WILLOUGHBY DALLEYS FOOTBALL CLUB INC.

Incorporated in NSW (INC2501621)

ABN 38 830 151 084 PO Box 3097 Willoughby North NSW 2068 M: 0402 285 676
E: secretary@wdfc.com.au

MEMBER PROTECTION POLICY

VERSION 3.0 January 2026

CONTENTS PAGE

POLICY

1. Purpose of Our Policy
2. Whom Our Policy Applies To
3. Extent of Our Policy
4. Club Responsibilities
5. Individual Responsibilities
6. Protection of Children
   6.1 Child Protection
   6.2 Supervision
   6.3 Transportation
   6.4 Taking Images of Children
7. Discrimination, Harassment and Bullying
   7.1 Discrimination
   7.2 Harassment
   7.3 Bullying
8. Responding to Complaints
   8.1 Complaints
   8.2 Complaint Handling Process
   8.3 Disciplinary Measures
   8.4 Appeals

Attachment A: Working With Children Check Requirements

Attachment B: Codes of Conduct / Behaviour

Attachment C: Reporting Requirements and Documents

MEMBER PROTECTION POLICY

1. Purpose of Our Policy

The main objective of the Willoughby Dalleys Football Club Inc. ("our", "us", "we" or "the Club") 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.

2. Who Our Policy Applies To

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

- club committee members, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- players;
- members, including any life members;
- sponsors;
- parents; and
- spectators.

3. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Club 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.

4. Club Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our district body (Northern Suburbs Football Association).

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

5. Individual Responsibilities

Everyone associated with our club 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.

6. Protection of Children

6.1 Child Protection

The Club is committed to the safety and wellbeing of children and young people who participate in our clubs activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

The Club 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.

6.1.1: Identifying and Analysing Risks of Harm

The Club 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.

6.1.2: 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 they deal and interact with children, particularly those in the our care. We will also implement a code of conduct to promote appropriate behavior between children.

The codes will clearly describe professional boundaries, ethical behavior and unacceptable behavior. (See Attachment B)

6.1.3: Choosing Suitable Employees and Volunteers

The Club 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.

The Club 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, the

Willoughby Dalleys Football Club Inc. will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment A)

6.1.4: Support, Train, Supervise and Enhance Performance
The Club will ensure that all our employees and volunteers who work with children have ongoing supervision, support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

6.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development

The Club will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

6.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

The Club 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 be, or is being, abused or neglected (See Attachment C).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 8 of this policy.
Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

6.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.]

6.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games).Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)].

6.4 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, 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.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

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 club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

7. Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

7.1 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.

7.2 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.

7.3 Bullying

The Club 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 at our club.

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 rumors; 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. Willoughby Dalleys Football Club Inc. 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 9 of this policy.)

8. Responding to Complaints

8.1 Complaints

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

- all complaints will be taken seriously;
- the person 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 district body, Northern Suburbs Football Association.

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.

8.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Vice-President, Club Secretary or Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. 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 district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our district 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 district 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 district 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.

8.3 Disciplinary Sanctions

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of the game.

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/registration, 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.

8.4 Appeals

In specific circumstances, 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 district association, Northern Suburbs Football Association. Appeals must be based on any right of appeal provided for in the FFA rules or our district association's rules, regulations or by-laws.

However, the grounds of an appeal should be specific, for example they may be limited to

- a denial of procedural fairness;
- on the grounds of unjust or unreasonable disciplinary measure(s) being imposed;
- on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/Club.

Attachment A: 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.au

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

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

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 B: CODES OF CONDUCT / BEHAVIOUR

For the benefits of all participants and their enjoyment of the game of football, all players, managers, coaches, club officials, club volunteers and spectators must exhibit good behaviour and comply with this Code of Conduct when they participate in competitions of the Northern Suburbs Football Association or carry out their duties for their team or Willoughby Dalleys Football Club Inc.

It is an offence to:
A. Use offensive, insulting or abusive language or gestures.
B. Use inflammatory language or gestures.
C. Make unsporting remarks.
D. Publish inflammatory, defamatory, or unsporting remarks via any written or electronic media (e.g., newsletter, website, Facebook or email).
E. Bring the game into disrepute.
F. Act in a manner that is prejudicial to any other participant, club or the Association.

Offenders will be cited to appear before the Club's disciplinary committee, and/or the relevant competition sub-committee or MC of the Association.

Players:
A. Play by the rules of football.
B. Never argue with an official. No player is to approach the referee. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
C. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
D. Work equally hard for yourself and/or your team. Your team's performance will benefit, and so will you.
E. Be a good sport. Applaud all good plays. If you are upset about the game still go and shake opposition’s hands. This directly effects the reputation and the positive culture in your club.
F. Treat all participants in your sport, as you like to be treated. Do not bully or take unfair advantage of another competitor.
G. Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
H. Participate for your own enjoyment and benefit, not just to please parents and coaches.
I. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background, sexuality or religion. Racial, gender, sexual or religious abuse will not be tolerated from this club.
J. Never abuse the coach, either on or off the field. This includes swearing, gesturing rudely or acting in a disrespectful way.
K. Never spit, punch, kick, physically assult or verbally threaten violence to an official, volunteer, coach, spectator, fellow team-mate or opponent.

Coaches:
A. Remember that people participate for pleasure and winning is only part of the fun.
B. Never ridicule or yell at a player for making a mistake or not coming first.
C. Be reasonable in your demands on players’ time, energy and enthusiasm.
D. Operate within the rules and spirit of your sport and teach your players to do the same.
E. Ensure that the time players spend with you is a positive experience. All people are deserving of equal attention and opportunities.

F. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
G. Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, volunteers, administrators, the media, parents and spectators. Encourage players to do the same.
H. Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
I. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
J. Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
K. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background, sexuality or religion.
L. No one is to stand on or behind the goal line.

Parents/Guardians:
A. Remember that children participate in sport for their own enjoyment, not yours.
B. Encourage children to participate, do not force them.
C. Focus on your child's efforts and performance rather than whether they win or lose.
D. Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence.
E. Never ridicule or yell at a child for making a mistake or losing a game / competition.
F. Remember that children learn by best example. Appreciate good performance and skilful plays by all participants.
G. Support all efforts to remove verbal and physical abuse from sporting activities.
H. Respect officials' decisions and teach children to do likewise.
I. Show appreciation for volunteer coaches, officials and administrators. Without them your child could not participate.
J. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background, sexuality or religion.

Spectators:
A. Remember that people participate in sport for their enjoyment and benefit, not just yours.
B. Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
C. Respect the decisions of officials and teach players to do the same.
D. Never ridicule or scold a player for making a mistake. Positive comments are motivational.
E. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
F. Show respect for your team's opponents. Without them there would be no game.
G. Encourage players to follow the rules and the officials' decisions.
H. Do not use foul language, sledge or harass players, coaches or officials.
I. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background, sexuality or religion.
J. No one is to stand on or behind the goal line.

Officials & Volunteers:
A. Compliment and encourage all participants.
B. Be consistent, objective and courteous when making decisions.
C. Condemn unsporting behaviour and promote respect for all opponents.
D. Emphasise the spirit of the game rather than the errors.
E. Be a good sport yourself. Actions speak louder than words.

F. Keep up to date with the latest trends in officiating and the principles of growth and development of people.
G. Remember, you set an example. Your behaviour and comments should be positive and supportive.
H. Place the safety and welfare of the participants above all else.
I. Give all people a "fair go" regardless of their gender, ability, cultural background, sexuality or religion.

FFA Code of Conduct:

The FFA's Code of Conduct applies to all members and governs:
A. Bringing the Game into disrepute.
B. Liability for spectator and supporter conduct.
C. Betting, match-fixing and corruption.
D. Disparaging public or media statements.
For further information refer to https://www.ffa.com.au/sites/ffa/files/2017-09/National%20Member%20Protection%20Policy.pdf

By registering with Willoughby Dalleys Football Club Inc., it is implied that you agree to be bound by our Code of Conduct, as well as FFA's Code of Conduct.

Willoughby Dalleys Football Club Inc. reserves the right to determine an appropriate penalty for breaches of the Code of Conduct, and these may range from formal warnings, fines, suspensions, to deregistration from the Club.

Attachment C: REPORTING REQUIREMENTS AND DOCUMENTS

C.1 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 in Club	☐ Administrator (volunteer) ☐ Athlete/player ☐ Coach/Assistant Coach ☐ Employee (paid) ☐ Official	☐ Parent ☐ Spectator ☐ Support Personnel ☐ Other ……
Name of person complained about	☐ Over 18 ☐ Under 18	
Person complained about role/status in Club	☐ Administrator (volunteer) ☐ Athlete/player ☐ Coach/Assistant Coach ☐ Employee (paid) ☐ Official	☐ Parent ☐ Spectator ☐ Support Personnel ☐ 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 ☐ Selection dispute ☐ Coaching methods ☐ 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	

C.2 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 Willoughby Dalleys Football Club Inc. 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 Club Secretary of Willoughby Dalleys Football Club Inc. so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The Club Secretary 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 Willoughby Dalleys Football Club Inc.

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

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

- The Club Secretary 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 Willoughby Dalleys Football Club Inc).

- Willoughby Dalleys Football Club Inc. 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 9 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**

New South Wales	
New South Wales Police Urgent police assistance Ph: 000 Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services Child Protection Helpline (24 hours a day, 7 days a week) Ph: 132 111 www.community.nsw.gov.au

C.3 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	☐ Administrator (volunteer) ☐ Athlete/player ☐ Coach/Assistant Coach ☐ Employee (paid) ☐ Official	☐ Parent ☐ Spectator ☐ Support Personnel ☐ 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:
Secretary 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.