

**Marlborough Harrier Club Inc**

**Date of Policy: 25<sup>th</sup> March 2019**



### **Policy Statement**

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*"The Marlborough Harrier Club Inc is fully committed to safeguarding the welfare of all children in its care, both member and non-member. We recognise our responsibility to promote safe practice and to protect children from harm and exploitation while participating in our activities.*

*For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years."*

### **Policy Principles**

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In implementing this policy we are committed to the following principles:

1. Will ensure that the interest and welfare of children will always be the prime consideration in any decision making
2. Will have robust child protection policies and procedures
3. Believe that all children and young people have a right to participate and enjoy in our clubs activities free from abuse and exploitation
4. Commit to provide all children with equal rights and encouragements to fulfil their full potential and aspirations

### **Policy Objectives**

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The aim of this policy is to:

1. Promote the health and welfare of children by providing opportunities for them to take part in our clubs activities safely
2. Promote and implement appropriate procedures to safeguard the well-being of children and protect them from harm while under our duty of care
3. Recruit, train, support and supervise, members and volunteers to adopt best practice to safeguard and protect children from harm and to reduce the risk of allegations or complaints against themselves
4. Respond to any allegations of misconduct or harm to children in line with this Policy and these procedures, as well as implementing, where appropriate, the relevant investigative, disciplinary and appeals procedures
5. Regular monitoring and evaluation of the implementation of this Policy and these procedures



## **Code of Behaviour / Conduct**

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Marlborough Harrier Club Inc is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

As a member of Marlborough Harrier Club Inc, you are expected to abide by the following code of practice:

### I will:

- Encourage participation and enjoyment in our sport and club activities
- Always show respect for your fellow club members
- Show respect and appreciation for the volunteers who give their time to help the club and/or event(s)
- Adhere to the policies and procedures established by the Club
- Always abide by race rules and engage in fair competition
- Report any violations of the Member Code of Conduct policy to the Club Committee

### I will not:

- Use abusive or inappropriate language, or make racial, ethnic or gender-related or derogatory comments at club events
- Make unwanted sexual or physical contact with other members
- Arrive at Club Events or participate while intoxicated or under the influence of recreational drugs.

## **Recruitment and Training Processes for Staff and Volunteers**

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1. Outline your *recruitment process* and include:
  - a. creating role descriptions
  - b. follow up on referees
  - c. interviewing candidates
  - d. screening applicants

2. *Outline of Roles and Responsibilities of Different Positions*

This section should set out any particular roles within the organisation such as a Child Protection Officer (CPO)

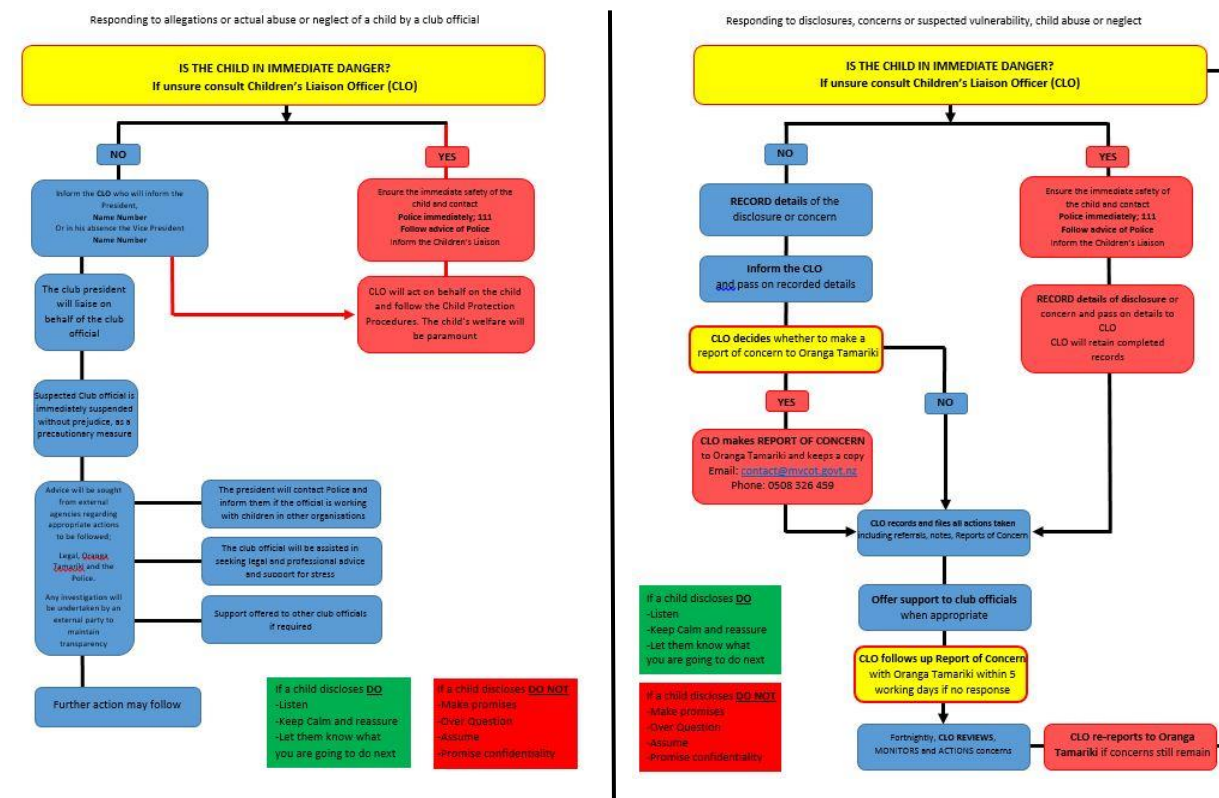
3. *Requirements for Education and Training of Staff and Volunteers*

In addition to the pre-selection checks, the child protection process should include subsequent monitoring and training of staff and volunteer in order to:



- ensure that staff and volunteers are working safely and effectively with children
- identify and respond to any unacceptable behaviour or practices of staff and volunteers
- enable staff and volunteers to analyze their own behaviour and practices against the Code of Behaviour / Conduct so as to minimize the risk of allegations or complaints against that person
- respond in a positive way to concerns raised about any staff or volunteer i.e. via training to improve practices.

## Complaint and Investigative process





## Potential Disciplinary Outcomes

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The policy should set out the types of actions or penalties that could potentially result from a breach of the policy. Examples of the types of actions or penalties that could be imposed are:

- written warnings;
- a direction to complete a reasonable task i.e. letter of apology or corrective action; or

As outlined in the Complaint and Investigative process, should there be an allegation or actual abuse or neglect of a child by a club official/volunteer then they will be immediately suspended from their role within the club without any prejudice.

The club will ensure there is no contact between the staff member or volunteer and the child, and advise the Police if the club official/volunteer is working with children in any other organizations.

## Policy Review

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This section sets out the requirements for reviewing your policy. It should include:

- next policy review date 1<sup>st</sup> March 2020 then annually on that date.
- circumstances where the policy might be reviewed more frequently than review date such as legislative changes or where specific concerns might be identified about the protection of children that warrants an immediate policy change
- who performs the review: Club Captain, President, Children's Liaison.
- how any changes to the policy will be implemented. Changes will be noted by reviewers to the MHC Committee Meeting in March and posted on the Clubs Website.

## Specific Guidelines

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There may be areas that you want to provide some specific guidelines around that should be included in your policy as appropriate. For example:

- child-to-child bullying
- taking photographs of, or filming children
- away sporting events
- junior players in senior leagues
- concerns outside of the immediate sporting environment.