



DRAGON TAEKWONDO
MEMBER PROTECTION POLICY

January 1st 2023

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MEMBER PROTECTION POLICY

1. Introduction

Dragon Taekwondo is a school with family values and loyalty at our core. We promote personal growth, unity, connection and belonging through our martial arts which makes us the strong family that we are.

2. Purpose of Our Policy

The main objective of the Dragon Taekwondo (“our”, “us” or “we”) 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.

3. 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;
- athletes;
- members, including any life members;
- parents;
- spectators

4. Extent of Our Policy

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

5. 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 the *National body: Australian Taekwondo*

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.

6. 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.

7. Protection of Children

7.1 Child Protection

The Dragon Taekwondo 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.

Dragon Taekwondo 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.

7.1.1: Identifying and Analysing Risks of Harm

Dragon Taekwondo 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.

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

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

7.1.3: Choosing Suitable Employees and Volunteers

Dragon Taekwondo 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.

Dragon Taekwondo 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, Dragon Taekwondo will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.4: Support, Train, Supervise and Enhance Performance

Dragon Taekwondo 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.

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

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

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

Dragon Taekwondo 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 been, or is being, abused or neglected (See Attachment 4).

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

7.2 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.]

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)].

7.4 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.

8. 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.

8.1 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.

8.2 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.

8.3 Bullying

Dragon Taekwondo 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 rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying 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 through unwanted and inappropriate comments. We 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 10 of this policy.)

9. Inclusive practices

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

The following are examples of some of our inclusive practices.

9.1 People with a disability

Dragon Taekwondo will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

4. Pregnancy

Dragon Taekwondo is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with Dragon Taekwondo. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

5. Girls competing against boys

If there is not a separate sex competition the Dragon Taekwondo will support girls playing in boys teams up until the age of 12 years.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

If a child is over the age of 12 years our club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

10. Responding to Complaints

10.1 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 *national body Australian Taekwondo*. 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.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, 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 *national body Australian Taekwondo* 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 *national body Australian Taekwondo* 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 *national body Australian Taekwondo* 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.

10.3 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, 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.

10.4 Appeals

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 *national body Australian Taekwondo* association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

[Note: It is considered good practice to have a process to appeal against a decision made in respect of a complaint. However, the grounds of an appeal should be specific, for example they may be limited to a denial of procedural fairness, on grounds of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club. The jurisdiction of the appeal body will need to be outlined in relevant constituent documents, rules, regulations or by-laws which are binding on the complainant and respondent.]

Attachment 1.1: MEMBER PROTECTION DECLARATION

Dragon Taekwondo has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of

..... (address) born/...../.....

sincerely declare:

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.
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the Director of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State/Territory of*

on/...../.....(date) Signature

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

Attachment 1.2: 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

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

Australian Capital Territory

Contact the Office of Regulatory Services

Website: www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp

Phone: 02 6207 3000

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

Phone: 02 9286 7276

Northern Territory

Contact the Northern Territory Screening Authority

Website: www.workingwithchildren.nt.gov.au

Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Queensland Government Blue Card Services_

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

South Australia

Contact the Department for Education and Child Development

Website: www.families.sa.gov.au/childsafes

Phone : 08 8463 6468.

National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check

DCSI Child Related Work Screening: <http://www.dcsi.sa.gov.au/services/screening>

Tasmania

Contact the Department of Justice

Website: www.justice.tas.gov.au/working_with_children

Phone: 1300 13 55 13

Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Western Australia

Contact the Department for Child Protection

Website: www.checkwwc.wa.gov.au

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 2: CODES OF BEHAVIOUR

See attached Doc: *Dragon Taekwondo Code of conduct 2020*

See attached Doc: *Australian Taekwondo Codes of behaviour* from members policy

Attachment 3: DUTY of CARE STATEMENTS

Dragon Taekwondo Duty of Care

Duty of care responsibilities to include:

- Take all reasonable steps to monitor the management of the club.
- Acquire a working knowledge of the business of the club.
- Keep informed of the club's activities and manage the risks of club practices.
- Be familiar with the financial status of the club by regularly reviewing financial statements.
- Make enquiry into matters revealed by financial statements where necessary or prudent.
- * Inclusion, Diversity, Mental Health, Well-being and Safeguarding members, included in *Dragon TKD Members Protection policies*.

a. Duty of good faith and honesty

Dragon Taekwondo directors are given broad discretion to manage a business under the constitution of the incorporated association. An overarching duty of good faith applies to the exercise of this discretion. Like most common law duties, the duty of good faith and honesty arises at common law because office bearers are regarded as being in a position of trust with respect to their incorporated association. This duty requires the directors to consider the interests of the members of the club holistically. In circumstances of insolvency or near insolvency, the duty to act in the best interests of members is overridden by a duty to act in the best interests of creditors.

b. Duty to act for a proper purpose

Since the directors are fiduciary agents, powers given to them can only be exercised for the purposes for which they are given.

c. Duty of care, skill and diligence

Breach of duty occurs when a director is reckless in exercising his or her office. Proper performance is dictated by several circumstances, including the type of club, its size and nature, the composition of its board and the distribution of work between office bearer and other officers and volunteers. Background, qualifications and management responsibilities are also taken into account when determining whether a director has complied with their duties.

d.Duty to avoid conflict and to disclose interests

A director should not allow a conflict of interest to compromise their position in the club. Personal interests or other duties, such as a shareholding or being an office bearer of another company, must not be brought into conflict with their duty to the club.

This overlaps with the duty to act in good faith and for a proper purpose.

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support <input type="checkbox"/> Other
Name of person complained about	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support <input type="checkbox"/> Other
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/ grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist methods <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching</p> <p>• Sexuality abuse <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal</p> <p>• Race abuse <input type="checkbox"/> Bullying <input type="checkbox"/> Physical</p> <p>• Religion Victimization <input type="checkbox"/> Disability <input type="checkbox"/></p> <p>• Pregnancy decision <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair</p> <p>• Other</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	

Attachment 4: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT
Attached complaint forms:

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 *Dragon Taekwondo* 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 *Director Darran McNulty* of *Dragon Taekwondo* so that he can manage the situation.

Step 3: Protect the child and manage the situation

- The *Director Darran McNulty* 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 *Dragon Taekwondo*.
- The *Director Darran McNulty* will consider what services may be most appropriate to support the child and his or her parent/s.
- The *Director Darran McNulty* will consider what support services may be appropriate for the alleged offender.
- The *Director Darran McNulty* 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 *Dragon Taekwondo*).
- *Dragon Taekwondo* 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**

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect Ph: 1300 556 729
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111
Northern Territory	

Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250
Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Child Protection and Family Support www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258

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	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
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:	

President 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.

Attachment 1

WWC Employer ID Employer Name Verification Date/Time

REG0048193 Dragon Taekwondo Cleared 10/05/2023

MCNULTY Darran Paul WWC: WWC0053504E Expiry 07.08.2028

WWC Employer ID Employer Name Verification Date/Time

REG0048193 Dragon Taekwondo Cleared 18/03/2021 22:30

MCNULTY Andrea Jayne McNULTY WWC: WWC0976961E Expiry 20.04.2026

WWC Employer ID Employer Name Verification Date/Time

REG0048193 Dragon Taekwondo Cleared 18/03/2021 22:30

MCNULTY Fern Joy McNULTY WWC: WWC0591740E Expiry 04.09.2025

WWC Employer ID Employer Name Verification Date/Time

REG0048193 Dragon Taekwondo Cleared 18/03/2021 22:30

RENOUF Linda Jean WWC: WWC0836935V Expiry 13.11.2025

WWC Employer ID Employer Name Verification Date/Time

REG0048193 Dragon Taekwondo Cleared.

LEW Simon WWC:0985586E Expiry 10/12/2027

WWC Employer ID Employer Name Verification Date/Time

REG0048193 Dragon Taekwondo Cleared.

COX James Henry. WWC: 0845062E Expiry 05/11/2025

WWC Employer ID Employer Name Verification Date/Time

REG0048193 Dragon Taekwondo Cleared.

BRADSHAW Kathryn Ann WWC: WWC2588070V Expiry 15.02.2028



Attachment 2

In the interests of all students and instructors, we ask all members/parents to read, understand and adhere to our Code of Conduct. This will allow us to provide tuition to the highest standard as well as being able to provide a safe and positive training environment. Many thanks.

- Out of respect to the dojang and others training with them, all students should bow upon entering and leaving the training hall.
- Classes may already be running when you arrive, so please wait quietly outside the training area until your class starts and then called into the hall by an instructor senior grade.
- All students should wear a clean, ironed Dragon uniform, to every class.
- Dressing and undressing in the dojang is not permitted. If students need to remove any part of their uniform (dobok) for any reason they should ask permission to leave the dojang.
- All students should ensure that their belt is tied correctly before joining the class.
- If a belt or dobok, needs to be adjusted or tied, students should wait for a suitable break in training before turning away from the class instructor and adjusting their uniform or belt.
- No eating or chewing of gum is allowed in class.
- No jewellery, watches or Fitbits should be worn whilst training. If it is not possible to remove jewellery, it should be suitably covered.
- For safety, finger and toe nails should be kept short.
- All mobile phones should be switched off or put on silence whilst the class is in progress, unless it is required for emergencies, in which case prior permission must be obtained from the instructor.
- Poor behaviour and bad language will not be tolerated anywhere in the dojang.
- Students should line up in grade order, senior grade to the right, unless otherwise instructed.
- When forming class lines, the higher graded student should always stand to the right. If they are the same grade then the student who graded to that level first should stand to the right. However, it is courteous when visiting



another School, to let the students from that School who are the same grade as the visiting student, line up to the right first.

- If you join the class after the class has started you should wait at an appropriate place at the side of the front line for the instructor to acknowledge you, bow when approached by the instructor, apologise for your late arrival, upon which, the instructor will allow you to join the class. You will usually be asked to join the back line, and may be instructed to find your correct position at a later time.
- Students are not allowed to leave the class without the permission of the instructor.

If a student has to leave before the end of the class, they must seek the permission of the instructor prior to the commencement of the class.

- If a student needs to exit while the class is lined up, then he/she should bow and leave from the back of the class, so as not to disturb anyone in the line.
- If you find that, while performing patterns, you are likely to clash with another student, the lower grade student should always give way to the higher graded student.
- If the instructor asks the students to move to the side of the class and wait until they are called back to the dojang floor, students should be aware that they are still in the class and behave accordingly.
- While training in the dojang, students should try and concentrate on the task at hand and not get involved with idle chatter. Focus and concentration should be maintained at all times.
- Students wishing to train at another dojang for additional training should seek permission of their instructor prior to visiting.
- Students, who are visiting a different dojang, should ask the instructors permission to train in that School prior to joining the class.
- Instructors and senior students should always be referred to as Sah Bom Nim or Instructor followed by their name. Head of the club is Kwan Jang Nim.
- All students are expected to be courteous and understanding. Advanced students are expected to set a good example to new students and assist such students whenever necessary.
- It is seen as bad etiquette for students who are training in a class to talk to a student/person who is not in the class, while the class is in progress.
- It is not permitted to talk to a student or teach a student from the side of the class if you're not in the class and also if you have not had permission from the School instructor.
- To comply with our Child Protection Policy, no photography or filming of the class is allowed unless previous permission has been given.
- If for any reason the School instructor is not present once the start time of the class has commenced, the next highest graded student (insured student) should bow in and arrange the class in a seated position in ready to begin.
- Any class assistant should be treated with the same level of courtesy and respect as your regular instructor.

Attachment 2a

Refer to Australian Taekwondo codes of conduct via link:

<https://austkd.com.au/wp-content/uploads/2021/09/Australian-Taekwondo-Member-Protection-Policy.pdf>

Attachment 4

COMPLAINT OR DISAGREEMENT APPLICATION FORM

Please note any information provided is considered and treated as confidential, respecting all involved parties.

1 Member name

Date

2 Parent / Guardian Name

If under 18 years of age

3 Received by

Print

Sign

4 Witnessed by

Print

Sign

5 Please confirm that you have read the Australian Taekwondo complaint and disagreement policy

Please circle YES or NO

6 What is the basis for the complaint or disagreement?

Please tick the opposite category.	Coaching conduct	<input type="radio"/>	Other	<input type="radio"/>
	Administration	<input type="radio"/>	Management	<input type="radio"/>
	Student conduct	<input type="radio"/>	Environment	<input type="radio"/>
	Training	<input type="radio"/>		

7 Which person or department is your complaint or disagreement directed at?

Individual or department in question:

8 Please provide complaint or disagreement details below:

9 Do you request the matter be dealt with by the Directors? Please circle **YES** or **NO**

10 Do you agree that if this matter is not resolved to the satisfaction of both parties that it will be referred to our legal advisors and that cost may be incurred? Please circle **YES** or **NO**

11 We the undersigned agree to follow the rules and terms of the Dragon Taekwondo Complaint management procedures.

LODGED BY Signature

Notes:

RECEIVED BY Dragon TKD Office only
Signature

Dragon Taekwondo 2020





ACCIDENTS REPORTS AND PROCEDURES

If a student has an accident before, during or after class, it is important that the records are kept with full details of where and how the event occurred, followed by any first aid applied and by whom. It is also required to record any follow ups are required.

STEP 1

Attend to student that has had an accident by following the guidelines in reference to Senior First Aid recommendations.

STEP2

Ensure the student is comfortable and not in any danger. Assess if a parent, guardian or next of kin may need to be contacted (details are available via AUSTKD website). In more serious cases, contact emergency services and follow their recommendations.

STEP 3

**Enter all details of the event under the students profile in *comments area*.
*Be sure to include:***

- 1. *Your name***
- 2. *Date and time of injury***
- 3. *Type of injury (ie twisted ankle etc).***
- 4. *Body part that sustained the injury (specific area, ie LEFT ankle),***
- 5. *Students emotional state.***
- 6. *Level of pain explained by the student (1-10,1= Least pain, 10= extreme pain).***
- 7. *Note any visible symptoms such as swelling, bruising bleeding etc***
- 8. *State what recommendations were given to the student by first aider and any follow up.***

STEP4

Ensure to fill out an accident report and file it for future use.

Dragon Taekwondo

SPORTS INJURY REPORT FORM

PERSON INJURED Player Team Official Instructor Coach Volunteer Spectator

Name _____ Gender _____ Date of Birth _____ Age _____

Address _____ State _____ Postcode _____

Height (approx.):

Weight (approx.):

Years of Experience:

(1) Witness Name _____ Witness Phone Number _____

(2) Witness Name _____ Witness Phone Number _____

INJURY CLASSIFICATION

Acute Injury New Injury Recurrent Injury This Year Recurrent Non Injury Recurrent Injury Last Year Complication of Prior Injury
Other _____

NATURE OF INJURY

Laceration Sprain Fracture Dislocation Other

SYMPTOMS

Loss of Feeling Shortness of Breath
Dizziness Loss of Consciousness
Other _____

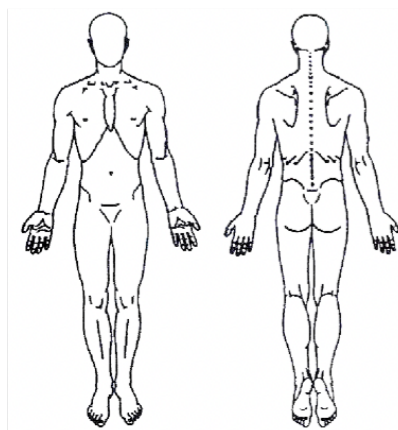
Draw in your face on the picture provided.
Mark the area(s) you are experiencing any of the complaint(s) listed above with the appropriate symbols. Mark any areas of radiation. Include all the affected areas.

Numbness — — — —

Pins & Needles — — — —

Burning X X X X

Aching * * * *



Grade the intensity / severity of pain (if any) you are presently experiencing.
None
1
2
3
4
5
6
7

CAUSE OF INJURY EXPLAIN HOW THE ACCIDENT OCCURRED. e.g. WAS ANOTHER PLAYER INVOLVED OR WAS THE INCIDENT INDEPENDENT

INITIAL TREATMENT

None Given Rice (Rest, Immobilize, Cold, Elevate) Sling Splint Wrapping/Taping Dressing
Crutches Manual Therapy CPR Stretch/Exercise None Given – Referred Elsewhere

