

# Canberra Runners Incorporated

## **Member Protection Policy**

# Document Control

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<b>Change Request</b>	Initial set up of Canberra Runners Inc

<b>Document History</b>			
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# 1. Introduction

Canberra Runners Inc. aims to encourage and promote the sport of running in the Canberra region. In doing so, we seek to provide a safe, fair and inclusive environment, and we require certain standards of behavior for everyone involved in our association and our sport.

## 1.1 Purpose of Policy

The main objective of the Canberra Runners Inc. Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this association. 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 association of their rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children and young people participating in association activities.

## 1.2 Who Our Policy Applies To

This policy applies to members, participants, officials, and volunteers participating in association events and activities.

## 1.3 Extent of Our Policy

Our policy covers all matters directly and indirectly related to Canberra Runners Inc. and its activities. In particular, the policy governs breaches of our code of conduct that occur at training sessions and running program events and activities. It also covers private behaviour where that behaviour may bring our association or running into disrepute or where there may be suspicion of harm towards a child or young person.

# 2. Canberra Runners Inc. Responsibilities

We will:

- adopt, implement and comply with this policy
- ensure that this policy is enforceable
- publish and promote 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 accessible to all people and organisations to whom this policy applies, and
- review this policy every two years.

# 3. Individual Responsibilities

Everyone associated with Canberra Runners Inc. 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
- treat other people with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behaviour
- 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.

## 4. Protection of Children

Canberra Runners Inc. is committed to the safety and wellbeing of children and young people (aged under 18 years) who participate in association 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 volunteers who provide these activities and services.

However, it is the child's parent or guardian who ultimately has responsibility for the child's welfare. Children under the age of 11 must be accompanied to and from a Canberra Runner's event or activity by a responsible adult, who must remain in attendance for the duration of the event/ activity.

## 5. Harassment, Discrimination and Bullying

Canberra Runners Inc. 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 harassment, discrimination 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.

### 5.1. 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 ACT 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.

## 5.2. Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by ACT 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.

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.

## 5.3. Bullying

Canberra Runners Inc. 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 association.

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, that person may make a complaint. (Refer to Item 8 of this policy).

## 6. Social Networking

Canberra Runners Inc. acknowledges the enormous value of social networking to promote running and our association and celebrate the achievements and success of runners in our association.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes social networking websites such as Facebook and Twitter.

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

In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets:

- must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate
- must not contain material, which is inaccurate, misleading or fraudulent
- must not contain material, which is in breach of laws, court orders, undertakings or contracts
- should respect and maintain the privacy of others, and
- should promote running and the association in a positive way.

## 7. Inclusive Practices

Canberra Runners Inc. is welcoming and seeks to include members from all areas of our community. The following are examples of some of our inclusive practices.

- People with a disability
  - If people with a disability are able to participate safely in our events and activities, we will support their participation.
- People from diverse cultures
  - We will support, respect and encourage people from diverse cultures and religions to participate in our events and activities.
- Sexual & Gender Identity
  - Canberra Runners Inc. recognises that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life.

All people, regardless of their sexuality or gender identity, are welcome at our association. 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.

## 8. Responding to Complaints

### 8.1 Complaints

Any person (a complainant) may report a complaint about a person or people bound by this policy if they feel they have been discriminated against, harassed, bullied or there has been any other breach of this policy. Complaints should be reported to a Committee member. Any complaints relating to the Committee may be reported to the Public Officer.

Our association will handle complaints based on the principles of procedural fairness and natural justice, and ensure:

- all complaints will be taken seriously
- the person about whom the complaint is made 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 fair and reasonable.

### 8.2 Complaint Handling Process

When a complaint is received, the person receiving the complaint (e.g. President, another Committee member) will:

- listen carefully and ask questions to understand the nature and extent of the concern
- ask 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 their concern, and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the Committee (or if the complainant does not wish the Committee to be involved, the Public Officer) will assist, where appropriate and necessary, with the resolution process. This may include:



- supporting the complainant 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), and
- gathering more information (e.g. from other people that may have seen the behaviour).

### 8.3 Disciplinary Measures

The Committee 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 in accordance with our Constitution and By Laws.

Possible sanctions that may be taken include:

- advice requesting the individual to make verbal and/or written apology
- counselling of the individual to address behaviour
- withdrawal of any awards, placings, records, achievements bestowed in any activities or events held or sanctioned by our association, and
- suspension or termination of membership, participation or engagement in a role or activity.

### 8.4 Breach of this Policy

It is a breach of this policy for any person bound by this policy to do anything contrary to this policy, including but not limited to:

- breaching the association's code of conduct, set out in the By-Laws
- bringing the sport of running and/or the association into disrepute or acting in a manner likely to bring the sport and/or the association into disrepute
- failing to follow this policy for the protection, safety and well-being of children or young people
- discriminating against, harassing or bullying (including cyber-bullying) any person
- victimising another person for making or supporting a complaint
- verbally or physically assaulting another person, intimidating another person or creating a hostile environment within running and/or our association
- disclosing to any unauthorised person or organisation any Canberra Runners Inc. information that is of a private, confidential or privileged nature
- making a complaint that they know to be untrue, vexatious, malicious or improper
- failing to comply with a penalty imposed after a finding that the individual has breached this policy, and
- failing to comply with a direction given to the individual as part of a disciplinary process.

Any grievances that may arise from application of this policy are dealt with in accordance with the grievance procedures in the By Laws.

## Attachment 1: Reporting Required

### RECORD OF COMPLAINT

<b>Name of person receiving complaint</b>	Date:    /    /
<b>Complainant's Name</b>	<ul style="list-style-type: none"> <li>• Over 18</li> <li>• Under 18</li> </ul>
<b>Complainant's contact details</b>	Phone: Email:
<b>Complainant's role/status in association</b>	<ul style="list-style-type: none"> <li>• Administrator (volunteer)</li> <li>• Athlete</li> <li>• Coach/Asst Coach</li> <li>• Employee (paid)</li> <li>• Official</li> <li>• Parent</li> <li>• Spectator</li> <li>• Support Person</li> <li>• C'ttee member</li> <li>.....</li> <li>...</li> </ul>
<b>Name of person complained about</b>	<ul style="list-style-type: none"> <li>• Over 18</li> <li>• Under 18</li> </ul>
<b>Person complained about role/status in association</b>	<ul style="list-style-type: none"> <li>• Administrator (volunteer)</li> <li>• Athlete</li> <li>• Coach/Assistant Coach</li> <li>• Employee (paid)</li> <li>• Official</li> <li>• Parent</li> <li>• Spectator</li> <li>• Support Personnel</li> <li>• C'ttee member</li> <li>.....</li> </ul>
<b>Location/event of alleged issue</b>	
<b>Description of alleged issue</b>	
<b>Nature of complaint (category/basis/grounds)</b>  <b>Can tick more than one box</b>	<ul style="list-style-type: none"> <li>• Harassment    • Discrimination</li> <li>• Sexual/sexist    • Selection dispute</li> <li>• Coaching methods</li> <li>Sexuality            • Personality clash    • Verbal abuse</li> <li>Race                • Bullying                • Physical abuse</li> </ul>

	Religion                      • Disability                      • Victimisation Pregnancy                      • Child Abuse                      • Unfair decision Other .....
<b>What they want to happen to fix issue</b>	
<b>Information provided to them</b>	
<b>Resolution and/or action taken</b>	
<b>Follow-up action</b>	