



Easts Volleyball Club

# Member Protection Practices – Incidents and Breaches

## Document History

<b>Date</b>	<b>Who</b>	<b>Details</b>
18/6/2023	Peter	Created this version of the Member Protection Practices – Incidents and Breaches

# 1. Definitions

These definitions apply within this Member Protection (MP) Practice document.

## 1.1. General Terms and Definitions

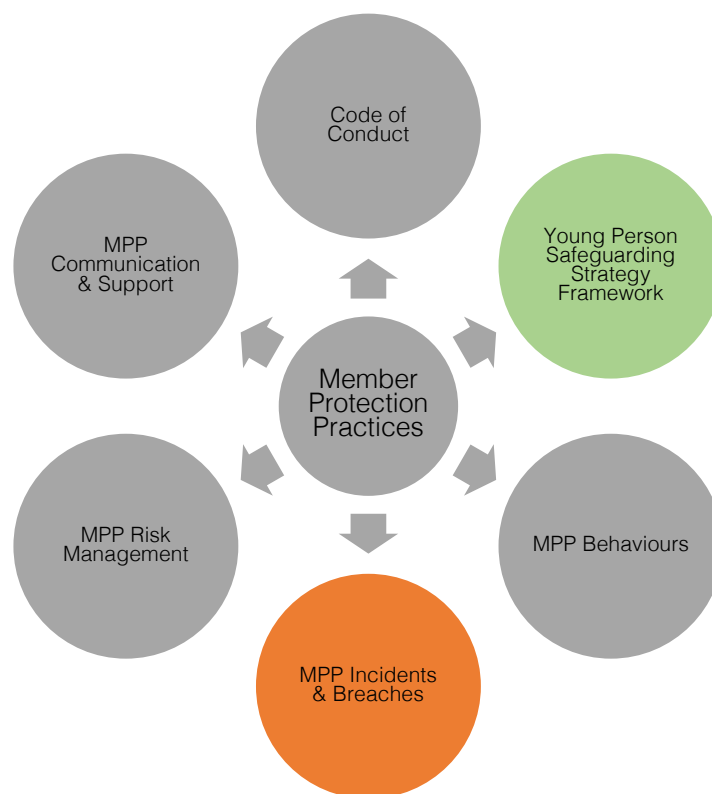
<b>East's Activities</b>	<p>All activities conducted by East's as part of the club's activities including, but not limited to:</p> <ul style="list-style-type: none"><li>• Management Committee meetings.</li><li>• Other East's Team Member meetings.</li><li>• Player selections and trials.</li><li>• Volleyball training activities.</li></ul> <p>Participation of players in competitions.</p>
<b>East's Management Committee</b>	<p>The East's Management Committee is the committee that manages the operations of the club. They are appointed at the Club Annual General Meeting each year. The East's Management Committee includes player representatives.</p>
<b>East's Team Members</b>	<p>East's Team Members includes:</p> <ul style="list-style-type: none"><li>• Committee members and club officials</li><li>• Players</li><li>• Coaches where their team includes Young People</li><li>• Referees and officials where the game they are officiating includes Young people</li><li>• Volunteers with their role has some impact on Young People</li><li>• Service providers and others involved in club activities where their activities have some impact on Young People.</li></ul>
<b>Member</b>	<p>A person who is a member of East's together with their parent/s, guardians, family and supporters.</p>

<b>Safety Coordinator</b>	A Safety Coordinator is a person that has been appointed to this position by the Easts Management Committee.
<b>Strategy</b>	The strategy detailed in this document and all of the Statements, Codes and Practices referred to in this document.
<b>Written Approval</b>	Written approval includes electronic message formats such as email, SMS or indicating consent in an online form.

## 2. What is the aim of these Practices?

### 2.1. Background

Our commitment to Member Protection is embedded into our club's culture, how we work and the environments that we provide. Our Member Protection Strategy Framework, Code of Conduct and Member Protection Practices as well as any specific guidelines to support these detail how we turn our commitment into practice.



The **Member Protection Practices: Incidents and Breaches** has been developed to ensure that when a member protection incident occurs, there are clear and well-defined process in place for reporting and managing the issue including clearly stated roles and responsibilities.

### 2.2. Who these practices apply to

These Practices apply to all **Members** and **East's Team Members** at all times they are an **Member** and/or an **East's Team Member**.

These practices must be considered when developing, designing, and managing other policies, activities, and programs.

### 2.3. When these practices apply

All people to which these Practices apply (see 2.2 above) must comply with these Practices, including:

- a) In relation to any dealings they have with Members related to the person's involvement in any capacity with the club activities and programs;
- b) In relation to any dealings in relation to a Member that the person might have with the club, including the person's staff, contractors or representatives;
- c) When dealing with a Member in their capacity as an Easts Team Member; and
- d) In relation to their Membership or standing as an Easts Team Member in general.

These practices do not apply to interactions involving an Easts Team Member and a Member where there is no direct or indirect link to the club's activities and programs.

### 2.4. Key external frameworks

The three external frameworks that are highly relevant to these Practices:

1. The Queensland **Anti-Discrimination Act 1991**.
2. The **Queensland Human Rights Commission** guidelines.
3. The **Australian Human Rights Commission** guidelines and recommendations.

## 3. Managing Incidents and Breaches

### 3.1. Dependent policies

This practice supports and is dependent upon the following practices:

1. The Member Protection Strategy and Framework in particular:
  - a. The Key Principles for Member Protection at Easts
  - b. East Volleyball's commitment to Member Protection
2. The Member Protection Practice: Behaviours.

The management of an incident must be conducted with these policies and practices in mind at all times.

### 3.2. Process and Considerations

There are 10 factors that are relevant when managing an incident or breach. These are made up of steps and/or considerations.

#### 1 Immediate Response

- Ensure the immediate safety and well-being of the individuals involved. If necessary, provide medical attention or support as required.
- Separate any parties involved to prevent further harm or escalation of the incident.
- If applicable, document any visible injuries or damages with photographs or written descriptions, maintaining the confidentiality and privacy of individuals involved.

#### 2 Reporting the incident

- Easts Team Members complete an incident report in the EastsApp including recording details of witnesses.
- Members send an email to [safety@eastsvolleyball.club](mailto:safety@eastsvolleyball.club). Safety Co-ordinator to then complete an incident report in the EastsApp.
- Safety Co-ordinator allocated to manage the incident and, as soon as possible after the incident, contact the affected individuals to check on their well-being.

### **3 Confidentiality & privacy**

- Safety Co-ordinator to contact the individuals affected.
- Emphasize the importance of confidentiality and privacy throughout the reporting and management process. Assure individuals that their personal information will be handled with the utmost care and only shared with those directly involved in managing the incident.

### **4 Documenting the incident**

- Safety Co-ordinator to update information in the EastsApp including all information gathered and steps taken
- Additional documentation to be saved into Easts Sharepoint Safety Folder
- Safety Co-ordinators to ensure that detailed and accurate information is collected including dates, times, locations, involved parties, and a thorough description of what occurred.

### **5 Investigation & assessment**

- A specific Safety Co-ordinator will be nominated to be responsible for investigating the incident. If necessary, a Safety Co-ordinator can obtain additional assistance for the investigation with approval from the President.
- Safety Co-ordinator will conduct a fair, thorough and impartial investigation, ensuring all parties involved have an opportunity to present their side of the story.
- Safety Co-ordinator must assess the severity and impact of the incident, taking into consideration the well-being of individuals affected and any legal or ethical obligations.



## **6 Support for the affected individual**

The Safety Co-ordinator must:

- Ensure that support and resources are made available to the individuals affected by the incident. This may include referrals to counseling services, medical professionals, or legal authorities if necessary.
- Ensure affected individuals are aware of their rights, options for support, and the steps being taken to address the incident. Keep them informed throughout the process.

## **7 Disciplinary action & accountability**

- The Safety Co-ordinator must produce a report that includes the outcomes of the investigation, actions completed, and the severity of the incident. This report must be sent to the Easts Management Committee.
- If the investigation substantiates the incident and identifies misconduct or violations of club policies, the Easts Management Committee must take appropriate disciplinary action against the responsible party. The disciplinary process should be fair, transparent, and consistent with the severity of the incident.
- The Safety Co-ordinator must communicate the outcomes and any disciplinary actions taken to the affected individuals, ensuring that privacy and confidentiality are maintained.

## **8 Review & prevention**

- All Safety Co-ordinators must review the incident and the club's response to identify any areas for improvement in member protection practices, policies, or training.
- The Safety Co-ordinators must provide a report of this review to the Easts Management Committee.
- The Easts Management Committee must implement preventive measures, such as additional training, policy revisions, or enhanced monitoring, to minimize the risk of future incidents.

## **9 Reporting to authorities**

- If the incident involves criminal behavior or violates any legal obligations, Safety Co-ordinators must promptly report the incident to the appropriate law enforcement or child protection authorities as required by local laws and regulations.
- Following a report, the Safety Co-ordinators must then inform the Easts Management Committee.
- The Safety Co-ordinator must also consider whether an incident should be reported to Volleyball Queensland and/or Sport Integrity Australia. If this action is required, the Safety Co-ordinator should consult the Easts Management Committee before reporting as the report may need to be submitted by the President.

## **10 Communication & transparency**

Throughout the process of managing an incident the Safety Co-ordinators and Easts Management Committee:

- Maintain open and transparent communication with club members, providing updates on the incident, the investigative process, and any subsequent actions taken.
- Be mindful of privacy considerations when communicating sensitive information.

## 4. Practices Review Every 2 years

These Practices (with any associated guidelines) will be reviewed to ensure that they are current and effectively support the:

1. The Queensland **Anti-Discrimination Act 1991**.
2. The **Queensland Human Rights Commission** guidelines.
3. The **Australian Human Rights Commission** guidelines and recommendations.

The club Safety Coordinators have responsibility to ensure that all policies, processes and codes are kept up-to-date and to monitor compliance with and effectiveness of these policies, processes, guidelines, and codes. To do this the club Safety Coordinators will review the Governing Principles every 2 years and update this strategy to include any relevant legislative changes as required.