



## **BEARS JCA**

# **MEMBER PROTECTION POLICY**

**VERSION 1**

**1 August 2016**

**IMPORTANT NOTE:**

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

- formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents; (*note – QC generally recommends that the policy be adopted under the rules, regulations or by-Laws made under the constituent documents, rather than the constituent documents themselves*)
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.

For the purpose of this policy the name of the incorporated association is Bayside East and Redlands Junior Cricket Association (in this policy called BEARS JCA or BEARS).

**CONTENTS** **PAGE**

---

**POLICY**

1.	Introduction	3
2.	Purpose of Our Policy	3
3.	Who Our Policy Applies To	3
4.	Extent of Our Policy	3
5.	Club Responsibilities	3
6.	Individual Responsibilities	4
7.	Protection of Children	4
	7.1 Child Protection	4
	7.2 <i>Supervision</i>	5
	7.3 <i>Transportation</i>	5
	7.4 <i>Taking Images of Children</i>	5
8.	Discrimination, Harassment and Bullying	6
9.	<i>Inclusive Practices</i>	6
10.	Responding to Complaints	6
	10.1 Complaints	6
	10.2 Complaint Handling Process	6
	10.3 Disciplinary Measures	7

**Attachment 1: Employment screening / working with children check requirements**

- 1A Volunteer/employment screening/working with children requirements
- 1B Member Protection Declaration
- 1C Working with Children Check Requirements

**Attachment 2: Codes of Behaviour**

**Attachment 3: Duty Statements**

**Attachment 4: Procedure for handing allegations of child abuse**

**Attachment 5: Reporting Requirements and Documents**

**Attachment 6: Child and Youth Risk Management Strategy Checklist**

---

**BEARS MEMBER PROTECTION POLICY**

---

**1. Introduction****2. Purpose of Our Policy**

The main objective of the BEARS (“our”, “us” or “we”) Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club’s activities.

**3. To Whom Our Policy Applies**

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

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

**4. Extent of Our Policy**

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

**5. Club Responsibilities**

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to Queensland Cricket.

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 bodies request to be referred to them.

## 6. Individual Responsibilities

Everyone associated with our club must:

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

## 7. Protection of Children

### 7.1 Child Protection

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

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

#### 7.1.1: Identifying and Analysing Risks of Harm

BEARS will develop and implement a risk management strategy, contained in attachment 6, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

#### 7.1.2: Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

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

#### 7.1.3: Choosing Suitable Employees and Volunteers

BEARS will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

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

Reference:

<http://www.bluecard.qld.gov.au/risk-management.html> - 'employee register xls.

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

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

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

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

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

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

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

Please refer to our complaints procedure in section 10 of this policy.

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

### **7.2 Supervision**

We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, if possible they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

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

### **7.3 Transportation**

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

### **7.4 Taking Images of Children**

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

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

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

## **8. Discrimination, Harassment and Bullying**

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

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

We expect all members to abide by the BEARS, Queensland Cricket and Cricket Australia Codes of Behaviour.

## **9. Inclusive practices**

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

## **10. Responding to Complaints**

References:

- a) BEARS Constitution
- b) QC Codes of Behaviour, Rules and Regulations
- c) CA Codes of Behaviour and Supporting Documentation

### **10.1 Complaints**

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

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be asked to give full details of what is being alleged against them.
- The person about whom the complaint is made (Defendant) will have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

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

### **10.2 Complaint Handling Process**

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

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

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

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

## **10.3 Disciplinary Sanctions**

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

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

## **Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS**

BEARS is committed to providing a child-safe environment. BEARS 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 appropriate checks that assess a person's suitability to work with children and young people.

Working with Children Check laws are currently in place in Queensland.

BEARS will meet the requirements of Queensland 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.

### **ATTACHMENTS**

- Attachment 1A: Screening requirements (for Queensland)
- Attachment 1B: Member Protection Declaration
- Attachment 1C: Working with Children Check requirements

## Attachment 1A:

### **VOLUNTEER/EMPLOYMENT SCREENING/WORKING WITH CHILDREN REQUIREMENTS**

---

#### **1 OBJECTIVES OF THIS REQUIREMENT**

The *Commission for Children and Young People & Child Guardian Act 2000* (Qld) promotes and protects the rights, interests and wellbeing of children in Queensland. The Act requires all employees and volunteers involved in child related work to undergo a suitability check based on that person's criminal history.

BEARS, its affiliated clubs and associations are committed to the health, safety and wellbeing of all of their members. As part of that commitment, particularly with regard to members **under 18 years of age**, this policy seeks to achieve the following:

- (a) all employees and volunteers involved with BEARS involved in child (under 18 years of age) related work, are assessed by the *Commission for Children and Young People & Child Guardian Act 2000* (Qld) as to their suitability to work with children.
- (b) all affiliated clubs and associations are aware of their legal obligations in relation to the protection of children.

#### **2 EMPLOYEES AND VOLUNTEERS WHO WORK WITH CHILDREN MUST HAVE A SUITABILITY CARD**

##### **2.1 Employees and Volunteers**

All committee members, employees and volunteers of BEARS, an affiliated club or association whose normal responsibilities include, or are likely to include:

- providing services directed mainly towards children; or
- conducting activities mainly involving children; or
- accessing the personal details of children i.e. database access;

are required to obtain a Suitability or Blue Card.

In practice that means all administrators, committee members, coaches, managers, officials, scorers, members and any other personnel who perform regular duties on behalf of BEARS, an affiliated club or association, involving players **under the age of 18** must apply for and obtain a Blue Card.

##### **2.2 Exemptions**

Volunteers are not required to obtain a Suitability Card if the volunteer:

- is under 18 years of age (except students required to work in regulated employment as part of their studies); or
- is a parent whose child is involved in the service provided or activity conducted by the parent.

For this exemption to apply it generally means that the parent must have a child participating in the team with which the parent is involved.

## 3 HOW TO APPLY FOR A BLUE CARD

### Step 1

Volunteers and employees who require a Blue Card must complete a Blue Card Application Form which can be obtained either from Administrator or from the Commission's web site <https://www.bluecard.qld.gov.au/>.

In completing and signing the form the volunteer or employee consents to a criminal history check. Copies of certain documents proving identity of the applicant must be included as required by the application.

### Step 2

A BEARS authorised representative (Administrator, President or Secretary) must sight at least one Primary Identification Document and one Secondary Identification Document proving the applicant's identity as listed in the application. A list of acceptable Primary and Secondary Identification Documents are set out on page 3 of the application form. At least one of the documents provided must show the volunteer's or employee's signature.

### Step 3

Upon receipt of the application the Commission will carry out necessary enquiries and assess the applicant's suitability to work with children.

### Step 4

If an applicant is deemed suitable, a Blue Card is then issued to the applicant. The Blue Card is valid for 3 years and a renewal notice is sent to the volunteer or employee prior to its expiry. The Association/Club is notified by the Commission of the applicant's suitability status and this notification is kept on file.

[Note: for a blue card register template, see: <http://www.bluecaard.qld.gov.au/risk-management/employee->

## **Attachment 1B: MEMBER PROTECTION DECLARATION**

---

(Note: for instructions on establishing a custom field for MyCricket online registration, including a link and check box to acknowledge acceptance of the member protection declaration, see <https://mycricketsupport.cricket.com.au/hc/en-us/articles/204465274-How-to-setup-Online-Registrations-Payments>)

BEARS does not register players through MyCricket.\*

- **Future registration processes may change**

**Attachment 1B:  
MEMBER PROTECTION DECLARATION**

BEARS has a duty of care to all those associated with the sport of cricket at the national level and to the individuals and organisations to whom the BEARS Member Protection Policy applies. It is a requirement of BEARS Member Protection Policy that BEARS checks the background of each person bound by the Policy who works, coaches or has regular unsupervised contact with children and young people under the age of 18.

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.
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 intimidation.
4. I have never been sanctioned for, and am not currently serving a sanction for, an anti-doping rule violation under any anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice (and have never participated in, facilitated or encouraged) any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me.
6. To my knowledge, there is no other matter that BEARS may consider to constitute a risk to children, or a risk to its members, employees, volunteers, athletes or reputation, by engaging me.
7. I will notify the President of BEARS immediately upon becoming aware that any of the matters set out above has changed for whatever reason.

Declared in the state/territory of .....

on ...../...../.....(date) Signature .....

**Consent of parent/guardian (on behalf of a person under the age of 18)**

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 1C:**

## **WORKING WITH CHILDREN CHECK REQUIREMENTS**

---

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in cricket 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 Queensland.

### **Queensland**

Contact the Commission for Children and Young People and Child Guardian about the "Blue Card" system.

Website: <https://www.bluecard.qld.gov.au/>

Phone: 1800 113 611

### **Travelling to other states or territories**

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In October 2011 at the Standing Council on Community, Housing and Disability Services, Commonwealth, state and territory ministers agreed to introduce, by late 2012, national exemptions to Working with Children Checks for paid employees and volunteers who are required to cross state or territory borders for work related purposes.

These exemptions will be for up to 30 days in any 12 month period and will enable workers to participate in national and inter-jurisdictional activities on a short-term basis. This means that volunteers and workers with a valid check in their home state or territory will be able to participate in short-term activities across state and territory borders without the need for additional checks.

The Australian Sports Commission will provide more information as soon as it becomes available.

## Attachment 2: CODES OF BEHAVIOUR

### 1. 1 Players:

All BEARS players are expected to play within the Spirit of the Game. All players must comply with the following QC Grade Competition policies:

1. Player Behaviour
2. Intoxicated Player Policy
3. Racial & Religious Vilification Code

(copies of these are available on the QC website: [www.qldcricket.com.au](http://www.qldcricket.com.au))

#### GENERAL BEHAVIOUR

- Play by the rules
- Do not argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour in cricket
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you
- Be a good sport. Applaud all good plays whether made by your team or the opposition
- Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor
- Cooperate with your coach, teammates and opponents.
- Participate for your own enjoyment and benefit, not just to please parents and coaches
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion

### 1.2 Parents / Guardians (*underage – U 18*)

- Do not force an unwilling player to participate in cricket. Remember that boys / girls play sport for their enjoyment, not yours;
- Encourage players to play by the rules;
- Focus on the player's efforts and performance rather than winning or losing;
- Never ridicule or yell at a player for making a mistake or losing a game;
- Remember that young players learn best by example. Appreciate good performances and skilful play by all participants;
- Support all efforts to remove verbal and physical abuse from sporting activities;
- Respect officials' decisions and teach players to do likewise;
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate;

Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion

The Cricket Australia Codes of Behaviour are available at <http://www.cricketaustralia.com.au/cricket/rules-and-regulations>

The Queensland Cricket Codes of Behaviour are available at <http://premier.qld.cricket.com.au/content.aspx?file=12832/42533x>

**Attachment 3: DUTY STATEMENTS**

---



**Attachment 4:  
PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE**

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

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

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

All people working with BEARS 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 BEARS Member Protection Information Officer ("**MPIO**") so that he or she can manage the situation.

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

- The 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 in paid employment with the BEARS.
- The MPIO will consider what services may be most appropriate to support the child and his or her parent/s.
- The MPIO will consider what support services may be appropriate for the alleged offender.
- The MPIO will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

**Step 4: Take internal action**

- Up to 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 BEARS).
- Regardless of the findings of the police and/or child protection agency investigations, BEARS will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- The MPIO of BEARS will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.
- If disciplinary action is recommended, BEARS will follow the procedures set out in clause 8 of the BEARS Member Protection Policy.
- BEARS will provide the relevant government agency with a report of any disciplinary action it takes, where this is required.

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

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



<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>	



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

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



# BEARS JCA - Member Protection Policy | 2016

## Attachment 6: Child and Youth Risk Management Strategy Checklist / Action Plan Template (Blue Card system minimum requirements from <https://www.bluecard.qld.gov.au/risk-management.html>)

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm	x	Member Protection Policy		Included in policy	
2. A code of conduct for interacting with children and young people	x	Member Protection Policy (attachment 2)		Included in policy	
3. Written procedures for recruiting, selecting, training and managing staff and volunteers		Association/Club documents		- Should be tailored for your Club or Association - Volunteer management resources: <a href="https://www.volunteeringqld.org.au/resources/volunteer-management#orientate-train-volunteers">https://www.volunteeringqld.org.au/resources/volunteer-management#orientate-train-volunteers</a>	
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	x	Member Protection Policy		- Included in policy - MPIO training	
5. A plan for managing breaches of the risk management strategy	x	Member Protection Policy		- Included in policy - MPIO training	
6. Policies and procedures for managing compliance with the blue card system	x	Member Protection Policy		- Included in policy (7.1.3) - Blue card register template at <a href="http://www.bluecard.qld.gov.au/risk-management.html">http://www.bluecard.qld.gov.au/risk-management.html</a> - 'employee register xls'.]	

# BEARS JCA - Member Protection Policy | 2016

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
7. Risk management plans for high risk activities and special events*		Association/Club documents		Risk management plan template available at <a href="https://www.bluecard.qld.gov.au/risk-management.html">https://www.bluecard.qld.gov.au/risk-management.html</a> - "Risk management plan for high risk activities and special events template"	
8. Strategies for communication and support	x	Member Protection Policy		- Attachment 1B (member protection declaration) - MPIO training	