RECFISHWEST
MEMBER PROTECTION POLICY

VERSION 1 – 15 August 2016
VERSION 2 – 18 June 2025

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MEMBER PROTECTION POLICY

1. Introduction

***Our Purpose**: Great fishing experiences for all in the WA community forever.*

Our Commitment: To protect, promote and develop sustainable, accessible, enjoyable and safe fishing for the benefit of the community.

2. Purpose of Our Policy

The main objective of our Member Protection Policy ("policy") is to maintain responsible behaviour and the making of informed decisions by members and other participants within Recfishwest. 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 with Recfishwest 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 activities.

3. Who Our Policy Applies To

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

- club committee members, administrators and other club officials.
- personnel participating in events and activities, including camps and training sessions.
- support personnel and others; and
- members, including any life members

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to Recfishwest and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of conduct and behaviour that occurs at fishing clinics, all events, at social events organised or sanctioned by Recfishwest, and on away and overnight trips. It also covers private behaviour where that behaviour brings Recfishwest into disrepute.

5. Recfishwest Responsibilities

We will:

- The Projects and Systems Coordinator is to ensure that this policy is followed;
- adopt, implement and comply with this policy;
- 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 2 years.

6. Individual Responsibilities

Everyone associated with Recfishwest 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 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.

7. Protection of Children

7.1 Child Protection

Recfishwest is committed to the safety and wellbeing of children and young people who participate in our 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.

Recfishwest acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

Recfishwest 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 of an employee, volunteer or another person at a Recfishwest related activity.

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 the 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

Recfishwest 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.

Recfishwest 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, Recfishwest 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

Recfishwest 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.

7.1.5: Empower and Promote the Participation of Children in Decision-Making And Service Development

Recfishwest will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

Recfishwest 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. To get more information on how to identify abuse or neglect please visit Report child abuse | Western Australian Government and to report this behaviour at a Recfishwest event please 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 10 of this policy.
Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

7.2 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that volunteer/paid staff, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

When using a photo of a child, we will not name or identify the child or 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 activities and we will ensure that they are suitably clothed in a manner that promotes our sport. We will seek permission from a child's parent or guardian before using their images.

8. Discrimination, Harassment and Bullying

Recfishwest 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.

8.1 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.

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 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 purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 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 a number of 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.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

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
- coercive control

8.3 Bullying

Recfishwest 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 within our organization.

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 rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bulling 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 though unwanted and inappropriate comments. Recfishwest 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.)

9. Inclusive practices

Recfishwest is welcoming and we will seek to include participants from all areas of our community.

The following are examples of some of our inclusive practices.

9.1 People with a disability

Recfishwest 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 activities and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome to participate in our activities. 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

Recfishwest is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our 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 and activities.

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 Recfishwest.

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).

10. Responding to Complaints

10.1 Complaints

Recfishwest takes all complaints about behaviour seriously. We 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 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 Recfishwest 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 Recfishwest, the person receiving the complaint (e.g. CEO, 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, Recfishwest 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);
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

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 Sanctions

Recfishwest 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 makes verbal and/or written apology;
- counselling of the individual to address behaviour;
- suspension or termination of membership, participation, employment or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- any other form of discipline that Recfishwest club considers reasonable and appropriate.

Attachment 1.1: MEMBER PROTECTION DECLARATION

Recfishwest has a duty of care to all those associated with it 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 undertake any work, coaching or regular unsupervised contact 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, offences related to children or acts of violence, narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence, narcotics.
4. To my knowledge there is no other matter that Recfishwest may consider to constitute a risk to its members, employees, volunteers by engaging me.
5. I will notify the CEO of Recfishwest immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the S*tate of* ……

on ……../……./…….(date) Signature ……..

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 in every particular.

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 physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. Fact Sheets for each state and territory are available on the Play by the Rules website: www.playbytherules.net

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

Australian Capital Territory
Contact the Office of Regulatory Services
Website: www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp
Phone: 02 6207 3000

New South Wales
Contact the Office of the Children's Guardian
Website: www.kidsguardian.nsw.gov.au/check
Phone: 02 9286 7276

Northern Territory
Contact the Northern Territory Screening Authority
Website: www.workingwithchildren.nt.gov.au
Phone: 1800 SAFE NT (1800 723 368)

Queensland
Contact the Queensland Government Blue Card Services
Website: www.bluecard.qld.gov.au
Phone: 1800 113 611

South Australia
Contact the Department for Education and Child Development
Website: www.families.sa.gov.au/childsafe
Phone : 08 8463 6468.
National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check
DCSI Child Related Work Screening: http://www.dcsi.sa.gov.au/services/screening

Tasmania
Contact the Department of Justice
Website: www.justice.tas.gov.au/working_with_children
Phone: 1300 13 55 13

Victoria
Contact the Department of Justice
Website: www.workingwithchildren.vic.gov.au
Phone: 1300 652 879

Western Australia
Contact the Department for Child Protection
Website: www.checkwwc.wa.gov.au
Phone: 1800 883 979

Travelling to other states or territories
It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Attachment 2: CODES OF CONDUCT

Employees/Volunteers

Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation.

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people with dignity, equality and respect.
- Adhering to this organisation's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people within the organisation.
- Taking all reasonable steps to ensure the safety and protection of children and young people within the organisation.
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the organisation.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the **Child Abuse Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.

Employees/Volunteers will not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with children or young people outside of the professional relationship.
- Allow a child to be alone with an adult whilst in their care with the exception of the child's parent/carer

Participant code of conduct

Participants who engage in Recfishwest Fishing Clinics are required to demonstrate behaviours that support the growth of the individual.

Participants should:

- Treat all participants as you like to be treated. Do not bully or take unfair advantage of another participant.
- Respect the privacy and personal space of other individuals.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Cooperate with your instructor and other participants. Without them there would be no program.
- Never argue with an instructor or other participants.
- Control your temper. Physical and verbal abuse of instructors, sledging other participants or deliberately distracting or provoking other participants is not acceptable or permitted behaviours on camp holiday programs.
- Demonstrate independence and participate for your own enjoyment and benefit.
- Take leadership. Be a good sport.
- Accept responsibility for your own actions.

To assist in achieving these objectives we ask that the following be observed:

- No smoking
- No alcohol
- No drugs
- No swearing
- No intimate relations

Attachment 3: DUTY STATEMENTS

Role: **Recfishwest Volunteer**
Hours/Days: **As required**

Role Information
Capacity and willingness to work within the ethos of Recfishwest at metropolitan events as well as community events in regional areas for both children and adults.

Key responsibilities and duties
- Deliver key messages as outlined by Recfishwest
- Promote the importance of sustainability of natural resources
- Promote good health and environmental practices within the fishing community
- Promote the enjoyment of the recreational fishing experience and good fishing practices

Our expectations of you
- Your time and commitment to attend the event and briefing night one week prior
- Your ideas and suggestions for maximising the experience for participants
- Excellent communication skills
- Responsible and respectful attitude when dealing with members of the public
- Patience
- Understanding of the current rules and regulations
- Current Working with Children Check and Police Clearance

What you can expect from us
- Reimbursement for Working with Children Check
- To be part of a vibrant and dedicated team
- To be treated with respect
- Opportunities to be involved in future projects

Role: **Recfishwest Fishing Clinic Co-ordinator**
Hours/Days: **2-hour clinic – weekdays and including some weekend clinics**

Role Information

- To conduct fishing clinics for metropolitan schools, community centres and in regional areas for both children and adults.
- Promote the importance of sustainability of natural resources.
- Promote good health and environmental practices within the fishing community.
- Promote the enjoyment of the recreational fishing experience and good fishing practices.
- To promote the SunSmart messages and increase awareness and understanding of sun protection.

Key responsibilities and duties

- Deliver two-hour fishing clinic
- Deliver key messages to participants as outline by Recfishwest
- Deliver the important SunSmart message, the importance of hat, sunscreen and sunglasses
- Rules and regulations
- Fish handling
- Releasing of undersize fish
- Fishing safety
- Casting demonstration
- Pollution and habitat

Our expectations of you

- Your time and commitment to attend clinics for the designated two-hour period as well as time for set up and pack down of the clinic
- Your ideas and suggestions for maximizing the experience for participants
- Excellent communication skills with children from ages 10-17 and their supervisors
- Patience
- Keen fisher and willingness to teach children
- Understanding the current rules and regulations
- Travel to metropolitan clinic locations as well as travel to Rottnest to attend clinics
- Current Working with Children Check and Police clearance
- Be aged 18 or older (or 15+ with parental consent and appropriate supervision).
- Complete an Instructors Registration Form and ATO Statement by Supplier.
- Have basic knowledge of fishing techniques and WA fishing regulations.
- Attend an instructor's induction session.
- Be First Aid certified (including an in-date CPR component)
- Is willing to complete the Safeguarding Children Program

What you can expect from us

- To be provided with an Instructor's Guide
- Training with one of our expert fishing clinic instructors
- First Aid training
- Safeguarding Children training
- Reimbursement for Working with Children Check
- To be part of a vibrant and dedicated team
- To be treated with respect
- Benefits including fishing clinic instructor uniform including a SunSmart hat
- Remuneration of $100 per clinic
- Additional remuneration of $50 for towing the fishing clinic trailer with own vehicle

- Opportunities to be involved in future projects
- Induction training covering safety, child protection and fishing regulations.
- Ongoing support from experienced staff or senior Instructors.
- Access to educational materials and updates from Recfishwest and DPIRD.

Code of Conduct
Instructors are expected to:
- Act respectfully and professionally.
- Prioritise participant safety and well-being.
- Follow instructions from clinic coordinators.
- Adhere to all local fishing laws and environmental guidelines.
- Report misconduct, hazards, or concerns promptly.

Insurance and Liability
Approved Instructors are covered by Recfishwest insurance policy during clinic activities. Instructors must not engage in activities outside the scope of their assigned duties.

Recognition and Feedback
Instructors will be:
- Recognised for their contributions through certificates or public acknowledgement
- Invited to provide feedback on clinics and Instructor experience.
- Offered opportunities for further involvement and training.

Payments to Instructors
A payment to an instructor is not assessable income will have many of the following characteristics:
- The payment is to meet incurred or anticipated expenses.
- The payment has no connection to instructors' income-producing activities or services.
- The payment is not received as remuneration or as a consequence of employment.
- The payment is not relied upon or expected by the instructor for day to day living.
- The payment is not legally required or expected.
- There is no obligation on the part of your organisation to make the payment.
- The payment is a token amount compared to the services provided or expenses incurred by the instructor. Whether the payment is token depends on the full facts surrounding the payment and instructors' circumstances.

https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/your-organisation/your-obligations-to-volunteers-employees-and-contractors/not-for-profit-volunteers/paying-volunteers

Attachment 4: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	☐ Over 18 ☐ Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status	☐ Parent ☐ Spectator ☐ Volunteer ☐ Employee (paid) ☐ Other	
Name of person complained about	☐ Over 18 ☐ Under 18	
Person complained about role/status	☐ Parent ☐ Spectator ☐ Volunteer ☐ Employee (paid) ☐ Other	
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds) Can tick more than one box	☐ Harassment or ☐ Discrimination ☐ Sexual/sexist Sexuality ☐ Personality clash ☐ Verbal abuse ☐ Race ☐ Bullying ☐ Physical abuse ☐ Religion ☐ Disability ☐ Victimisation ☐ Pregnancy ☐ Child Abuse ☐ Unfair decision ☐ Other ……	
What they want to happen to fix issue		

Information provided to them	
Resolution and/or action taken	
Follow-up action	

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**.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

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

All people working with Recfishwest in a paid or unpaid capacity 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 CEO of Recfishwest so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The CEO 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 Recfishwest.

- The CEO will consider what services may be most appropriate to support the child and his or her parent/s.

- The CEO will consider what support services may be appropriate for the alleged offender.

- The CEO 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 Recfishwest)

- Recfishwest 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 an allegation of child abuse**

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect Ph: 1300 556 729
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

Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250
Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafe Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Child Protection and Family Support www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258

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	☐ Parent ☐ Spectator ☐ Support Personnel ☐ Employee (paid) ☐ Volunteer	
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.