



Type Version 1.1 - February 2020
Dynamic CQC Jujitsu/Dynamic Scorpions Member Protection Policy

DYNAMIC **CQC** JUJITSU DYNAMIC **Scorpions**

MEMBER PROTECTION POLICY

VERSION 1.1 February 2020



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Member Protection Policy

1. Introduction

Dynamic CQC Jujitsu/Dynamic Scorpions has its key objectives:

- Providing instruction in a safe environment in the martial arts of Close Quarters Combat & Jujitsu.
- Developing the mental and physical tools for improving personal safety and security.
- Promotion of good health and vitality.
- Development of positive self-esteem and self-confidence.
- Development of a person as a positive role model in the community.
- Creating expertise in confrontation management.
- Pro-active crime prevention through increased awareness and positive attitudes.
- Developing healthy community attitudes and values.

2. Purpose of Our Policy

The main objective of Dynamic CQC Jujitsu/Dynamic Scorpions Member Protection 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 Volunteers;
- Instructors and assistant Instructors and other personnel participating in events and activities, including seminars and training sessions;
- Sport trainers and other club organisations;
- Members
- Parents &
- Spectators

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to Dynamic CQC Jujitsu/Dynamic Scorpions and its activities. In particular, the policy governs unfair 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, 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 our member protection information officer (MPIO) or external authority (Police, child protection agency or anti-discrimination agency)

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

Dynamic CQC Jujitsu/Dynamic Scorpions 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.

Dynamic CQC Jujitsu/Dynamic Scorpions 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

The Dynamic CQC Jujitsu/Dynamic Scorpions 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 they deal and interact with children, particularly those in 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

Dynamic CQC Jujitsu/Dynamic Scorpions 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.

Dynamic CQC Jujitsu/Dynamic Scorpions 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, Dynamic CQC Jujitsu/Dynamic Scorpions 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

Dynamic CQC Jujitsu/Dynamic Scorpions 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

Dynamic CQC Jujitsu/Dynamic Scorpions 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

Dynamic CQC Jujitsu/Dynamic Scorpions 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.

7.3 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 pedophiles or other persons to "groom" a child can use this information.

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.

The anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws that cover every person.



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

Dynamic CQC Jujitsu 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. Dynamic CQC Jujitsu 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

The [Club] 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.

9.4 Females Training with Males

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 sporting activity in which the strength, stamina or physique of competitors is relevant.

10. Responding to Complaints

Dynamic CQC Jujitsu must ensure that this procedure accurately reflects the rules and procedures in their constituent documents, rules, regulations or by-laws and that such documents enable them to take the disciplinary actions contemplated in this sections.

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 member protection information officer (MPIO) or external authority (Police, child protection agency or anti-discrimination agency)

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 our club receives a complaint, the person receiving the complaint (e.g. Chief Instructor or 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 member protection information officer (MPIO) 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 member protection information officer (MPIO) or external authority (Police, child protection agency or anti-discrimination agency) 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 district, regional, state or national 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 district, regional, state or national association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules and 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: 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.

New South Wales

Contact the Office of the Children's Guardian

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

Phone: 02 9286 7276

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 CONDUCT

All persons participating in a class or Grading conducted by Dynamic CQC Jujitsu and Dynamic Scorpions must agree to be bound by this Code of Conduct. Dynamic CQC Jujitsu reserves the right to make amendments or additions to this Code of Conduct at any time.

Participant Understanding

Dynamic CQC Jujitsu/Dynamic Scorpions is a contact martial art, meaning it involves physical contact with one or more other practitioners in ways designed to simulate as closely as possible the self-defense options available to a practitioner when confronted with physical aggression and/or threatening behaviour. As in any other physically demanding recreational activity, there is always a risk of injury.

Any person participating in a class conducted by Dynamic CQC Jujitsu/Dynamic Scorpions does so with the full understanding that whilst it is the policy of Dynamic CQC Jujitsu/Dynamic Scorpions to minimise this risk, the nature of contact physical activity prevents its total elimination. Persons participating in a class conducted by Dynamic CQC Jujitsu/Dynamic Scorpions do so of their own volition and at their own risk.

Instructor Qualifications

1. All unsupervised Instructors must hold a current Cert IV Training & Assessment Qualification at level (5-6) grade or be an accredited Black Belt Instructor.
2. The "Instructors Code of Ethics" of the Martial Arts Industry Association binds all unsupervised Instructors.
3. All unsupervised Instructors must have current WorkCover approved Senior First Aid certification.
4. All unsupervised Instructors must have in place appropriate and separate public liability and professional indemnity insurance.
5. All Instructors will be bound by this Code of Conduct and the National Code of Practice for Martial Arts Instructors

Safety

1. Instructors will ensure that the training area is clear of any dangerous and/or sharp objects that may provide a risk of injury.
2. Instructors will have access at all times to a fully equipped first aid kit. The kit will be of the minimum standard of a St Johns Industrial First Aid Kit or equivalent.
3. Persons must not wear jewellery or watches during training.
4. All persons participating in training agree to maintain self-control at all times and maintain all care in the application of any technique.
5. Any person who, in training, exhibits behaviour that, in the judgment of the Instructor, is a danger to other participants, shall not be allowed to continue training until the Instructor determines the danger is no longer present.

Training Area Etiquette

1. Please refer to Club rules & training etiquette policy.

Uniforms & Training Gear

All Persons must wear the following approved clothing during all training sessions:

1. Pants: Plain black pants with or without elasticised ankles. Other types of long black pants may be acceptable only if approved by the instructor. During hot weather only, long black shorts are permitted. Lycra shorts or tights are not permitted.
2. Tops: Plain black t-shirt, singlet or muscle top. Each student must bring two tops to class should the first top become too wet from perspiration.
3. Shoes: Only special martial arts training footwear which has been approved by the instructor.
4. GI uniform: Students must wear their GI while undertaking a grading.
5. All clothing must be free of all logos or markings unless the logo is that of Dynamic CQC Jujitsu/Dynamic Scorpions.
6. Persons inappropriately attired will not be allowed to train.
7. In addition to the general uniform requirements, persons must bring a towel and filled water bottle to each training session.



Sparring requirements

1. Persons participating in sparring activity must purchase and wear an approved mouth guard and bring this mouth guard to every training session.
2. As boxing drills are a regular conditioning activity, persons are encouraged to purchase their own set of boxing mitts of an approved 14oz or 16oz size. Note MMA style gloves are excepted for pad work during lessons.
3. In addition to their personal mouth guards, persons participating in sparring must wear full protective clothing, either their own or as supplied by Dynamic CQC Jujitsu, comprising body guards, head guards, groin guards and 14oz or 16oz boxing mitts.

Sickness or Injury

1. Persons must not train if they are suffering from the flu or other viral infection that may be passed on to other persons.
2. Persons must advise the Instructor if suffering from any injury or medical condition, either permanent or temporary, which may be adversely affected by certain types of training. Some examples of this may include blood pressure problems and cardiac disorders, neck and back injuries, diabetes and asthma.
3. If requested by the Instructor, persons with the above or like conditions must show this Code of Conduct to their physician and secure a medical certificate clearly stating that the person is able to participate in classes conducted by Dynamic CQC Jujitsu and whether there are any restrictions or conditions applicable.

Other Health Issues

1. Persons must not attend training under the influence of alcohol or illegal drugs.
2. Smoking is not allowed in the Training Area.
3. Persons training must give proper attention to personal hygiene and exhibit clean grooming; and ensure that fingernails and toenails are trimmed and clean..
4. Persons with a cut or bleeding injury must cease training immediately and receive appropriate first aid. Rejoining the training session will not be allowed until the instructor has deemed that is safe to do so.
5. Persons administering first aid to a person suffering a cut or bleeding injury must wear protective gloves.

Training Area Ethics

1. Persons must always be courteous and helpful to each other.
2. Physical contact between persons who are training must be appropriate to the situation and necessary for the skill development of those persons.
3. Sexual harassment, defined as being where a person is subjected to unwanted or uninvited sexual behaviour, will not be tolerated.
4. Any form of discrimination based on sex, ethnic origin, language, colour, or other form of differentiation will not be tolerated.

Grading Conditions

1. Opportunity to grade under the Dynamic CQC Jujitsu/Dynamic Scorpions syllabus occurs through self-assessment under the head instructor throughout each year.
2. Grading fees must be paid at the commencement of the Pre-Grading Term.
3. In assessing a person's readiness to grade, the Instructor takes into consideration such factors as consistency of attendance, attitude, focus and attention during training sessions, as much as a person's knowledge of the Dynamic CQC Jujitsu/Dynamic Scorpions syllabus to the point he or she wishes to grade.
4. To secure grading under the Dynamic CQC Jujitsu/Dynamic Scorpions syllabus a person must be a current financial member of Dynamic CQC Jujitsu/Dynamic Scorpions.
5. Membership of Dynamic CQC Jujitsu/Dynamic Scorpions requires a person to agree to be bound by this Code of Conduct.
6. Dynamic CQC Jujitsu/Dynamic Scorpions reserves the right to revoke the grading of any person who breaches this Code of Conduct.



Student Membership

1. All Dynamic CQC Jujitsu and Dynamic Scorpions will become part of the – Australian Ju-Jitsu Association (AJJA) as part of their membership.
2. Dynamic CQC Jujitsu and Dynamic Scorpion memberships will cover all members for sports injuries while practicing at Dynamic CQC Jujitsu/Dynamic Scorpions.
3. All Dynamic CQC Jujitsu and Dynamic Scorpions memberships will require their annual renewal fee, no later than two weeks before their annual membership expires.
4. Each member will have 12 months of membership after 2 weeks from full payment and all required forms have been completed and returned back to admin for processing.
5. Membership cancellation must be in the form of a hand written letter or email directed to admin.
6. I understand that Dynamic CQC Jujitsu/dynamic Scorpions must respond to its receipt of a written notice within seven days.
7. **NOTE: All casual student visits (non AJJA members) will at no time be covered for any loss or Injury to any nature while practicing at Dynamic CQC Jujitsu/Dynamic Scorpions.**

Please Acknowledge:

Student's Full Name _____

Signature/Parent Guardian _____

Date: ____ / ____ / ____



Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<ul style="list-style-type: none"> • Over 18 • Under 18 	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<ul style="list-style-type: none"> • Administrator (volunteer) • Athlete/player • Coach/Assistant Coach • Employee (paid) • Official • Parent • Spectator • Support Personnel • Other 	
Name of person complained about	<ul style="list-style-type: none"> • Over 18 • Under 18 	
Person complained about role/status in Club	<ul style="list-style-type: none"> • Administrator (volunteer) • Athlete/player • Coach/Assistant Coach • Employee (paid) • Official • Parent • Spectator • Support Personnel • Other 	
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds)	<ul style="list-style-type: none"> • Harassment or • Discrimination • Sexual/sexist • Selection dispute • Coaching methods 	



Can tick more than one box	<ul style="list-style-type: none"> • Sexuality • Race • Religion • Pregnancy • Other <ul style="list-style-type: none"> • Personality clash • Bullying • Disability • Child Abuse <ul style="list-style-type: none"> • Verbal abuse • Physical abuse • Victimisation • Unfair decision
What they want to happen to fix issue	
Information provided to them	
Resolution and/or action taken	
Follow-up action	



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 Dynamic CQC Jujitsu 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.

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 Chief Instructor of Dynamic CQC Jujitsu so that he can manage the situation.



Step 3: Protect the child and manage the situation

- The 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 Dynamic CQC Jujitsu/Dynamic Scorpions.
- The Chief Instructor will consider what services may be most appropriate to support the child and his or her parent/s.
- The Chief Instructor will consider what support services may be appropriate for the alleged offender.
- The Chief Instructor 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 Dynamic CQC Jujitsu/Dynamic Scorpions).
- 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**



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 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 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 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 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 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 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 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	<ul style="list-style-type: none"> • Administrator (volunteer) • Athlete/player • Coach/Assistant Coach • Employee (paid) • Official • Parent • Spectator • Support Personnel • Other 	
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.