

The University of Queensland Cricket Club

Member Protection Policy



Last Approval Date: 1 July 2022

Review date: 1 January 2023

PURPOSE AND OBJECTIVES

The University of Queensland Cricket Club is committed to ensuring that all club members, both playing and non-playing, are protected under this policy. The club promotes an inclusive and safe playing environment for all players, and is committed to ensuring that coaching staff, and other relevant members, work together in maintaining a positive and protected playing environment for all members.

The purpose of this policy is to outline 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. Under legislation, duty of care and UQCC's commitment to always acting in the best interest of its junior members, we are committed to providing a safe environment for all members at the club.

This policy applies to everyone involved in the activities at the club, whether they are in a paid or voluntary role, or are a playing, non-playing, executive or life member.

It is expected that this policy be read in conjunction with the club's Blue Card Policy and the Code of Conduct.

CLUB RESPONSIBILITIES

UQCC will uphold the following principles and practices:

- UQCC will adopt, implement, comply and enforce this policy and ensure that the policy is easily accessible by all members and the public.
- UQCC will promote and model appropriate standards of behaviour at all times.
- UQCC acknowledges and accepts that our junior members and their families place a high level of trust in us, accordingly UQCC will not tolerate and acts of harm towards our junior members, and will actively seek to prevent their occurrence.
- UQCC will comply with the mandatory reporting requirements under the law. It is expected that all club members who become aware of, or reasonably suspect that a member is being harmed, will report it in accordance with this policy, and the requirements under the law.
- UQCC will respond diligently to a report of suspected or actual harm to a junior member.

- Where an incident of sexual abuse by an adult of a person Under 18 is reported, UQCC will notify the police, no matter when the incident occurred.
- UQCC will treat the allegations of harm confidentially, subject only to such disclosure as is necessary to deal with the matter under this Policy, and as required by Law.
- UQCC will act fairly and reasonably towards a club coach, volunteer or executive, who is the subject of allegations of improper conduct. Reprisals against anyone making a complaint will not be tolerated.
- UQCC will treat everybody involved in an allegation of harm to a young person with dignity and respect, including the alleged perpetrator. We will observe the principles of natural justice.
- UQCC will not permit a person to work in a role at the club if they believe that on the basis of all information available there would be an unacceptable risk to our junior members.
- UQCC will cooperate with state authorities in resolving allegations of harm.

INDIVIDUAL RESPONSIBILITIES

In addition to the expectations outlined above, and in the UQCC Code of Conduct, everyone associated with the club are expected to:

- Treat all members with respect and fairness.
- Always place the safety and welfare of children above other considerations.
- Be responsible and accountable for their behaviour.
- Deal with contentious issues rationally, and avoid prejudice or bullying/vilification.
- Display tolerance when dealing with a range of views/opinions.
- Always use appropriate language when engaging with junior members.
- Hold a valid working with children Blue Card, or exemption, as required in accordance with the club's Blue Card Policy.
- Engage in appropriate training to help develop a culture of awareness of ethical conduct and risk management. All club coaches are expected to undertake the *Play by the Rules* Child Protection online training course, regardless of whether they are in a paid or volunteer position.

DISCRIMINATION, HARASSMENT AND BULLYING

UQCC 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.

Our club is welcoming and we will seek to include members from all areas of our community.

We expect all members to abide by the UQCC, Queensland Cricket and Cricket Australia Codes of Behaviour.

SUPERVISION OF CHILDREN AND YOUNG PEOPLE

UQCC will provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, if possible, they should assume responsibility for the child's safety until the child's parent/guardian is located, or another coach or club volunteer can take over supervision. If scheduled club activities end earlier than anticipated, the club will ensure appropriate supervision is maintained until such time as a child's parent / guardian is able to collect them. Unless arranged in advance with the Parent / Guardian of a child, UQCC coaches will not allow a child to leave the club with any other person. In such an instance the coach will contact the Parent / Guardian to get their consent and will check the persons ID to verify their identity prior to letting the child leave the club with them.

Transportation:

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games).

TAKING IMAGES OF CHILDREN AND YOUNG PEOPLE

Images (photograph or film) of children cannot be used inappropriately or illegally. UQCC 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.

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 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.

Our Code of Conduct requires that Parents / Guardians do not take / share photographs or film of other people's children on social media platforms without first getting the consent from the Parent / Guardian of that child. Members should be aware that UQCC takes breaches of this part of the code of conduct very seriously.

CHILD RISK MANAGEMENT STRATEGY

UQCC is committed to and will at all times act in accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) ('the Act') and [Regulation 2020](#) ('the Regulation'), to promote the safety and wellbeing of the 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. This is evident in the club's commitment to the implementation and promotion of the strategies outlined below.

Code of Conduct:

UQCC expects all staff and volunteers to conduct themselves in accordance with the [Code of Conduct](#), and at all times:

- Staff are expected to always behave in ways that promote the safety, welfare, and wellbeing of children and young people; and
- Staff must actively seek to prevent harm to children and young people, and to support those who have been harmed.

This commitment and the [Code of Conduct](#) is evidence of UQCC's fulfilment of the requirements of *Schedule 1 s2(2) of the Regulation*.

Choosing, Supporting and Training Suitable Employees and Volunteers:

UQCC will ensure that all reasonable steps are taken 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 i.e. club coaches. 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.

UQCC will ensure that Working with Children Checks are conducted for employees and volunteers working with children, in line with our Blue Card policy prior to them commencing in a role working with children. All coaches, whether paid or volunteer are expected to complete and sign the Member Protection Declaration, which is found in Appendix 2 of this policy. Records of all of these will be kept on file.

UQCC 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.

It is a requirement of the club that all coaches hold a valid blue card, appropriate coaching qualification, and successfully complete the *Play by the Rules* Child Protection online course every year at the start of the season. Records of the completion certificates for this online course will be kept on file.

This commitment and the staff recruitment and induction processes are evidence of UQCC's fulfilment of the requirements of *Schedule 1 s2(3) of the Regulation*.

Report and Respond Appropriately to Suspected Abuse and Neglect:

UQCC 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 law to make a report if they reasonably suspect that a child has been, or is being, or could be, abused or neglected.

In addition to any legal obligations, if any person believes that another person 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 at the end of this policy

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

This commitment and the [Procedure for Handling Allegations of Child Abuse and Reporting Harm](#) are evidence of fulfilment of the requirements of *Schedule 1 s2(4) of the Regulation*.

Managing Breaches of this Policy:

UQCC is committed to appropriately managing breaches of this policy in accordance with its other relevant policies as appropriate to the circumstances, such as our Code of Conduct, Disciplinary or Complaints Handling Policies and procedures. This is evidence of UQCC's fulfillment of the requirements of *Schedule 1 s2(5) of the Regulation*.

Implementing and Reviewing this Policy:

This policy in its entirety and the related club policies and procedures are evidence of fulfilment of the requirements of *Schedule 1 s2(6)(a) of the Regulation* in relation to implementation.

The introduction to this Member Protection Policy and the Review & Feedback section below states that UQCC is committed to reviewing this policy at least annually, are evidence of fulfilment of the requirements of *Schedule 1 s2(6)(a) of the Regulation* in relation to review.

BlueCard Policies and Procedures:

UQCC is committed to acting in accordance with chapters 7 & 8 of the Act relating to the screening of staff in such a way that limits risk to children.

In particular, and in accordance with the UQCC [BlueCard Policy](#), UQCC will:

- Require relevant prospective and/or current staff, volunteers, and executive members to hold a Working with Children Blue Card or Exemption Notice and check the validity and appropriateness of any currently held notices as appropriate, in accordance with UQCC position descriptions and the Act prior to the commencement of their employment or services with the club.
- Not allow a person to continue to work with children if their working with child notice is cancelled or suspended, or a negative notice is received after a change of police information.
- Not allow a person relying on exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and cease their employment with the club
- Appoint a club contact person who will be responsible for managing the working with child

screening process and all related documentation and records.

- Keep written records of all the above actions, decisions, and outcomes, including the expiry dates of working with children notices.
- Ensure that all information relating to working with children notices is kept confidential.
- Act to remind staff to keep their working with children notices up to date and apply for a renewal well in advance of the expiry date of their notice.
- Take appropriate action if a staff member, volunteer, or executive member fails to submit a renewal application prior to their working with children notice expiring.

This is evidence of UQCC' fulfilment of the requirements of *Schedule 1 s2(6)(b) of the Regulation*.

High Risk Management Plans:

UQCC is committed to identifying risks, assessing risks, eliminating, and minimizing risks and the monitoring of risk to the safety of children and young people on an ongoing basis. UQCC will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children and young people.

This commitment is evidence of UQCC' fulfilment of the requirements of *Schedule 1 s2(7) of the Regulation*.

Strategies of Communication and Support:

UQCC' commitment to making this Member Protection & Risk Management policy available to players, parents and staff via its website is evidence of its' fulfilment of the requirements of *Schedule 1 s2(8)(a) of the Regulation*.

UQCC is committed to training staff and volunteers in relation to risks to children and young people and will train staff and volunteers in its processes under this policy on their induction, and will refresh this training annually, and provide information updates in meetings and email discussions between the executive committee and the staff and volunteers. UQCC will keep records of this training. This is evidence of UQCC' fulfilment of the requirements of *Schedule 1 s2(8)(b) of the Regulation*.

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE OR REPORTING HARM

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

UQCC will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity. All people working with UQCC in a paid or unpaid voluntary 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. You may also become aware in others ways of such a situation during your duties with the club.

| 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

When assessing how a child protection concern should be reported, UQCC encourages discussion with the Child Safety Officer (Shelley Lorberg, Club Administrator) who will use the [Online Child Protection Guide](#) in addition to this policy to assist in how to best proceed. This online guide offers information to help users identify what the appropriate reporting action is for the concern they have. Members can also refer to **Appendix 3**, the Child Protection Decision Tree to help them navigate the reporting process.

UQCC require any member who becomes aware of, or reasonably suspects a child might be suffering from, or has suffered abuse or neglect, or any situation involving a child at risk of harm, to make a report to the Club by way of the Club Administrator (who is also the Child Safety Officer), Director of Cricket or Club President. You may or may not choose to contact the Police yourself (where relevant) or pass your report onto the Club for them to contact the relevant child protection agency and/or Police.

Important Note: Any reasonable suspicion that a child has suffered from sexual abuse **MUST BE reported to Police immediately**. Failure of any adult to do so is now an offence under the *Criminal Code*. UQCC expects that if a member becomes aware, or reasonably suspects a child has suffered, is suffering, or is at risk of suffering sexual abuse, they should contact police to report in the first instance, and also advise the Club that they have done so.

Members should utilise the reporting form in **Appendix 1** for recording the details of a child protection concern reported to you, or observed by you. Keep a copy of this for your own records, and submit copies of it to the Club, Police and/or child protection agency, where appropriate.

Contact details for advice or to report an allegation of child abuse:

| | |
|---|---|
| Queensland Police 000 or Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au | Department of Communities www.communities.qld.gov.au/childsafety Ph: 1800 811 810 |
|---|---|

Step 3: Protect the child and manage the situation:

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

Legal advice will be sought before any interim steps are made if the person is in paid employment with the club. The club will consider what support services may be appropriate for the alleged offender.

The club will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action:

If an allegation relates to an alleged offence by a member of UQCC, up to 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 UQCC)

Regardless of the findings of the police and/or child protection agency investigations, UQCC will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action. In deciding the appropriate action UQCC will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.

UQCC will provide the relevant government agency with a report of any disciplinary action it takes, where this is required.

DEFINITIONS

Harm

Section 9 of the [Child Protection Act 1999](#) – “Harm”, to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.

1. It is immaterial how the harm is caused.
2. Harm can be caused by—
 - a) Physical, psychological or emotional abuse or neglect; or
 - b) Sexual abuse or exploitation.
3. Harm can be caused by—
 - a) A single act, omission or circumstance;
 - b) A series or combination of acts, omissions or circumstances.

Child in need of protection

Section 10 of the [Child Protection Act 1999](#) - A “child in need of protection” is a child who—

- a) Has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm;
- b) Does not have a parent able and willing to protect the child from the harm.

RESPONDING TO INJURIES

Children may unintentionally suffer and injure themselves during the course of activities at the club. Many of these minor injuries, such as scrapes and bruises, only require First Aid administration. However, there may be other times where injuries are more serious and require medical attention beyond First Aid.

In the event of a serious injury, UQCC expects the process below to be followed:

- First Aid to be administered by a person who holds a current first aid qualification, ensuring Covid safe practices are utilized, and gloves are worn.
- Appropriate steps should be taken to ensure supervision of other children is not compromised when handling such an injury.
- The qualified first aider is to make an initial assessment of the injury to ascertain if further medical attention is required.
- If an ambulance is required UQ Security and the ambulance (000) must be contacted.
- The child’s Parent / Guardian should also be contacted, if they cannot be reached the named emergency contact should be advised of the incident.
- If the child requires transport to the hospital for treatment before the child’s parent / guardian arrive one of the UQCC coaches, or Blue Card holding volunteers will accompany the child in the ambulance.
- An incident report should be emailed to the Club Administrator as soon as possible after an incident.

RESPONDING TO A MISSING CHILD

When a child is reported missing from a UQCC program, the following process should be followed:

- A thorough search of the area will be undertaken.
- Appropriate steps should be taken to ensure supervision of other children is not compromised when handling such an incident.
- Contact UQ Security who may then contact the Police.
- Cooperate with UQ Security and/or the Police, as required.
- Inform the club via the Club Administrator, Operations Manager, Director of Cricket or President.
- Contact the child's Parent / Guardian, if they cannot be reached the named emergency contact should be advised of the incident.
- Continue to search all areas around the club.
- An incident report should be emailed to the Club Administrator as soon as possible after an incident.

REVIEW & FEEDBACK

UQCC is committed to the annual review of this policy. This policy will be reviewed at least annually, and amendments and updates implemented as required. The Club Administrator in coordination with the Executive Committee will communicate key changes / updates made to policy documents. The Club Administrator will also record, monitor, and report to the Executive Committee regarding any breaches of the policy.

UQCC members may provide feedback or submit inquiries about this document by contacting the Club Administrator by emailing admin@uqcricket.com.au.

APPENDIX 1: UQCC Reporting Harm / Suspected Harm form

PRIVATE AND CONFIDENTIAL

| | | |
|--|--|---|
| DETAILS OF CHILD HARMED OR AT RISK OF HARM/ABUSE: | | |
| Name: | Preferred Name: | |
| DOB: | Gender: | |
| PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE: | | |
| <input type="checkbox"/> Adult family member | <input type="checkbox"/> Child family member | <input type="checkbox"/> Other adult |
| <input type="checkbox"/> Other player / child | <input type="checkbox"/> Unknown | |
| PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary). | | |
| <p>Details of any harm and/or sexual abuse to the child – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.</p> | | |
| Please indicate the identity of anyone else who may have information about the harm or abuse | | |
| Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| Name of person making report: | | |
| Role: | Signature: | Date: |
| Contact details: | | |
| ACTION TAKEN | | |
| Form was faxed or emailed to (please tick which agencies the form was sent to): | <input type="checkbox"/> | Queensland Police Services (QPS) |
| | <input type="checkbox"/> | Department of Communities (Child Safety Services) |
| | <input type="checkbox"/> | Family and Child Connect |

APPENDIX 2: Member Protection Declaration

The University of Queensland Cricket Club has a duty of care to all those associated with the sport of cricket at the national level and to the individuals and organisations to whom the University of Queensland Cricket Club Member Protection Policy applies.

It is a requirement of the UQCC Member Protection Policy that the club check the background of each person bound by the Policy who works, coaches or has regular contact with children and young people under the age of 18.

I _____ (name) of _____
_____ (address), born ____/____/____

sincerely declare that:

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.
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 or intimidation.
4. To my knowledge, there is no other matter that the UQCC may consider to constitute a risk to children, or a risk to its members, employees, volunteers, athletes or reputation, by engaging me.
5. I have read and understood the Member Protection Policy and Code of Conduct, and agree to abide by the requirements of those policies throughout my role at UQCC.
6. I will notify the President of the UQCC immediately upon becoming aware that any of the matters set out above has changed for whatever reason.

Declared in the state of Queensland on ____/____/____ (date)

Signature _____

APPENDIX 3: CHILD PROTECTION DECISION TREE



Child Protection Reporting - Decision Tree

I am a member of UQCC (coach, manager, volunteer, player)

I have become aware or formed a reasonable suspicion that a child has been harmed or is likely to be harmed

The child is being harmed, or likely to be harmed due to:
 sexual abuse
 physical abuse
 psychological / emotional abuse
 neglect
 or is the victim of a child sexual offence
s366, 366A of EGPA; and Criminal Code s229B, 229C; s13E of CPA; and s16(2)A of Accreditation Regulation

Using the Online Child Protection Guide
 Members are encouraged to access the Child Protection Guide and/or confer with the Club when making assessments about definitions of harm.

Complete the UQCC Reporting Harm / Suspected Harm form

Immediately report to the **Club** giving them the completed form.

If the report relates to sexual abuse or likely sexual abuse report it immediately to Police. Then give a copy of your report to the Club to follow up.

Depending on the nature of the report the Club will act in accordance with law and police to decide what the best course of action is.

APPENDIX 4: CHILD RISK MANAGEMENT STRATEGY CHECKLIST AND ACTION PLAN

| Mandatory Requirements | Does this already exist? | | | | |
|---|-------------------------------------|--|----|---|------------------------------------|
| | Yes | Location and/or amendments | No | Resources required | By whom/when? |
| 1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm | <input checked="" type="checkbox"/> | Member Protection Policy | | Included in policy | Shelley, Club Admin 1 July 2022 |
| 2. A code of conduct for interacting with children and young people | <input checked="" type="checkbox"/> | Code of Conduct Member Protection Policy | | Included in policy | Shelley, Club Admin 1 July 2022 |
| 3. Written procedures for recruiting, selecting, training and managing staff and volunteers | <input checked="" type="checkbox"/> | Blue Card Policy Volunteer Action Plan Position Descriptions | | Included in policy | Shelley, Club Admin 1 July 2022 |
| 4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines | <input checked="" type="checkbox"/> | Member Protection Policy | | Included in policy Reporting form | Shelley, Club Admin 1 July 2022 |
| 5. A plan for managing breaches of the risk management strategy | <input checked="" type="checkbox"/> | Member Protection Policy | | Included in policy | Shelley, Club Admin 1 July 2022 |
| 6. Policies and procedures for managing compliance with the blue card system | <input checked="" type="checkbox"/> | Member Card Policy | | Included in policy Blue card register (online portal) | Shelley, Club Admin 1 July 2022 |
| 7. Risk management plans for high risk activities and special events | <input checked="" type="checkbox"/> | Association/Club documents | | Risk Management report completed for UQ Sport Annually | Shelley, Club Admin 1 July 2022 |
| 8. Strategies for communication and support | <input checked="" type="checkbox"/> | Member Protection Policy | | Appendix 2 Member Declaration Staff / Volunteer training | Shelley, Club Admin 1 July 2022 |