

Coastal Community Dog Training Club Inc.

Member Protection Policy

1. Purpose

Coastal Community Dog Training Club Inc. (CCDTC) has obligations under State and Commonwealth Legislation to ensure an environment that is free from all forms of harassment, discrimination and/or abuse.

CCDTC will not tolerate unlawful or inappropriate behaviour.

CCDTC is committed to:

- providing all members, visitors and contractors to the Club with a healthy and safe environment;
- promoting positive behaviour and a safe, fair and inclusive environment for everyone associated with our Club;
- providing an environment where Club members, visitors and contractors feel confident in reporting bullying, harassment, discrimination and/or violence without reprisals; and
- Investigating complaints promptly, impartially and confidentially.

2. Responsibility

CCDTC expects all members to behave and treat fellow members, visitors and contractors with respect and courtesy when they are in the Club rooms, training grounds, car parks or attending any Club or affiliate functions or events.

All CCDTC members have a responsibility to:

- comply with this Policy and be familiar with their responsibilities under the Policy;
- offer support to anyone who is being bullied and advise them where they can obtain help and advice;
- be aware that these responsibilities apply to everyone who is a CCDTC member, volunteer or contractor.

Any member who experiences or witnesses bullying, harassment, discrimination and/or violence should report it as soon as possible to a Committee member or Instructor.

CCDTC Committee members and Instructors are expected to meet the standards of the Club and they also have a responsibility to:

- lead by example and foster an environment where bullying, harassment, discrimination and /or violence are not tolerated and every individual is treated with respect, courtesy and dignity;

- provide information to members in relation to their rights and responsibilities concerning member protection;
- where appropriate provide information to visitors and contractors regarding their rights and responsibilities concerning member protection at the Club;
- ensure the members are aware of the Policy and their obligations under it;
- take immediate action if they become aware of any instance of bullying, harassment, discrimination and/or violence in the Club rooms, training grounds or car park, whether against members, visitors or contractors; and
- where appropriate, assist and support complainants to resolve complaints in accordance with CCDTC Complaint Resolution Procedures.

3. Application of this policy

This policy prohibits bullying, harassment, discrimination and/or violence amongst any members, visitors and contractors to the Club.

The scope of this policy includes:

- the Club rooms, the training ground, car parks and adjacent areas;
- CCDTC training classes, functions, events and meetings;
- communications regarding CCDTC activities including letters, minutes, emails and social media postings;
- interactions between members, visitors and contractors whilst on Club grounds or when participating in Club sponsored activities or events in other locations.

4. Expected standard of conduct and consequences of failure to comply

CCDTC will not tolerate its members, visitors or contractors participating in any form of bullying, harassment, discrimination and/or violence on the Club grounds, the training ground, and car parks or at Club functions and events.

Any CCDTC member, visitor or contractor who engages in such behaviour may be barred from Club grounds, facilities and/or events subject to investigation of the incident. Disciplinary action may be taken against any Club member, in accordance with the CCDTC Constitution, depending on the circumstance of the case. If necessary, the appropriate authorities will be contacted to deal with instances of illegal behaviour.

5. Definition of Bullying

Bullying is defined as repeated behaviour directed towards an individual or group of people which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so having regard to all the circumstances.

Bullying can include behaviour such as, but not limited to:

- humiliating someone through sarcasm, criticism or insults;
- unfair or excessive criticism;
- verbal abuse and yelling;
- using aggressive language;
- deliberately excluding or isolating a person;
- verbal or written abuse (e.g. being sworn at, threats, insults, continual criticism, name calling, practical jokes);
- threatening body language;
- unreasonably undermining work performance; or
- inappropriate interference with personal belongings or club equipment.

Reasonable management action carried out in a fair manner is not bullying. For example, the following actions (among others) are not bullying:

- setting goals, standards and deadlines;
- constructively delivered feedback or counselling designed to assist a member improve their standard of behaviour/conduct;
- reasonable disciplinary procedures; or
- directing/controlling how activities, events or functions are done.

Repeated refers to the persistent nature of the behaviour, not the specific form the behaviour takes. Bullying may involve a series of various incidents, and may be subtle or overt behaviour.

6. Definition of Violent Behaviour

Violent behaviour includes any incident whereby a member, visitor or contractor is physically attacked or threatened.

Violence includes, but is not limited to:

- striking, kicking, scratching, biting, spitting or any other type of direct physical contact;
- throwing objects;
- attacking with any type of weapon;
- pushing, shoving, tripping, grabbing;
- any form of indecent physical contact;
- a threat – means a statement or behaviour that causes a person to believe that they are in danger of being physically attacked; and

- physical attack – means direct or indirect application of force by a person or their dog to body or clothing or equipment of another person.

7. Definition of Discrimination and Harassment

CCDTC will not permit unlawful discrimination against members and other participants on the basis of personal characteristics such as age, disability, gender identity, religion and race.

CCDTC will not tolerate harassment against or amongst its members and participants i.e. unwelcome verbal or physical conduct that intimidates, offends or humiliates another person, including any form of sexual harassment.

Sexual harassment is unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

8. Child Safety

People working or volunteering with children (i.e. participants aged under 18 years) in South Australia must, by law, have a Working with Children Check. The new Working with Children Check (WWCC) introduced from 1 July 2019 replaces all other types of child-related employment screen checks. The WWCC is administered through the South Australian Department of Human Services Screening Unit.

Clubs and associations that provide services or activities and have a significant membership of children, or a significant involvement by children, are doing child-related work. Club personnel who volunteer in a position in which, during the ordinary course of their duties, it is reasonably foreseeable that they will work with children must have a valid WWCC.

CCDTC Instructors providing training to Club members aged under 18 years, must have a valid WWCC.

CCDTC personnel and volunteers are required to report any observed or suspected cases of child abuse or neglect or inappropriate behaviour towards a child participating in CCDTC activities. Reports may be made to the CCDTC Child Safe Officer, CCDTC President and Child Abuse Report Line 13 14 78.

Wherever possible, permission should be obtained from a child's parent/guardian before taking a photographic image of a child and/or publishing identifying details of the child.

Cameras including phone cameras, video cameras and video surveillance devices may not be used inside changing areas or toilets controlled by CCDTC.

9. Smoke Free Environment

CCDTC policy requires a smoke free environment for all Club members, visitors and contractors while attending Club activities, functions, events and meetings.

No smoking is permitted in the Club Rooms, within 10 metres of outdoor toilets, on the training oval, in classes, or within 5 metres of waste bins, nor within 20 metres of children and young people under the age of 18 years.

CCDTC events will be smoke-free with smoking only permitted outside of the above areas and times.

Instructors, officials and volunteers will refrain from smoking while they are involved in an official capacity with the Club, both on and off the training ground.

For the purposes of this policy, smoking includes the use of tobacco products and vaping devices.

10. Social Networking

Social media activity linked or associated with the Club, its Committee and/or activities including, but not limited to, postings, blogs, status updates and tweets, must not:

- contain material which is, or has the potential to be offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate;
- contain material which is inaccurate, misleading or fraudulent;
- contain material which is in breach of laws, court orders, undertakings or contracts;
- disrespect or breach the privacy of others; or
- promote harmful, negative, aversive or punishment-based dog training methods.

11. Complaint Procedure

CCDTC aims to resolve complaints using the principles of procedural fairness.

CCDTC members, personnel or volunteers may report a complaint if they feel they have been discriminated against, harassed bullied or there has been any other breach of this policy.

In the first instance, complaints should be reported to the CCDTC President or Member Protection Information Officer. *(List email for complaint reporting)*

Once the complaint has been received by the Secretary, a Committee Meeting will be convened, where the proceedings outlined in the Constitution of the Club (section 5.6) will be undertaken in such a manner of procedural fairness.

Review Date: 31 December 2020