



**Government  
of South Australia**

Office for Recreation,  
Sport and Racing

***MOUNT BARKER – HAHNDORF GOLF CLUB INC.***

***Trading as ASTON HILLS GOLF CLUB***



# **ASTON HILLS GOLF CLUB**

*at Mount Barker*

***MEMBER PROTECTION POLICY***

**VERSION 1**

**February 24th, 2021**

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## **MEMBER PROTECTION POLICY**

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### **1. Introduction**

Our Club, members & guests are the lifeblood of our business and we strive to ensure that the highest standards are reached and always maintained. Our view is to invest in our facilities and people to create an environment that is professional and enjoyable for all who attend.

### **2. Purpose of Our Policy**

The main objective of the Aston Hills Golf Club (“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. Who Our Policy Applies To**

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

- club committee members, administrators, and other club officials.
- professionals, coaches, and other personnel participating in events and activities, including camps and training sessions.
- staff & support personnel
- referees and other officials.
- members, including any life members.
- parents.
- spectators: and all other persons involved in the Club.

### **4. Extent of Our Policy**

Our policy covers all matters directly and indirectly related to the Aston Hills Golf Club and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs on the golf course, in the club rooms, at social events organised or sanctioned by the club (or our sport). 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.
- Always promote and model appropriate standards of behaviour.
- 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 Golf Australia.

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, as required, if the person holds or applies for a role in which it is reasonably foreseeable that the person will work 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**

The Aston Hills Golf Club is committed to the safety and wellbeing of children and young people who participate in our club's activities or use our services. We support the rights of the child and will always act to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers who provide these activities and services.

Aston Hills Golf Club acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participation in building and maintaining a safe, fair, and inclusive environment for all participants.

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

The Aston Hills Golf Club will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action or inaction 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**

The Aston Hills Golf Club will ensure that our 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.

The Aston Hills Golf Club will ensure that Working with Children Checks are conducted for employees and volunteers working with children in accordance with the *Child Safety (Prohibited Persons) Act 2016*.

If a criminal history report is also obtained as part of the screening process, the Aston Hills Golf Club will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements.

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

The Aston Hills Golf Club 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**

The Aston Hills Golf Club 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 Suspicions of a Child at Risk**

The Aston Hills Golf Club 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 is, or may be, at risk.

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.

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

### **7.1.7: Manage appropriately any allegation of misconduct towards children.**

We will treat any allegations of misconduct towards children participating in activities associated with our organisation responsibly and sensitively. This will include providing support for the alleged victim and their family and ensuring natural justice is provided for the alleged offender.

## **7.2 Supervision**

Children under the age of 13 years must be always supervised by a responsible adult. We endeavour to always provide an appropriate level of supervision.

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., competitions). Where we plan for the transportation of children (e.g., for special events), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g., fitted working seatbelts).

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

Images of children can 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. They must also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos, and cameras to be used inside changing areas, showers, and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not 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.

## **8. Harassment, Discrimination 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 harassment, discrimination and bullying.

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

### **8.1 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 several times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks, or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

## 8.2 Discrimination

Unlawful discrimination involves the less favourable treatment of a person based on one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavorably 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 determining discrimination, the offender's awareness and motive are irrelevant.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender.
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration.
- national extraction or social origin.
- marital status, relationship status, identity of spouse or domestic partner.
- pregnancy, potential pregnancy, breastfeeding.
- family or carer responsibilities, status as a parent or carer.
- age.
- religion, religious beliefs, or activities.
- political beliefs or activities.
- lawful sexual activity.
- sexual orientation and gender identity.
- profession, trade, occupation or calling.
- irrelevant criminal record spent convictions.
- irrelevant medical record.
- member of association or organisation of employees or employers, industrial activity, trade union activity.
- physical features.
- disability, mental or physical impairment.
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

### **8.3 Bullying**

The Aston Hills Golf Club 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 at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend, or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism.
- excluding or isolating a group or person.
- spreading malicious rumors; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs using 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. We will not tolerate abusive, discriminatory, intimidating, or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy).

### **8.4 Social networking**

The Aston Hills Golf Club acknowledges the enormous value of social networking to promote our sport and club and celebrate the achievements and success of the people involved in our sport and club.

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

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

In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets:

- must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist, or otherwise inappropriate.
- must not contain material, which is inaccurate, misleading, or fraudulent.



- must not contain material, which is in breach of laws, court orders, undertakings, or contracts.
- should respect and maintain the privacy of others; and
- should promote the sport and club in a positive way.

## **9. Inclusive practices**

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

### **9.1 People with a disability**

The Aston Hills Golf Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g., modifications to equipment and rules) to enable participation.

### **9.2 People from diverse cultures**

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

### **9.3 Sexual & Gender Identity**

The Aston Hills Golf Club recognizes 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.

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

### **9.4 Pregnancy**

The Aston Hills Golf Club is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health, and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with Aston Hills Golf Club

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

### **9.5 Girls playing in boys' teams.**

If there is not a separate sex competition the Aston Hills Golf Club will support girls playing in boys' teams up until the age of 12 years.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

If a child is over the age of 12 years our club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

## **10. Responding to Complaints**

### **10.1 Complaints**

Any person (a complainant) may report a complaint about a person, people or organisation bound by this policy (respondent) if they feel they have been discriminated against, harassed, bullied or there has been any other breach of this policy.

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 must be in writing.
- all complaints will be taken seriously.
- the person about whom the complaint is made will be given full details of what is being alleged against them and can respond to those allegations.
- irrelevant matters will not be considered.
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

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

### **10.2 Complaint Handling Process**

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

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

- supporting the complainant 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 state and/or national body or from an external agency (e.g., Golf Australia or anti-discrimination agency).
- convene a disciplinary tribunal to hear the complaint, where our constituent documents, rules and by-laws allow.
- referring the complaint to Golf 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 Golf Australia and an investigation is conducted, the club will:

- co-operate fully with the investigation.
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on Golf Australia's recommendations.

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

### **10.3 Disciplinary Measures**

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.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology.
- counselling of the individual to address behaviour.
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club.
- suspension or termination of membership, participation or engagement in a role or activity.
- removal from Club for a period or permanently; or
- any other form of discipline that our club considers reasonable and appropriate.

### **10.4 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:

- breaching the codes of behaviour/conduct.
- bringing the sport and/or the club into disrepute or acting in a manner likely to bring the sport and/or the club into disrepute.
- failing to follow Aston Hills Golf Club policies (including this policy) and our procedures for the protection, safety, and well-being of children.

- discriminating against, harassing, or bullying (including cyber-bullying) any person.
- victimising another person for making or supporting a complaint.
- engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority, or power over.
- verbally or physically assaulting another person, intimidating another person, or creating a hostile environment within the sport and/or our club.
- disclosing to any unauthorised person or organisation any Aston Hills Golf Club information that is of a private, confidential, or privileged in nature.
- making a complaint that they know to be untrue, vexatious, malicious, or improper.
- failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; and
- failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

### **10.5 Appeals**

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to the President or Manager. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

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## **Attachment 1.1: MEMBER PROTECTION DECLARATION**

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The Aston Hills Golf Club has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who perform activities or services on behalf of our club where it is reasonably foreseeable that the person will work 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, narcotics, 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, narcotics, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State/Territory* of .....  
on ...../...../..... (date) Signature .....

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**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.

Name.....

Signature.....

Date: .....

**Attachment 1.2: 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 our sport from harm.

In South Australia they assess the suitability of people to work with children and young people and can involve:

- a national criminal history check.
- information from South Australian government databases, such as SA child protection records from Department for Child Protection and Care Concern investigations into the welfare of children in foster or state care.
- publicly available information from professional registration bodies relating to persons disciplined or precluded from working with children or vulnerable people.
- information from South Australian police, courts, and prosecuting authorities including information about charges for offences alleged to have been committed (regardless of the outcome of those charges).
- expanded criminal history information from other Australian police jurisdictions; and
- any declarations made by the applicant in response to questions in the 'declaration' section of their screening application form.

## **Attachment 2: CODES OF BEHAVIOUR/CONDUCT**

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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 behavior by players/athletes, coaches, officials, administrators, parents/guardians (of child participants) and spectators.

Our codes of behavior 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, harassment and bullying.
- To prioritize 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.

### **Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS**

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#### **RECORD OF COMPLAINT**

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee <input type="checkbox"/> Other <input type="checkbox"/> Official	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee <input type="checkbox"/> Other <input type="checkbox"/> Official	
Location/event of alleged issue		
Description of alleged issue		

<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 methods <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race abuse. <input type="checkbox"/> Bullying <input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimization</p> <p><input type="checkbox"/> Pregnancy decision <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair</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>	



## PROCEDURE FOR HANDLING SUSPICIONS OF A CHILD AT RISK

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

We will treat any suspicion of a child at risk (including allegations of child abuse or neglect) promptly, seriously and with a high degree of sensitivity.

A child at risk is defined in the *Children and Young People (Safety) Act 2017*.

All people working with Aston Hills Golf Club in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

### Step 1: Forming a suspicion

If a child or young person raises with you an allegation of child abuse or neglect or tells you of a situation that places a child at risk, that relates to them or to 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 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.

Additionally, while providing activities and services of behalf of Aston Hills Golf Club employees and volunteers may observe actions and behaviours that cause them concern over the safety and wellbeing of a child.

### Step 2: Report the suspicion

- Immediately report any suspicion of a child at risk, to SAPOL and/or the Child Abuse Report Line (CARL) on 131478. You may need to make a report to both.
- Contact the CARL for advice if there is **any** doubt about whether your suspicion should be reported.
- If the suspicion involves a person to whom this policy applies, then also report the circumstances to the *President* of Aston Hills Golf Club so that he or she can manage the situation or refer it as may be required, to the CEO of Golf Australia.

### Step 3: Protect the child and manage the situation.

- The *President or Club Manager* 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.
- The *President or Club Manager* will consider what services may be most appropriate to support the child and his or her parent/s.
- The *President or Club Manager* will consider what support services may be appropriate for the alleged offender.
- The *President or Club Manager* will seek to put in place measures to protect the child and the alleged offender from possible victimization 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 SAPOL)
  - a child protection investigation (conducted by the Department for Child Protection)
  - a disciplinary or misconduct inquiry/investigation (conducted by *Golf Australia*).
- *Golf Australia* will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned, or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in *[Clause 10]* of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report suspicions of a child at risk.**

South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.sa.gov.au">www.police.sa.gov.au</a>	Department for Child Protection <a href="http://www.childprotection.sa.gov.au/reporting-child-abuse">www.childprotection.sa.gov.au/reporting-child-abuse</a> Ph: 131 478



Police contacted	Who: When: Advice provided:
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.