminton SA will consider what services may be most appropriate to support the child and his or her parent/s.

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

The Chief Executive Officer 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 the police)
- a child protection investigation (conducted by the relevant child protection agency)
- a disciplinary or misconduct inquiry/investigation (conducted by Badminton SA)

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.

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)

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.

PLAY BY THE RULES COMPLAINTS FLOW CHART



Complaints Flowchart—SA

This chart may assist with determining who to contact first when dealing with a complaint. Always start at the level that the incident occurred and always refer to your organisation's Member Protection Policy

