



***Cricket Ipswich Inc***  
***Member Protection Policy***

**VERSION 2**  
***20<sup>th</sup> September 2021***



## **1. PURPOSE OF OUR POLICY**

The main objective of Cricket Ipswich's ("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.

## **2. 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.
- 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.
- spectators.

## **3. EXTENT OF OUR POLICY**

Our policy covers all matters directly and indirectly related to Cricket Ipswich and its activities. In particular, the policy governs child protection, 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 Association (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute.

## **4. ASSOCIATION 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.



## 5. INDIVIDUAL RESPONSIBILITIES

Everyone associated with our Association 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.
- treat other people 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 discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

## 6. PROTECTION OF CHILDREN

### 6.1. Child Protection

Cricket Ipswich 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.

Cricket Ipswich 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.

### 6.2 Identifying and Analysing Risks of Harm

Cricket Ipswich 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.

### 6.3 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 ethical behaviour and unacceptable behaviour. (See Attachment 2)



#### **6.4 Choosing Suitable Employees and Volunteers**

Cricket Ipswich 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.

Cricket Ipswich 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, Cricket Ipswich will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements (See Attachment 1.2).

#### **6.5 Support, Train, Supervise and Enhance Performance**

Cricket Ipswich 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. Cricket Ipswich requests all volunteers that require a Blue Card to complete an online Child Protection course (<https://www.playbytherules.net.au/online-courses/child-protection-online-course>).

#### **6.6 Empower and Promote the Participation of Children in Decision-Making and Service Development**

Cricket Ipswich will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club. This includes publicly displaying and promoting the Child Safety posters available via <https://www.cricketaustralia.com.au/about/safeguarding/safeguarding-kids>.

#### **6.7 Report and Respond Appropriately to Suspected Abuse and Neglect**

Cricket Ipswich 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 8 of this policy.

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



## 6.8 Sexual Misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of,

Children or Young People. Engaging in sexual behaviour while participating in our sport is prohibited even if the Young Person/s involved may be above the legal age of consent.

'Sexual behaviour' encompasses all actions that would reasonably be considered to be sexual in nature,

including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a
- Child or Young Person through prostitution; and
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate
- photography or exposure to pornography or nudity.

## 6.9 Positive Guidance and Discipline

Australian Cricket strives to ensure that Children and Young People participating in our sport are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants.

However, Australian Cricket acknowledges that there are times when an individual may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment; and
- the safety and/or wellbeing of Children, Young People or personnel participating in our sport.

We require all persons involved in our sport to use strategies that are fair, respectful and appropriate to the developmental stage of the Children or Young People involved. All Children and Young People need to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner. Under no circumstances are persons involved in our sport to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening, humiliating or discriminatory.

## 6.10 Use of Language and Tone of Voice

Language and tone of voice used in the presence of children and young people should:

- provide clear direction, boost their confidence, encourage or affirm them.
- not be harmful to Children or Young People – in this respect, all persons should avoid language that is:
- discriminatory, racist, or sexist.
- derogatory, belittling, or negative, for example, by calling a child a 'loser' or telling them they
- are 'too fat'.
- intended to threaten or frighten; or
- profane or sexual.



### 6.11 Supervision

All persons are responsible for supervising the Children and Young People engaged in our sport to ensure those participants:

- engage positively with our sport.
- behave appropriately toward one another; and
- are in a safe environment and are protected from external threats.

All persons are required to avoid one-to-one unsupervised situations with Children and Young People in our sport, and (where possible) to conduct all activities and/or discussions with Children and Young People in view of other colleagues or personnel.

### 6.12 Use of Electronic or Online Communications

All email, text messages and other messages sent to a Child or Young Person should be copied to their parent or guardian.

Where a parent is not included in the communication:

- restrict communication to issues directly associated with delivering our sport, such as advising that a scheduled event is cancelled.
- limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- do not request a Child or Young Person to keep a communication a secret from their parent or guardian; and
- do not request 'friends', 'follow' or communicate with Children or Young People using Facebook, Instagram, Twitter, Snapchat (or other social networking sites), Internet chat rooms or similar forums, game sites or instant messaging.

### 6.13 Giving Gifts

Gifts may only be given to Children and Young People involved in our sport, with the consent of their parent or guardian.

### 6.14 Photographs of Children and Young People

Subject to the Australian Cricket Ticket and Entry Conditions or engagement of Children and Young People by Australian Cricket for the promotion of Australian Cricket Programs and Services governed by a separate agreement with a Child or Young Person (and their parent or guardian), under this Policy:

Children and Young People are to be photographed while involved in our sport only if:

- the Child or Young Person's parent or guardian has provided prior approval for the photographs to be taken or for the video footage to be captured – see 'Australian Cricket's Looking After Our Kids Action Plan' document for '[Image Consent and Release Form](#)'; the context is directly related to participation in our sport; the child is appropriately dressed and posed.
- the image is taken in the presence of other colleagues or personnel.
- images are not to be distributed (including as an attachment to an email) to anyone outside the Affiliated Association and Club other than the child photographed or their parent, without knowledge and approval of the President; and



- images are not to be exhibited on the Affiliated Association and Club website or in publications (annual report) without the parent or guardian's knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the Child or Young Person.

### **6.15 Physical Contact with Children and Young People**

Any physical contact with Children and Young People must be appropriate to the delivery of our sport such as assisting with bowling, batting, or fielding techniques, fitting cricket equipment and based on the needs of the Child or Young Person (such as to assist or comfort a distressed Child or Young Person).

Under no circumstances should any person have contact with Children or Young People participating in our sport that:

- involves touching of:
  - genitals.
  - buttocks.
- the breast area other than as part of delivering medical or allied health service by a health care professional.
- would appear to a reasonable observer to have a sexual connotation.
- is intended to cause pain or distress to the Child or Young Person – for example physical punishment.
- is overly physical (for example, wrestling, horseplay, tickling or other roughhousing).
- is unnecessary (for example, assisting with toileting when a Child or Young Person does not require assistance).
- is initiated against the wishes of the Child or Young Person, except if such contact is necessary to prevent injury to the Child or Young Person or to others, in which case:
  - physical restraint should be a last resort.
  - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child or Young Person to prevent harm to themselves or others; and
  - the incident must be reported to the President or Member Protection Information Officer as soon as possible.

All persons involved in our sport are required to report to the President or Member Protection Information Officer, any physical contact initiated by a Child or Young Person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child or Young Person, all other participants and persons involved in our sport.

### **6.16 Attending to an injured or unwell child or young person**

Only persons who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Any person administering first aid should avoid treating injuries out of sight of others. Other considerations include:

- the safety and wellbeing, comfort level and privacy of the Child and Young Person should always be the priority.
- only uncover and treat the injured area, ensuring the privacy of the Child and Young Person at all times.





- always report injuries and any treatment provided to the Child or Young Person's parent or guardian
- and document the incident notifying the President or Member Protection Information Officer; and
- if necessary, seek medical attention as soon as possible or recommend that the Child or Young Person's parent or guardian seeks medical attention.

#### **6.17 Change Room Arrangements**

All persons involved in our sport are required to supervise Children and Young People in change rooms while balancing a Child or Young Person's right to privacy.

In addition, all persons involved in our sport should:

- avoid one-on-one unsupervised contact with Children and Young People at all times in the change room (other than their own Child or Young Person).
- not dress or undress in the change room while Children and Young People (other than their own Child or Young Person) are present, unless the Child or Young Person is playing in a Senior team and there are other members of the team in the change room.
- not take photos, videos, or other recordings (or allow photos, videos, or other recordings to be taken) of Children and Young People in the change room.
- ensure adequate supervision in the change room when they are being used by Children and Young People.
- ensure a level of supervision for preventing abuse and general misbehaviour by members of the public, adults and Children and Young People using the change room, whilst recognising the right to privacy; and
- where available, ensure female and males use separate change rooms.

#### **6.18 Use of possession or supply of alcohol or drugs**

All persons involved in our sport who are delivering a program or service involving children and young people, must not:

- use, possess or be under the influence of an illegal drug.
- use or be under the influence of alcohol whilst delivering a program or service.
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs whilst delivering a program or service.
- supply alcohol or drugs (including tobacco) to Children and Young People participating in our sport in any circumstance.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to provide the appropriate level of care to Children or Young People participating in our sport. All persons should be aware of their relevant Alcohol, Drug Use and Smoking Policy which may include additional requirements.

#### **6.19 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 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 Cricket Ipswich Code of Behaviour.

### **7.3 Inclusive practices**

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

## **8 RESPONDING TO COMPLAINTS**

### **8.1 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 the subject of the complaint will be given full details of what is being alleged against them and 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.

### **8.2 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.



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.

### **8.3 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.

### **8.4 Appeals**

The complainant or respondent is 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 Cricket Ipswich. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws. (See Attachment 3)



## 9 ATTACHMENTS

### 9.1 Attachment 1: MEMBER PROTECTION DECLARATION

Please complete the form below:

#### [MEMBER PROTECTION DECLARATION](#)

### 9.2 Attachment 2: WORKING WITH CHILDREN CHECK REQUIREMENTS

State and Territory laws require Working with Children Checks or Blue Cards (WWCCs) to be obtained in relation to persons employed or volunteering in child related work. Australian Cricket acknowledges that in some jurisdictions, parents, guardians, and some specific volunteers may be exempt from these requirements, however as part of our commitment to safeguarding Children and Young People, Australian Cricket requires that:

- in all States and Territories (excluding Western Australia and South Australia), all parents, guardians and other volunteers who hold a specified role within an Association and Club obtain a WWCC regardless of any exemption; and
- due to legislative limitations in Western Australia and costs associated with obtaining a volunteer Working with Children Check in South Australia all parents, guardians and other volunteers who hold a specified role within an Association and Club that are exempt from obtaining a WWCC obtain a Volunteer Police Check at the commencement of each cricket season.

In the event that there is discrepancy between these screening and background check requirements and State or Territory laws, the State or Territory law will prevail only to the extent that the State or Territory law has a higher level of WWCC requirements.

As a minimum for all States and Territories excluding Western Australia and South Australia (see below), Australian Cricket requires that persons appointed to the following roles obtain and hold a valid WWCC:

- all coaches who interact and deal with Children and Young People.
- umpires who officiate cricket matches involving Children and Young People.
- club captains who interact and deal with Children and Young People.
- team managers who interact and deal with Children and Young People.
- junior coordinators.
- club president, secretary, and other committee members for all clubs with Children and Young People participants.
- other volunteers directly involved in the delivery of programs and services to Children and Young People; and
- any other person required by any applicable State or Territory law to hold a WWCC.

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



**Queensland**

Contact the Queensland Government Blue Card Services

Website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Phone: 1800 113 611



### 9.3 Attachment 2: CODE OF CONDUCT

This will be attached as a separate document.

### 9.4 Attachment 3: APPEALS POLICY

There shall be an Appeals Tribunal appointed by Cricket Ipswich.

- [a] The membership of the Appeals Tribunal shall be determined by Cricket Ipswich.
- [b] Members of the Tribunal must be fit and proper persons as determined by the Executive Committee of Cricket Ipswich but must not be current Executive Committee members of Cricket Ipswich.
- [c] A member of the Tribunal need not be a member of Cricket Ipswich, its affiliates, or associated clubs.
- [d] Three members will sit on each hearing of the Tribunal, one of whom shall Chair the Tribunal.
- [e] The chairperson for each hearing shall be appointed from their number by the members of the Tribunal or if they cannot agree, shall be appointed by Cricket Ipswich.
- [f] A member of the Tribunal must not sit on a hearing/determination involving a player from the same club or affiliate as the Tribunal member.
- [g] Subject to (l), the Appeals Tribunal shall be responsible for receiving all appeals from decisions from Affiliates & Clubs Codes of Conducts processes.
- [h] Any appeal must be lodged within 7 Days of the Hearing with the Member Protection Information Officer or President of Cricket Ipswich. The suspended player or players shall not be permitted to participate in the Competition or other Competitions until the penalty has been met or an appeal against such finding and/or severity of the sentence has been adjudged by the Appeals Tribunal.
- [i] The Appeals Tribunal shall hear and determine each appeal by reference only to all documentary and written evidence presented to the hearing before the Conducts Committee together with the *Findings Sheet* and summary of outcomes from that hearing and shall receive from all interested parties' written submissions only with respect to the evidence and submissions presented before that initial hearing.
- [j] Subject to [l] the appeal shall not constitute a re-hearing.
- [k] Subject to [m], there shall be no right of appearance before the Appeals Tribunal by any of the parties or their representatives who appeared before the initial hearing.
- [l] Any new or additional evidence shall be received by the Appeals Tribunal only at the discretion of the Appeals Tribunal.
- [m] Where the matter under appeal is regarded by a majority of the Appeals Tribunal as sufficiently serious, leave may be given by the Chairperson of the Appeals Tribunal to permit appearance by any or all of the interested parties and/or their representatives.
- [n] The Appeals Tribunal shall be furnished with all information and documentation relevant to the hearing of the Appeal including the findings on this matter and information on prior offences.
- [o] Unless special circumstances are demonstrated, the appellant's Affiliate body and/or Club should present any appeal made to the Appeals Tribunal.
- [p] The Appeals Tribunal may order a re-hearing if, in their opinion, sufficient anomalies exist in the process followed. At its discretion, the Appeals Tribunal may designate the membership of the Panel to re-hear the case.



[q] The Appeals Tribunal shall, in each case, be the final arbiter and its decision absolutely final.

[r] Should an appeal subsequently be upheld any suspension or penalty previously served shall nevertheless be deemed to be valid.

[s] An appeal may be withdrawn at any time, except that once the hearing of the appeal has commenced the appeal may be withdrawn only with the Appeals Tribunal's approval.

[t] As a matter of procedure only, a report of each determination of the Appeals Tribunal shall be provided to the Executive Committee of Cricket Ipswich for its noting. The failure to provide such a report shall not affect the final and binding nature of each decision of the Tribunal.

#### **9.5 Attachment 4: DUTY STATEMENTS**

These documents are currently under development and will be referenced on the web site when they are completed and available.



**9.6 Attachment 5: REPORTING REQUIREMENTS AND DOCUMENTS**

**RECORD OF COMPLAINT**

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <span style="float: right;"><input type="checkbox"/> Under 18</span>	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Administrator (volunteer) <span style="float: right;"><input type="checkbox"/> Parent</span> <input type="checkbox"/> Athlete/player <span style="float: right;"><input type="checkbox"/> Spectator</span> <input type="checkbox"/> Coach/Assistant Coach <span style="float: right;"><input type="checkbox"/> Support Personnel</span> <input type="checkbox"/> Employee (paid) <span style="float: right;"><input type="checkbox"/> Other</span> <input type="checkbox"/> Official .....	
Name of person complained about	<input type="checkbox"/> Over 18 <span style="float: right;"><input type="checkbox"/> Under 18</span>	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <span style="float: right;"><input type="checkbox"/> Parent</span> <input type="checkbox"/> Athlete/player <span style="float: right;"><input type="checkbox"/> Spectator</span> <input type="checkbox"/> Coach/Assistant Coach <span style="float: right;"><input type="checkbox"/> Support Personnel</span> <input type="checkbox"/> Employee (paid) <span style="float: right;"><input type="checkbox"/> Other</span> <input type="checkbox"/> Official .....	
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds)  Can tick more than one box	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <span style="float: right;"><input type="checkbox"/> Coaching methods</span> Sexuality <input type="checkbox"/> Personality clash <span style="float: right;"><input type="checkbox"/> Verbal abuse</span> Race <input type="checkbox"/> Bullying <span style="float: right;"><input type="checkbox"/> Physical abuse</span> Religion <input type="checkbox"/> Disability <span style="float: right;"><input type="checkbox"/> Victimisation</span> Pregnancy <input type="checkbox"/> Child Abuse <span style="float: right;"><input type="checkbox"/> Unfair decision</span> Other .....	
What they want to happen to fix issue		
Information provided to them		



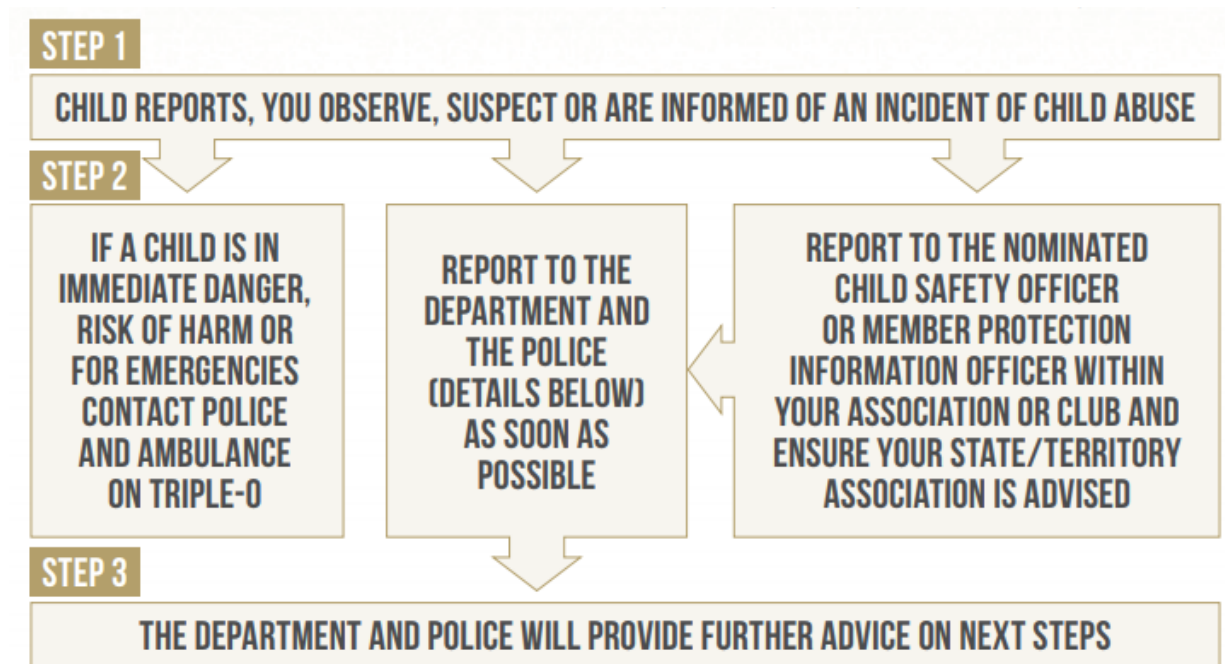


Resolution and/or action taken	
Follow-up action	

**9.7 PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE**

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

**Figure 1 Responding to incidents, disclosures, and suspicions**



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

Queensland	
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, Child Safety and Disability Services <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810

Cricket Ipswich will treat any complaint or allegation of Child Abuse, Bullying, Harassment, or other inappropriate conduct such as Grooming promptly, seriously and with a high degree of sensitivity and confidentiality.

Cricket Ipswich Personnel, Cricket Participants and Players are required to report any concerns to the appropriate authorities, following the steps outlined below. Mandatory reporting obligations differ between State and Territories, and it is therefore important that the relevant Government Agency is contacted.

Under this Policy, a complaint or allegation may be made about any behaviour, conduct, situation, decision, or event that relates to:

- a Child or Young Person.



- Cricket Ipswich and its Affiliates.
- an incident/s, irrespective of severity of the incident or incidents.
- the wellbeing and safety of Children or Young People.
- a breach of this Policy, including the Codes of Behaviour in so far as the Codes of
- Behaviour relate to Children and Young People;
- Cricket Ipswich Personnel, Cricket Participant or Player,
- where that behaviour, conduct, situation, decision, or event imposes a reasonable belief or suspicion that a Child or Young Person is at risk of harm of Child Abuse, Bullying, Harassment, or other inappropriate conduct such as Grooming.

**Step 1: Receive the complaint**

If a Child or Young Person or any other person raises with Cricket Ipswich Personnel, Cricket Participants or Player a complaint of Child Abuse, Bullying, Harassment, Grooming or neglect that relates to them or to another child, the Australian Cricket Personnel, Cricket Participant or Player must listen, be supportive and follow these procedures.

<b>Do</b>	<b>Don't</b>
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.

Table 1 Do's and don'ts of receiving a complaint

**Step 2: Report the allegation**

Children and Young People are asked to speak to a trusted person within Australian Cricket or Cricket Ipswich where a behaviour, situation or event makes a Child or Young Person feel unsafe, threatened, or uncomfortable. Any person who receives a complaint from a Child or Young Person must report the complaint in accordance with this Policy.

Cricket Ipswich Personnel, Cricket Participants, Players, or any other person who:

- receives a complaint or hears an allegation concerning Child Abuse, Bullying, Harassment, Grooming or neglect that relates to a Child or Young Person.
- suspects Child Abuse, Bullying, Harassment, Grooming or neglect that relates to a Child or Young Person; or
- witnesses Child Abuse, Bullying, Harassment, Grooming or neglect that relates to a Child or Young Person, whilst participating in an Australian Cricket or Affiliated Association or Club program or service must without delay notify the Police, relevant Government Agency and at least one of the persons identified in the table below as applicable to the Australian



Cricket Personnel, Cricket Participant or Player and inform the Child and Young Person or any complainant that the notification will take place:



**Figure 2 Contact personal**

Australian Cricket Personnel & Players	Cricket Participant
<p>The Australian Cricket Personnel's:</p> <ul style="list-style-type: none"> <li>• Executive General Manager or Line Manager (as the case may be); and</li> <li>• General Manager of People &amp; Culture (or equivalent role)</li> </ul> <p>Relevant Cricket Australia department/s</p> <p>Cricket Australia's Head of People &amp; Culture</p> <p>Cricket Australia Legal, Risk &amp; Integrity department</p> <p>State and Territory Cricket Association Legal department (if applicable)</p> <p>The Player's:</p> <ul style="list-style-type: none"> <li>• State or Territory High Performance Manager; and</li> <li>• Cricket Australia Executive General Manager of Team Performance</li> </ul> <p>Cricket Australia Legal, Risk &amp; Integrity department</p> <p>State and Territory Cricket Association Legal department (if applicable)</p>	<p>The Affiliated Association or Club:</p> <ul style="list-style-type: none"> <li>• President;</li> <li>• Child Safe Officer (if appointed); or</li> <li>• Member Protection Information Officer (if appointed)</li> </ul> <p>Cricket Australia Executive General Manager – Community Cricket</p> <p>Relevant State and Territory Cricket Association General Manager – Game &amp; Market Development</p> <p>Cricket Australia Legal, Risk &amp; Integrity department</p> <p>State and Territory Cricket Association Legal department (if applicable)</p>

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

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

- With the support of the Cricket Australia Legal, Risk & Integrity department and Queensland Cricket, notify the Police and relevant Government Agency (as required) where the matter has not already been reported to Police or the relevant Government Agency.

If the complaint has already been reported to Police and/or Government Agency, the Cricket Australia Legal, Risk & Integrity department and Queensland Cricket will liaise the Police and/or Government Agency as to the progress of any investigation. In respect of matters



involving Cricket Participants, Cricket Australia and Queensland Cricket will provide assistance as required by the Affiliated Association or Club.

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

1. The persons identified in item 2 of Step 2 will:

- a) designate the Key Liaison Officer for the matter who shall be responsible for the liaison between the relevant parties and compiling of initial information.
- b) designate a State and Territory Cricket Association representative (as the case requires);
- c) assess the immediate risks to Children and Young People (if any).
- d) take interim steps as required to ensure the safety and wellbeing of Children and Young People, including any Child or Young Person directly impacted by the alleged behaviour, conduct, situation, decision, or event relating to an Australian Cricket Personnel or Cricket Participant in line with item 2 below and direction and advice of the Police and/or Government Agency; and
- e) establish next steps, making general enquiries with relevant individuals and determining the level of investigation required of the matter.

2. Where an allegation or complaint is made in respect of a Cricket Ipswich Personnel or Cricket Participant and there is a risk to the safety and wellbeing of Children and Young People whilst general enquiries are being made and/or any investigation is on foot, including any Police and/or Government Agency investigation, without limitation, Cricket Ipswich may, in consultation with the advice of the Police and/or Government Agency:

- a) temporarily redeploy the Personnel or Cricket Participant to a position where there is no contact with Children and Young People.
- b) restrict the duties the Personnel or Cricket Participant to ensure that there is no contact with Children and Young People.
- c) suspend the Personnel or Cricket Participant, pending investigation.
- d) terminate the Personnel or Cricket Participant, following investigation and substantiation of an allegation and/or complaint; or
- e) take other action as determined reasonable by Australian Cricket or the Affiliated Association and Club in the circumstances.

3. Where an allegation or complaint is made in respect of a Player, without limitation, Cricket Ipswich may take action as determined by Cricket Ipswich.

4. Cricket Ipswich will consider what support services may be most appropriate to assist and support the Child or Young Person and their family.

5. Cricket Ipswich will seek to put in place measures to protect the Child or Young Person, Personnel, Cricket Participant or Player from possible victimisation.



#### ***Step 4: Take internal action***

1. Cricket Ipswich recognises that further to making general enquiries, a number of investigations may be undertaken to examine allegations or complaint that are made against a Cricket Ipswich Personnel, Cricket Participant or Player including:

- a) a criminal investigation (conducted by the Police).
- b) a child protection investigation (conducted by the relevant Government Child Protection Agency).
- c) where an allegation or complaint relates to Cricket Ipswich Personnel or Cricket Participant, investigation, and resolution under this Member Protection Policy.

2. The Confidential Record of Child Abuse Allegation, must be completed by the designated Key Liaison Officer, nominated in item 1 of Step 3 and filed with the Cricket Australia's General Counsel.

The Confidential Record of Child Abuse Allegation must remain confidential and not be shared more broadly than the Key Liaison Officer, the designated Queensland Cricket representative and Cricket Australia's General Counsel (or their delegate), unless disclosure is required by law.



**CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g., observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<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 (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
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.



## 9.6 Attachment 6: Child and Youth Risk Management Strategy Checklist / Action Plan Template

Mandatory Requirements	Does this already exist?			
	Yes	Location and/or amendments	No	Resources required
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	x	These documents are currently under development and will be referenced for the association/club when they are completed and available.
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	x	Member Protection Policy		Included in policy
5. A plan for managing breaches of the risk management strategy	x	Member Protection Policy		Included in policy
6. Policies and procedures for managing compliance with the blue card system	x	Member Protection Policy		Included in policy Blue Card register is maintained online directly with the blue card services.
7. Risk management plans for high-risk activities and special events		Association/Club documents	x	These documents are currently under development and will be referenced for the association/club when they are completed and available.
8. Strategies for communication and support	x	Member Protection Policy		Included in policy