



**Postal Address:** PO Box 130  
Clarinda, 3169

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## ***BENTLEIGH MCKINNON GYMNASTICS CLUB***

### **MEMBER PROTECTION POLICY -** **MEMBER PROTECTION INFORMATION OFFICER (MPIO):** **CHERIE JOHNSTONE // ADMINISTRATOR: CHERYL VOSATKA**

**Purpose of Policy** - Bentleigh McKinnon Gymnastics is committed to providing a safe and welcoming environment for all members, participants and visitors free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity. The club will not tolerate discriminatory or harassment behaviour under any circumstances and will take disciplinary action against anyone who breaches this policy. The club is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in activities run by Bentleigh McKinnon Gymnastics and its member bodies.

Accordingly, any person involved in the instruction, management or coaching of any member under the age of 18 years must, once 18 years of age, apply and receive a Working with Children's Check and may be asked to undergo other screening procedures.

**Policy Coverage** - This policy applies to all members, employees, officers, administrators, volunteers, coaches, judges, spectators, athletes and officials within Bentleigh McKinnon Gymnastics.

**Discrimination** - Treating an individual unfairly on the basis of various attributes or personal characteristics in key areas of public life. Can include indirect discrimination, when a member imposes a requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect or result on particular groups.

**Harassment** - Generally defined as unwelcome verbal or written comments, conduct, or gestures directed toward an individual or group of individuals that the harasser knows, or should reasonable be expected to know, is insulting, intimidating, humiliating, malicious, degrading or offensive. Sexual harassment is behaviour that has a sexual element, which is unwelcome and could reasonably be expected, in the circumstances in which it occurs, to offend, humiliate or intimidate the person or people at who it is directed.

**Intimate relations** - Relations with another person that become closer than a normal friendship.

**Victimisation** - Refers to subjecting a person, or threatening to subject a person, to any detriment or unfair treatment because that person has or intends to pursue his or her right to make a complaint or support another person in making a complaint against another person.

**Child Protection** - The protection of children both physically and mentally.



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### **Application of Policy –**

**Employees** - It is the responsibility of any employee aged 18 and above to apply for and receive a working with children's check prior to commencement of employment at Bentleigh McKinnon Gymnastics.

**Coaches** - Must take personal responsibility for discouraging any attempts an athlete may initiate in regards to an intimate sexual relationship.

**Officers, members, administrators** must not employ or engage a person (whether paid or unpaid) to coach or otherwise supervise a child under the age of 18 years without first obtaining a Working with Children's Check.

**Employees, members, volunteers, athletes, coaches, officers, administrators, judges and officials** are required to treat a person equally regardless of attributes associated with that person (eg; race, sex, age etc).

### **They must not engage in any form of harassment, including-**

written, verbal or physical abuse or threats;

unwelcome physical contact;

the display of offensive materials;

promises of threats in return for sexual favours;

unwelcome sexual comments, jokes or propositions;

homophobic comments or behaviours;

jokes or comments directed at a person's body, looks, age, race, disability, sexuality, marital status or pregnancy.

They must not subject any person to victimisation.

They are required to make complaints about a breach of the Policy in accordance with Bentleigh McKinnon Gymnastics' policy breaches and consequences procedures, and comply with the code of behaviours associated with their role within the club.

### **Policy Breaches and Consequences –**

Bentleigh McKinnon Gymnastics undertakes to deal with any complaints of a breach of the Member Protection Policy promptly, seriously, sensitively and confidentially. At any stage, it is the prerogative of the Complainant to proceed with, or dissolve, a complaint.

The following procedure is to be followed should a breach of this Policy become evident -

#### **Procedural Steps**

The breach should be reported to the most senior person at the time (coach, head coach, admin staff)

The breach should be formally reported to the Manager for attention.

If required, the breach will be brought to Committee where a person designated will be empowered to address the breach specifically with the individual reported to have breached the Policy.



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Following an approach with the individual, should the behaviour continue, the President and Manager will address the individual concerned (where the individual concerned is neither the President or Manager).

If no resolution is achieved reports are provided to the full Committee to determine the appropriate course of action.

### **Confidentiality and Reporting –**

The club's representative(s) responsible for implementing this Policy will keep confidential, as per the Club Privacy Policy, the names and details relating to complaints, unless disclosure is:

Necessary as part of the corrective process;

Required by law

### **Complaint Handling Procedure –**

Complaints should be resolved as soon as possible; should the complaint not be resolved in accordance with the 'Breaches and Consequences' Section then the grievance procedure of the Club is to be followed.

### **Additions and Changes to Policy –**

Recommended changes to this Policy may be submitted to the Club's Committee of Management for consideration. The Committee will review the recommendations and have the authority to make changes to this Policy. Should changes be accepted the Policy would be updated, dated and circulated to all members. In addition, the Club is committed to ensuring all policies are up-to-date, therefore reviews are undertaken annually.



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**ATTACHMENTS: REPORTING REQUIREMENTS AND DOCUMENTS**

Bentleigh McKinnon Gymnastics will ensure that all complaints it receives, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint. This information and any additional records and notes, will be treated confidentially, (subject to disclosure required by law or permitted under this policy) and stored in a secure place. Bentleigh McKinnon Gymnastics will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity. Bentleigh McKinnon Gymnastics will ensure that everyone who works with our organisation in a paid or unpaid capacity understands how to appropriately receive and record allegations of child abuse and neglect and how to report those allegations to the relevant authorities in their state or territory.

**RECORD OF COMPLAINT**

Name of Person receiving complaint	Date
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Role / Status	<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"/> Official <input type="checkbox"/> Other .....
Location/Event of alleged issue	
Facts as stated by complainant	



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<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment                      <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist                      <input type="checkbox"/> Selection dispute</p> <p><input type="checkbox"/> Coaching methods    <input type="checkbox"/> Sexuality    <input type="checkbox"/> Personality clash</p> <p><input type="checkbox"/> Verbal abuse                      <input type="checkbox"/> Race                      <input type="checkbox"/> Bullying</p> <p><input type="checkbox"/> Physical abuse                      <input type="checkbox"/> Religion                      <input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Victimisation                      <input type="checkbox"/> Pregnancy    <input type="checkbox"/> Child Abuse</p> <p><input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other .....</p>
<p>What they want to happen to fix issue</p>	
<p>What information provided</p>	
<p>What they are going to do now</p>	

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record must be sent to the Bentleigh McKinnon MPIO (Member Protection Information Officer)