

MEMBER PROTECTION POLICY

AUSSIE GEMS DANCE, GYMNASTICS & CHEERLEADING— MEMBER PROTECTION POLICY

INTRODUCTION

Aussie Gems Dance, Gymnastics & Cheerleading is committed to providing members with the highest levels of membership service. This includes protecting members' privacy. Aussie Gems Dance, Gymnastics & Cheerleading is bound by the Commonwealth *Privacy Act* 1988, which sets out a number of principles concerning the protection of an individual's personal information.

The aim of these laws is to ensure that organisations handle personal information responsibly and provide a consistent approach to its collection, use and disclosure. These laws also give the individual rights such as access to their personal information and the ability to correct it, if needed.

This document sets out how Aussie Gems Dance, Gymnastics & Cheerleading may collect, hold and use personal information. By providing your personal information to Aussie Gems Cheerleading and Gymnastics, you consent to its use, storage and disclosure in accordance with this Privacy Policy.

Purpose of Our Policy

The main objective of Aussie Gems Dance, Gymnastics & Cheerleading ("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.

POLICY APPLICATION

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;
- participants;
- members, including any life members;
- parents and
- spectators.

POLICY COVERAGE

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

ROLES AND RESPONSIBILITIES

Club staff and Management 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 Gymnastics NSW and/or relevant authorities

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.

All Individuals associated with our club will:

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

POSITION STATEMENTS:

(a) Child Protection

Aussie Gems Dance, Gymnastics & Cheerleading is committed to the safety, wellbeing, and empowerment of all Children accessing our programs and services including indigenous children, those from culturally and linguistically diverse backgrounds and Children with disability.

Aussie Gems Dance, Gymnastics & Cheerleading have a zero-tolerance approach to any form of Child Abuse. Aussie Gems Dance, Gymnastics & Cheerleading supports the rights of children and we will act immediately to ensure an environment is maintained where Children and all Participants feel safe, respected, valued, and empowered at all times.

To show our commitment to ensuring Aussie Gems Dance, Gymnastics & Cheerleading does everything it can to have a Child safe environment for all our young participants, Aussie Gems Dance, Gymnastics & Cheerleading has developed a Child Safe Policy that comprehensively addresses this prioritised focus.

(b) Discrimination and Harassment

Aussie Gems Dance, Gymnastics & Cheerleading 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 and Harassment. Aussie Gems Dance, Gymnastics & Cheerleading recognises that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against or harassed.

(i) Discrimination

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

The personal characteristics protected by anti-Discrimination laws include attributes such as race, age, disability, sexual orientation and gender. Discrimination can be either direct or indirect. Direct

Discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably 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 the purposes of determining Discrimination, the offender's awareness and motive are irrelevant.

(ii) Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and that 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 a number of times; a single incident can constitute Harassment. Sexual Harassment is one type of Harassment. Sexual Harassment is 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.

(iii) Prohibition against Discrimination and Harassment

Aussie Gems Dance, Gymnastics & Cheerleading prohibits all forms of Harassment and Discrimination. Any person who believes they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy is encouraged to raise their concerns with Aussie Gems Dance, Gymnastics & Cheerleading via the Member Protection Information Officer or Club Management. A person may make an internal Complaint, and in some circumstances, they may also be able to make a Complaint to an external organisation.

(c) Physical Violence

Physical violence is behaviour involving physical force intended to hurt, damage, or kill someone or something and includes (without limitation) physical assault.

Aussie Gems Dance, Gymnastics & Cheerleading will not tolerate acts of physical violence in any circumstances and takes any complaints or concerns relating to actual or threatened physical violence very seriously. Aussie Gems Dance, Gymnastics & Cheerleading encourages any person who is, or believes that another person is, being, or has been, the subject of physical violence at the hands of another person bound by this policy to raise their concerns with Aussie Gems Dance, Gymnastics & Cheerleading. A person may make an internal complaint, and in some circumstances, they may also be able to make a complaint to an external organisation.

(d) Intimate Relationships

Aussie Gems Dance, Gymnastics & Cheerleading understands that consensual intimate relationships (including, but not limited to sexual relationships) between coaches or officials and adult Participants may take place legally. However, this policy will help ensure that the expectations of coaches or officials are clear and, to ensure that if an intimate relationship does exist or develop between a coach or official and an adult Participant, that relationship will be managed in an appropriate manner. Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with Participants. In particular, they must ensure that they treat Participants in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favouritism or exploitation.

We take the position that consensual intimate relationships between coaches or officials and the adult participants they coach should be avoided as they may have harmful effects on the Participant involved, on other Participants and coaches and on the sport's public image. These relationships can also be perceived to be exploitative due to the differences in authority, power, maturity, status, influence and dependence between the coach or official and the Participant. We recommend that if a Participant attempts to initiate an intimate relationship with a coach or official, the coach or official should discourage the Participant's approach and explain to the Participant why such a relationship is not appropriate.

If a consensual intimate relationship does exist or develops between an adult Participant and a coach or official, the coach or official is expected to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the coach or official has with

the Participant and/or other Participants.

In assessing the appropriateness of an intimate relationship between a coach or official and an adult Participant, relevant factors include, but are not limited to:

- (i) the relative age and social maturity of the Participant;
- (ii) any potential vulnerability of the Participant;
- (iii) any financial and/or emotional dependence of the Participant on the coach or official;
- (iv) the ability of the coach or official to influence the progress, outcomes or progression of the Participant's performance and/or career;
- (v) the extent of power imbalance between the Participant and coach or official; and
- (vi) the likelihood of the relationship having an adverse impact on the Participant and/or other Participants.

It will often be difficult for a coach or official involved in an intimate relationship with an adult Participant to make an objective assessment of its appropriateness and accordingly they are encouraged to seek advice from the MPIO or any other Aussie Gems Dance, Gymnastics & Cheerleading senior management to ensure that they have not involved themselves in inappropriate or unprofessional conduct. If it is determined that an intimate relationship between a coach or official and an adult Participant is inappropriate or unprofessional, Aussie Gems Dance, Gymnastics & Cheerleading may take disciplinary action against the coach or official up to and including dismissal.

Action may also be taken to stop the coaching relationship with the Participant. This could include a transfer, a request for resignation or dismissal from coaching duties. If a coach, official or Participant believes they are being, or have been, harassed they are encouraged to seek information and support from the MPIO, or other Aussie Gems Dance, Gymnastics & Cheerleading official.

(e) Pregnancy

Everyone bound by this policy must treat pregnant women with dignity and respect and any unreasonable barriers to participation by them in our sport should be removed. Aussie Gems Dance, Gymnastics & Cheerleading will not tolerate any Discrimination or Harassment against pregnant women. While many sporting activities are safe for pregnant women, Aussie Gems Dance, Gymnastics & Cheerleading will advise pregnant women that there may be risks involved with their continuing participation in the sport, and Aussie Gems Dance, Gymnastics & Cheerleading will encourage them to obtain medical advice about those risks. Those risks will depend on the nature of the sporting activity and the pregnant woman's particular circumstances. Aussie Gems Dance, Gymnastics & Cheerleading will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women.

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. Aussie Gems Dance, Gymnastics & Cheerleading recommends that pregnant women wanting to participate in our sport consult with their medical advisors, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation. Aussie Gems Dance, Gymnastics & Cheerleading will only require pregnant women to sign a disclaimer if Aussie Gems Dance, Gymnastics & Cheerleading Requires other Participants to sign one in similar circumstances. Aussie Gems Dance, Gymnastics & Cheerleading will not require women to undertake a pregnancy test.

(f) Bullying

Aussie Gems Dance, Gymnastics & Cheerleading is committed to providing an environment that is free from bullying. Bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and Aussie Gems Dance, Gymnastics & Cheerleading therefore regards bullying in all forms as unacceptable in our sport.

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 a 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:

- (i) verbal Abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- (ii) excluding or isolating a group or person;
- (iii) spreading malicious rumours; or
- (iv) psychological Harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of 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. Aussie Gems Dance, Gymnastics & Cheerleading will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at a judge, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written or verbal statement or a Complaint – to the relevant controlling club, or state association. If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, they may make a Complaint.

Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. In some cases, bullying is regarded as a criminal offence punishable by imprisonment, amongst other things.

(g) Gender Identity and Intersex Status

Aussie Gems Dance, Gymnastics & Cheerleading is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. Everyone bound by this policy must treat people who identify as Transgender fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition.

(i) Gender identity Discrimination and Harassment

Federal and state anti-Discrimination laws provide protection from Discrimination against people on the basis of their gender identity. We will not tolerate any unlawful Discrimination or Harassment of a person because of their gender identity. All persons, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times. Aussie Gems Dance, Gymnastics & Cheerleading will not tolerate any unlawful Discrimination or Harassment of a person who identifies as Transgender or who is thought to be Transgender or has an association with someone who has or is assumed to be Transgender.

Aussie Gems Dance, Gymnastics & Cheerleading expects all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation. If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy because of their gender identity, they may make a Complaint.

(ii) Participation in sport

Aussie Gems Dance, Gymnastics & Cheerleading recognises 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. Aussie Gems Dance, Gymnastics & Cheerleading is committed to supporting participation in our sport on the basis of the gender with which a person identifies. If issues of performance advantage arise, Aussie Gems Dance, Gymnastics & Cheerleading will consider whether the established Discrimination exceptions for participation in sport are relevant in the circumstances. Discrimination is unlawful unless an exception applies. Drug testing procedures and prohibitions also apply to people who identify as Transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World AntiDoping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

(iii) Intersex status

Aussie Gems Dance, Gymnastics & Cheerleading is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. Aussie Gems Dance, Gymnastics & Cheerleading will not tolerate any unlawful Discrimination or Harassment of a person because of their Intersex status.

(h) Responsible service and consumption of alcohol

Aussie Gems Dance, Gymnastics & Cheerleading is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol.

In general, our policy is that:

- (i) alcohol should not be available or consumed at sporting events involving Children;
- (ii) alcohol-free social events be provided for Children and families;
- (iii) food and low-alcohol and non-alcoholic drinks be available at events Aussie Gems Dance, Gymnastics & Cheerleading hold or endorse where alcohol is served;
- (iv) a senior Aussie Gems Dance, Gymnastics & Cheerleading personnel is present at events Aussie Gems Dance, Gymnastics & Cheerleading holds or endorses where alcohol is served to ensure appropriate practices in respect of the consumption of alcohol are followed; and
- (v) safe transport options be promoted as part of any event Aussie Gems Dance, Gymnastics & Cheerleading holds or endorses where alcohol is served.

(i) Smoke-free & electronic cigarette free environment

Aussie Gems Dance, Gymnastics & Cheerleading is committed to providing a safe and healthy environment at all sporting and social events that Aussie Gems Dance, Gymnastics & Cheerleading holds or endorses. The following policies should be applied to Aussie Gems Dance, Gymnastics & Cheerleading run or endorsed sporting and social events (smoking refers to all smoking devices including use of cigarettes and electronic nicotine delivery systems known as e-cigarettes / vaping):

- (i) No smoking shall occur at or near any sporting event or competition involving persons under the age of 18. This policy shall apply to coaches, players, trainers, officials, contractors and volunteers;
- (ii) Social functions shall be smoke free, with smoking permitted at designated outdoor smoking areas, in line with the relevant legislation;
- (iii) Coaches, officials, trainers, contractors, volunteers and players will refrain from smoking and remain smoke free while wearing official Aussie Gems Dance, Gymnastics & Cheerleading uniform and/or while involved in an official capacity for any of Aussie Gems Dance, Gymnastics & Cheerleading team or during activities or competitions.

(j) Illegal and Performance Enhancing Drugs

Unfortunately, illegal drugs are used by many people in the community, including young adults, so it is likely that some participants in gymnastics will have access to them.

Currently there are two distinct but related illegal drug issues confronting sporting clubs:

- (i) performance enhancing drugs; and
- (ii) illegal drugs used for social purposes.

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used to enhance sporting performance.

- (iii) All requirements of ASADA must be adhered to by all Members;
- (iv) The possession, use, distribution or selling of illegal drugs for any purposes on Club premises, or at any function or activity organised by Aussie Gems Dance, Gymnastics & Cheerleading is wholly prohibited.
- (v) In the case of an incident involving an illegal drug, the initial actions and responses of Aussie Gems Dance, Gymnastics & Cheerleading will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the sport's duty of care to participants.
- (vi) Aussie Gems Dance, Gymnastics & Cheerleading will investigate all apparent or alleged breaches of this policy consistent with the principles of Natural Justice (where appropriate) and determine a course of action after all relevant facts and circumstances are known.
- (vii) Aussie Gems Dance, Gymnastics & Cheerleading may refer a person who is involved in illegal drug use to a medical or health service for assistance or, wherever necessary, to the relevant authorities such as Police.
- (viii) If it is suspected or known that a person is involved in supplying illegal drugs, the relevant authorities will be notified immediately.
- (ix) In the interests of health and safety, Aussie Gems Dance, Gymnastics & Cheerleading will contact the parents/guardian of a minor where apparent or suspected illegal drug use has occurred (unless by doing so it will place the safety of the individual at risk of greater harm).

(x) If the person is aged over 18 years, Aussie Gems Dance, Gymnastics & Cheerleading will decide whether contacting parents or guardian is in the best interests of the individual. In this circumstance, Aussie Gems Dance, Gymnastics & Cheerleading will determine each case on its merits.

(k) Social Networking Websites

Aussie Gems Dance, Gymnastics & Cheerleading acknowledges the enormous value of social networking to promote our sport and celebrate the achievements and successes of the people involved. Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes but is not limited to social networking websites such as Facebook, Instagram, Snapchat, Twitter and TikTok.

Aussie Gems Dance, Gymnastics & Cheerleading expects all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

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

- (i) 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;
- (ii) must not contain material which is inaccurate, misleading or fraudulent;
- (iii) must not contain material which is in breach of laws, court orders, undertakings or contracts;
- (iv) should respect and maintain the privacy of others; and
- (v) should promote the sport in a positive way.

(l) Recruitment and Screening

Aussie Gems Dance, Gymnastics & Cheerleading will ensure that the organisation takes all reasonable steps to ensure it engages the most suitable and appropriate people, especially for those who work 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. Aussie Gems Dance, Gymnastics & Cheerleading actively encourages applications from indigenous people, people from culturally and/or linguistically diverse backgrounds, people with a disability and people in the LGBTQI community.

RESPONDING TO COMPLAINTS

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

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be 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.

More serious complaints may be escalated to our Gymnastics NSW.

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.

Complaint Handling Process

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

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask 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 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 state and/or national body or from an external agency
- referring the complaint to our State association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our State association 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 our State association'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.

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.

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;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

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 our State association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Annex 1: CODES OF BEHAVIOUR

All individuals covered under this policy are also expected to adhere to Aussie Gem Cheerleading and Gymnastics' Codes of Behaviours. Copies of these are available from Aussie Gems Dance, Gymnastics & Cheerleading Management.

Resolution and/or action taken	
Follow-up action	

Attachment 3: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

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

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

All people working within a paid or unpaid capacity at Aussie Gems Dance, Gymnastics & Cheerleading have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.

Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.

If the allegation involves a person to whom this policy applies, then also report the allegation to the Aussie Gems Dance, Gymnastics & Cheerleading Owners so that they can manage the situation.

Step 3: Protect the child and manage the situation

The Aussie Gems Dance, Gymnastics & Cheerleading Owners 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 of Aussie Gems Cheerleading and Gymnastics.

The Aussie Gems Dance, Gymnastics & Cheerleading Owners will consider what services may be most appropriate to support the child and his or her parent/s.

The Aussie Gems Dance, Gymnastics & Cheerleading Owners will consider what support services may be appropriate for the alleged offender.

The Aussie Gems Dance, Gymnastics & Cheerleading Owners will seek to put in place measures to protect the child and the alleged offender from possible victimisation 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 the police)
- a child protection investigation (conducted by the relevant child protection agency)
- a disciplinary or misconduct inquiry/investigation (conducted by Aussie Gems Dance, Gymnastics & Cheerleading Owners and/or Gymnastics NSW).

Aussie Gems Dance, Gymnastics & Cheerleading Owners 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 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 an allegation of child abuse

New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111

ATTACHMENT 4: 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"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other
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.