



Christchurch school of  
**Gymnastics**

## Policy Manual

### Member Protection

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Authorisation: The Board  
Queries: Chief Executive

The following is included in this document:

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## **1. STATEMENT OF COMMITMENT**

It is the policy of Christchurch School of Gymnastics Inc. to maintain a working environment free from all forms of harassment or intimidation. Unwelcome harassment can be physical and/or threatening behaviour, abuse of power, isolation, discrimination, sexual and/or racial harassment. Whichever form the harassment takes, it is a serious violation of our policy and will not be condoned or permitted. Any employee who violates this policy will be subject to appropriate disciplinary action up to and including termination of employment.

## **2. POLICY APPLICATION**

This policy applies to:

- All athletes, coaches, judges, employees, administrators, officials, parents/caregivers, volunteers and club members whether they are in paid or in an unpaid capacity.
- equally to each of the clubs disciplines
- Behaviour occurring both within and outside the course of the club's business, activities and events, when the behaviour involves individuals associated with the club and negatively affects relationships within the clubs sport and work environment
- Gymnastics New Zealand and any affiliated member
- Support personnel appointed or elected to CSG teams and squads (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers, etc.)
- National coaches and assistant coaches

This policy will continue to apply to a person even after they have stopped their association or employment with CSG if disciplinary action, relating to an allegation against that person, has commenced prior to that person ceasing their association with CSG.

## **3. RESPONSIBILITIES OF THE ORGANISATION**

Christchurch School of Gymnastics must:

- Adopt, implement and comply with this policy
- Make such amendments to the Constitution, Rules or Policies necessary for this policy to be enforceable
- Publish, distribute and promote this policy and the consequences of breaches
- Promote and model appropriate standards of behaviour at all times
- Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner
- Apply this policy consistently
- Recognise and enforce any penalty imposed under this policy
- Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies
- Use appropriate people to receive and manage complaints and allegations [e.g. the Child Advocate, Staff Advocate or the H & S Officer)
- Monitor and review this policy from time to time as appropriate

## **4. RESPONSIBILITIES OF THE INDIVIDUAL**

Individuals bound by this policy are responsible for:

- Making themselves aware of this policy and complying with its standards of behaviour
- Placing the safety and welfare of our gymnasts above other considerations
- Being accountable for their own behaviour
- Following the procedures outlined in this policy regarding child protection concerns
- Co-operating in providing a discrimination, child abuse and harassment free sporting environment
- Understanding the possible consequences of breaching this policy
- Complying with any decisions and/or disciplinary measures imposed pursuant to this policy

## **5. DEFINITIONS OF ABUSE & HARASSMENT**

Discrimination and all forms of harassment are unlawful under NZ law. People engaging in harassment can have legal action taken against them under these laws.

In some cases, legal action can also be taken against the club. For this reason, the club has a legal responsibility to ensure that discrimination or harassment, or bullying does not occur in the course of our activities.

The law has a minimum standard for behaviour within the club and therefore any criminal offence will be reported to the appropriate authorities.

Workplace harassment and bullying is unwelcome and offensive and is likely to affect staff morale and

create an unhealthy workplace culture.

Harassment can take a number of forms, such as: unwelcome comments, or conduct or gestures that are insulting, intimidating, malicious or offensive. It may be an isolated incident or ongoing pattern. The harasser may not be aware that the behaviour is unwelcome, but it is possible for harassment to affect recipients' performance, behaviour or working environment thereby impairing their ability to function in the workspace.

Christchurch School of Gymnastics considers the following definitions and examples of abuse and harassment applicable to all its members:

### **5.1 Workplace Harassment & Bullying**

This may include:

- Disrupting the work environment through unwanted behaviour;
- Making unwelcomed advances including persistent, unwelcome social invitations, emails or telephone calls to colleagues, either at work or at home;
- Directly or indirectly subjecting another person to unwelcome conduct of a threatening nature, including through conversation, action, or through the display of material in either written or electronic form.
- Conduct that is likely to cause another employee, customer or vendor, representative of the employer of the club embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment;
- Directly or indirectly subjecting another person to unwelcome conduct of a threatening nature, including through conversation, action, or through the display of material in either written or electronic form.

Behaviour that constitutes workplace harassment and bullying is such that the recipient finds it unwelcome; whether or not they make it known that they do not like the harassment. As in any area of human interaction, the boundaries of what constitutes workplace harassment and bullying may vary from individual to individual. In addition, an individual may have different boundaries for different relationships. It is the responsibility of all employees to recognise and respect the boundaries set by others. Harassment and Bullying can occur both on and off work premises and both inside and outside of working hours. However, behaviour will only amount to workplace harassment and bullying in employment if the harassment would not have occurred but for the employment relationship between the harasser and the complainant.

### **5.2 Physical Abuse**

Physical abuse is any act that results in inflicted injury to a person. Injuries caused through abuse/neglect are known as non-accidental injury. They may include, but are not restricted to:

Shaking, hitting, kicking, throwing, burning, or training methods that are inappropriate for the age and physiological development of the athlete. Any strength training should be used with extreme caution as it can be harmful if not conducted appropriately.

### **5.3 Sexual Abuse**

Sexual abuse is any act or acts that result in the sexual exploitation of a person whether consensual or not. It may be perpetrated by an adult, older child or similar aged athlete. It may include, but is not restricted to:

Non-contact abuse such as: exhibitionism, suggestive behaviours or comments; exposing children to any obscene or inappropriate material or images; and  
Contact abuse such as: touching breasts, genital areas or any inappropriate contact;

### **5.4 Intimate Relations**

The club takes the view that intimate or sexual relationships between coaches and gymnasts, while not necessarily constituting unlawful harassment, can have harmful effects on the individual gymnast involved, on other gymnasts and coaches and on our sport and club image.

Because there is always a risk that the relative power of the coach has been a factor in the development of such relationships, the club takes the position that such relationships are not permitted by coaches or other club personnel working at all levels.

Should a sexual relationship develop between an athlete and a coach, the club will investigate whether any action against the coach is necessary. Action may include transfer of the coach, or if not feasible, a request for resignation or dismissal from employment or coaching duties.

In the event that the gymnast attempts to initiate an intimate or sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action.

The law is the minimum standard for behaviour within the club and therefore sex with a minor of either the same or opposite sex is a criminal offence and will be reported to the authorities.

### **5.5 Emotional/Psychological Abuse**

Emotional abuse is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a person. It may include, but is not restricted to:

Rejection or isolation; inappropriate or continued criticism, threats, humiliation or accusations of the child or young person; exposing children to, or involvement in anti-social or illegal activities; bullying actions such as malicious sarcasm, persistent teasing, tormenting.

### **5.6 Neglect**

Neglect is failure to act in circumstances where such failure results in impaired psychological functioning, injury and/or development of a person. It may include, but is not restricted to:

Failing to provide medical care when necessary; neglectful supervision, defined by failure to provide developmentally appropriate supervision of the child or young person or athlete, leading to increased risk of harm; abandonment – leaving a child or young person in a situation without arranging necessary care for them and with no intention of returning.

### **5.7 Sexual Harassment**

Sexual harassment is described as 'unwanted, unwelcome or uninvited sexual attention'.

Some of the behaviours that constitute sexual harassment are, but are not limited to:

Drawing another person into emotional intimacy through developing inappropriate friendships; acting in a coercive manner about one's rights in order to demand favours from children; inappropriate flattery; coercing another into divulging personal information; inappropriate or obscene jokes; displays of offensive material; or propositions.

## **6. POSITION STATEMENTS**

### **6.1 Child Protection**

CSG have a responsibility to ensure that appropriate policies and procedures are established to safeguard all children and its members from any threat of or form of abuse or harassment while participating in any aspect of our sport. For the purpose of this Child Protection Position Statement, children are defined as under 18 years of age.

CSG aims to foster an environment within Gymnastics that ensures the safety and wellbeing of all members. An awareness of the Child Protection Position Statement amongst all involved with children and young people also assists in reducing risk to gymnastics organisations, coaches, officials, volunteers and parents/supporters.

Adults should at all times establish and maintain appropriate professional boundaries in their relationships with gymnasts.

### **6.2 Practice Guidelines**

*Good practice amongst coaches, officials and volunteers means:*

- The safety and wellbeing of children/young people must be paramount at all times
- Gymnast are treated with dignity and respect
- Good practice is promoted to reduce the possibility of abusive situations
- Always working in an open environment avoiding private or unobserved situations and encouraging open communication
- At camps or 'away/out of town' meets, adults should never enter children's rooms or invite children/young people into their room (other than the child's parents/caregivers) in the absence of other children
- Concerns regarding safeguarding children/young people are referred and dealt with according to the steps within this Position Statement
- Securing parental consent in writing to act in *loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment;
- Ensuring any form of abuse or sexual harassment directed at a child from others, whether this is from another child or adult, is challenged and reported to the Child Advocate, the H & S Officer or the CEO

- Knowing and understanding the Child Protection Position Statement as part of CSGs Member Protection Policy; and
- Where a coach believes it is necessary to touch or spot an athlete in order to correct technique, it is important that they:
  - Ensure the gymnast is made aware of the purpose of the contact and gives consent; and/or
  - Consider the appropriateness of the ways in which technique is corrected involving touch.

***All coaches, officials and volunteers must ensure:***

- They never take, or are in the presence of, children/young people in secluded places where they will be alone, irrespective of gender.
- Where ever possible should not share a room with a child other than their own;
- They never deliberately reduce a child/young person to tears as a form of control;
- They never deliberately do something to make someone feel diminished or embarrassed;
- They never use inappropriate language, or allow other children to use inappropriate language unchallenged (e.g. swearing, name calling/put downs including gendered insults, sarcasm, innuendo, sexualised connotations, culturally or racially offensive comments including denigration of religions/religious groups);
- They never leave the gymnasium before all gymnasts have been collected or are continuing to be supervised by appropriate adults;
- They never cause a gymnast to lose self-esteem by embarrassing, humiliating or undermining the individual;
- They never yell or shout at gymnasts as a reprimand or in response to anger
- They never make sexually suggestive comments or actions to, or in the vicinity of a child/young person, even in fun;
- They never engage in rough, physically or sexually provocative games; and
- They never engage in, or allow unchallenged, any form of abuse or sexual harassment as described in this Position Statement.

The relationship between coaches/officials who hold a position of trust and responsibility with gymnasts, particularly, but not limited to those under 18 years, must be professional and appropriate at all times.

**6.3 Handling Concerns/Disclosures**

As a trustworthy adult, disclosures of abuse or sexual harassment may be made to you by the person affected or another person or, you may directly observe concerning behaviour. The following is a guide to handling disclosures or concerning observations:

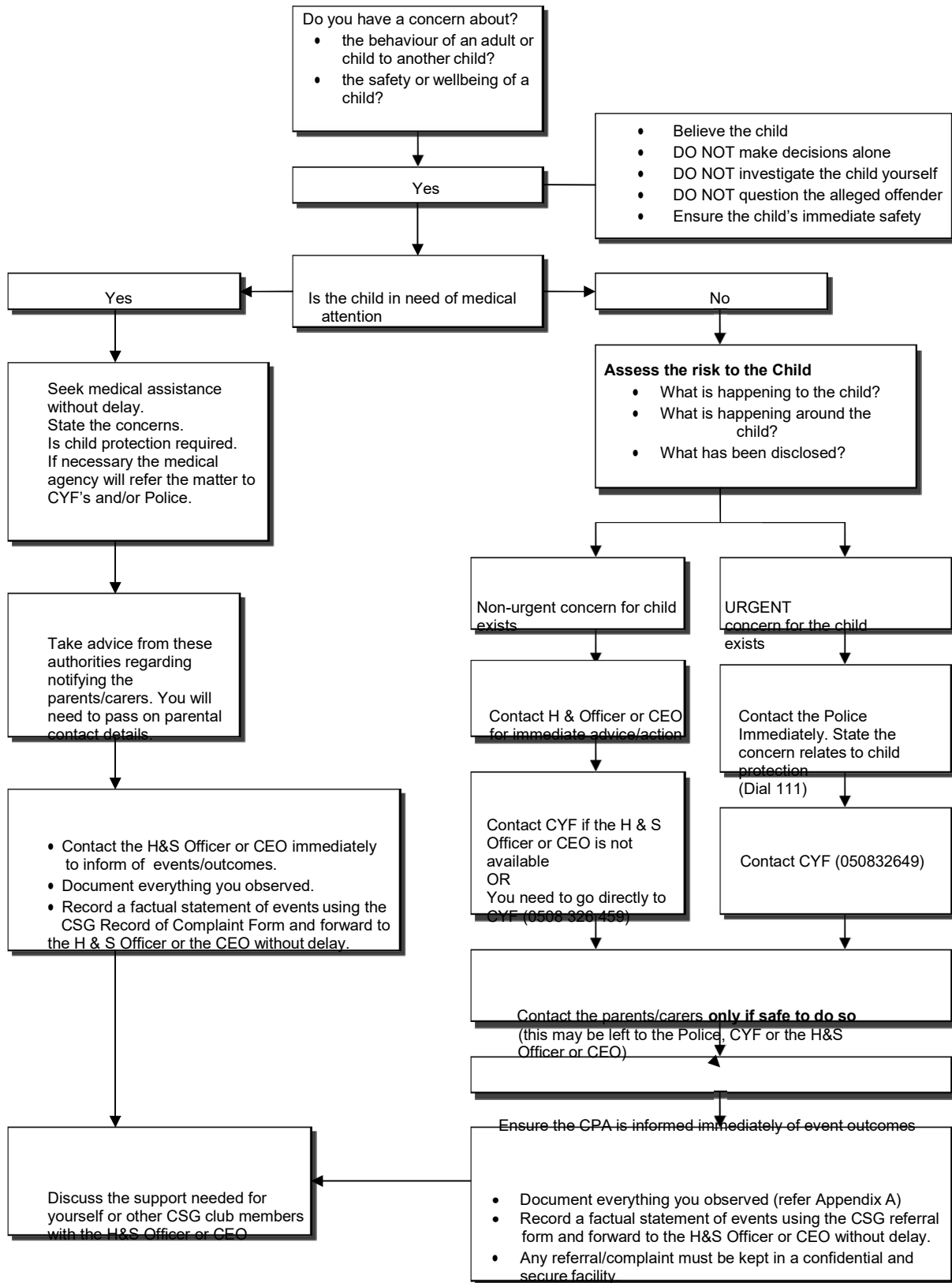
- If you have observed behaviour by another person to a child that causes you concern, you do not have to discuss this with the child/young person but can contact the Health & Safety officer or CEO to seek advice. Your name will be kept confidential from those whom you are reporting concerns about;
- At any time, you are able to bypass the Health & Safety Officer or CEO and report your concerns directly to Child, Youth & Family (0508 326 459) or the Police. You are not required to provide your name or details should you do this, however, if you do, they will be kept confidential by these agencies;

**6.4 Legal/Privacy Issues**

When disclosures or observations of child abuse are made that fall in the remit of this Child Protection position statement, those to whom disclosure is made are required in all circumstances to follow the procedures outlined. All those involved in dealing with issues of Child Protection are required to respect the provisions of confidentiality which relate to their responsibility. The Privacy Act 1993 and the Health Information Privacy Code 1994 authorises disclosure of information necessary to prevent or lessen serious and imminent harm to any individual (to the extent necessary) to statutory social workers or the Police. The Children, Young Persons and their Families Act 1989 also gives way to privacy under certain circumstances. These deal with the reporting of child abuse (Section 15) and protection of an individual from proceedings (disciplinary, civil and criminal) when disclosing child abuse to either a Child, Youth and Family (CYF) social worker or the Police (Section 16).

Upon request, information can or must be released to a CYF social worker, police officer or care and protection coordinator (Section 66 CYF Act 1989).

## 6.5 Guidelines for Responding To Child Protection Concerns



## **6.6 Taking Images/Videos of Children**

There is the potential for images or videos of children to be used inappropriately or illegally. Any devices that have the ability to take/record images or videos are included in this Position Statement, including the use of telescopic or zoom lens.

It is possible for images or video to be taken with any device without the knowledge of the subject. CSG requires all its members to be vigilant in changing rooms and other areas of the gymnasium and to report immediately any concerns arising from the taking or recording of images or video. CSG disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

Always be vigilant for people who don't appear to be relatives or friends of those who are training in the gymnasium, but seem to spend a lot of time videoing or taking images of them. Report these incidents to the H&S Officer or CEO immediately.

CSG encourages that all individuals, wherever practicable, obtain the permission from a child's parent/guardian before taking an image or video of a child that is not their own. Taking an image or video of a medal or award presentation or a team photo are exceptions to this requirement to seek permission as are videoing or live streaming for broadcasting events and the taking of media photographs.

Parental photography forms an enduring part of each family's record or their child's progress, celebration of success and achievement and is an established social practice.

In the interest of protection of your gymnast, while taking part in gymnastics CSG recognises parents/caregivers may want to take images or video of their gymnast, spectators wishing to do this must be aware that:

- They may be asked to cease using photographic or video devices by an official; and
- They may be required to seek consent directly with their club for photographic/video use outside of gymnast events, e.g. training sessions, camps, competitions etc.

The athlete of the parent/caregiver wishing to record images/video must be the main subject in the images/video. No images or videos are to be taken of other gymnasts as the main subject without appropriate consent.

No images or videos of children should be uploaded onto any electronic device or website by any person without the consent of the parent/caregiver if the child is less than 18 years.

If Gymnastics NZ use an image of a child they will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. They will not display any information about hobbies, likes/dislikes, school, etc. as this information can be used as grooming tools by paedophiles or other persons. They will only use appropriate images/videos of a child relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. where possible they will seek permission to use these images.

## **6.7 Official Photographers/video operators**

Official event photographers wishing to take either photographs or video at CSG events must seek accreditation and produce their professional identification for their details to be recorded.

Ideally this should be requested at least five working days before an event. Parental consent must still be given for use of images for promotional purposes and these images/video must be stored securely.

It is important to note that a member may be under an external agency's protection order that may not be known to another parent, coach, volunteer or official photographer. Images of this nature may compromise the safety of the person the images are of.

## **6.8 Electronic & Social Media/Networking Policy**

CSG acknowledges the enormous value of social networking websites, such as (but not limited to) Facebook and Twitter, to promote our sport and celebrate the achievements and success of the people involved in our sport.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

Social media postings, blogs, status updates and tweets relating to CSG/gymnastics:

- Must not use offensive, provocative or hateful language;
- Must not be misleading, false or injure the reputation of another person;
- Should respect and maintain the privacy of others; and
- Always use electronic and social network forums to add value and promote the sport in a positive way.

## **6.9 Children and Electronic & Social Media/Networking**

Many children and young people communicate using electronic and social networking platforms, of which many modalities are available to them. Ideally, communication should be conducted between the coach/another adult and the parent of the child, however, if you need to communicate directly with the gymnast, you need to observe the cautions stated below.

CSG recommends the following cautions:

- If coaches use phone text or any other social networking means to communicate directly with a gymnast of any age, content remains brief and functionally related to gymnastics and avoids any social comment;
- Any electronic communication by a coach with a gymnast of any age remains professional but brief;
- Do not include personal information of yourself or others in social media channels;
- Do not use offensive, provocative or hateful language or images;
- Use your best judgement – do not publish something that makes you feel the slightest bit uncomfortable and, never write/publish if you are feeling emotional or upset (or are intoxicated);
- Always ask for a person's permission before posting their picture on a social networking forum;
- Never comment on rumours, do not deny or affirm them or speculate about rumours; and

## **6.10 Cyber Bullying/Safety**

CSG regards bullying and harassment in all forms as unacceptable in our sport. Bullying has the potential to cause great anxiety and distress to the person targeted by hurtful or derogatory comments or statements.

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. CSG will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. In some cases, bullying is a criminal offence.

Frustration at a Judge, Teammate, Coach, Code Manager or other CSG staff should never be communicated on social networking websites.

*If children are involved in suspected Cyber Bullying/Safety issues, either as the perpetrator or victim, please refer to Child Protection (7.1) in this Membership Protection Policy for the appropriate follow up and management.*



## **6.11 Anti-discrimination and Harassment**

CSG aims to provide a sport environment where all those involved in its activities are treated with dignity and respect and, harassment or discrimination.

CSG recognises that all those involved in its activities cannot enjoy themselves, perform to their best or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their age, disability, family responsibilities, gender identity, or sexual orientation, medical status, marital status, political belief, pregnancy or breastfeeding, race, religion, gender or social origin.

CSG opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic, imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal, disproportionate effect of people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phones and computers.

*If children are involved in your concerns around discrimination or harassment as either the perpetrator or victim, please refer to Child Protection (7.1) in this Membership Protection Policy for the appropriate follow up and management.*

## **6.12 Pregnancy**

Pregnant women should be treated with respect and any unreasonable barriers to their full participation in our sport should be removed.

CSG recommends that pregnant women wanting to participate in our sport consult with their medical advisors to ensure they make informed decisions about participation. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of the utmost importance in their decision making about the way they participate in our sport.

## **6.13 Gender Identity**

Everyone bound by this policy must treat people who identify as transgender fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. CSG will not tolerate any discrimination or harassment of a person who identifies as transgender or who is thought to be transgender.

CSG recognises there is debate over whether a male to female transgender person obtains any physical advantage over other female participants. If issues of performance advantage arise, CSG will seek advice on the application of those laws in the particular circumstances.

CSG is aware that the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic Games.

Where a transgender person intends competing at an elite level, we will encourage them to obtain advice about the IOC's criteria which may differ from the position taken by CSG.

## **6.14 Responsible Service and Consumption of Alcohol**

CSG is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol.

In general:

- Event hosts must prevent drunkenness, minors accessing liquor, and understand that irresponsible liquor practices lead to problems both on and off the premises.
- Food and non-alcoholic drinks must be available at events we hold or endorse where alcohol is served; and
- Safe transport options should be considered as part of any event held where

- alcohol is served.
- Alcohol-free social events should be provided for young people and families

### **6.15 Smoke Free Environment**

CSG is committed to conducting events in a manner that promotes a smoke free environment.

The following policies should be applied:

- No smoking shall occur at or near any sporting event or competition involving persons under the age of 18 years. This policy shall apply to coaches, athletes, officials and volunteers; and
- Social functions shall be smoke free.

### **6.16 Anti-Doping and Illicit Drugs in Sport**

CSG has adopted the Sports Anti-Doping Rules (as amended from time to time by the Board of Drug Free Sport New Zealand) and the FINA anti-doping rules as its anti-doping policy.

CSG is committed to providing a drug-free sport in which members can compete. Breaches of the Sports Anti-Doping Rules shall be dealt with in accordance with those Rules.

This position statement is designed to help prevent the uptake of illicit drug use and reduce the drug-related harm to individuals, families and stakeholders of CSG and the broader community.

Some illicit drugs may be legitimately used under the supervision of a physician for a clinically justified purpose and then only if approved by CSG or Drug Free Sport NZ for each specific application. If you are using a prohibited substance for a legitimate reason and wish to compete you should obtain a Therapeutic Use Exemption from Drug Free Sport NZ. The possession and use of illicit drugs is subject to New Zealand laws.

### **6.17 Other Relevant Policies**

Some of the policies which contribute to the welfare of all those involved in our activities include:

- Code of Conduct
- Concerns Brochure

## **7. COMPLAINTS PROCEDURES**

### **7.1 Complaints**

A complaint or issue of concern is constituted when submitted in writing. Complaints submitted in writing should preferably follow the form in Appendix A. It is recognised that when complaints are of a highly sensitive nature, it may be required to preserve the anonymity of the complainant.

This record and any notes must be kept in a confidential and safe place.

*If the concern or safety of children is involved in a proposed complaint, either as the perpetrator or victim, please refer to Child Protection (6.1) in this Membership Protection Policy for the appropriate follow up and management.*

### **7.2 Improper Complaints & Victimisation**

CSG aims for any complaints to have integrity and be free of unfair repercussions or victimisation against the person making the complaint. If at any point in the complaints process a complainant has knowingly made an untrue complaint or the complaint is malicious or intended to cause distress to the person complained of, the matter may be dealt with as a disciplinary matter.

## **8. WHAT IS A BREACH OF THIS POLICY?**

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

- Failing to follow CSGs policies (including this policy) and procedures for the protection, safety and welfare of children;
- Discriminating against, harassing or bullying (including cyber bullying) any person; and
- Victimising another person for reporting a complaint.

Breaches of this policy shall be dealt with under the Member Protection - Misconduct Policy.

## **9. WORKING WITH CHILDREN CHECKING REQUIREMENTS**

Child abuse is illegal and all complaints to the Police and/or Child, Youth and Family (CYF) result in an investigation which can result in criminal charges.

New Zealand is currently making significant changes in order to improve the safeguarding of children through legislation and policy. Standard screening and vetting procedures to safeguard children from those who wish to access children through sport should be seen as best practice.

### **9.1 Screening and Vetting Requirements**

Child abusers often seek to work with children. Robust and consistent screening and vetting will help assess whether people are suitable to work with children.

The following outlines the Screening and Vetting processes for paid or unpaid employment of coaches, administrators and volunteers, and the appointment of team managers for away competitions.

CSG is required to:

- Carry out an Identity Verification – this is where proof is required for people to verify who they say they are, including previous identities;
- Check a person's referees (verbal or written) about his/her suitability for the role;
- If there is any uncertainty as to suitability arising from the checking, check with the Child Protection Advisor if the person is suitable to work with children (they will only be allowed to provide a 'yes' or 'no' as they are bound by Privacy Laws in regards to discussing further detail);
- Obtain a signed consent form from the applicant for a Police Check.
- Undertake the check of Police Check;
- Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person doesn't agree to a records check after explaining why it is a requirement of our policy. If unsatisfied, do not appoint them;
- This information should be updated and reassessed every three years;
- Protect the privacy of the person who is checked and maintain confidentiality of any information obtained through the checking process; and
- Return all information or paperwork to the person if they are not appointed.

Those who have conviction(s) for child sex offences or violent crimes against children are not permitted to work at CSG.

**Appendix A**

**RECORD OF COMPLAINT**

Complainant's Name	Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's Contact Details	Phone: Email:	
Child's Contact Details (If Applicable)	Name:	
Complainant's Role / Status	Administrator (volunteer) Gymnast Coach Employee Official	Parent Spectator Support Personnel <input type="checkbox"/> Other .....
Name Of Person Complained About (Respondent)		
Respondent's Role / Status	Administrator (volunteer) Athlete Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel <input type="checkbox"/> Other .....
Nature Of Notification	Formal	Informal
Nature Of Complaint (Category/Basis/Grounds)  Can tick more than one box	Harassment Sexual/sexist Sexuality Race Religion Pregnancy Other .....	<input type="checkbox"/> Discrimination <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse
Date Of Alleged Incident		
Location Of Alleged Incident	Competition Training	Other .....

<p>Description Of Alleged Incident. Facts As Stated By Complainant</p> <p>(Please use separate sheet if required)</p>	
<p>Witnesses</p>	<p>Name (1): Contact details:  Name (2): Contact details:  Name (3): Contact details:</p>
<p>Interim Action Taken (If Any) Of Attempted Informal Resolution, Or To Ensure Child's Safety</p>	
<p>Government Agency Contacted</p> <p>(if applicable)</p>	<p>Who: When:  Advice Provided:</p>
<p>Complainant:</p>	<p>Name:  Signature: / /</p>

This record and any notes must be kept in a confidential and safe place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to your Club or Regional Association (whatever level the complaint was made).