

WORLD TAEKWONDO

ORIENTAL SPORTS ACADEMY

MEMBER PROTECTION AND CHILD SAFE ENVIRONMENTS POLICY



WORLD TAEKWONDO

ABN# 3905 605 3668

Document control:

July 16, 2007	Created
August 8, 2013	Updated
February 6, 2017	Updated
January, 2020	Alignment with Children and Young people (Safety) Act 2017 and Child Safety (Prohibited Persons) Act 2016), and names of government departments
February 2021	Reviewed, updated and change of name to include (Child Safe Environments, CSE
December 2024	Reviewed, addition of online communication, posting and bullying

Contents

- 1. Introduction..... 4
- 2. Purpose of Our Policy 4
- 3. Who Our Policy Applies To 4
- 4. Extent of Our Policy 4
- 5. Club Responsibilities..... 4
- 6. Recruitment Supervision Practices..... 5
- 7. Instructors and Assistant Instructors responsibilities 5
- 8. Protection of Children 5
 - 8.1 Child Protection 5
 - 8.2 Supervision 7
 - 8.3 Transportation..... 7
 - 8.4 Taking Images of Children 7
- 9. Discrimination, Harassment and Bullying..... 8
 - 9.1 Discrimination..... 8
 - 9.2 Harassment..... 8
 - 9.3 Bullying 9
 - 9.4 Social Media Use and Online Conduct 10
- 10. Inclusive Practices 10
 - 10.1 People with a Disability 11
 - 10.2 People from Diverse Cultures..... 11
 - 10.3 Sexual & Gender Identity 11
 - 10.4 Pregnancy 11
- 11. Responding to Complaints..... 11
 - 11.1 Complaints..... 11
 - 11.2 Complaint Handling Process..... 12
 - 11.3 Disciplinary Measures..... 12
 - 11.4 Appeals 13
- 12. Policy Review 13
- Attachment 1: Working with Children Check Requirements 14
 - Attachment 1.1 Member Protection Declaration 14
 - Attachment 1.2 Working With Children Check Requirements 15
- Attachment 2: Codes of Behaviour 16
 - 2.1 General Responsibilities 16
 - 2.2 Members’ Responsibilities 16
- Attachment 3: Duty Statements..... 17
 - 3.1 Branch Instructors Responsibilities 17

3.2 Instructors and Assistant Instructors Responsibilities.....	17
Attachment 4: Reporting Requirements and Documents.....	18
4.1 Record of Complaint.....	18
4.2 Procedure for Handling Allegations of Child Abuse	20
4.3 World Taekwondo Complaint Handling Process	22

1. Introduction

World Taekwondo is committed to providing a fair and safe environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity and where children are protected from abuse. World Taekwondo will not tolerate behaviour which constitutes abuse, discrimination or harassment under any circumstances and will take disciplinary action against anyone who breaches the Member Protection Policy.

2. Purpose of Our Policy

The main objective of the World Taekwondo (“our”, “us” or “we”) Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club’s activities.

3. Who Our Policy Applies To

This policy applies to everyone involved in the activities of our club whether they are in a paid or unpaid/voluntary capacity and including:

- Club committee members, administrators and other club officials
- Instructors and Assistant Instructors and other personnel participating in events and activities including camps and training sessions
- Support personnel, including managers and others
- Referees, and other officials
- Students
- Members, including any life members
- Parents
- Spectators

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to World Taekwondo and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- Adopt, implement and comply with this policy
- Ensure that this policy is enforceable

- Publish, distribute and promote this policy and the consequences of any breaches of this policy
- Promote and model appropriate standards of behaviour at all times
- Deal with any complaints made under this policy in an appropriate manner
- Deal with any breaches of this policy in an appropriate manner
- Recognise and enforce any penalty imposed under this policy
- Ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies
- Review this policy every 5 years; and
- Seek advice from and refer serious issues to our Member Protection and Child Safety Officer, Instructor Michael McVeity and our Grand Master Wahid Halimee

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) may be referred to SA Police and / or the Department for Child Protection Child Abuse Report Line on 131478.

6. Recruitment Supervision Practices

Instructors and Assistant Instructors are, at a minimum:

- 18 years of age or over
- Have a current WWCC
- Have been regularly supervised by an appointed branch Instructor
- Have attended any of several internal club Instructor Training Seminars conducted throughout each calendar year

7. Instructors and Assistant Instructors responsibilities

- 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

8. Protection of Children

8.1 Child Protection

World Taekwondo is committed to the safety and wellbeing of children and young people who participate in our club's activities or use our services. We support the rights of the child and will always act 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.

World Taekwondo acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

8.1.1 Identifying and Analysing Risks of Harm

World Taekwondo will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

8.1.2 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)

8.1.3 Choosing Suitable Employees and Volunteers

World Taekwondo will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

World Taekwondo will ensure that **Working with Children Checks** are conducted for Instructors 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, World Taekwondo will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

8.1.4 Support, Train, Supervise and Enhance Performance

World Taekwondo will ensure that all our Instructors 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.

8.1.5 Empower and Promote the Participation of Children in Decision-Making and Service Development

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

8.1.6 Report and Respond Appropriately to Suspected Abuse and Neglect

World Taekwondo will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

Under Section 30(3) of the Children and Young People (Safety) Act 2017, all prescribed World Taekwondo Instructors, Assistant Instructors and Volunteers are mandated notifiers.

All the above with prescribed functions, will make a report to the Child Abuse Report Line on 13 14 78 if the person suspects, on reasonable grounds, that a child has experienced harm, or is at risk of harm, as the result of abuse or neglect.

Under the Child Safety (Prohibited Persons) Act 2016, all prescribed World Taekwondo Instructors, Assistant Instructors and Volunteers aged 14 and over are required to undergo a **Working With Children Check, WWCC** through the Central Assessment Unit, (Department for Human Services) **prior to commencing** their prescribed role in the club, and regularly thereafter. **These requirements apply to anyone, 14 years old and over, who assist in the Kids Taekwondo Program.**

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 11 of this policy.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact SA Police immediately on 000.

8.2 Supervision

Children under the age of 18 must be always supervised by a responsible adult. We endeavour to always provide an appropriate level of supervision.

The instructor has a duty of care for the child until the child's parent/guardian or supervisor returns to collect them.

If a member finds a child under the age of 18 unsupervised, they should assume responsibility for the child's safety. While a child under the age of 18 is under the supervision of a member, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor returns to collect their child / or is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears an instructor 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.

8.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and grading's). Instructors and Assistant Instructors are not allowed to transport children. Single student rides are not permitted under any circumstances.

8.4 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 World Taekwondo.

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.

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. This is sought on our club enrolment form signed by parents/carers.

9. Discrimination, Harassment and Bullying

World Taekwondo 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.

World Taekwondo takes all claims of harassment, discrimination and bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with our Member Protection and Child Safety Officer,

Instructor Michael McVeity Ph: 0411 265 023 or by email to; info@worldtaekwondo.com.au

9.1 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 determining discrimination, the offender's awareness and motive are irrelevant.

9.2 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 several times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- Gender

- Race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration
- National extraction or social origin
- Marital status, relationship status, identity of spouse or domestic partner
- Pregnancy, potential pregnancy, breastfeeding
- Family or carer responsibilities, status as a parent or carer
- Age
- Religion, religious beliefs or activities
- Political beliefs or activities
- Lawful sexual activity
- Sexual orientation and gender identity
- Profession, trade, occupation or calling
- Irrelevant criminal record, spent convictions
- Irrelevant medical record
- Member of association or organisation of employees or employers, industrial activity, trade union activity
- Physical features
- Disability, mental or physical impairment
- Defence service; and
- Personal association with someone who has, or is assumed to have, any of these personal characteristics

Legislation also prohibits:

- Racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- Victimisation resulting from a complaint

9.3 Bullying

World Taekwondo is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instance 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 using 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. World

Taekwondo 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 11 of this policy.)

9.4 Social Media Use and Online Conduct

World Taekwondo is committed to providing a safe and respectful environment for all members, both online and offline. This includes interactions on social media platforms. All members are expected to adhere to the following guidelines when using social media:

Treat all members with respect and courtesy

- This includes refraining from making any discriminatory, harassing, or bullying statements. Remember that what you post online can be seen by a wide audience and can have lasting consequences.

Respect the privacy of others

- Do not share personal information about other members without their consent. This includes photos, videos, and their contact information.

Be mindful of the content you post

- Avoid sharing anything that could be considered offensive, scandalous, or defamatory. Remember that you are representing World Taekwondo when you are active on social media.

Think before you post

- Once something is posted online, it can be difficult to remove. Consider the potential impact of your words and actions before you share anything.

9.4.1 Reporting Online Harassment or Abuse

Any member who experiences or witnesses online harassment or abuse should report it immediately to Instructor Michael McVeity, the Member Protection and Child Safety Officer. You can contact Instructor McVeity at 0411 265 023 or by email at info@worldtaekwondo.com.au

9.4.2 Expectations for Privacy and Confidentiality

When sharing information about club activities online, members are expected to:

- Obtain consent before sharing photos or videos that include other members.
- Avoid sharing sensitive information about club operations or finances.
- Use appropriate privacy settings on social media accounts to control who can see your posts.

World Taekwondo is committed to taking appropriate disciplinary action against any member who violates these guidelines. Possible sanctions include a verbal or written apology, counselling, suspension from club activities, or termination of membership.

10. Inclusive Practices

World Taekwondo is welcoming, and we seek to include members from all areas of our community.

The following are examples of some of our inclusive practices:

10.1 People with a Disability

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

10.2 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).

10.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at World Taekwondo. 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.

10.4 Pregnancy

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

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

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

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

11. Responding to Complaints

11.1 Complaints

World Taekwondo takes all complaints about inappropriate behaviour seriously. We will handle complaints based on the principles of procedural fairness, and ensure:

- All complaints will be taken seriously
- The person being complained against 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 considered
- Decisions will be unbiased; and

- Any penalties imposed will be reasonable

More serious complaints may be escalated to our Member Protection and Child Safety Officer, Instructor Michael McVeity ph. 0411 265 023 or email to: info@worldtaekwondo.com.au

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.

11.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. Grand Master Wahid Halimee, or Instructor Michael McVeity our Member Protection and Child Safety Officer) 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 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 an external agency (e.g. State Department of Sport or anti-discrimination agency).
- Referring the complainant to an external agency such as a community mediation centre, SA Police or anti-discrimination agency

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.

11.3 Disciplinary Measures

World Taekwondo 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 club 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 World Taekwondo.

Possible sanctions that may be taken include:

- A direction that the individual makes 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 World Taekwondo
- Suspension or termination of membership, participation or engagement in a role or activity
- De-registration of accreditation for a period or permanently
- A fine; or

- Any other form of discipline that our club considers reasonable and appropriate

11.4 Appeals

The complainant or respondent can lodge one appeal to our Grand Master Wahid Halimee, against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club). Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker.

12. Policy Review

World Taekwondo will:

Review this policy, at a minimum of once every 5 years pursuant to Section 115 of the Children and Young People (Safety) Act 2017 requirements.

Review this policy earlier, as required, when:

- New or additional risks are identified for children or young people, which may require a change in our policy or procedural documents.
- A critical incident where a child or young person has experienced harm due to their involvement in the organisation.
- Concerns are raised by anyone in our organisation about child safety or welfare in the organisation.
- Awareness of or compliance to the clubs Member Protection and Child Safe Environments Policy and associated procedures is low.

Attachment 1: Working with Children Check Requirements

Attachment 1.1 Member Protection Declaration

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

I (Name) of

..... (Address) born/...../.....

Sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence *or* narcotics related activities.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics related activities.
4. To my knowledge there is no other matter that World Taekwondo may consider to constitute a risk to its members, Instructors, volunteers, students or reputation by engaging me.
5. I will notify the Chief Instructor of World Taekwondo immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State of* South Australia.....

On/..... /..... (Date) Signature

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

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

Name:

Signature:

Date:/...../.....

Attachment 1.2 Working With Children Check Requirements

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- Criminal history checks
- Signed declarations
- Referee checks; and
- Other relevant background checks to assess a person's suitability to work with children and young people

Working with Children Check requirements vary across Australia. Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

In South Australia, **Working With Children Checks** are conducted by the Department For Human Services (DHS) Central Screening Unit.

In South Australia, the Child Safety (Prohibited Persons) Act 2016, requires that all Instructors and volunteers aged 14 and over performing a prescribed function within the club complete a **Working With Children Check** prior to commencing their prescribed function.

These requirements MUST be applied to anyone, 14 years old and over, who assist in the Kids Taekwondo Program in any way.

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

South Australia

Department for Human Services (DHS)

Telephone: [1300 321 592](tel:1300321592)

Web: <https://screening.sa.gov.au/>

To apply for a Working With Children Check:

<https://screening.sa.gov.au/applications/application-information-for-individuals>

Attachment 2: Codes of Behaviour

2.1 General Responsibilities

World Taekwondo requires all members, Instructors, Assistant Instructors, including volunteers to abide by the following Code of Conduct. With regard to abuse, discrimination and harassment such members will:

- 2.1.1 Not knowingly discriminate against, abuse, harass, ridicule or embarrass anyone covered by this Code of Conduct
- 2.1.2 Be fair, considerate and honest in all dealings with others
- 2.1.3 Treat all persons with respect, dignity and proper regard for their rights and obligations
- 2.1.4 Respect the privacy of other persons
- 2.1.5 Act at all times in a fair manner and in such a way as to ensure good relations
- 2.1.6 Ensure that all under-age members are accompanied and/or observed during training and any associated activities
- 2.1.7 Refrain from intimate relations with members whom they have a supervisory role or power over
- 2.1.8 Refrain from any form of victimisation towards others
- 2.1.9 conduct themselves in a proper manner so as not to bring themselves or World Taekwondo into public disrepute or censure
- 2.1.10 Not disclose to any unauthorised person or organisation information that is of a confidential or privileged nature concerning World Taekwondo or an individual connected with World Taekwondo
- 2.1.11 Not promote, or pass on, exchange or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated or derisive type
- 2.1.12 Aware of the possible consequences of breaching the World Taekwondo Member Protection Policy

2.2 Members' Responsibilities

All members shall act in a manner having regard to principles of fairness and common courtesy, members will:

- 2.2.1 Familiarise themselves with what is meant by the terms abuse, discrimination, harassment and other terms set out in the Appendices [1](#) and [3](#), and express this understanding in their behaviour towards all people to whom this Code of Conduct applies
- 2.2.2 Control their temper
- 2.2.3 Respect the rights, dignity and worth of all participants regardless of their ability, gender or cultural background
- 2.2.4 Refrain from making bullying, derogatory or demeaning remarks about other people
- 2.2.5 Refrain from making racist or sexist jokes, or jokes about sexual preferences
- 2.2.6 Refrain from using anti-gay, anti-women or racist slurs to taunt someone or to motivate better performance
- 2.2.7 Refrain from looking at or touching anyone in ways that make them feel uncomfortable
- 2.2.8 Refrain from making uninvited sexual comments that offend, intimidate or humiliate
- 2.2.9 Not discriminate against, abuse or harass anyone else
- 2.2.10 Report suspected breaches of this Policy

Attachment 3: Duty Statements

3.1 Branch Instructors Responsibilities

Branch Instructors will:

- 3.1.1 Ensure the provision and promotion of an environment free from abuse, discrimination and harassment in relation to membership eligibility, access to training and promotion in ranks
- 3.1.2 Take all reasonable steps to prevent abuse, discrimination and harassment, ensuring their position is widely known through all levels of World Taekwondo activities
- 3.1.3 Ensure appropriate procedures to handle abuse, discrimination, harassment and other complaints
- 3.1.4 Ensure that complaints are treated in an impartial, sensitive, fair, timely and confidential manner
- 3.1.5 Encourage the reporting of abuse, discrimination and sexual harassment and monitor and review the policy and procedures on a regular basis

3.2 Instructors and Assistant Instructors Responsibilities

Instructors and Assistant Instructors will:

- 3.2.1 Agree to abide by the Code of Conduct
- 3.2.2 Always use their position of power and authority to benefit members and World Taekwondo
- 3.2.3 Understand what is meant by the terms abuse, discrimination, harassment, intimate relations and other terms set out in section 9 and express this understanding in their behaviour towards all people to whom this Code of Conduct applies
- 3.2.4 Make it clear to members that any unlawful discrimination - including jokes, innuendo or sledging - based upon age, sex, race, physical or intellectual impairment, sexuality, marital status or pregnancy (or any other ground of discrimination covered by [Federal/State/Territory anti-discrimination legislation](#)) will not be tolerated
- 3.2.5 Be aware of members' special requirements, with the intention of reasonably accommodating them
- 3.2.6 Not look at, speak to or contact members in a manner which is unwelcome, intrusive, abusive, discriminatory or inappropriate in the circumstances
- 3.2.7 Avoid intimate relations with members
- 3.2.8 Not unreasonably exclude or treat less favourably any member from World Taekwondo activities on the basis his or her race, sex, age, marital status, sexuality, pregnancy or intellectual or physical impairment
- 3.2.9 Respond to members' concerns or allegations of breaches of this Policy
- 3.2.10 Report suspected breaches of this Policy

Attachment 4: Reporting Requirements and Documents

4.1 Record of Complaint

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Volunteer <input type="checkbox"/> Parent <input type="checkbox"/> Member <input type="checkbox"/> Spectator <input type="checkbox"/> Instructor <input type="checkbox"/> Support Personnel <input type="checkbox"/> Assistant Instructor <input type="checkbox"/> Other <input type="checkbox"/> Official	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Volunteer <input type="checkbox"/> Parent <input type="checkbox"/> Member <input type="checkbox"/> Spectator <input type="checkbox"/> Instructor <input type="checkbox"/> Support Personnel <input type="checkbox"/> Assistant Instructor <input type="checkbox"/> Other <input type="checkbox"/> Official	
Location/event of alleged issue		
Description of alleged issue		

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

4.2 Procedure for Handling Allegations of Child Abuse

If you believe a child is in immediate danger or a life-threatening situation, contact SA Police immediately on 000.

For non-urgent Police attendance, contact SA Police on 13 14 44

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 World Taekwondo in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the Child Abuse Report Line 13 14 78.
- Contact the Child Abuse Report Line for advice if you have any doubt about the appropriateness of making a report. A [guide for Mandatory Reporters](#) is available to assist you.

- If the allegation involves a person to whom this policy applies, then also report the allegation to Grand Master Wahid Halimee or Instructor Michael McVeity so that the situation can be managed appropriately in a timely manner.

Step 3: Protect the child and manage the situation

- Grand Master Wahid Halimee or Instructor Michael McVeity 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.
- Grand Master Wahid Halimee or Instructor Michael McVeity will consider what services may be most appropriate to support the child and his or her parent/s.
- Grand Master Wahid Halimee or Instructor Michael McVeity will consider what support services may be appropriate for the alleged offender.
- Grand Master Wahid Halimee or Instructor Michael McVeity 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 Department for Child Protection)
 - A disciplinary or misconduct inquiry/investigation (conducted by World Taekwondo).
 - World Taekwondo will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in Clause 10 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

Department for Child Protection
www.childprotection.sa.gov.au/reporting-child-abuse
 Child Abuse Report Line Ph: 13 14 78

4.3 World Taekwondo Complaint Handling Process

4.3.1 Complaint Received:

- Listen carefully and ask questions to understand 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 the concern.

4.3.2 Serious Complaints or Suspected Criminal Activity:

- If the complaint is serious or involves suspected criminal activity, report the behaviour to the police and/or relevant government authority.

4.3.3 Resolution Options:

Informal Resolution: Support the complainant to talk to the person being complained about.

Mediation: Bring all involved parties together to talk objectively through the problem (may include external mediation).

Investigation: Gather more information from other people who may have seen the behaviour.

External Advice/Referral:

At any stage, seek advice from an anti-discrimination commission or other external agency.

Refer the complainant to an external agency, such as a community mediation centre, SA Police, or an anti-discrimination agency.

Disciplinary Measures:

Take disciplinary action against anyone found to have breached the policy or made false and malicious allegations.

Ensure disciplinary measures are consistent with club rules, fair, reasonable, based on evidence, and determined by the club's documents and World Taekwondo rules.

Possible sanctions include a verbal and/or written apology, counselling, withdrawal of awards or achievements.