

BRC JUNIOR MEMBER PROTECTION POLICY

INTRODUCTION

The purpose of this policy is to guide BRC coaches and members in their interactions with junior members of the club. The aim is to create and maintain a healthy, safe, welcoming, inclusive and equitable environment.

The policy sets out the overall goals, code of conduct, how the goals are to be achieved and performance monitored, and the complaints procedure.

The Balmain Rowing Club will not tolerate behaviour which constitutes abuse, discrimination or harassment under any circumstances and will take disciplinary action against anyone who is in breach of the Junior Member Protection Policy.

Our club 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 proposing 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, indirect or via social media.

CONTEXT:

- Child protection (Working with Children) Act 2012
- Children and Young Persons (Care and Protection) Act 1998
- Rowing Australia Member Protection Policy (Version 7, updated 8/10/15)
- NSWRA adopted the RA Member Protection Policy in October 2015.

WHO OUR POLICY APPLIES TO

Our policy applies to everyone involved in the Balmain Rowing Club including members, committee members, administrators, coaches, officials (umpires/referees/judges), athletes, parents and spectators.

EXTENT OF POLICY

The policy covers behaviours that occur during/before/after training activities, on club premises, at regattas or social events organized by BRC, in travelling to/from events and on away and overnight trips. It also covers private behaviour where that behaviour brings the sport of rowing into disrepute or may cause harm to a junior member.

HOW WILL MEMBERS BE MADE AWARE OF THE POLICY

The policy will be made available on the BRC website, with contact details for the Junior Member Protection Officer (JMPO) and other members deputed to receive complaints. Attendees at learn to row programs and all new members are to be briefed regarding where the policy may be found and its content.

CLUB RESPONSIBILITIES

BRC will:

- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- 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 periodically; and
- seek advice from and refer serious issues to NSWRA. *Serious issues include unlawful behaviour that involves or could lead to harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse)*
- Involve other agencies, including police, as appropriate

INDIVIDUAL RESPONSIBILITIES

BRC members must:

- comply with standards of appropriate behaviour including those outlined in the BRC policy;
- treat others with respect;
- protect the safety and welfare of members aged under 18 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.

PREGNANT MEMBERS

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.

1. WORKING WITH CHILDREN (WWC) CHECK

All coaches at BRC are required to provide a Working With Children (WWC) check number to the JMPO as soon as possible. The deadline for providing the outcome of the WCC check to the club is 31st March 2016.

The phase-in period applies to existing members, however for new coaches the WWC number must be provided before starting coaching activities with junior members.

At this point, Committee members and other club members particularly those involved in Learn to Row activities are strongly encouraged to complete a WWC. As of 31st March 2016 any member involved in club activities, including transport, with junior members who are not immediate family will be required to provide a WWC check number.

The JMPO will co-ordinate the results of the check process to ensure they are current and valid, maintain appropriate records and be the point of contact for any complaints as well as incoming information from the Office of the Children's Guardian.

If the WCC results in a negative outcome, decisions regarding the club's response will be referred to the committee. The individual's membership may be revoked, involvement in club activities terminated and return of club key required. In this event, information to squad members/parents will be on a "need to know" basis.

The WWC number is valid for five years and must be renewed before its expiry date to allow continuing contact with junior members of the club.

2. EXPECTATIONS OF COACHES

BRC is fortunate in having a number of NSW accredited coaches as well as other members of the club who take on coaching responsibilities for particular groups/squads.

NSWRA accreditation requires completion of one or more of the NSWRA coaching courses. A list of accredited coaches by level and by club may be found on the NSWRA web site. Accredited coaches are bound by the NSWRA and RA Codes of Conduct.

In addition BRC expects all other persons engaging in coaching children/juniors at BRC to:

- be a member of BRC
- be a Registered Individual member of NSWRA
- sign and adopt the NSWRA and Rowing Australia Code of Conduct
- hold a NSW boat license by 31st March 2016.
- be aware of potential risk factors in undertaking rowing activities with junior members.

3. SPECIFIC GUIDELINES FOR ALL BRC MEMBERS INCLUDING COACHES

(A) Social media communication and squad organisation

- In general all communication with squads which contain junior members should be in group format and the group contact list must include at least one parent of each junior rower.
- Where individual contact is made with a junior member by the coach or another adult member of BRC, the junior member's parent must be CC'd on the message.

(B) Individual interaction.

- Adult members should avoid being in an unobserved 1:1 situation with junior members who are not close relatives, whether on club premises or on camps or in transit to or from the club. If the situation is unavoidable the parent(s) of the junior member should be notified, in advance if possible.

(C) Image taking

- Our club requires that where images of junior members are taken that both the junior member and their parent give permission for the use of the image.
- The Club also requires the privacy of others to be respected and does not allow the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- We will not disclose personal information such as name, residential address, email address or telephone numbers without gaining consent from the junior member and their parent/guardian.
- We will only use appropriate images of a junior member that are relevant to our sport and ensure that the junior member is suitably clothed in a manner that promotes the sport, displays its successes, etc.

(D) Rowing camps, regattas and other activities involving junior members

Adult members involved in organisation and running of rowing camps, regattas and other activities involving junior members must:

- gain written parental consent for travel and accommodation arrangements.
- gain written parental consent for the administration of emergency First Aid or other medical treatment if the need arises
- be aware of any medical conditions, existing injuries and essential medications.
- if the adult member does not have appropriate training in and current knowledge of emergency First Aid identify resources in the locality that may be called on in emergency.
- keep a written record of any injury or accident that occurs, together with details of any treatment given

4. COMPLAINTS PROCEDURES

Complaints may be received either in writing (including email) or verbally (in person or via telephone) and may be directed to the designated Junior Member Protection Officer (JMPO), the general harassment officer (GHO) or the Captain.

Where the initial approach is directed to either the member responsible for general harassment (GHO) issues or the Captain, he/she will liaise with the JMPO to determine the appropriate course of action.

Balmain Rowing Club will ensure that:

- 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 and have the opportunity to respond;
- 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 by involving NSWRA or Rowing Australia.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then the Club will report the behaviour to the police and/or relevant government authority and Rowing Australia/ Rowing New South Wales as appropriate.

When a complaint is received by the JMPO, or by the GHO or Captain, he/she 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 Club will assist, where appropriate and necessary, with the resolution process. This may involve:

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

In situations where a complaint is referred to NSWRA or Rowing Australia and an inquiry is conducted, the Club 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 the recommendations of NSWRA or Rowing Australia.
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