

**Billiards and Snooker Association of South Australia  
MEMBER PROTECTION POLICY**

**VERSION 1**

**1<sup>st</sup> May 2015**

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## MEMBER PROTECTION POLICY

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### 1. Introduction

The Billiards and Snooker Association of South Australia is committed to foster encourage and stimulate interests in the game of snooker and cue sports and to endeavour to maintain a high standard of sportsmanship in the playing of cue sports.

### 2. Purpose of Our Policy

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

### 3. Who Our Policy Applies To

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

### 4. Extent of Our Policy

Our policy covers unfair decisions (e.g. team selection), breaches of our code of behaviour and inappropriate behaviour that occurs at practice, at meetings, in association rooms, at social events organised or sanctioned by the association (or our national body), on away and overnight trips and any behaviour that brings or is likely to bring our association or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

### 5. Association Responsibilities

We will:

- make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable;
- implement and comply with our policy;
- promote our policy to everyone involved in our association;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from, and if necessary or appropriate, refer serious issues to our national body.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them (e.g. conflict of interest).

### 6. Individual Responsibilities

Everyone associated with our association must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

## **7. Protection of Children**

### **7.1 Child Protection**

The Billiards and Snooker Association of South Australia (BSASA) is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

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

#### **7.1.1: Identify and Analyse Risk of Harm**

The BSASA will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children.

#### **7.1.2: Develop Codes of Conduct for Adults and Children**

The BSASA will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Part B)

#### **7.1.3: Choose Suitable Employees and Volunteers**

The BSASA will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

If a criminal history report is obtained as part of their screening process, the BSASA will ensure that the criminal history information is dealt with in accordance with the standards developed by the Chief Executive, Department for Education and Child Development.<sup>1</sup> (See Appendix 1)

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

The BSASA will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

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

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<sup>1</sup> *Child Safe Environments: Standards for dealing with the information obtained about the criminal history of employees or volunteers who work with children.* Department for Education and Child Development 2012.

The BSASA will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

#### 7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

The BSASA will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The BSASA will make all volunteers and employees aware of their responsibilities under the *Children's Protection Act 1993 to make a report to the Child Abuse Report Line (13 14 78)* if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

If any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code(s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in attachment 4 of this policy. This will explain what to do about the behaviour and how the BSASA will deal with the problem.

## 7.2 Supervision

Members under the age of 14 years must be supervised at all times by a responsible adult. Our association will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 14 years is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

## 7.3 Transportation

Parents/guardians are responsible for transporting their children to and from association activities (e.g. practice and games). Where our association makes arrangements for the transportation of children (e.g. for away or over night trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).

## 7.4 Taking Images of Children

The BSASA acknowledges that in South Australia under the *Summary Offences Act 1953* a person must not engage in indecent filming. Images of children and adults should not be used inappropriately or illegally.

Our association requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. Our association also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the association 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, likes/dislikes, 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.

## 8. Anti-harassment, Discrimination and Bullying

Our association opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our association takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the association (see Responding to Complaints).

## 9. Inclusive practices

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

### 9.1 People with a disability

Where possible we will include people with a disability in our teams and association. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

### 9.2 People from diverse cultures

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

### 9.3 Sexual & Gender Identity

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

### 9.4 Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend 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.

## 10. Responding to Complaints

The template constitution for a Association provided by the Office for Recreation and Sport includes the following clauses which set out the power of the Board to put in place complaints procedures;

### *DISCIPLINE ®*

*The board may commence or cause to be commenced disciplinary proceedings against a member who has allegedly:*

- *breached, failed, refused or neglected to comply with a provision of this constitution, the regulations or any resolution or determination of the board or any duly authorised committee*
- *acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of the association and/or [Sport] brought the association, any other member or [Sport] into disrepute.*

*That member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the association set out in the regulations.*

*The board may appoint a judiciary committee to deal with any disciplinary matter referred to it. Such judiciary committee shall operate in accordance with the procedures expressed in the regulations but is subject always to the Act.*

### **GRIEVANCE PROCEDURE ®**

*The grievance procedure set out in this rule applies to disputes under these rules between a member and another member the association.*

*The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.*

*The board may prescribe additional grievance procedures in regulations consistent with this clause*

You should check that your Association Constitution contains similar clauses or consider adopting the ORS template or inserting these clauses into your existing document at your next AGM.

## **10.1 Complaints**

Our association takes all complaints about on and off-table behaviour seriously. Our association will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to our national body.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our association will need to report the behaviour to the police and/or relevant government authority and our national body.

## **10.2 Complaint Handling Process**

When a complaint is received by our association, the person receiving the complaint (e.g. President, Complaint officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

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

- supporting the person complaining to talk to the person being complained about
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our national body or from an external agency (e.g. State Body MPIO, State Department of Sport or anti-discrimination agency);
- referring the complaint to our national association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our national association and an inquiry is conducted, the association will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and

- act on our national association's recommendations.

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

### **10.3 Disciplinary Measures**

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

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

Possible measures that may be taken include:

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

### **10.4 Appeals**

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

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## **Attachment 1: CODES OF BEHAVIOUR**

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See the following publications available at [snookersa.org.au](http://snookersa.org.au)

Rules of Association 30 November 2009.  
Adelaide Snooker League Rules 19 March 2015; and  
Billiards League Conditions 1 December 2014

## **Attachment 2: SCREENING REQUIREMENTS**

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Criminal History Assessment/Managing criminal history information of people working with children in South Australia

A criminal history assessment is a decision about whether a person is suitable to work with children based on the person's criminal history (if any) and the assessed risk to children who access services from the organisation.

The BSASA may conduct a criminal history assessment themselves or apply to a third party (such as the State Body or Screening Unit) for an assessment and letter of clearance.

The BSASA undertakes to follow the Standards issued by the Department for Education and Child Development when conducting criminal history assessments. These Standards are outlined below.

### **2.1 – Identifying affected positions**

The BSASA will conduct an assessment of the criminal history of every person who is, or will be, engaged to work with children in this organisation, its affiliated associations and associations.

As a first step, the BSASA has identified all individuals and positions within the organisation that involve working with children.

These positions are:

The Secretary of the Billiards and Snooker Association of South Australia.

The Child Safety Officer of the Billiards and Snooker Association of South Australia.

Any Youth Coach appointed by the Billiards and Snooker Association of South Australia.

### **2.2 – Procedures**

The BSASA] has set out the following policy and supporting procedures for obtaining criminal history reports.

Staff:

1. All staff holding a prescribed position must obtain a National Police Certificate by making application to the South Australian Police.
2. The cost of obtaining this check will be met by BSASA.
3. On receipt of the check the original document must be presented to the Secretary BSASA.
4. The document will be assessed in accordance with standard xxx five and returned to the person as soon as practicable.
5. The criminal history assessment will be repeated every three years or as requested by the Association.

Members and Volunteers:

1. All existing members and volunteers holding a prescribed position must obtain a National Police Check by making application to the South Australian Police. The cost of obtaining this check will be met by using the organisations VOAN.
2. On receipt of the check the original document must be presented to the Secretary BSASA.

3. The document will be assessed in accordance with the Standards and returned to the person as soon as practicable.
4. The criminal history assessment will be repeated every three years or as requested by the Association.

### **2.3 – Accepting “other evidence”**

The BSASA will, in lieu of undertaking a criminal history screening check as set out in 2.2, accept the following forms of evidence (obtained within the last three years) to assess a person’s suitability to work with children.

A National Police Certificate that does not expressly state that it cannot be used as a clearance to work with children

A Letter of clearance to work with children from a CrimTrac accredited agency: Such as the DSCI Screening Unit; Teacher Registration Board or Catholic Education Office.

An interstate working with children check, from: Queensland, Victoria or Western Australia.

Acceptance of any of these checks is subject to the person completing a 100-point check, to enable the BSASA to establish the true identity of the applicant.

The BSASA may also at its discretion seek a statutory declaration for any *employee(s)* or *volunteer(s)* who have been citizens or permanent residents of another country other than Australia since turning 18 years of age.

### **2.4 – Assessing criminal history information**

In the majority of cases, a person will have no criminal history. In these cases, the assessment will be successfully completed and no further action in respect to an assessment will be required.

#### **Offences that indicate a prima-facie risk of harm**

The BSASA believes the following categories of criminal convictions present a prima-facie *risk of harm* to children.

No person will be considered suitable to be employed, contracted, hired, retained, accepted as a volunteer, or allowed to undertake prescribed functions for the BSASA if he or she has been convicted of:

- murder or sexual assault
- violence in relation to a child
- an offence relating to child pornography
- an offence involving child prostitution
- a child abuse offence, for example criminal neglect.

The following offences potentially indicate unsuitability to undertake prescribed functions.

The BSASA believes that there can be a presumption that there is a risk of harm to children but further assessment is necessary before a decision to exclude a person can be made.

These types of criminal offences include:

- sexually-motivated offences
- violence offences/assault including any form of assault which has resulted in a sentence of imprisonment
- offences relating to cruelty to animals
- any other offences against a child (including drug offences).

In addition, other criminal offences may be relevant to specific, prescribed functions, including: dishonesty offences, serious drug-related matters or serious traffic offences.

None of these offences will automatically preclude an individual from being engaged to undertake prescribed functions.

Any such person will be asked to make further application to the Screening Unit for a more thorough assessment. This cost of this screening check to be met by the applicant.

The decision of this process will be deemed to be final and binding on all parties.

## **2.5 – Ensuring procedural fairness if a person has a criminal history**

Existing staff, members and volunteers:

All existing staff, members and volunteers will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish, before the assessment is conducted.

Prior to a decision being made, the BSASA will communicate to the applicant a pending decision not to employ or engage them because of their criminal history and the reasons for this decision.

Staff (who are also members of the BSASA), members and volunteers of may request:

- that the final assessment be referred to the Screening Unit (if it has not already been done). Which decision shall be final and binding.

New staff, members and volunteers:

New applicants for employment, membership and volunteers will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish before the assessment is conducted.

The BSASA will communicate to the applicant a decision not to employ or engage them or to accept their application for membership. They will not be provided with the reasons for this decision.

There will be no appeal to this decision.

## **2.6 – Records management**

The BSASA will take specific actions to store and record information obtained through conducting a criminal history assessment. This includes taking measures to ensure information is protected and confidentially stored and safeguards to protect against loss, unauthorised access, modification, disclosure or other misuse.

Criminal history information will not be retained once a decision has been made regarding the person's suitability to work with children. No criminal history information will be retained beyond three months.

The BSASA will retain the following information regarding their decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes
- Statutory declarations (where applicable)

The attached criminal history assessment template will be used to record this information.

## **2.7 - Exemptions from the requirement to conduct criminal history assessments**

In accordance with guidelines the BSASA has agreed to exempt the following persons from the requirement to undertake a criminal history assessment, unless that person is also involved in a

function or event conducted by the BSASA its affiliated associations or associations which involves the care of children in overnight accommodation.

- A person volunteering in an activity in which their child ordinarily participates;
- A person who volunteers who is less than 18 years of age;
- A person working or volunteering for a short-term event or activity of less than 10 days duration or for no more than 1 day in any month;
- A person occupying a position in which all work involving children is undertaken in the physical presence of the child's parents or guardians and in which there is ordinarily no physical contact with the children;
- A person who undertakes, or a position that only involves, work that is primarily provided to adults or the community generally and is not provided to any child on an individual basis;
- An organisation that provides equipment, food or venues for children's parties or events but does not provide any other services to children;
- A person who has regular contact with a child as part of an employment relationship with that child (such as a person working alongside a child or supervising an employee who is a child);
- A person who is appointed as a police officer or is a registered teacher. (Police officers and teachers are already subject to comprehensive criminal history assessments as a prerequisite for employment).

### Criminal History Assessment Form

<b>Name of person</b>	
<b>Description of position that the person occupies or will occupy</b>	
<p><b>The person provided, or consented to providing, acceptable evidence relating to their criminal history</b></p> <p><i>(For example, an original or certificate copy report of his/her police certificate, a letter of clearance or an interstate working with children clearance.)</i></p> <p>See Standards 1 – 4</p>	<p><b>Yes</b> <i>Record type of evidence accepted (e.g. police certificate, letter of clearance, interstate clearance)</i></p> <p><b>No</b> <i>A person who does not provide evidence, or consent to evidence being obtained, is precluded from engagement to work with children in a prescribed position.</i></p>
<b>Date evidence requested</b>	
<b>Date evidence received</b>	
<b>The police certificate or other evidence disclosed no convictions</b>	
<b>The police certificate or other evidence disclosed a conviction requiring further assessment</b>	
<p><b>The police certificate or other evidence disclosed convictions that indicate a prima-facie risk of harm</b></p> <p>See Standard 5</p>	<p><i>Ensure there is evidence on file regarding the further assessment that was undertaken and the result of the assessment.</i></p>
<p><b>The police certificate or other evidence disclosed convictions that potentially indicate a unsuitability to undertake prescribed functions</b></p> <p>See Standard 5</p>	<p><i>Ensure there is evidence on file regarding the further assessment that was undertaken and the result of the assessment.</i></p>

**Name of Assessor (s):** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



### **Attachment 3: Process for dealing with members charged with, or under investigations for, a criminal offence**

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This process sets out the procedure that BSASA will follow in the event that it becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence.

#### Guiding Principle

The paramount consideration is the rights, interests and wellbeing of children and their protection from harm.

#### Procedure

##### 3.1 Risk Assessment

In the event that BSASA becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence, the managing authority of BSASA or senior appointed officers shall make a risk assessment of the risk of harm to children and consider taking protective action.

The risk assessment will:

Be conducted in accordance with the guidelines and principles set out under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*;

Recognise that an investigation or charge does not mean that the person is guilty and that the matter needs to be resolved through proper legal avenues;

Consider all matters on an individual basis and include an assessment of all relevant circumstances;

Provide the member an opportunity to make submissions on whether he or she had been charged with an offence warranting some action, and what action should be taken;

Be made in accordance with the principles of natural justice and procedural fairness. Assessment procedures will be transparent, documented and consistently applied;

Not compromise any police investigations or evidence.

##### 3.2 Outcome

Where the outcome of the risk assessment is that protective action is necessary, the BSASA may:

Control or supervise contact between the member and children

Prevent contact between the member and children

Remove the member from duties until the outcome of the investigation or charge is known;

Take any other action that is necessary and reasonable in the circumstances.

##### 3.3 Voluntary removal of member pending outcome of charge or investigation

Where the risk assessment determines that protective action is necessary against a member to safeguard and protect children, BSASA will give the member the opportunity to voluntarily remove him or herself from activities until the outcome of the charge or investigation is known.

##### 3.4 Resolution to suspend or remove member

In the event that the member will not voluntarily remove him or herself from activities until the outcome of the charge or investigation is known, the BSASA will put forward a resolution to the committee to suspend or temporarily remove the member.

The outcome of the resolution will be recorded in the committee's minutes and then implemented.

The outcome recorded in the committee minutes will not contain unnecessary information relating to the investigation or charge or identify (directly or indirectly) any junior members.

### 3.5 Glossary

*Relevant criminal offence:* means an offence that indicates a prima-facie risk of harm or that potentially indicates unsuitability to work with children.

*Natural justice:* means observing the following principles:

people are entitled to be informed of allegations made against them

all persons affected by a decision should be given the relevant information to enable an informed submission to be made to the decision-maker or person subsequently reviewing a decision

during the review of a decision, all persons affected by a decision should have an opportunity to put their case, relevant arguments should be heard, and relevant information should be accessible to all parties

decision-makers act fairly and impartially.

*Offence that indicates a prima-facie risk of harm:* has the same meaning as described under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*.

*Offence that potentially indicates unsuitability to work with children:* Has the same meaning as described under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*.

*Member:* means a member of the BSASA.

*Risk assessment* in the context of child protection 'refers to a process of evaluating the information received to reach a decision about the risk of harm a person may pose to children'. (*Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*).



<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other .....</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	