

THE GLIDING FEDERATION OF AUSTRALIA INC

(ABN 82 433 264 489)

C4/1-13 The Gateway, Broadmeadows Victoria 3047

Phone: (03) 9359 1613; Fax: (03) 9359 9865



GFA Members Protection Policy

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PREFACE

Important information about this Policy

Why has the Gliding Federation of Australia adopted this Policy?

Sporting organisations have legal obligations in relation to harassment, discrimination, abuse and child protection. They also have moral obligations in relation to establishing standards of appropriate behaviour and in providing safe, respectful and appropriate sporting environments.

The issue of safe, respectful sporting environments is so important that the Australian Sports Commission introduced a mandatory requirement for national sporting organisation (NSO) status, to develop and implement policies and procedures to promote positive and respectful behaviours and to meet obligations relating to harassment, discrimination and child protection.

It is GFA's commitment to provide an environment which is free from harassment and abuse for everyone, which promotes respectful and positive behavior and values, and which is safe for children.

This policy provides a code of behavior which everyone must abide by. It is an essential part of GFA's proactive and preventative approach to tackling inappropriate behaviour. Disciplinary action will be taken against individuals if there is a breach of the policy.

In May 2006, the GFA Board reaffirmed its commitment to investigate and comply with all Commonwealth and State regulatory requirements for dealing with youth.

The Executive Officer is the contact person within the organisation who is responsible for maintaining the policy and will monitor, evaluate and review the policy annually.

Peter Cesco
GFA President
01/08/2019

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REVISION RECORD

Prepared	Approved	Version	Date
Terry Cubley	GFA Board	18	1/08/2019
Précis of changes Update document as per ASC amendments. Update for legal compliance. Clarify individual responsibility.			

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GFA Members Protection Policy

1. PART A: MEMBER PROTECTION POLICY

1.1 GFA's Member Protection Core Values

It is GFA's commitment to provide an environment which is free from discrimination, harassment and abuse for everyone, which promotes respectful and positive values and behaviour, and which is safe for children. All Members have a responsibility to abide by these core values.

1.2 Purpose of this Policy

This Member Protection Policy aims to ensure our core values, good reputation, positive and responsible behaviours and attitudes are maintained. It outlines our commitment to, and assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse. This Policy also ensures that everyone involved in our sport is aware of their legal and ethical rights and responsibilities and of the standards of behaviour required.

The Policy outlines the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate or unlawful behaviour within our sport.

Regional Associations and Clubs may also have additional Member Protection Policies and you should refer to them also. To the extent that there is any inconsistency, the provisions in the GFA Member Protection Policy will prevail.

1.3 Who this Policy Applies To

This Policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- a. Any person, club or organisation that is a member of or affiliated to the GFA
- b. All employees, contractors and volunteers of the GFA
- c. All Individuals sitting on boards, committees and sub-committees of the GFA, Regional Associations, Clubs, and any other related entity;
- d. Parents, guardians, spectators, crew, media and sponsors to the full extent possible.

N.B. This Policy will continue to apply to a person even after they have stopped their association or employment with GFA if disciplinary action, against that person, has commenced.

It is the responsibility of the individual or organisation to comply with this Policy.

1.4 Code of Conduct

GFA requires every individual and organisation bound by this Policy to:

- a. Be ethical, fair, respectful and honest in all their dealings with other people and GFA;
- b. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- c. Always place the safety and welfare of people above other considerations;
- d. Comply with GFA's Articles, Regulations, MOSPs, rules and policies including this member protection Policy;
- e. Operate within the rules and customs, practices and values of the sport;
- f. Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- g. Be responsible and accountable for their conduct; and

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- h. Abide by the relevant Role-Specific Codes of Conduct outlined in Appendix C of this Policy.

1.5 Organisational Responsibilities

The Gliding Federation of Australia Officers, Regional Associations, and affiliated Clubs/organisations, must:

- a. Adopt, implement and comply with this Policy;
- b. Make such amendments to any Constitution, Rules or Policies necessary for this Policy to be enforceable;
- c. Publish, distribute and enforce this Policy;
- d. Promote appropriate standards of conduct at all times;
- e. Promptly deal with any breaches of or complaints made under this Policy in an impartial, sensitive, fair, timely and confidential manner;
- f. Apply this Policy consistently;
- g. Recognise, apply and enforce any penalty imposed under this Policy;
- h. Ensure that a copy of this Policy is available or accessible to the persons to whom this Policy applies
- i. Appoint or have access to appropriately trained people to receive and handle complaints and allegations and display the names and contact details in a way that is readily accessible; and
- j. Monitor and endeavour to review this Policy at least annually.

1.6 Individual Responsibilities

Individuals bound by this Policy are responsible for:

- a. Being accountable for their behaviour;
- b. Making themselves aware of the Policy and complying with the standards of conduct outlined in this Policy;
- c. Putting the safety and welfare of children above other consideration;
- d. Complying with the police check or working with children requirements of the state or territory concerned when performing a role that requires this
- e. Complying with all decisions, disciplinary measures imposed under this Policy and any other requirements of this Policy
- f. Providing a sporting environment free of discrimination, harassment and child abuse;
- g. Following the procedures set out in this Policy if they wish to make a complaint or report a concern about possible discrimination, harassment, child abuse, or other inappropriate or unlawful behaviour;
- h. Cooperating with other GFA members or officials to resolve any complaint raised against them
- i. Being aware of the possible consequences of breaching this Policy.

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2. Part B POLICY POSITION STATEMENTS

2.1 Anti-Discrimination and Harassment Policy

The GFA prohibits all forms of harassment (including sexual harassment) and discrimination, and aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

The GFA recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed.

Discrimination means providing less favourable treatment to someone compared to the treatment of other people in the same or similar circumstances. Members can expect to be treated equally and fairly by GFA officers, Regions, Clubs, Officials and other members.

Members can expect different outcomes to other members where the outcome depends on specific skills and ratings attained, but can expect an outcome consistent with that provided to members with similar skills and ratings. Removal of ratings and approvals where this is a consequence of inappropriate behaviour is not discrimination as the consequence would be applied to all members who demonstrated similar poor behaviours.

Unlawful discrimination can be indirect or direct by imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics. The characteristics covered by discrimination law across Australia are:

- a. Age;
- b. Disability;
- c. Family/carer responsibilities;
- d. Gender identity/intersex status;
- e. Sexual orientation;
- f. Political belief/activity;
- g. Pregnancy and breastfeeding;
- h. Race;
- i. Religious belief/activity;
- j. Sex or gender;
- k. Social origin;
- l. Trade union membership/activity.

Some States and Territories include characteristics in addition to those listed above.

Harassment is any type of behaviour that the other person does not want and does not return and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment includes the above but is either sexual or targets a person because of their race, sex, pregnancy, marital status, sexuality or other characteristic (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. Harassment may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal.

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Under this Policy discrimination and harassment are not permitted when accepting or renewing membership of clubs and organisations, providing or retaining membership or in providing the rights and privileges of membership. Similarly with any employment or engagement (including contractors, volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for a course, competition or a team (domestic or international); and the entry or otherwise of any player or other person to any competition.

Some exceptions to state and federal anti-discrimination law apply. Examples include:

- a. holding a competitive sporting activity for females only who are 12 years of age or over where strength, stamina or physique is relevant or
- b. not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that sporting activity.

It is unlawful for a person to cause, instruct, induce, aid or permit another person to do an act that is against discrimination law.

It is also unlawful to victimise a person who is involved in making a complaint of discrimination or harassment.

Public acts of racial hatred which are reasonably likely in the circumstances to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability – see vilification.

The GFA prohibits all forms of harassment and discrimination. Discrimination and harassment are unlawful and can be offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this Policy, or witnesses this being done to other members, please refer to our GFA Complaints and Discipline Procedure Policy. This will explain what to do about the behaviour and how the GFA will deal with the problem.

2.2 Anti-Bullying Policy

The GFA prohibits all forms of bullying and aims to provide a sport environment without bullying. Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. One off instances can amount to bullying. 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.

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 feels they are being bullied by another person or organisation bound by this Policy, or witnesses this type of behaviour, they are encouraged to follow our GFA Complaints and Discipline Procedure.

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In some circumstances, instances of bullying are against the law and in particular relevant legislation applicable to such matters include work health and safety laws and any associated regulations, and the Fair Work Act 2009 (Cth).

Bullying and harassment in all forms is regarded by the GFA as unacceptable in this sport. Given the increased use of social media, the opportunity for unwanted and improper comments and statements has dramatically increased. The use of social media to abuse, bully, intimidate others is not accepted within our sport.

2.2.1 Social networking

GFA acknowledges the enormous value of social networking to promote our sport and celebrate the achievements and success of the people involved in our sport.

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 sport.

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

1. 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;
2. must not contain material which is inaccurate, misleading or fraudulent;
3. must not contain material which is in breach of laws, court orders, undertakings or contracts;
4. should respect and maintain the privacy of others; and
5. should promote the sport in a positive way.

2.3 Child Protection Policy

The GFA is committed to the safety and wellbeing of all children and young people who participate in our sport or access our services. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained.

Every person and organisation bound by this Policy must always place the safety and welfare of children and youths above all other considerations other than aviation safety issues.

GFA acknowledges that our employees and volunteers provide a valuable contribution to the positive experiences of our juniors. GFA aims to ensure this continues and to protect the safety and welfare of its junior participants. The following measures will be used to achieve this:

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2.3.1 Working with children checks

Normal gliding activities that include young pilots generally involve groups of members and instructors, coaches, ground staff, etc and are rarely 'unsupervised', therefore normal awareness and precautions applicable to the broader community are applicable.

Where required by the applicable child protection laws and regulations of the relevant State or Territory and where Members have unsupervised contact/responsibility for young people over extended periods or are responsible for overnight supervision, they must have completed working with children checks/criminal history assessments relevant for their state (refer to relevant state requirements) to the satisfaction of the GFA. This could include instructors and ground staff running gliding courses for members under 18yo where parents or guardian are not present.

The club must identify members performing activities with this level of unsupervised responsibility and ensure that the appropriate working with children assessment is conducted and records retained, otherwise these activities should not take place. Refer to the appendix B, B1 and B2 of this Policy

2.3.2 Risk analysis

Clubs who regularly have members or guests younger than 18yo should assess how child-safe the operation is and identify steps to minimise and prevent the risk of harm to children because of the actions of an employee, volunteer or another person. This should be included in the Club Safety Plan. This assessment should clearly identify roles within the club where a Working with Children check is required.

2.3.3 Promote codes of conduct

We will promote our codes of behaviour that clearly define professional boundaries, ethical behaviour and unacceptable behaviour when our members deal and interact with all members including children involved in our sport, (Refer to Appendix C of this Policy).

2.3.4 Checks for Employees, Volunteers and Members

The GFA requires all reasonable steps be taken to ensure that it engages the most suitable and appropriate people to work with children in positions that involve regular unsupervised contact. This may be achieved using a range of screening measures.

Where required by law, working with children checks/criminal history assessments are conducted for employees, members and volunteers working with children. The procedures for these checks are outlined in Appendix B of this Policy)

Support and training for volunteers, members and employees is required when working with children, or their records, such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment

2.3.5 Participation

Empower and promote the Participation of Children in Decision Making and Service Development. Providing opportunities for our juniors to contribute to and provide feedback on our program development, and maintaining child-safe environments.

2.3.6 Report and respond appropriately to suspected abuse and neglect

Members are expected to identify and respond appropriately to children at risk of harm.

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Further, 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, he or she may make an internal complaint. (Refer to the “GFA Complaints and Discipline Procedure”.)

Providing education and/or information to those involved in our sport on child abuse and child protection. Respective State laws detail responsibilities of employees, volunteers and members if there is suspicion on reasonable grounds that a child has been or is being abused or neglected. .

GFA requires that any person who has witnessed or has knowledge of a child who is being or has been abused or anyone who reasonably suspects that a child or youth has been or is being abused by someone within our sport, to report it immediately to the police or relevant government agency and bring it to the attention of the GFA Executive Officer or other relevant officer.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. Our procedures for handling allegations of child abuse are outlined in the “GFA Complaints and Discipline Procedure”.

2.3.7 Taking Images of Children

The GFA requires that individuals and associations, clubs and other affiliated organisations, wherever possible, obtain permission from a child’s parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used.

If the GFA uses an image of a child it will not name or identify the child and will not publish any personal details without consent from the parent/guardian and the child.

Under the Privacy Act 1988 (Cth) you must not name, identify or publish personal information without the consent of the parent and child – best practice would be to have both the parent and child sign a consent form prior to any image being used, regardless of whether it identifies the child.

We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes etc.

2.4 Sexual Relationships Policy

Sexual interaction between adult coaches or instructors (including adult pilots while in the role of coach or instructor) with their students must ensure that the responsibilities of the Instructor/coach role are not impacted in any way. Consideration should be given to using an independent instructor/coach if this becomes an issue.

Sexual interaction between any adult and an individual below the legal age of consent is strictly prohibited and unlawful.

The intention of this Policy is to deter coaches or instructors from exploitative sexual intimacy with pilots while in their coaching/instructional role, not from the development of friendships and relationships that might naturally occur over time.

2.5 Other relevant policies

2.5.1 Alcohol Policy

The GFA recommends that State Associations and their member Clubs adhere to strict guidelines regarding the responsible consumption of alcohol. Generally, alcohol should not be available for consumption during a gliding flying event. Responsible service rules and consumption of alcohol may occur after the competition flying has concluded. Guidance can be obtained from <https://goodsports.com.au/this-is-good-sports/>

Members need to be aware of the possibility of a CASA alcohol/drug test. This applies to

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anyone in an aerodrome testing area, other than a passenger. People can be randomly selected based solely on the fact they are present in an aerodrome testing area. In addition, anyone who is performing (or is available to perform) a 'safety sensitive aviation activity' (as defined in the regulations) can be tested by CASA, whether or not those activities are conducted in an aerodrome testing area.

2.5.2 Smoking Policy

The following policies should be applied to sporting and social events:

- a. No smoking shall occur at or near any sporting event or competition involving persons under the age of 18. This Policy applies to all individuals involved in sporting events, including without limitation coaches, players, trainers, officials, pilots and volunteers;
- b. Social functions will be smoke free, with smoking permitted at designated outdoor smoking areas

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3. PART C: Breaches of Policy, Complaints and Discipline

3.1 Breach of this Policy

It is a breach of this Policy for any person or organisation to which this Policy applies to:

- a. Do anything contrary to or breach any part of this Policy;
- b. Bring the sport and/or the GFA into disrepute;
- c. Victimise another person for reporting a complaint;
- d. Disclose to any unauthorised person or organisation any GFA information that is of a private, confidential or privileged nature except as required by law;
- e. Make a complaint they knew to be untrue, vexatious, malicious, frivolous or improper;
- f. Fail to comply with a penalty imposed after a finding that the individual or organisation has breached this Policy;
- g. Fail to comply with a lawful and reasonable direction given to the individual or organisation during the discipline process.

(This list is non-exhaustive).

3.2 Complaints and Discipline

Members and relevant officers are referred to The **GFA Complaints and Discipline Procedure** which provides an explanation of how you can report a breach or make a complaint under this Policy and the discipline outcomes that may eventuate and is to be taken in conjunction with this Policy.

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APPENDIX A DICTIONARY

This Dictionary sets out the meaning of words used in this Policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions and tribunals.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated club means any group of Members of the GFA or other organisation, formed for the purpose of conducting gliding operations or activities associated therewith and accepted as a club by the region to which the club is affiliated.

Child means a person who is under the age of 18 years (see also definition of young person)

Child abuse relates to children at risk of harm by another person and often by those they know and trust. It can take many forms. Children may be harmed by both verbal and physical actions and failure to provide them with basic care. Child abuse may include, but is not limited to:

- a. Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; giving bad nutritional advice; or training that exceeds the child's development or maturity).
- b. Sexual abuse where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- c. Emotional/verbal abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or setting a child tasks beyond their experience level).
- d. Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Complaint means a complaint made under this Policy or an allegation of breach of this Policy.

Complainant means the person making a Complaint.

Discrimination legislation refers to:

- a. Age Discrimination Act 2004 (Cth)
- b. Disability Discrimination Act 1992 (Cth)
- c. Racial Discrimination Act 1975 (Cth)
- d. Sex Discrimination Act 1984 (Cth)
- e. Australian Capital Territory Discrimination Act 1991 (ACT)
- f. New South Wales Anti-Discrimination Act 1977 (NSW)
- g. Northern Territory Anti-Discrimination Act 1996 (NT)
- h. Queensland Anti-Discrimination Act 1991 (QLD)
- i. South Australia Equal Opportunity Act 1984 (SA)
- j. Tasmania Anti-Discrimination Act 1998 (TAS)
- k. Victoria Equal Opportunity Act 1995 (VIC)
- l. Western Australia Equal Opportunity Act 1984 (WA)

as applicable in the relevant jurisdiction.

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GFA Executive Officer From time to time the GFA Board/Executive will employ an Executive Officer, Administration Officer or other person (regardless of the official title this position is given) to support the Executive and be responsible for the day to day functioning of the GFA Office

Junior means a person under the age of eighteen (18) years who is participating in an activity of the GFA.

Mediator means a person appointed to mediate complaints made under this Policy. It is preferable that the mediator has relevant skills, qualifications and/or training in mediation.

Member means a natural person or organisation (such as clubs, state associations, other affiliated associations and the national body) that holds any form of membership with the GFA.

Member protection is a term used by the Australian sport industry to describe the practices and procedures that protect members – both individual members such as players, instructors, coaches and officials, and the member organisations. Member protection involves:

- a. protecting those that are involved in sport activities from harassment, abuse, discrimination and other forms of inappropriate behaviour
- b. adopting appropriate measures to ensure the right people are involved in an organisation, particularly in relation to those involved with juniors, and
- c. providing education.

Natural justice (procedural fairness) means the rules or principles of natural justice/procedural fairness, which have developed to ensure that decision-making is fair and reasonable. Put simply, decision-makers are required to inform people of the case against them or their interests, give them a right to be heard (the 'hearing' rule), not have a personal interest in the outcome (the rule against 'bias'), and act only on the basis of logically compelling evidence (the 'no evidence' rule).

Police check means a national criminal history record check conducted as a prudent pre-employment or pre-engagement background check on a person.

Policy means this Member Protection Policy.

Respondent means the person against whom the complaint is made.

Role-specific codes of conduct means standards of conduct required of certain roles (e.g. coaches or instructors).

Sexual harassment is a form of harassment and means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation):

- a. Rape
- b. Indecent assault
- c. Sexual assault
- d. Assault with intent to have sexual intercourse
- e. Incest
- f. Sexual penetration of child under the age of 16
- g. Indecent act with child under the age of 16

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- h. Sexual relationship with child under the age of 16
- i. Sexual offences against people with impaired mental functioning
- j. Abduction and detention
- k. Procuring sexual penetration by threats or fraud
- l. Procuring sexual penetration of child under the age of 16
- m. Bestiality
- n. Soliciting acts of sexual penetration or indecent acts
- o. Promoting or engaging in acts of child prostitution
- p. Obtaining benefits from child prostitution
- q. Possession of child pornography
- r. Publishing child pornography and indecent articles.

Intersex status means that status of having physical, hormonal or genetic features that are neither wholly female nor wholly male, a combination of female and male, or neither female nor male.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this Policy, or for giving information or evidence in connection to complaint.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

Youths/Young People/Person means people between 13 and 18 years of age.

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APPENDIX B GFA CHILD PROTECTION REQUIREMENTS

B.1 BACKGROUND

Each State and Territory in Australia has their own child protection laws and regulations that cover the reporting and investigation of cases of child abuse.

It is the responsibility of all people and organisations bound by this Policy to ensure full compliance with child protection legislation applicable to the state or territory within which child related activity is undertaken.

The minimum GFA standard required by this Policy is set out in Section 2.3.1.-If the state or territory requirements exceed this GFA standard then compliance with that State/Territory requirement satisfies compliance with this Policy.

The legislative requirements and regulations of the various states and territories are found online on the respective website with contact details or can be found by contacting the relevant department responsible for justice, the police department or government agency responsible for child protection. An internet search should achieve quick results.

Members should be aware that state and territory child protection requirements may apply to individuals and organisations originating outside of the relevant state. For example a coach traveling from Queensland to undertake activities involving children in Victoria must comply with Victorian legislation. This may not involve having to complete a full check as some states and territories have provision for an exemption for short term visitors. A check of the requirements in each case will be necessary.

B.2 CHILD PROTECTION REQUIREMENTS

If a working with children check is required by the GFA or club then the person must complete the check if they wish to perform that role. A person must supply evidence that they have completed a check to their club. The GFA is responsible for verifying the working with children check through the member's gliding club.

The GFA will notify the person if they are unable to work with children as a consequence of the check.

Offences may apply in the relevant state or territory for failing to undertake or verify a working with children check or for breaching provisions of the applicable legislation.

The GFA will not engage any person who does not provide a clear working with children check where the role requires it.

Please note that the state specific child protection legislation and regulations apply despite the terms of or absence of any Member Protection Policy.

As part of GFA's commitment to protecting the safety and welfare of children and young people involved in GFA activities, GFA requires the following measures to be met.

- a. Provide opportunities for juniors to contribute to and provide feedback on program development;
- b. Provide education and/or information on child abuse and child protection to those involved in our sport such as coaches, juniors, parents and officials; and
- c. Where Working with Children checks are applicable, meet the requirements in the relevant state or territory
- d. All persons who are involved with children undertake a working with children check where applicable and complete a Member Protection Declaration

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B.3 SCREENING REQUIREMENTS

This attachment sets out the screening process for people in GFA who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years.

The GFA will, and also requires regional associations and clubs to:

- a. Identify positions that involve regular unsupervised contact in working, coaching, or supervising people under the age of 18 years, unless an exception applies to that position or person, for example, a volunteering parent or an administrative position.
- b. Obtain a completed Member Protection Declaration (MPD) (Appendix B2) from all people who are identified in the above step and keep it in a secure place.
- c. Provide an opportunity for a person to give an explanation if a MPD isn't provided or it reveals that the person doesn't satisfactorily meet any of the clauses in the MPD. We will then make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
- d. Where possible, check a person's referees (verbal or written) about his/her suitability for the role.
- e. Ask the people identified in point a above to sign a consent form for a national police check, working with children check or acceptable equivalent where state legislation so demands.
- f. The GFA reserves the right to not engage a person if they fail to complete a working with children check or if their working with children check is unsatisfactory.
- g. Possibly request (or ask the person to request) a national 'Part Exclusion' police check from their relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
- h. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a requirement under our Policy. If unsatisfied, we will not appoint them.
- i. Decide whether to offer the person the position taking into account the result of the police check and any other information the club has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible, and if necessary, act immediately on the outcome.
- j. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
- k. Return information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise be destroyed within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.

GFA Members Protection Policy

B.4 GFA MEMBER PROTECTION DECLARATION

As a requirement of the GFA Member Protection Policy, the GFA must enquire into the background of those who undertake any paid or voluntary work, instructing, coaching or regular unsupervised contact with people under the age of 18 years.

I, (name) _____ of (address) _____

_____ Date of birth: ____/____/____

sincerely declare:

- a. I do not have any criminal charge(s) pending before the courts.
- b. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, narcotics or acts of violence.
- c. 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, narcotics or acts of violence.
- d. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping Policy applicable to me.
- e. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping Policy applicable to me.
- f. To my knowledge there is no other matter that the GFA may consider to constitute a risk to its members, employees, volunteers, pilots or reputation by engaging me.
- g. I will notify the President of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses a to f above has changed.
- h. Where required, I will undertake any relevant checks prior to engagement.

Declared in the State/Territory of on

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

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

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

Name:.....

Signature:..... Date:

GFA Members Protection Policy

APPENDIX C ROLE-SPECIFIC CODES OF CONDUCT

All the above following Codes of Conduct are adopted as part of the Official GFA Member Protection Policy.

C.1 GFA OFFICIAL CODE OF CONDUCT

General Code of Behaviour

As a member of the GFA, a Regional association or an affiliated club or a person required to comply with GFA's Member Protection Policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by the GFA, a Regional Association or an affiliated club and in any role you hold within the GFA, a Regional Association or an affiliated club:

- a. Respect the rights, dignity and worth of others.
- b. Be fair, considerate and honest in all dealing with others.
- c. Be professional in, and accept responsibility for your actions.
- d. Make a commitment to providing quality service.
- e. Be aware of, and maintain an uncompromising adherence to GFA's standards, rules, regulations and policies.
- f. Operate within the rules of the sport including national and international guidelines which govern the GFA, the State associations and the affiliated clubs.
- g. Do not use your involvement with the GFA, a Regional association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the GFA, a Regional association or an affiliated club.
- h. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- i. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- j. Refrain from any form of harassment of others.
- k. Refrain from any behaviour that may bring the GFA, a State association or an affiliated club into disrepute.
- l. Provide a safe environment for the conduct of the activity.
- m. Show concern and caution towards others who may be sick, handicapped or injured.
- n. Be a positive role model.
- o. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

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C.2 GFA INSTRUCTOR/COACH CODE OF CONDUCT

GFA Instructing and Coaching Code of Behaviour

In addition to GFA's General Code of Behavior, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by GFA, a member association or an affiliated club and in your role as an instructor or coach appointed by GFA, a member association or an affiliated club:

- a. Lead by example and ensure adherence to the General Code of Behaviour by which you coach/instruct.
- b. Provide feedback to pilots and other participants in a constructive manner.
- c. Recognise pilots' rights to consult with other instructors, coaches and advisers. Cooperate fully with other specialists (for example, airworthiness personnel and sports scientists).
- d. Treat all pilots fairly and without bias or discrimination within the context of their sporting activities.
- e. Encourage and facilitate pilots' independence and responsibility for their own behaviour, performance, decisions and actions.
- f. Appropriately involve the pilots in decisions that affect them.
- g. Encourage pilots to respect one another and to expect respect for their worth as individuals regardless of their level of experience.
- h. Ensure that the tasks and/or training set are suitable for experience, ability, and physical and psychological conditions of the pilots.
- i. Be acutely aware that you are in a position of influence and authority as an instructor or coach and develop with your pilots an instructional/coaching relationship and avoid any sexual intimacy with pilots that could develop as a result.
- j. Avoid situations with your pilots that could be construed as compromising or a conflict of interest.
- k. Actively monitor and report any use of performance enhancing drugs and illegal substances which must not be permitted in any circumstances.
- l. Discourage use of alcohol and tobacco.
- m. Do not exploit any instructional/coaching relationship to further personal, political or business interests at the expense of the best interest of your pilots.
- n. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
- o. Know and abide by rules, regulations and standards, and encourage pilots to do likewise.

GFA Members Protection Policy

C.3 GFA PILOT/ATHLETE CODE OF CONDUCT

In addition to GFA's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by GFA, a Regional association or an affiliated club and in your role as a pilot/participant in any activity held by or under the auspices of GFA, a Regional association or an affiliated club:

- a. Respect the rights, dignity and worth of fellow pilots, instructors, coaches, and officials.
- b. Do not tolerate acts of aggression.
- c. Respect the talent, potential and development of fellow pilots, airworthiness personnel and competitors.
- d. for and respect the equipment provided to you by your club.
- e. Be frank and honest with your instructor or coach concerning illness and injury and your ability to fly safely within the program requirements.
- f. Do not attempt to gain favour or benefit by engaging in inappropriate intimate relationships with your instructor or coach.
- g. Conduct yourself in a professional manner relating to language, temper and punctuality.
- h. Maintain acceptable personal behaviour standards at all times.
- i. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
- j. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team or club.
- k. Cooperate with instructors, coaches and employees in development of programs to enhance your flying or other skills.

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C.3 GFA ADMINISTRATOR (VOLUNTEER) CODE OF CONDUCT

In addition to GFA's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of GFA, a **Regional** association or an affiliated club and in your role as a volunteer, official or administrator of the GFA, a Regional association or an affiliated club:

- a. Resolve conflicts fairly and promptly through established procedures.
- b. Maintain strict impartiality.
- c. Be aware of your legal responsibilities
- d. Place the safety and welfare of the pilots/participants above all else.
- e. Accept responsibility for all actions taken.
- f. Be impartial.
- g. Avoid any situation which may lead to a conflict of interest.
- h. Be courteous, respectful and open to discussion and interaction.
- i. Value the individual in sport.

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C.3 GFA EMPLOYEE CODE OF CONDUCT

In addition to GFA's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of GFA, a State association or an affiliated club and in your role as an official appointed by GFA, a State association or an affiliated club

- a. Maintain strict impartiality.
- b. Be aware of your legal responsibilities
- c. Place the safety and welfare of the pilots/participants above all else.
- d. Accept responsibility for all actions taken.
- e. Be impartial.
- f. Avoid any situation which may lead to a conflict of interest.
- g. Be courteous, respectful and open to discussion and interaction.
- h. Value the individual in sport.