



MEMBER PROTECTION POLICY

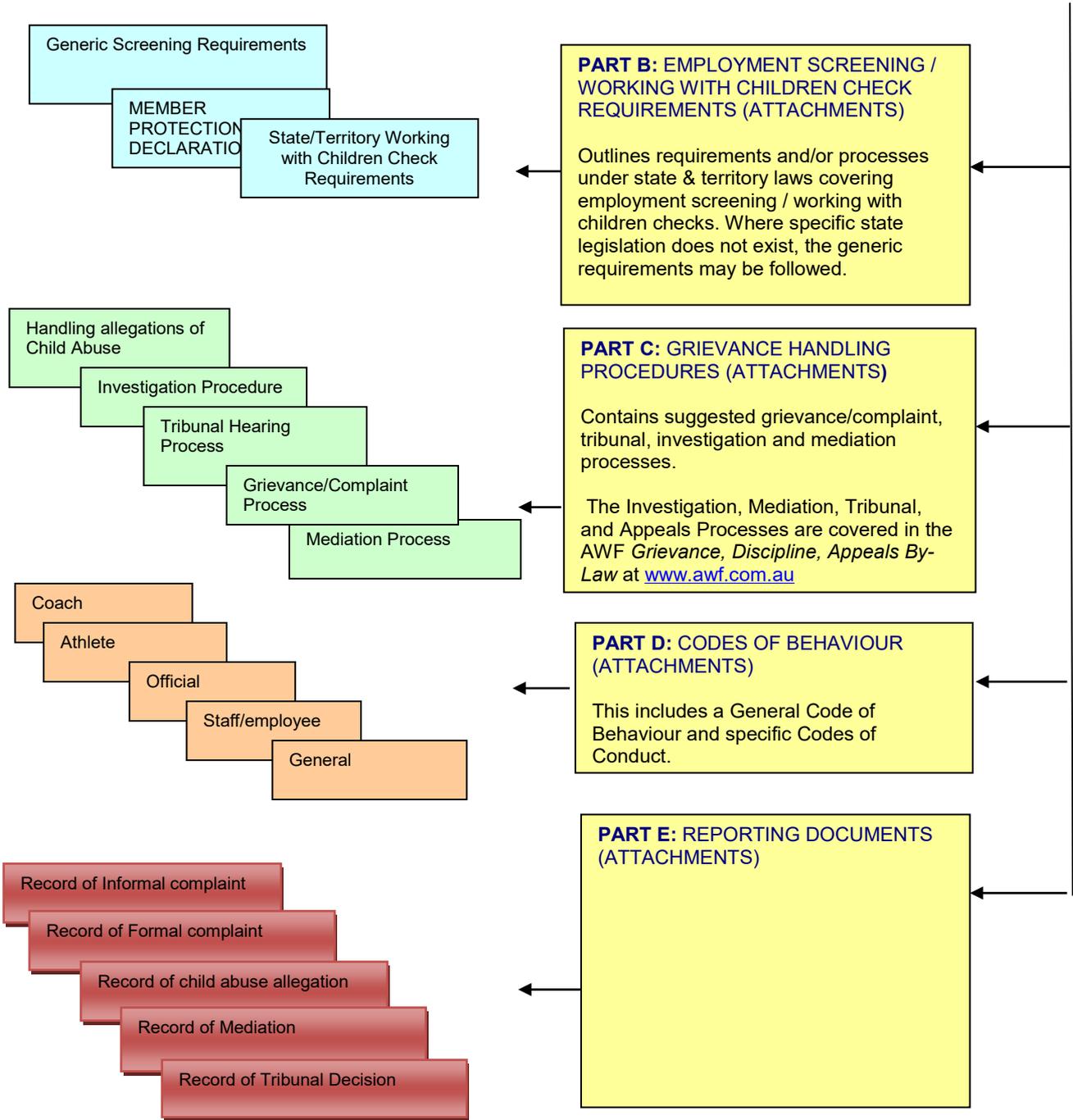
VERSION 9

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Policy Framework

PART A: POLICY DOCUMENT

Contains key roles & responsibilities, policy position statements and an overview of complaints processes that are applicable to the sport of weightlifting throughout Australia. These should be reflected in all State/Territory Associations, affiliated clubs and other member or affiliated association policies.



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PREFACE

This Member Protection Policy has been developed and adopted as a Policy of the Australian Weightlifting Federation (**AWF**).

The Australian Weightlifting Federation (AWF) is committed to the health, safety and well-being of all its members and is dedicated to providing opportunities to all members that enhance physical, intellectual, and social development. The AWF is therefore committed to provide a safe, fair, and inclusive environment for all those participating in Weightlifting throughout Australia.

Physical, emotional, psychological and sexual abuse or harassment, all forms of discrimination and abuse of or by AWF members is unacceptable to the principles and values of the AWF. Inappropriate or unlawful behaviour will not be tolerated by the AWF. AWF seeks to promote positive behaviour and values.

This document is designed to minimise risk exposure, particularly to those members under 18 years of age but also outlines the responsibility of all AWF members, particularly coaches, managers, officials and club administration personnel to provide safeguards dedicated to the well-being of other members. This policy sets out codes of behaviour with which everyone associated with the organisation is expected to abide.

The abuse of members, by other members or any external source, is not acceptable and the AWF encourages all incidents of such abuse to be reported immediately to the appropriate authority. The AWF supports the designation of such authorities by the respective state and territory members of the AWF in a protective procedure for handling inappropriate behaviour by an AWF member or external influence.

The AWF encourages the use of the Member Protection Policy for addressing reports, notification or accusations of improper behaviour by an AWF member. The AWF will ensure that disciplinary action will be taken against individuals if there is a breach of the policy.

In accordance with AWF policies and the laws of Australia, the AWF Board of Directors continues its support of the development of specific procedures and processes for addressing member protection in each state and territory.



Michael Keelan
A/Chief Executive Officer

Review history of Australian Weightlifting Federation Member Protection Policy

Version	Date reviewed	Date endorsed	Content reviewed/purpose
One	Created June 2005	[insert month/year endorsed]	• [insert summary of amendments]
Two	July 2007	[insert month/year endorsed]	• [insert summary of amendments]
Three	December 2009	[insert month/year endorsed]	• [insert summary of amendments]
Four	October 2012		•
Five	August 2015		•
Six	January 2016	Endorsed January 2016	•
Seven	November 2017		• Gambling, Child welfare, Code of Behaviour, Code of Conduct

AUSTRALIAN WEIGHTLIFTING FEDERATION

PART A: NATIONAL MEMBER PROTECTION POLICY

1. Australian Weightlifting Federation’s Core Values

The Australian Weightlifting Federation (**AWF**) is committed to providing a sport and work environment that is safe, fair, and inclusive for everyone especially for children. We believe that anyone working for, representing or dealing with the AWF has the right to be treated with respect and dignity. The AWF will not tolerate an unsafe environment or harassment within the organisation. All complaints will be taken seriously and dealt with promptly, sensitively and in confidence. The AWF asserts its right to take disciplinary action against any member found in breach of this policy.

2. Purpose of this policy

This AWF Member Protection Policy (“policy”) aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse, discrimination, and harassment. This policy also ensures that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities. This policy also reflects our support and implementation of the sport industry principles and values outlined in The Essence of Australian Sport – principles of fairness, respect, responsibility and safety.

The policy attachments outline the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the AWF will take disciplinary action against any person or organisation bound by this policy if they breach it.

This policy has been endorsed by the AWF Board on 13 December, 2013 and has been incorporated into the AWF policies. The policy starts on 1 January, 2014 and will operate until replaced. This current policy and/or its attachments may be amended from time to time by

resolution of the Board. Copies of this current policy and its attachments can be obtained from our website www.awf.com.au or from the AWF office.

This policy is supported by Member Protection Policies that have been adopted and implemented by our member associations and affiliated clubs.

For information on the rights, responsibilities and requirements for people involved in our sport at the state and club level, please refer to the Member Protection Policies of the relevant state association or club.

3. Who is bound by this policy?

This policy applies to the following people operating at or representing the national level, whether they are in a paid or unpaid/voluntary capacity:

- 3.1 persons appointed or elected to national boards, committees and sub-committees;
- 3.2 employees of AWF;
- 3.3 members of the AWF Executive;
- 3.4 support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers, and others;
- 3.5 coaches and assistant coaches;
- 3.6 athletes;
- 3.7 referees and officials involved in the regulation of the sport;
- 3.8 members, including life members of AWF;
- 3.9 state member associations and the national body;
- 3.10 any other person or organisation that is a member of or affiliated to the AWF;
- 3.11 any other person to whom this policy may apply.
- 3.12 athletes, coaches, officials, and other personnel participating in events and activities including training camps, training sessions or courses held or sanctioned by the AWF.

It is also intended this policy will apply to:

- 3.13 member associations
- 3.14 affiliated clubs and associated organisations.

Any Member Association is required upon request to provide to AWF a copy of their current policy and documentation as to its approval by the relevant entity in accordance with its constitution.

This policy will continue to apply to a person even after they have stopped their association or employment with the AWF if disciplinary action against that person has begun.

4. General Code of Behaviour

We seek to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport.

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

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

- To act within the rules and spirit of our sport.

- To display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment,
- To prioritise the safety and well-being of children and young people involved in our sport.
- To encourage and support opportunities for participation in all aspects of our sport.

The General code of behaviour and all Codes of Conduct are found at Part C of this policy.

5. Organisational Responsibilities

The AWF, its state members and their affiliated clubs must:

- 5.1 Adopt, implement and comply with this policy;
- 5.2 Ensure that this policy is enforceable;
- 5.3 Publish, distribute and promote this policy and the consequences for any breaches of the policy;
- 5.4 Promote and model appropriate standards of behaviour at all times;
- 5.5 Deal with any breaches of or complaints made under this policy in an appropriate manner;
- 5.6 Apply this policy consistently without fear or favour;
- 5.7 Recognise and enforce any penalty imposed under this policy;
- 5.8 Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
- 5.9 Appoint or have access to appropriately trained people to receive and manage grievances and allegations of inappropriate behaviour; and
- 5.10 Monitor and review this policy at least annually.

6. Individual Responsibilities

Individuals bound by this policy must:

- 6.1 make themselves aware of the contents of this policy
- 6.2 comply with all relevant provisions of the policy including all standards of behaviour, including codes of conduct, and the steps for making a grievance or reporting possible child abuse set out in this policy;
- 6.3 consent to the screening requirements set out in this policy, and any state/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 years or where otherwise required by law;
- 6.4 place the safety and welfare of children above other considerations;
- 6.5 be accountable for their behaviour;
- 6.6 comply with any decisions and/or disciplinary measures imposed under this policy.

7. Policy Statements

7.1 Child Protection

The AWF is committed to the safety and well-being of all children and young people who participate in our sport or access our services. Every person and organisation bound by

this policy must always place the safety and welfare of children above all other considerations and will act at all times to ensure that a child-safe environment is maintained.

We acknowledge the valuable contribution made by our staff, members and volunteers. We encourage their active participation in providing a safe, fair, and inclusive environment for all our participants. Our Child Welfare Policy is attached at Part A.

7.1.1: Identify and analyse risk of harm

We will develop and implement a risk management strategy, including a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional steps are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Develop behaviour

We will ensure the development, promotion, and reevaluation of codes of behaviour that specifies standard of conduct and care when dealing and interacting with children, particularly those in our sport and under our care. We will also implement a code of behaviour to promote appropriate behaviour between children.

These codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Part C of this policy.)

7.1.3: Choose suitable employees and volunteers

We will take all reasonable steps to ensure that our organisation engages the most suitable and appropriate people to work with children, especially those in position that involve regular unsupervised contact with children. This will include a range of screening measures.

We will ensure that Working with Children Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the relevant legal requirements. (See Part B of this policy.)

7.1.4: Support, train, supervise and enhance performance

We will ensure that all our employees and volunteers who work with children or their personal information and/or records have ongoing supervision, support and training. Our goal is to develop their skills and capacity and to promote the maintenance of a child-safe environment in our sport.

7.1.5: Empower and Promote the Participation of Children

We will encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.

7.1.6: Report and respond appropriately to suspected abuse and neglect

We will ensure that all our employees and volunteers are able to identify and respond appropriately to children at risk of harm. We will ensure that all our employees and volunteers are aware of their responsibilities under respective state laws to make a report if they have suspicion on reasonable grounds that a child has been or is being abused or neglected. (See Part B and Part D of this policy.)

Further, 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, he or she may make a complaint to us. Please refer to the *AWF Grievance, Discipline, Appeals By-Law* found at www.awf.com.au.

7.2 Taking Images of Children

There is a risk that images of children can be used inappropriately or illegally. AWF requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure that the parent/guardian knows the way the image will be used.

We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets which we control or are used in connection with our sport.

If the AWF uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, interests, school, etc as this information can be used as grooming tools by pedophiles or other persons.

We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. Where possible we will seek permission from parents/guardians before using the images. We require our members, member associations and clubs to do likewise.

7.3 Anti-discrimination and harassment

The AWF is committed to providing an environment where people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination and harassment.

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

7.3.1 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.

The personal characteristics protected by anti-discrimination laws include attributes such as race, age, disability, gender and race. The full list of protected personal characteristics is in the “Definitions” set out in the Dictionary of Terms.

Discrimination can be either direct or indirect.

- **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 purposes of determining discrimination, the offender’s awareness and motive are irrelevant.

7.3.2 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 is 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.

7.3.3 Prohibition against discrimination and harassment

We prohibit all forms of harassment, discrimination and bullying based on personal characteristics listed in the Dictionary (see clause 11). Discrimination and harassment are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment. In most circumstances discrimination and harassment are against the law.

Descriptions of some of the types of behaviour which could be regarded as harassment or discrimination are provided in the Dictionary at clause 11.

Any person who feels they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy, is encouraged to raise their

concerns with us. A person may make an internal grievance, and in some circumstances, they may also be able to make a complaint to an external organisation.

Refer to our grievance procedure outlined in the *AWF Grievance, Discipline, Appeals By-Law* found at www.awf.com.au. This will explain what to do about the behaviour and how the AWF will deal with the problem.

7.4 Intimate Relationships

The AWF understands that consensual intimate relationships (including, but not limited to sexual relationships) between coaches or officials and adult athletes may take place legally. However, this policy will help ensure that the expectations of coaches or officials are clear and, to ensure that if an intimate relationship does exist or develop between a coach or official and an adult athlete, that relationship will be managed in an appropriate manner.

Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with athletes. In particular, they must ensure that they treat athletes in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favoritism or exploitation.

The AWF take the position that consensual intimate relationships between coaches or officials and the adult athletes they coach should be avoided as they can have harmful effects on the athlete involved, on other athletes and coaches and on the sport's public image. These relationships can also be perceived to be exploitative due to the differences in authority, power, maturity, status, influence and dependence between the coach or official and the athlete.

We recommend that if an athlete attempts to initiate an intimate relationship with a coach or official, the coach or official should discourage the athlete's approach and explain to the athlete why such a relationship is not appropriate.

If a consensual intimate relationship does exist or develop between an adult athlete and a coach or official, the coach or official is expected to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the coach or official has with the athlete and/or other athletes.

In assessing the appropriateness of an intimate relationship between a coach or official and an adult athlete, relevant factors include, but are not limited to:

- the relative age and social maturity of the athlete;
- any potential vulnerability of the athlete;
- any financial and/or emotional dependence of the athlete on the coach or official;
- the ability of the coach or official to influence the progress, outcomes or progression of the athlete's performance and/or career;
- the extent of power imbalance between the athlete and coach or official; and
- the likelihood of the relationship having an adverse impact on the athlete and/or other athletes.

It will often be difficult for a coach or official involved in an intimate relationship with an adult athlete to make an objective assessment of its appropriateness and accordingly they are encouraged to seek advice from the Member Protection Information Officer, or complaints officer [or other designated person] to ensure that they have not involved themselves in inappropriate or unprofessional conduct.

If it is determined that an intimate relationship between a coach or official and an adult athlete is inappropriate or unprofessional we may take disciplinary action against the coach or official up to and including dismissal. Action may also be taken to stop the coaching relationship with the athlete. This could include a transfer, a request for resignation or dismissal from coaching duties.

If a coach, official or athlete believes they are being, or have been, harassed they are encouraged to seek information and support from the Member Protection Information Officer, or complaints officer [or other designated person]. Our grievance and complaints procedure is outlined in the *AWF Grievance, Discipline, Appeals By-Law* found at www.awf.com.au.

7.5 Pregnancy

The AWF is committed to providing an inclusive sporting environment for pregnant women involved in its activities. We expect everyone bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in our sport that disadvantage them. We will not tolerate any unlawful discrimination or harassment against pregnant women.

The AWF will take reasonable care to ensure the safety, health and well-being of pregnant women and their unborn children. We will advise pregnant women that there may be risks involved, and 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 children, are of utmost importance in their decision making about the extent and manner in which they participate in our sport.

While many sporting activities are safe for pregnant women to participate in, there may be particular risks that apply to some women during pregnancy. Those risks will depend on the nature of the particular sporting activity and the particular pregnant woman's circumstances.

We encourage all pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation in particular sporting activities.

We will only require pregnant women to sign a disclaimer if we require other participants 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 or organisation bound by this Policy, she may make a grievance. Refer to *AWF Grievance, Discipline, Appeals By-Law* found at www.awf.com.au.

7.6 Gender Identity

Gender identity means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person's gender identity may be unique to each person. Some terms used to describe a person's gender identity include trans, transgender and gender diverse.

7.6.1 Gender identity discrimination and harassment

The AWF is committed to providing an inclusive sporting environment where all people, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times, and can be actively involved in its activities and are able to contribute and participate. The AWF expects everyone who is bound by this policy to treat all people fairly and with dignity and respect. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual.

Federal, state and territory anti-discrimination laws provide protection from discrimination against people on the basis of their gender identity. (See definition in Dictionary of terms).

We expect all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation. Descriptions of some of the types of behaviour which could be regarded as transgender or transsexual discrimination or harassment are provided in the Dictionary at clause 11.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy because of their gender identity, please refer to our grievance and complaints procedure at AWF *Grievance, Discipline, Appeals By-Law* found at www.awf.com.au.

7.6.2 Participation in sport

The AWF recognises 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. We are committed to supporting participation in our sport on the basis of the gender with which a person identifies.

The AWF also recognises there is debate over whether a male to female transgender person obtains any physical advantage over other female participants. This debate is reflected in the divergent discrimination laws across the country. If issues of performance advantage arise, the AWF will seek advice on the application of those laws in the particular circumstances.

The AWF is aware that the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic Games. Where a transgender or

transsexual person intends competing at an elite level, we will encourage them to obtain advice about the IOC's criteria which may differ from the position taken by the AWF.

The AWF notes that drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

7.6.3 Intersex status

Federal anti-discrimination law, and some state and territory anti-discrimination laws, provide protection from discrimination against a person on the basis of their intersex status. (See Dictionary of terms).

The AWF is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.

7.7 Responsible service and consumption of alcohol

The AWF Alcohol Policy regarding alcohol consumption when selected as a member of an AWF team is found at www.awf.com.au.

The AWF is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol. The AWF recommends that State Associations and their member Clubs adhere to strict guidelines regarding the responsible consumption of alcohol.

In generally, our policy is that;

- alcohol should not be available nor be consumed at a sporting event involving children and young people under the age of 18;
- alcohol-free social events be provided for young people and families;
- responsible service and consumption of alcohol should apply to any alcohol to be consumed after the competition has concluded;
- food and low-alcohol drinks always be available at events we hold or endorse;
- a staff member or board or committee member is present at events we hold or endorse to ensure appropriate practices in respect of consumption of alcohol are followed.
- safe transport options be promoted as part of any event we hold or endorse where alcohol is served.

Guidance can be obtained from the "Alcohol Management Policy" available at www.goodsports.com.au/goodsports/pages/sample-policies.html.

Guidance on developing an Alcohol Policy is available at www.playbytherules.net.au/resources/club-toolkit

7.8 Smoke-free environment

The AWF is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse.

The following policies should be applied to sporting and social events:

- No smoking shall occur at or near any sporting event or competition involving persons under the age of 18. This policy shall apply to coaches, athletes, trainers, officials and volunteers;
- Social events shall be smoke free, with smoking permitted at designated outdoor smoking areas;
- Coaches, officials, trainers, volunteers and athletes will refrain from smoking while they are involved in an official capacity in our sport on and off the field of play.

7.9 Bullying

The AWF 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 in our sport.

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 a 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.

The AWF will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at a referee or official, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written or verbal statement or a grievance – to the relevant controlling club, association or state or AWF.

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 grievance. Refer to AWF *Grievance, Discipline, Appeals By-Law* found at www.awf.com.au.

7.10 Social Networking

The AWF has a Social Media Policy which can be found at www.awf.com.au.

The AWF acknowledges enormous value of social networking to promote our sport and celebrate the achievements and success of the people involved in our sport.

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

We expect all people bound by the policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

7.11 Other relevant policies

Other AWF relevant policies can be found at www.awf.com.au. Some of the policies which contribute to the welfare of all those involved in our activities include

- *AWF Constitution*
- *Anti-doping Policy*

8. Grievance Procedures

8.1 Handling Grievances

The AWF aims to provide a simple, confidential and trustworthy procedure for resolving grievances based on the principles of procedural fairness and natural justice. For clarification, giving notification of a “grievance” to the relevant AWF official for example the AWF CEO, is the first step in the grievance process. Once the grievance has been formalised by way of AWF CEO obtaining enough information to proceed, the “grievance” then becomes a “complaint”.

All grievances relating to the AWF are dealt with under the *Grievance, Discipline, Appeals By-Law* found at www.awf.com.au.

8.2 Improper Grievances & Victimisation

The AWF aims to ensure our grievances procedure has integrity and is free of unfair repercussions or victimization against any person making a grievances or supporting another person’s grievance.

All grievances relating to improper grievances and victimisation are dealt with under the *Grievance, Discipline, Appeals By-Law* found at www.awf.com.au.

8.3 Mediation

Mediation is an option in the grievance process and information about this process can be found in the *Grievance, Discipline, Appeals By-Law* at www.awf.com.au.

8.4 Tribunals

Information about the Tribunal process can be found in the *Grievance, Discipline, Appeals By-Law* at www.awf.com.au.

9. What is a Breach of this policy?

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

9.1 breaching the Code of Conduct, the Role-Specific Codes of Conduct, or the General Code of Behaviour;

9.2 bringing the sport and/or the AWF into disrepute, or acting in a manner likely to bring the sport and/or or AWF into disrepute;

9.3 failing to follow the AWF policies and procedures for the protection, safety and well-being of children;

9.4 discriminating against, harassing or bullying (including cyber bullying) any person;

9.5 victimising another person for making or supporting a grievance;

9.6 engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over;

9.7 disclosing to any unauthorised person or organisation any AWF information that is of a private, confidential or privileged nature;

9.8 verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;

9.9 making a grievance they knew to be untrue, vexatious, malicious or improper;

9.10 failing to comply with a penalty imposed after a finding that the individual or organisation has breach this policy;

9.11 failed to comply with a direction given to the individual or organisation as part of a disciplinary process.

10. Disciplinary measures

The AWF disciplinary measures are outlined in the *Grievance, Discipline, Appeals By-Law* found at www.awf.com.au.

11. Dictionary

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant

State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated club means group of individuals, incorporated or unincorporated association, corporation or trust which exists to participate in the training, competition, officiating, or administration of the sport of weightlifting under the rules of the International Weightlifting Federation.

Child means a person who is under the age of 18 years.

Child abuse involves conduct which puts a child at risk of harm and may include:

- **physical abuse** by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity).
- **sexual abuse** by adults or other children, where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- **emotional abuse** by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- **neglect** (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Complaint means a formalised grievance made under Part E of this policy.

Complainant means the person making a grievance.

Complaints manager means the person appointed under this policy to handle a grievance.

Discrimination occurs when someone is treated unfairly or less favourably than another person in the same or similar circumstances because of a particular characteristic. This is known as direct discrimination. Indirect discrimination occurs when a rule, policy, or practice disadvantages one group of people in comparison with others, even though it appears to treat all people the same.

In Australia it is against the law to discriminate against someone because of their:

- age;
- disability;
- family/carer responsibilities;
- gender identity/transgender status;
- homosexuality and sexual orientation;
- irrelevant medical record;
- irrelevant criminal record;
- political belief/activity;
- pregnancy and breastfeeding;
- race;
- religious belief/activity;
- sex or gender;
- social origin;

- trade union membership/activity.

Some states and territories include additional protected characteristics such as physical features or association with a person with one or more of the characteristics listed above.

Examples of discrimination are available on the Play by the Rules website:

www.playbytherules.net.au/legal-stuff/discrimination

Some exceptions to state and federal anti-discrimination law apply. Examples include:

- holding a competitive sporting activity for females only who are 12 years of age or over where strength, stamina or physique is relevant or
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that sporting activity.

Grievance means a matter of concern given to the AWF CEO or relevant person such as an MPIO to be dealt with accordingly.

Harassment is any type of behaviour that the other person does not want and is likely to make the person feel intimidated, insulted, or humiliated. Unlawful harassment can target a person because of their race, sex, pregnancy, marital status, sexual orientation or some other personal characteristic protected by law (see the list under discrimination).

Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability (see "Vilification").

Mediator means an impartial person appointed to help those people involved in a grievance to talk through the issues and resolve the matter on mutually agreeable terms.

Member means an affiliated person, club, or state and territory association.

Member Protection Information Officer (MPIO) means a person trained to be the first point of contact for a person reporting a grievance under, or a breach of, this policy. The MPIO provides impartial and confidential support to the person making the grievance.

Natural justice (or procedural fairness) requires that:

- both the complainant and the respondent must know the full details of what is being said against them and have the opportunity to respond
- all relevant submissions must be considered
- no person may judge their own case
- the decision-maker(s) must be unbiased, fair and just
- the penalties imposed must be fair.

Police check means a national criminal history record check conducted as a pre-employment, pre-engagement, or current background check on a person.

Respondent means the person whose behaviour is the subject of the grievance.

Role-specific codes of conduct (or behaviour) means standards of conduct required of people holding certain roles in our organisation (e.g. coaches, officials, referees, and board or committee members).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which could reasonably be anticipated to make a person feel humiliated, intimidated or

offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency. Because of differences under state and territory laws, this can include but is not limited to:

- rape
- indecent assault
- sexual assault
- assault with intent to have sexual intercourse
- incest
- sexual penetration of child under the age of 16
- indecent act with child under the age of 16
- sexual relationship with child under the age of 16
- sexual offences against people with impaired mental functioning
- abduction and detention
- procuring sexual penetration by threats or fraud
- procuring sexual penetration of child under the age of 16
- bestiality
- soliciting acts of sexual penetration or indecent acts
- promoting or engaging in acts of child prostitution
- obtaining benefits from child prostitution
- possession of child pornography
- publishing child pornography and indecent articles.

Transgender is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.

Victimisation means subjecting a person or threatening to subject a person to any unfair treatment because that person has or intends to pursue their right to make any grievance including a grievance under government legislation (e.g. anti-discrimination) or under this policy, or for supporting another person to make a grievance.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of people having any of the attributes or characteristics listed under the definition of "Discrimination".

Young people/person means people in the 13 – 18 year age group.

PART A: CHILD WELFARE POLICY

1. Australian Weightlifting Federations Core Values

The Australian Weightlifting Federation (**AWF**) is committed to providing a sport and work environment that is safe, fair, and inclusive for everyone especially for children. This Child Welfare Policy reflects this commitment.

2. Purpose of this Policy

This Policy stems from the following guiding principles:

- (a) the Child's welfare is the first consideration;
- (b) all Children, regardless of age, gender, racial origin, religious belief, sexual identity and or disability, have a right to enjoy sport free from Child Abuse and all forms of Bullying, Harassment and Discrimination;
- (c) all individuals and organisations bound by this Policy have responsibilities for the welfare of Children in our sport;
- (d) all individuals and organisations bound by this Policy must act in accordance with the law in relation to child protection issues; and
- (e) AWF is committed to the protection of Children within our sport and will not tolerate practices in breach of this Policy.

Through this Policy, AWF aims to ensure that:

- our core values, good reputation and positive behaviours and attitudes are maintained;
- every Child involved in our sport is treated with respect and dignity and is safe and protected from Child Abuse, Bullying, Harassment or Discrimination; and
- everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities relating to the welfare of Children.

Any form of Bullying, Harassment or Discrimination is actionable if the victim feels distress or concern as a result of the aggressive and upsetting behaviour. Descriptions of behaviour which could be regarded as Bullying, Harassment or Discrimination are provided in the Dictionary.

This Policy provides the procedures that support our commitment to preventing Child Abuse, Bullying, Discrimination, Harassment and other forms of inappropriate behaviour in our sport.

This Policy is supplemented by AWF's *Grievance, Discipline, Appeals By-Law* which provides specific guidelines and Grievance Procedures relating to the welfare and well-being of all members in our sport. Both this Policy and the *Grievance, Discipline,*

Appeals By-Law have been endorsed by the AWF Board and may be amended from time to time by resolution of the Board of Directors.

3. Child Welfare Requirements

Every organization and individual bound by this Policy must always place the safety and welfare of Children above all other considerations.

AWF and all our Members acknowledge that all employees, members, directors, contractors, and volunteers provide a valuable contribution to the positive experience of Children. AWF aims to continue to protect the welfare of children with several safety measures including:

- a) prospective employees of organisations bound by this Policy must have a Police Check before their employment can commence.
- b) compliance with Commonwealth, State, and Territory child welfare laws;
- c) prohibiting any form of Child Abuse, Bullying, Harassment and Discrimination against Children;
- d) carefully selecting and screening individuals whose role requires them to have regular contact with Children;
- e) providing Grievance Procedures for raising concerns or grievances;
- f) providing education and information to those involved in our sport on Child Abuse, Bullying, Cyber Bullying, Harassment, Discrimination and Child Protection.

This Policy requires that any person who knows or reasonably suspects that a Child is or has been a victim of Child Abuse by someone involved in or related to Australian Weightlifting Federation, report immediately to the Police or relevant Government agency and the AWF CEO or relevant State Member CEO.

The CEO who has been notified must:

- a) seek guidance from the Police or the relevant Government Agency about whether it is appropriate for a Grievance Procedure or The Procedure for handling allegations of Child Abuse under this policy to be enacted; and
- b) promptly report the allegation to the AWF CEO and thereafter continue to keep the AWF CEO or its delegate informed on the status of the matter.

All allegations of Child Abuse must be dealt with promptly, seriously, sensitively, and confidentially. A person will not be victimized for reporting an allegation of Child Abuse and the privacy of all persons concerned will be respected. The Procedure for handling allegations of Child Abuse are outlined in Part E6.

4. Best Practice Procedures

The following best practice procedures are strongly recommended for those in contact with Children.

At training or at competitions organization and individuals bound by this Policy should:

- a) ensure that there is enough supervision as appropriate for the age of the Children;

- b) ensure that Children have access to a responsible adult of the same gender as the Children concerned, at all possible times;
- c) wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years;
- d) foster an environment of friendship, cooperation, tolerance, and good sportsmanship between Children;
- e) ensure that any immediate disciplinary measures are non-violent and do not involve humiliation or cause anxiety;
- f) be aware of and be quick to act on any games that are physically rough or sexually provocative or that involve inappropriate language or contact;
- g) any physical contact with a person should be appropriate to the situation and necessary for the person's skill development;
- h) ensure where Children are being picked up from training or the event, depending on the age of the Child, Children should be collected from a pre-determined area so the Coach or other responsible official can recognize when a Child has not been picked up and arrange for appropriate supervision;
- i) ensure for older Children an action plan be discussed with the squad so that such Children can find a safe way home; and
- j) ensure Children are not invited to a coach's house or other adult in a position of authority unless accompanied by that Child's parent or guardian, or with the consent of a parent or legal guardian.

At camps or competitions requiring overnight accommodation organisations and individuals bound by this Policy should also ensure that:

- a) teams are appropriately accompanied by the same gender coaches and/or officials (Managers, Chaperones etc)
- b) Children room with Children, Coaches, Managers, Chaperones of the same gender and where appropriate and available, with other Children of approximately the same age;
- c) Coaches, officials and other responsible adults of the opposite gender are accompanied by a coach, official, or other responsible adult of the same gender if there is a need for them to enter the living or sleeping area of Children of the opposite sex, and where possible this should be avoided and all contact should be in "group time".
- d) Any transport provided to a Child be private car or by a coach, official or other responsible adult occurs with prior consent of the parents or guardians of the Child, (unless in an emergency) and that an additional adult, preferably of the same gender as the Child (or other older Children) is also in the car. Children should always sit in the back seat; and
- e) Where transport is provided to Children in a mini-bus or larger vehicle there is adequate age-appropriate supervision with at least one same gender (of Children) coach, official, or other responsible adult present at all times where practical.

5. What is a breach of this Child Welfare Policy?

A breach of this Policy for any person or organisation to which this Policy applies, to do anything contrary to this Policy, including but not limited to:

- a) discriminated against, bullied, harassed or inflicted Child Abuse on any Child;
- b) victimised another person for reporting a complaint / grievance;
- c) failed to follow AWF policies and procedures for the protection, safety and welfare of Children;
- d) disclosed to any unauthorized person or organization any information in relation to complaint or grievance under this Policy or a private, confidential or privileged nature;
- e) made a complaint or grievance under this Policy that they knew to be untrue, vexatious, malicious or improper;
- f) appointed or continued to appoint a person to a role that involves working with Children contrary to this Policy;
- g) failed to comply with a penalty imposed after a finding that the individual or organization has breached this Policy;
- h) engaged in a sexually inappropriate or unlawful relationship with a Child; and
- i) failed to comply with a direction given to the individual or organization during the relevant Procedure.

PART B: EMPLOYMENT SCREENING / WORKING WITH CHILDREN CHECK REQUIREMENTS

AWF is committed to providing a safe environment for children. As part of this, we will recruit staff and volunteers who do not pose a risk to children.

Employment screening and Working with Children Checks 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.

The AWF, including our state associations and clubs, will meet the requirements of the relevant state or territory Working with Children Check laws.

Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screening requirements of that particular state or territory.

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

Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screening requirements of that particular state or territory.

ATTACHMENTS

Attachment B1: Member Protection Declaration

Attachment B2: Working With Children Check Requirements

Attachment B1: MEMBER PROTECTION DECLARATION

The AWF has a duty of care to all those associated with the sport at the national level and to the individuals and organisations to whom our national Member Protection Policy applies. As a requirement of our national Member Protection Policy, the AWF 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 or illegal drug related offences.
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 or illegal drug related offences..
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that the AWF may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 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 B2: WORKING WITH CHILDREN CHILD PROTECTION 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.

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

Australian Capital Territory

Contact the Office of Regulatory Services

Website: www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp

Phone: 02 6207 3000

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

Phone: 02 9286 7276

Northern Territory

Contact the Northern Territory Screening Authority

Website: www.workingwithchildren.nt.gov.au

Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Public Safety Business Agency about the "Blue Card" system.

Website: www.ccyqcq.qld.gov.au

Phone: 1800 113 611

South Australia

Contact the Department for Education and Child Development for information

Website: www.families.sa.gov.au/childsafes

Phone : 08 8463 6468.

National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check

DCSI Child Related Work Screening: <http://www.dcsi.sa.gov.au/services/screening>

Tasmania

Contact the Department of Justice

Website: www.justice.tas.gov.au/working_with_children

Phone: 1300 13 55 13

Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Western Australia

Contact the Department for Child Protection

Website: www.checkwwc.wa.gov.au

Phone: 1800 883 979 **Travelling to other states or territories**

It is important to remember that when travelling to other states and 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.

The laws providing interstate exemptions are not consistent across Australia.

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

PART C: PROCEDURES

Notification of a “grievance” is the first step in the grievance process. Once the AWF CEO obtains enough information to proceed with the grievance, then the grievance is formalised as a “complaint”. All grievances and/or complaints will be dealt with according to the *Grievances, Discipline, Appeal By-Law* found at www.awf.com.au.

We will deal with all grievances seriously, and in a fair, timely and transparent manner.

We will provide individuals with an informal and formal process to resolve the matter, along with access to an external complaint handling body, based on the nature of the matter and our rules and regulations.

We also provide an appeals process for those matters.

We will maintain confidentiality where possible and as provided in this policy, seek to ensure that no one is victimised for making, supporting or providing information about a grievance and/or complaint.

The Grievance procedure, mediation, investigation, and tribunal processes are all dealt with according to the *Grievances, Discipline, Appeal By-Law* found at www.awf.com.au.

ATTACHMENTS

Attachments C1: Procedure For Handling Allegations of Child Abuse

Attachment C1: 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 AWF in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1 – Initial Receipt of an Allegation

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

DO	DO NOT
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 discussions 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 relevant child protection agency. You may need to 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 anyone to whom our policy applies, then also report the allegation to the CEO of AWF so that he or she can manage the situation.

Step 3 – Protect the child and manage the situation

- The AWF CEO will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of other children. This may include redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal/suspension of him or her until any investigations have been concluded.
- The AWF CEO will consider what services may be most appropriate to support the child and his or her parent/s.
- The AWF CEO will consider what support services may be appropriate for the alleged offender.
- The AWF CEO 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 (3) 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 police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry / investigation (conducted by AWF).
- Irrespective of the findings of the child protection and/or police inquiries, the AWF will assess the allegation to decide whether the person should be reinstated, banned, have their employment or position terminated or any other action.
 - The decision-maker(s) will be the Board of the AWF and it will consider all the information, including the findings of the police, government agency and/or court, and determine a finding, recommend action and explain its rationale for the action.
 - If disciplinary action is to be taken, the procedures outlined in Clause 9 of the policy will be followed.
 - If disciplinary action is taken, the AWF will advise and provide a report to the relevant government authority should this be required (e.g. the NSW Commission for Children and Young People requires notification of relevant employment proceedings).

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

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	
Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	
Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	

Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666	
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	

PART D: ROLE-SPECIFIC CODES OF CONDUCT

Attachment D1: General Code of Behaviour

Attachment D2: Coach Code of Conduct

Attachment D3: Official Code of Conduct

Attachment D4: Player/Athlete Code of Conduct

Attachment D5: Administrator (volunteer) Code of Conduct

Attachment D6: Employee Code of Conduct

Attachment D7: Board Member Code of Conduct

PART D1: GENERAL CODE OF BEHAVIOUR

At every level of sport in Australia the following principles must be upheld:

1. **Fairness:** Operating within the spirit of the rules, never taking an unfair advantage and making informed and honourable decisions at all times.
2. **Respect:** Recognising the contribution that people make to sport, treating them with dignity and consideration, as well as caring for the property and equipment they use.
3. **Responsibility:** Taking responsibility for one's actions and being a positive role model at all times.
4. **Safety:** Encouraging healthy and safe procedures, preventing and reporting dangerous behaviour, while demonstrating concern for others.

As a member of the AWF a member association or an affiliated club or a person required to comply with the AWF's member protection policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by the AWF, a member association or an affiliated club and in any role you hold within the AWF, a member association or an affiliated club:

1. Respect the rights, dignity and worth of others.
2. Be ethical, considerate, fair and honest in all dealings with other people and organisations.
3. Be professional in, and accept responsibility for your actions.
4. Make a commitment to providing quality service.
5. Be aware of Australian Weightlifting Federation's standards, rules and policies.
6. Operate within the rules and spirit of the sport, including the national and international guidelines that govern AWF.
7. Understand the possible consequences of breaching AWF Member Protection Policy or Child Welfare Policy.
8. Immediately report any breaches of the AWF Member Protection Policy or Child Welfare Policy to the appropriate authority.
9. Refrain from any form of abuse towards others.
10. Refrain from any form of harassment toward others.
11. Refrain from any form of discrimination toward others.
12. Refrain from intimate relations with members whom they have a supervisory role or power over.
13. Refrain from any form of victimisation toward others.
14. Provide a safe environment for the conduct of activities in accordance with any relevant AWF policy.
15. Show concern and caution toward others that may be sick or injured.
16. Be a positive role model.

PART D2: COACH CODE OF CONDUCT

In addition to the AWF's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by the AWF, a member association or an affiliated club and in your role as a coach appointed by the AWF, a member association or an affiliated club:

1. Abide by the General Code of Behaviour.
2. Be responsible for matters concerning the coaching, training and development of members.
3. Help each person (athlete, official etc.) reach their potential – respect the talent, developmental stage and goals of each person, and compliment and encourage with positive support and feedback.
4. Be honest and do not allow your qualifications to be misrepresented.
5. Maintain a 'duty of care' towards others and accountability for matters relating to training and competition.
6. Maintain the required standard of accreditation and/or licensing of professional competencies.
7. Have a sound working knowledge of Australian Weightlifting Federation policies, rules and coaching techniques.
8. Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development
9. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
10. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
11. Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
12. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
13. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
14. Avoid situations with your players that could be construed as compromising.
15. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
16. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players.
17. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
18. Know and abide by rules, regulations and standards, and encourage players to do likewise.

PART D3: OFFICIAL CODE OF CONDUCT

In addition to the AWF's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by the AWF, a member association or an affiliated club and in your role as an official appointed by the AWF, a member association or an affiliated club:

1. Abide by the General Code of Behaviour
2. Maintain the required standard of accreditation and/or licensing of professional competencies.
3. Help each person (athlete, official etc.) reach their potential - respect the talent, developmental stage and goals of each person, and compliment and encourage with positive support and feedback.
4. Be honest and do not allow your qualifications to be misrepresented.
5. Have a sound working knowledge of Australian Weightlifting Federation by-laws, policies and rules.
6. Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development. *This also applies to team support staff (eg. medical, physiotherapy and dietician staff).
7. Place the safety and welfare of the players/participants above all else.
8. Accept responsibility for all actions taken.
9. Be impartial.
10. Avoid any situation which may lead to a conflict of interest.
11. Be courteous, respectful and open to discussion and interaction.

PART D4: ATHLETE CODE OF CONDUCT

In addition to the AWF's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by the AWF, a member association or an affiliated club and in your role as a player/participant in any activity held by or under the auspices of the AWF, a member association or an affiliated club:

1. Abide by the General Code of Behaviour.
2. Follow the rules of Australian Weightlifting Federation at all times.
3. Give your best at all times.
4. Never argue with an official. Use the appropriate rules and guidelines to resolve a dispute.
5. Control your temper. Verbal or physical abuse is not acceptable.
6. Work equally hard for yourself and/or your team.
7. Be a good sport. Applaud good performances whether they are made by your team or the opposition.
8. Treat all weightlifting participants, as you would like to be treated. Do not bully or take unfair advantage of another competitor.
9. Cooperate with your coaches, team mates, opponents, management, event staff and officials.
10. Respect the rights, dignity and worth of all participants, coaches, officials, and spectators regardless of their gender, ability, ethnicity, cultural background or religion.
11. Care for and respect the equipment provided to you as part of your program.
12. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
13. At all times avoid intimate relationships with your coach.
14. Conduct yourself in a professional manner relating to language, temper and punctuality.
15. Maintain high personal behaviour standards at all times.
16. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
17. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
18. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
19. Report any incident that you believe to be in breach of the AWF's Code of Conduct to the appointed Team Manager as soon as possible after the incident has occurred.

PART D5: ADMINISTRATOR (VOLUNTEER) CODE OF CONDUCT

In addition to the AWF's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of the AWF, a member association or an affiliated club and in your role as an administrator of the AWF, a member association or an affiliated club:

1. Abide by the General Code of Behaviour.
2. Act in good faith and in the best interests of the sport as a whole.
3. Maintain confidentiality in regards to sensitive and /or commercial information.
4. Resolve conflicts fairly and promptly through established procedures.
5. Do not allow prejudice, conflict of interest or bias to affect your objectivity. *This also applies to directors, officers, employees, and contractors.
6. Maintain strict impartiality.
7. Be aware of your legal responsibilities.

PART D7: BOARD MEMBER CODE OF CONDUCT

The AWF is committed to maintaining the highest standards of ethical conduct. This Code of Business Conduct and Ethics for Directors (Code) reflects the business practices and principles of behaviour that support this commitment. The AWF Executive is responsible for setting the standards of conduct contained in the Code and for updating these standards as appropriate to reflect legal and regulatory developments. Every director is expected to read and understand this Code and its application to the performance of his or her responsibilities. Each Director is accountable for adherence to this Code.

Compliance With Applicable Laws

Directors must comply with all of the laws, rules, and regulations of Australia and its States and Territories and other countries, as well as the states, counties, cities, and other jurisdictions, applicable to either the AWF or its activities.

This Code does not summarize all laws, rules, and regulations applicable to either the AWF or its activities. The AWF will provide to the directors copies of the various guidelines and materials on specific laws, rules, and regulations as appropriate. Directors should consult with the Chairperson of the Board or the Compliance Officer if they have questions about laws that they think may be applicable to either the AWF or its activities.

Conflicts Of Interest

A “conflict of interest” may exist whenever the interests of a director conflict in any way (or even appear to conflict) with the interests of the AWF. While our directors should be free to make personal investments, enjoy social relations, take on personal coaching commitments and normal sporting activities, they must not have any interests that adversely influence the performance of their responsibilities. A conflict situation can arise when a director takes actions or has interests that may make it difficult to perform his or her AWF responsibilities objectively. Conflicts of interest also may arise when a director, or a member of his or her family, receives improper personal benefits as a result of his or her position with the AWF, whether received from the AWF or a third party. Gifts above a “de minimis” value to, loans to, or guarantees of obligations of, directors, or their respective family members may create conflicts of interest.

Although it is not always possible to avoid conflicts of interest, it is each the AWF’s policy to prohibit such conflicts when possible. Conflicts of interest may not always be clear-cut, so if directors have a question, they are encouraged to consult with the Chairperson of the Board or the Compliance Officer. Any director who becomes aware of a conflict or potential conflict should bring it to the attention of the Chairperson of the Board or the Compliance Officer.

Corporate Opportunity

Except as may be approved by the Board of Directors or a committee of independent directors, directors are prohibited from (a) taking for themselves personally any opportunities that belong to either the AWF or are discovered through the use of AWF property, information, or position; (b) using AWF property, information, or position for personal gain; and (c) competing with the AWF.

Confidentiality

All directors must maintain the confidentiality of confidential information entrusted to them by the AWF, except when the AWF authorizes disclosure or required by laws, regulations, or legal proceedings. The term “confidential information” includes, but is not limited to, non-public information that might be of use to critics of the Company, or harmful to the AWF or its athletes, officials or administrators if disclosed. Whenever feasible, directors should consult the Chairperson of the Board if they believe they have a legal obligation to disclose confidential information.

Fair Dealing

Each director should endeavour to deal fairly with the AWF's athletes, officials, competitors, officers, and employees. None should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice. Inappropriate use of proprietary information, misusing trade secret information that was obtained without the owner's consent, or inducing such disclosures by past or present employees of other associations is prohibited. Under Australian Federal and State and Territory laws, where the AWF and each affiliated association is incorporated, a director must perform his or her duties in good faith, acting honestly, free from the intention to defraud.

Protection And Proper Use Of Association's Assets

All directors should perform their duties in a manner that protects the AWF's assets and ensures their efficient use. All AWF assets should be used for legitimate sporting purposes.

No Director may allow the AWF to trade while insolvent

Accounting Complaints

The Audit Committees of the Boards of Directors are responsible for establishing procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Directors who have concerns or complaints regarding such matters are encouraged to promptly submit those concerns or complaints to the Chief Executive Officer or to the appropriate Audit Committee which, subject to its duties arising under applicable law, regulations, and legal proceedings, will treat such submissions confidentially. Such concerns or complaints may be made anonymously.

Reporting Any Illegal Or Unethical Behaviour

Directors are encouraged to promptly contact the Chairperson of the Board or the Chief Executive Officer if the director believes that he or she has observed illegal or unethical behaviour by any athlete, official, volunteer, employee, officer, or director, or by anyone purporting to be acting on either the AWF's behalf and, the reporting director has any doubt about the best course of action in a particular situation. Any such reports may be made anonymously. Confidentiality will be maintained, to the extent permitted by law.

Public Company Reporting

As an Incorporated Association, it is of critical importance that the AWF's filings under the Incorporated Associations Act (1991) be full, fair, accurate, timely, and understandable. Directors may be asked to provide information necessary to assure that the AWF's public reports meet these requirements. The AWF expects directors to take this responsibility very seriously and to provide prompt and accurate answers to inquiries related to the AWF's public disclosure requirements.

Amendment, Modification And Waiver

This Code may be amended, modified, or waived by the AWF's Executive Board of Directors, subject to the disclosure and other provisions of the Associations Incorporation Act (1981), and the rules thereunder and the applicable rules of the Australian Sports Commission. As a general policy, the Boards of Directors will not grant waivers to the Code.

Refer to the Board Governance Manual, accessible via <http://www.awf.com.au/iinc.php?page=board> for further information.

PART E: REPORTING DOCUMENTS/FORMS

To assist in consistency and accuracy in following procedure and reporting on the issues covered by AWF's Member Protection Policy, the following documents are to be used:

- E1 Confidential Record of Informal Grievance** – to be used by MPIOs or others who receive a grievance or allegation
- E2 Confidential Record of Formal Grievance** – to be used when a formal grievance or allegation is received by the AWF
- E3 Confidential Record of Child Abuse Allegation** – to be used by MPIO's or others who receive complaints/allegations of child abuse
- E4 Record of Mediation** – to be used by those who conduct a mediation
- E5 Record of Tribunal Decision**
- E6 Procedure for Handling Allegations of Child Abuse**
- E7 State and Territory Information for reporting child abuse**

General principles to be followed when completing a report of a grievance:

- Treat all **grievances** seriously.
- Deal with **grievances** promptly, sensitively and confidentially.
- Maintain a calm attitude.
- Ask the complainant if they will consent to you taking notes.
- Write the description of the **grievance** /problem using the complainants own words (as much as is possible).
- Find out the nature of the relationship between the complainant and the person complained about (for example, coach/competitor, team members, etc) and if there is any relevant history.
- Take a note of the facts and do not pre-judge the situation.
- Ask the complainant whether they fear victimisation or other consequences.
- Find out what outcome the complainant wants and if they need any support.
- Ask the complainant how they want to the complaint to be dealt with under the policy.
- Keep the **grievance** confidential and do not disclose it to another person without the complainant's consent except if disclosure is required by law (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint.

<p>Feelings expressed by complainant (completing this may help to separate emotional content from facts)</p>	
<p>What does the complainant want to happen to resolve the issue?</p>	
<p>What other information has the complainant provided?</p>	
<p>What is the complainant going to do now?</p>	

This record and any notes must be kept confidential and secure. – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the AWF CEO.

Methods (if any) of attempted informal resolution	
Support person (if any)	
Formal resolution procedures followed (outline)	
If investigated: Finding -	
If went to hearing tribunal: Decision - Action recommended -	
If mediated: Date of mediation - Were both parties present - Terms of Agreement - Any other action taken -	
If went to appeals tribunal: Decision - Action recommended -	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position in AWF: Signature: Date: / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept confidential and secure. If the grievance is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the AWF CEO and a copy kept at the club/state/district level where the grievance was first made.

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

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

Attachment E4: RECORD OF MEDIATION

Present at Mediation	
Date of mediation	
Venue of mediation	
Mediator	
Summary of mediation (minutes attached)	
Outcome of mediation	
Follow-up to occur (if required)	
Completed by: (signature)	
Signed by: Complainant (signature) Respondent (signature)	

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the AWF CEO or other appointed officer.

Tribunal Members	
Tribunal Hearing Date and venue	
Tribunal Decision (attach report)	
Action recommended and any follow up report required	
Decision Appealed Date of Appeal lodged	
Appeal Hearing Date	
Appeal Decision (attach report)	
Action Recommended	
Completed by	Name: Position in Weightlifting: Signature: / /
Signed by:	Complainant Respondent

Attachment E6: 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 AWF 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 CEO of AWF so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The CEO or MPIO 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 AWF.

- The CEO or MPIO will consider what services may be most appropriate to support the child and his or her parent/s.
- The CEO or MPIO will consider what support services may be appropriate for the alleged offender.
- The CEO or MPIO 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 AWF).
- AWF 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 Part C 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**

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services www.dhcs.act.gov.au/ocyfs/services/care_and_protection Ph: 1300 556 729
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111
Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250
Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810

South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Child Protection and Family Support www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258

Attachment E7: STATE AND TERRITORY INFORMATION FOR REPORTING CHILD ABUSE

The following information was updated in November 2011. It is subject to change at any time.

QUEENSLAND

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm, you need to contact [Child Safety Services](#):

- **During normal business hours** - contact the [Regional Intake Service](#).
- **After hours and on weekends** - contact the Child Safety After Hours Service Centre on **1800 177 135** or (07) 3235 9999. The service operates 24 hours a day, seven days a week.

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

Queensland Police Service has a number of child protection and investigation units across Queensland. To contact the Queensland Police Service, contact the [Police District Communication Centre](#) nearest you.

If you aren't sure who to call, or for assistance to locate your nearest child safety service centre, contact Child Safety Services' Enquiries Unit on **1800 811 810**. Child safety service centres have professionally trained child protection staff who are skilled in dealing with information about harm or risk of harm to children.

NEW SOUTH WALES

Anyone who suspects, on reasonable grounds, that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, should report it to Community Services. Reasonable grounds is the standard that reporters must use in deciding whether or not to report to Community Services.

It does not mean that reporters are required to confirm their suspicions or provide solid proof before making a report. A useful rule of thumb is to consider whether another person, when faced with similar information, would also draw the same conclusion.

You can make a report by phoning the **Child Protection Helpline on 132 111** (TTY 1800 212 936) for the cost of a local call, 24 hours a day, 7 days a week.

WESTERN AUSTRALIA

If you are concerned about a child's wellbeing, [contact](#) the Department for Child Protection's district office closest to where the child lives or the [Crisis Care Unit](#) after hours.

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

If you make a report or disclose relevant information to the Department for Child Protection, there is legislative protection for the notifier. These are:

- Protection of identity - with some exceptions, your identity must not be disclosed without your consent. For further information, refer to section 240 of the *Children and Community Services Act 2004*
- Legal protection – you are not subject to legal liability under State law providing the information is provided in good faith.
- Professional protection – authorised disclosure of information cannot be held to constitute unprofessional conduct or a breach of professional ethics. As a result you cannot be disciplined by your professional body or incur any formal professional negative consequences at your workplace.

When you contact the Department, the Duty Officer will gather and record information that you provide and decide how best to respond. The type of information that the officer will gather includes:

- details about the child/young person and family
- the reasons you are concerned
- the immediate risk to the child
- whether or not the child or family has support
- what may need to happen to make the child safe
- your contact details, so that the officer can call you to obtain further information if required or to provide feedback.

You do not need to have all the details about the child or family when you contact the Department for Child Protection

For more information: <http://www.dcp.wa.gov.au/ChildProtection/>

VICTORIA

Some professionals such as doctors, nurses, police and school teachers are legally obliged to report suspected child abuse. In addition, any person who believes on reasonable grounds that a child needs protection can make a report to the Victorian Child Protection Service. It is the Child Protection worker's job to assess and, where necessary, further investigate if a child or young person is at risk of harm.

For more information: <http://www.dhs.vic.gov.au/>

SOUTH AUSTRALIA

Staff and volunteers who work with children are mandated notifiers and have a legal obligation to report any suspicion of child abuse and/or neglect that they may form in the course of their employment or volunteer activity based on reasonable grounds. This obligation extends to persons holding a management position whose duties include direct responsibility for, or direct supervision of the provision of services to children.

Reports are made to the CHILD ABUSE HELP LINE 13 14 78

A reasonable suspicion must be based on facts, for example:

- A disclosure of abuse by a child
- Professional judgement, based on the notifier's experience and observations

The organisation has an obligation to make each affected person aware of this legal obligation.

There is no obligation that recreation or sporting organisations require mandated reporters to undertake formal external training in the recognition of child abuse.

The law also stipulates that no person shall threaten or intimidate, or cause damage, loss or disadvantage to another person because that person has made a notification or proposes to make a notification pursuant to the *Children's Protection Act 1993*.

For more information: www.families.sa.gov.au/childsafe.

NORTHERN TERRITORY

In the Northern Territory any person who believes that a child is being, or has been, abused or neglected is required by law to report their concerns.

Reports should be made to the 24 hour Centralised Intake Service by using the free-call phone number **1800 700 250**.

Remember, you do not need to prove abuse or neglect, you need only report your concerns. The Care and Protection of Children Act provides legal protection against civil or criminal liability for people who make reports in good faith.

The Act also makes it clear that making a report does not breach any requirements of confidentiality or professional ethics.

For more information: http://www.childrenandfamilies.nt.gov.au/Child_Protection/

AUSTRALIAN CAPITAL TERRITORY

Care and Protection services is responsible for facilitating coordination across government for the care and protection of children and young people. Care and Protection services and an After Hours service, provide a continuum of service delivery to children and young people considered 'at risk' of serious harm.

Care and Protection Services is authorised to collect personal information under the *Children and Young People Act 2008* to ensure the safety and wellbeing of children and young people in the ACT. The information collected may be disclosed to government and non government agencies (including but not limited to the Australian Federal Police, ACT Children's Court, the Family Court, Health and Education Directorates and community organisations) to assist in ensuring the safety and wellbeing of children and young people. Information identifying a person making a child protection report is treated with the highest confidentiality and will not be disclosed except where a Court orders the disclosure.

For more information: http://www.dhcs.act.gov.au/ocyfs/services/care_and_protection

TASMANIA

Most professionals who provide services to children and families in Tasmania are 'mandatory reporters' of child abuse, under the Children, Young Persons and their Families Act 1997. This includes, but is not limited to, the following groups:

- DHHS employees
- Child Care providers
- Dentists, dental therapists or dental hygienists
- Police officers and probation officers
- Psychologists
- Registered medical practitioners and nurses
- School principals and teachers
- Volunteers and employees of any organisation that provides health, welfare, education, care or residential services and which receives government funding.

To make an urgent notification about abuse or neglect to Child Protection Services, please ring 1300 737 639 at any time.

Child Protection Services prefer to talk to a notifier in order to aid them in gathering information. However, if it is after hours and you are a mandatory reporter, an online notification can also be made.

For more information: http://www.dhhs.tas.gov.au/children/child_protection_services

