



TRADITIONAL SHOTOKAN KARATE DO FEDERATION AUSTRALIA
GAWLER INCORPORATED
MEMBER PROTECTION POLICY

VERSION 2.1, NOVEMBER 2018

Review history of TSKFA Member Protection Policy

Version	Date reviewed	Date endorsed	Content reviewed/purpose
One	Tabled at Committee meeting 06/11/2017	Endorsed at Committee Meeting 06/11/2017	Initial member protection policy compliant With the Australian sporting commission. Member protection policy template Version 09.1
Two	Reviewed At committee Meeting 22/01/2018.	Endorsed by the committee on the 22/01/2018, after amendments were changed in the reviewed section.	Section 5 dot point 9 appointment of cso and mpio Section 7.1.1 identifying and analyzing risk of harm Attachment 5 TSKFA risk assessment. Dot point 5, data protection & privacy of information, amended to suit club. Attachment 6 play by the rules flow chart Section 9.9 coaches/instructors/officials. Attachment 1.2 dcsi screening and police check for volunteers.
Three	Reviewed at Committee meeting 05/11/2018	Endorsed by the committee on the 05/11/2018, after amendments to the member declaration form, changes were made to meet club needs.	Purpose of policy page 4, and DCSI screening and police checks for volunteers, on page 18 to have child protection act 1993, replaced with the children and young people (safety) act 2017, inclusive of any stand alone South Australian legislation associated with the act. Page11 dot point 9.9 Coaches/instructors/officials

			<p>Level 1 and 2, to reflect re-submitting of play By the rule's certificates on expiry dates as Noted on individual certificates. Also, member protection declarations to be filled out on the 1st of January yearly in between police checks. Attachment 1.1 member protection declaration form reflecting changes</p>
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1. Introduction

The Traditional Shotokan Karate-Do Federation Australia (TSKFA) Gawler incorporated, (hereafter in this policy will be noted as TSKFA Gawler), is a not-for-profit Shotokan-based karate organization with an open-door policy offering traditional karate classes to children and adults. We are affiliate members of the International Shotokan Karate Federation (ISKF) following the traditions of the founder Gichin Funakoshi and the late Master Nakayama. TSKFA Gawler adheres to the #1 Principle, "karate begins and ends with respect." We promote strong moral principles, etiquette and the encouragement of goodwill and harmony among all karateka.

2. Purpose of Our Policy

The main objective of the TSKFA Gawler ("our", "us" or "we") Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club's activities and to adhere to the Children and young people(safety) act 2017, inclusive of any standalone South Australian legislation associated within the act.

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;
 - coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
 - referees, umpires and other officials;
 - athletes;
 - parents;
 - spectators; and
- any other person to whom the policy may apply.

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the TSKFA Gawler 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 dojo, 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;

- appoint a child safety officer(cso) and member protection information officer (mpio) as points of contact,
- review this policy every 12 months; and
- Seek advice from and refer serious issues to our state or national body.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- Comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Children

7.1 Child Protection

The TSKFA Gawler 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 act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our instructors and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

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

7.1.1: Identifying and Analyzing Risks of Harm

The TSKFA Gawler 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 minimize and prevent the risk of harm to children because of the action of a member, volunteer or another person. (see attachment 5)

7.1.2: Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

7.1.3: Choosing Suitable Members and Volunteers

The TSKFA Gawler 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 minimize the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The TSKFA Gawler will ensure that Working with Children Checks and criminal history assessments are conducted for members 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, the TSKFA Gawler will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.4: Support, Train, Supervise and Enhance Performance

The TSKFA Gawler 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.

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

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

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

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

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy. Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

7.2 Supervision

Children under the age of [18] must always be supervised by a responsible adult. We always endeavour to provide an appropriate level of supervision. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety by engaging another member of the club and waiting until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.]

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training, competitions, gasshukus). Where we make arrangements for the transportation of children (e.g. for away events or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)].

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets, training areas, which we control, or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by pedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

8. Discrimination, Harassment and Bullying

The TSKFA Gawler is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

8.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times; a single incident can constitute harassment.

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

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;
- defense 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
- Victimization resulting from a complaint.

8.3 Bullying

The TSKFA Gawler 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 through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

8.4 Social networking

TSKFA Gawler 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:

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

9

Our club is welcoming, and we will seek to include members from all areas of our community.

The following are examples of some of our inclusive practices.

9.1 People with a disability

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

9.2 People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4 Pregnancy

TSKFA Gawler 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 TSKFA Gawler. 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).

9.5 Girls who compete in boy's events

If there is not a separate sex competition the TSKFA Gawler will support girls competing in boy's events up until the age of 12 years.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

If a child is over the age of 12 years our club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

9.6 SMOKE FREE POLICY

TSKFA Gawler recognises that exposure to tobacco smoke either directly or passively is hazardous to health. Accordingly, the following policy shall apply to all club facilities, functions, meetings and activities undertaken by the club and will apply to all members, officials and club visitors. Facilities All dojos, halls and event venues are to be completely smoke free. Participants and Officials Sensei's, Sempai's, students, volunteers and officials will refrain from smoking while involved in an official capacity for TSKFA. TSKFA Gawler recognises the importance of educating club members of the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process. Further information can be obtained from www.quitnow.info.au

9.7 PROTECTIVE EQUIPMENT

TSKFA Gawler recognizes karate is a physical activity and as with all physical activity there is a small risk of injury. To minimise the risk when participating in kumite, within club, inter- club, state or national level participants will need to have access to approved gloves, mouthguards and any other protective equipment deemed necessary, when sparring or competing in competition.

9.8 BLOOD RULE GUIDELINE

TSKFA Gawler recognises that there is a small risk of Blood-Borne Pathogens causing harm to members. Therefore, to minimise this risk, the following guidelines must be adhered to. Any participant found to be bleeding must cease training/competing until such time as the bleeding has stopped and the affected area is completely and securely covered. Upon acknowledgement of any protective equipment with blood on it,

the item must be changed, where contact with another participant is likely. Cleaning of any blood spill should only be undertaken whilst wearing gloves.

9.9 COACHES / INSTRUCTORS / OFFICIALS

- Have at least the Level 1 / Level 2 ranking accreditation as per TSKFA guidelines.

Level 1:

1. To hold TSKFA rank of NIDAN diploma
2. To have acted as assistant instructor in a registered dojo for 2 years
3. To hold first aid certificate from a recognized provider e.g. St Johns or A.S.M.A.
4. To have the approval of the State Organization as a suitable Candidate
5. To have completed mandatory notification training via “Play by the Rules” website (child protection, harassment and discrimination) these must be resubmitted when they expire (noted on certificate).
6. To have a current DCSI screening certificate (unless exempted) or sapol national police check certificate.

7. National police checks will be required to be updated every 3 years, (this is subject to change at the committee's discretion).
8. Member protection declaration form to be filled out signed and completed when renewing yearly membership and returned to the mpio. (this is subject to change at the committee's discretion).

Level 2:

1. To hold TSKFA rank of SANDAN diploma
2. To hold first aid certificate from a recognized provider e.g. St Johns or A.S.M.A.
3. To have the approval of the national Organization as a suitable candidate.
4. To have completed mandatory notification training via "Play by the Rules" website (child protection, harassment and discrimination) these must be resubmitted when they expire. (noted on certificate.)
5. To have a current DCSI screening certificate (unless exempted) or sapol national police check certificate.
6. National police checks will be required to be updated every 3 years,
7. (This is subject to change at the committee's discretion).
8. Member protection declaration form to be filled out signed and completed when renewing yearly membership and returned to the mpio. (this is subject to change at the committee's discretion)

- If the instructor does not hold a First Aid Certificate the Dojo should appoint an Accredited First Aid Officer at training and competitions.
- Encourage the development of basic skills.
- Remember that irrespective of the level of involvement, children should enjoy their Karate. Winning is only part of their motivation.
- Avoid overtraining the talented student.
- Promote a realization of the benefits of fitness and an active lifestyle.
- Be reasonable in the demands on young student's time, energy and enthusiasm.
- Be aware of potential safety hazards in TSKFA karate.
- Show concern and caution towards sick and injured students, including modifying the

session, seeking medical advice when necessary and maintaining the same interest and support as given to uninjured students.

- Not allow injured karateka to compete or train without medical clearance.
- Ensure the spirit of competition is observed.
- Be impartial with decisions.
- Ensure parents and students adhere to an agreed code of behaviour and Understand their responsibilities.
- Know how to manage injury situations.
- Be consistent, objective and courteous to students—not overbearing and critical.

Should hold their 'blue card' or equivalents (depending on State) verifying their Criminal History Check in accordance with the Commission for Children and Young People Act.

9.10 PARENTS

- Remember that children do karate for their enjoyment, not yours.
- Encourage children to participate do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to always participate according to the rules.
- Never ridicule or yell at a child for making a mistake or losing.
- Remember that children learn best by example. Applaud good participation by all.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect official's decisions and teach children to do likewise.

- Show appreciation of volunteer instructors, officials and administrators. Without them your Association would not be here.
- Never arrive at a karate dojo under the influence of alcohol, never bring alcohol to a karate dojo and only drink alcohol, if it is available, in a responsible manner in the designated licensed area.

10. Responding to Complaints

[Note: Clubs must ensure that this procedure accurately reflects the rules and procedures in their constituent documents, rules, regulations or by-laws and that such documents enable them to take the disciplinary actions contemplated in this section.]

10.1 Complaints

Our club takes all complaints about in and out of dojo behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to our state or national body.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- Where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our state or national association; and/or
- Referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our state or national association and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- Act on our state or national association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

10.3 Disciplinary Sanctions

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

Be applied consistent with any contractual and employment rules and requirements;

Be fair and reasonable;

Be based on the evidence and information presented and the seriousness of the breach; and

- Be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual makes verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placing, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to our state or national association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Attachment 1.1: MEMBER PROTECTION DECLARATION

The TSKFA Gawler 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 drug related offences.
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
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President/Dojo Head of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

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:

MEMBER PROTECTION DECLARATION TO BE FILLED OUT, SIGNED, AND RETURNED BY ALL BLACK BELTS 18 YEARS OLD AND OVER WITH THERE YEARLY MEMBERSHIP'S SUBSCRIPTION TO THE CLUB MPIO.

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 for each state and territory are available on the Play by the Rules website: www.playbytherules.net

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

Australian Capital Territory

Contact the Office of Regulatory Services

Website: www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp

Phone: 02 6207 3000

New South Wales

Contact the Office of the Children's Guardian

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

Phone: 02 9286 7276

Northern Territory

Contact the Northern Territory Screening Authority

Website: www.workingwithchildren.nt.gov.au

Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Queensland Government Blue Card Services

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

South Australia

Contact the Department for Education and Child Development

Website: www.families.sa.gov.au/childsafe

Phone: 08 8463 6468.

National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check

DCSI Child Related Work Screening: <http://www.dcsi.sa.gov.au/services/screening>

Tasmania

Contact the Department of Justice

Website: www.justice.tas.gov.au/working_with_children

Phone: 1300 13 55 13

Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Western Australia

Contact the Department for Child Protection

Website: www.checkwwc.wa.gov.au

Phone: 1800 883 979

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

DCSI – Screening and police checks for volunteers

Organisations have a responsibility to understand and meet these requirements to help ensure all volunteers and community members can enjoy a safe environment

Government departments, who administer the particular areas of legislation, can assist organisations with their specific queries about screening their volunteers

A summary of the legislation that includes police check and/or screening requirements, and relevant contact information, is provided below for organisations whose volunteers work with the following vulnerable groups:

• Children

The South Australian *children and young people(safety) act 2017*, inclusive of any standalone legislation associated within the act, requires organisations to ensure that before a volunteer is appointed to a prescribed position that an assessment of the volunteer's criminal history is undertaken. Organisations may choose to obtain a police check, prepared by SAPOL or ACIC, or other prescribed evidence of the person's criminal history and to conduct an assessment themselves.

Alternatively, organisations may obtain a criminal history assessment from an authorized screening unit, such as 'Child-Related Employment Screening' from the DCSI Screening Unit. For further information, visit the [Families SA website](#) or phone (08) 8463 6468

Attachment 2: CODES OF BEHAVIOUR

Training in unarmed combat is a serious matter. As a TSKFA Gawler student, you will be expected to behave in a manner that is safe, courteous and respectful. Karate practice always begins and ends with respect. Life in the dojo is governed by five maxims known as the "Dojo Kun". The Dojo Kun are announced and repeated aloud in unison at the end of every class.

1. Seek Perfection of Character
2. Be Faithful
3. Endeavour
4. Respect Others

5. Refrain from Violent Behaviour

Attachment 3: DUTY STATEMENTS

- Be Punctual. Being late for class is disruptive therefore punctuality is important for the individual and for the whole group. If you arrive late for class, you should kneel in the seiza position until the instructor or class leader beckons you to join, you should then bow and join the class by going to the position indicated by the instructor.
- The Dojo is a special place. Whilst there, behaviour should be modified. Inside the Dojo, refrain from drinking or eating, wearing footwear and loud or offensive speech.
- During class the students should always pay full attention to the instructor. When advice is given, it should be acknowledged with the word "Oss" and a bow when appropriate. Questions are OK but long periods of dialogue from or among the students are best kept until after training.
- Practice should be done with the best of effort, anything else is less than acceptable.
- Appropriate respect should be given to seniors. Everyone except a brand-new beginner is both Sempai and Kohai (Senior and Junior) to others in the Dojo. Kohai should always show respect to Sempai. This courtesy generally also extends outside of the Dojo.
- When Yudansha (black belts) enter or leave the Dojo, all Kohai should bow and say "Oss".
- When the Instructor enters or leaves the Dojo, all other Karateka in the Dojo will stop what they are doing, turn toward the Instructor, bow and say "Oss".
- When the class is called to order, line up smartly and face the "Shomen" position, ie towards the front of the class.
- There is a specific order to events prior to and after training. How to line up, how to stand, kneel (seiza), bow etc. All students are carefully instructed in these formalities and should follow them.
- Junior ranks should arrive earliest at the Dojo to clear the area and prepare the floor for training.
- A high level of personal hygiene is expected when training. Nails should always be clean and short, long hair tied back and the Dogi (uniform) kept clean and in good repair.
- Jewellery, watches, glasses or anything that will impede your training or hurt a training partner during practice should not be worn. If a piece cannot be removed, it should be taped over to render it safe.
- The highest level of trust and respect should be given to your Instructor and training partners, discouraging and unsupportive behaviour has no place in the TSKFA Gawler Dojo.
- If unable to attend a class, students should advise Instructors well in advance. It is discourteous, and it can be disruptive to just come and go as you please.
- If unable to attend class repeatedly, students should discuss their situation with the Instructor.
- Special arrangements should be made with seniors prior to class, for example, the need to leave class early or a caution about an injury or health condition.
- When visiting another Dojo, proper protocol is to obtain a note of introduction from your senior and present that to the Instructor of the Dojo being visited. It is discourteous to attend another Dojo without observing this rule.

What they want to happen to fix issue	
Information provided to them	
Resolution and/or action taken	
Follow-up action	

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

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

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with [TSKFA Gawler] in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

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

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

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the [Dojo Head/CSO/State Body] of [TSKFA Gawler] so that he/she/they/ can manage the situation.

Step 3: Protect the child and manage the situation

- The [Dojo Head/CSO/State body] will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is a member of [TSKFA Gawler].
- The [Dojo Head/CSO/State Body] will consider what services may be most appropriate to support the child and his or her parent/s.
- The [Dojo Head/CSO/State Body] will consider what support services may be appropriate for the alleged offender.
- The [Dojo Head/CSO/State Body] will seek to put in place measures to protect the child and the alleged offender from possible victimization and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by [Dojo Head/State/National Body]).
- [TSKFA Gawler] will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in [Clause 9] of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- Contact details for advice or to report an allegation of child abuse

ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect Ph: 1300 556 729
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250
Queensland Police Non-urgent police assistance	Department of Communities, Child Safety and Disability Services

Ph: 131 444 www.police.qld.gov.au	www.communities.qld.gov.au/childsafety Ph: 1800 811 810
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478
Tasmania Police Non-urgent police assistance Ph : 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639
Victoria Police Non-urgent police assistance Ph : (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in Procedure for Handling Allegations of Child Abuse have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	

Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)	
Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

Attachment 5: TSKFA Gawler Risk Assessment Revised January 2018

Activities usually carried out by the club at the Dojo.

A thorough program of warm-up exercises carried out at the beginning of every practice.
Control of numbers in the dojo at any one time exercised by the instructor in charge of the session especially during sparring work.

All members are given copies of the club's Code of Conduct, Risk Assessment and Child Safety Policy.

Any member with a potentially serious medical condition or who is feeling unwell should alert the instructor to this before the session.

All injuries/accidents must be reported by a member of the club to the Instructor on duty who will provide First Aid Cover, contact the emergency services where required and complete an accident report form

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
<u>1. Direct Physical/Personal Injuries</u>			
Strained or Torn Muscles and Ligaments through improper warm-up or improper partner work.	Thorough warm-up with Instructor using correct warm-up techniques as well as careful supervision of partner work.	Low/Medium	Late Comers are informed that they must take responsibility for warming up in their own time before joining the class. For all clubs first aid incidents, the members are clear that they are required to report the injury direct instructor provide or summon First Aid assistance.
Dislocation of Joints, specifically toes.	Thorough coaching with correct techniques. Careful supervision of partner work.	Medium	Damaged mats or floor areas should be removed or replaced if necessary. Please notify the instructor.
Bruising to arms/legs/torso caused by blocking or by falling.	Coach class at acceptable levels of contact and teaching of the importance of correct timing and technique.	High	Personal Protective equipment utilised where available/appropriate
Broken Facial bones due to excessive contact whilst training with partners.	Careful supervision of partner training/sparring in addition to careful coaching at acceptable levels of contact.	Low	Only experienced members are allowed to spar with each other in a free manner. Beginner's sparring is very rigidly regulated.
Concussion caused through excessive contact with partners or as a result of a fall during sparring or pair work.	Careful supervision of partner training/sparring in addition to careful coaching at acceptable levels of contact. Advise instructor drawing his/her attention to dangers of contact with obstacles.	Low	Only experienced members are allowed to spar with each other in a free manner. Beginner's sparring is very rigidly regulated.

Loss of teeth caused through excessive contact to the mouth whilst training with partners.	Careful supervision or partner training/sparring in addition to careful coaching at acceptable levels of contact. Gum-shields are mandatory in all competitions and optional during class activities.	Low	Only experienced members are allowed to spar with each other in a free manner. Beginner's sparring is very rigidly regulated.
Broken Skin and cuts through excessive contact by partner or contact with jewellery.	Prohibit the wearing of any form of jewellery during training. If jewellery cannot be removed, then it should be taped over.	Medium	
Blisters/Cut Feet	Predominantly a problem experienced by novices, as the body becomes more conditioned through continuous training the skin becomes more robust and less likely to blister/cut. Novices are encouraged to train regularly. The session instructor is responsible for making sure that the training area is free from debris.	High	Any blood on the floor / mats must be cleaned immediately using appropriate cleaning material available in the dojo. Prior to any practice floor / mats must be inspected for blood stains and cleaned when necessary.
Muscle fatigue, cramp, sore/stiff joints, pulled and strained muscles, ligaments and tendons, etc.	It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches.	Medium	Instructors should check that all members are feeling well and also that no members have joint injuries prior to commencing a session. The Instructor has the right to stop members from training, if he/she feels that they are unfit or unwell.
Injury to head, neck or spine. This could arise in the circumstances described above but is identified separately because of its potential for more permanent disablement.	Injuries of this nature are extremely rare, and the small risks that do exist are reduced still further by observance of good dojo etiquette and by being observant and considerate to others during practice.	Low but with potentially very serious consequences.	During class activities first aid will be sought in the event of a head injury (either from an instructor or paramedic).
Unconsciousness caused by blow to the head.	Report injuries the instructor for medical assistance, reporting of accident to the Emergency services etc. All members should be clear of the need to know who and how to report accidents.	Low	

Dizziness, hyperventilation and nausea.	Dizziness and hyperventilation can occur during strenuous exercise in less well-conditioned people and is generally alleviated by improved physical condition. Nausea can also result from eating a large meal too soon before training.	Low	Dizziness, hyperventilation and nausea.
Dehydration	Large quantities of fluid can be lost from the body during strenuous exercise, particularly in hot weather. It is important to ensure adequate hydration before training, and to re-hydrate adequately when training is over.	Medium	In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles to the dojo and the instructors will allow for regular breaks to enable them to re-hydrate.
Seizure through contra-indications or over exertion	Instructors are to advise novices of physical exertion levels that will be encountered and so provide reasonable recovery periods during training, particularly after demanding elements of training	Low	Club aware at the beginning of term of any medical issues of its members which may prove to be a problem when taking part in the sport. The membership form includes a section for members to state any medical issues they might have, so that the club and the instructors can be aware of it.
<u>2. General Risks</u>			

<p>Enrolment of novices with no prior experience of Karate into the Club</p>	<p>Introductory techniques/training is run for novices to participate in. Students are made aware that karate like all martial arts involves high levels of physical exertion as well as moderate to high levels of physical contact. Additionally, because of the nature of the sport, the club may contain a wide range of ability from novices to black belts. If no beginner session is available that beginners will be strictly monitored with limited practice. As a result, all training sessions will involve a warm up session and a run through the basic techniques before the class is split into various levels. Low grades will be restricted to only practicing techniques that they have been taught. Close supervision by the instructor at the session is standard.</p>		<p>The Club follows the TSKF Technical Manual for Instructors Syllabus for training and gradings. Novices must become members if they wish to grade or take part in any competitions.</p>
<p>Qualifications/Registration and Insurance of Instructors</p>	<p>All Karate Instructors are licensed by the TSKF (guest instructors may be affiliated and licensed by other associations), which provide insurance cover for all practices that go on within the club.</p>	<p>Low</p>	<p>It is the responsibility of the Coaches/Instructors to ensure their Insurance details are kept up to date and are supplied to the administrator.</p>
<p>Lack of Qualified Instructor at each session.</p>	<p>There is always a qualified instructor at each session to guarantee safe practice. If for any reason a qualified Instructor is not in place, then the session is cancelled.</p>	<p>Low</p>	<p>None.</p>
<p>Specialist and Safe Equipment.</p>	<p>The only specialist equipment used by the club is that for sparring (kumite). This includes small and large pads, chest guards and helmets. These are provided by the club and are regularly renewed to ensure adequate padding is provided. Boxes, mitts and gum shields must be individually provided.</p>	<p>Low</p>	<p>Each dojo head is responsible for the upkeep and replacement of safety and training equipment where required.</p>

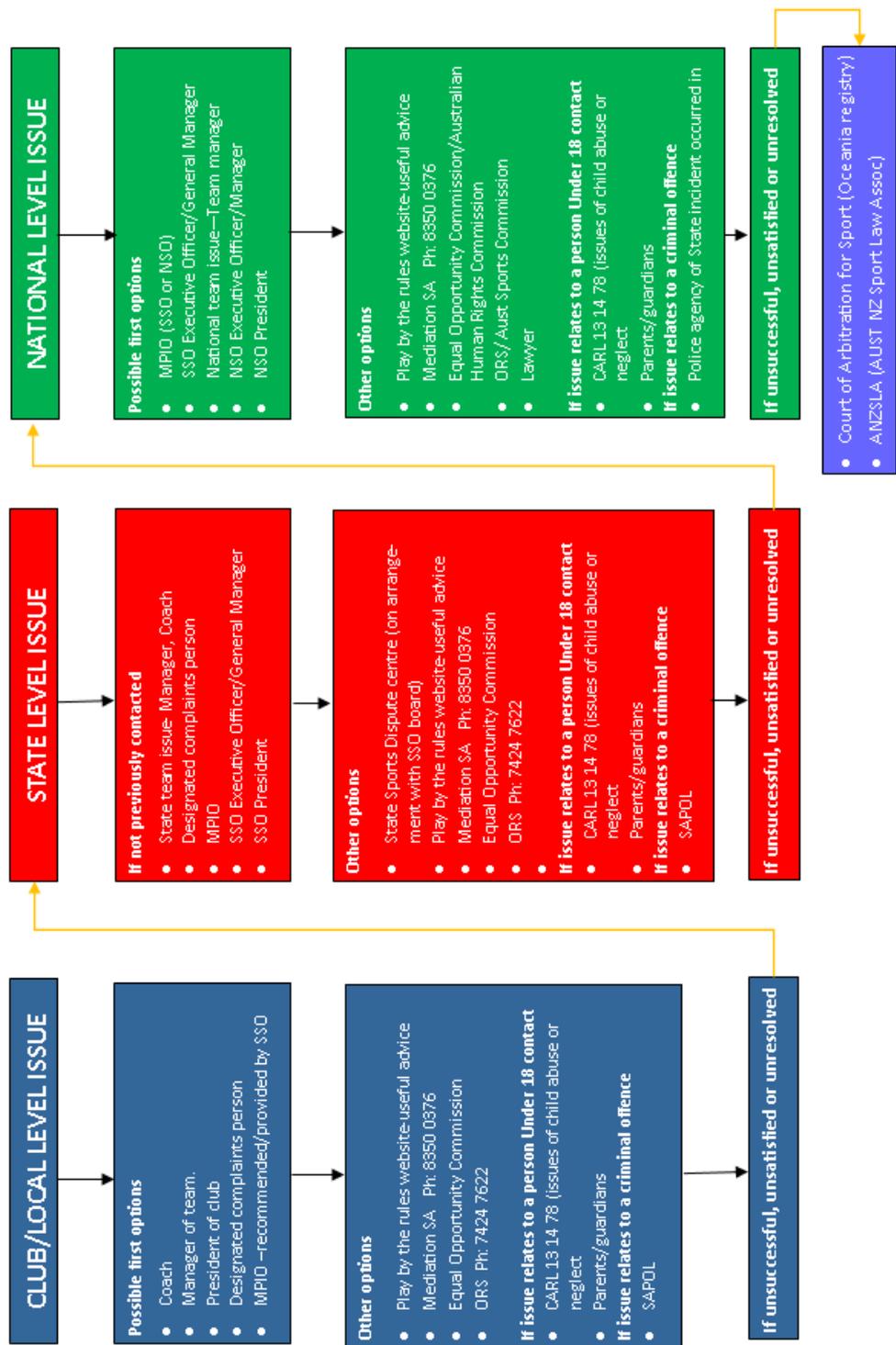
Spectator injured by collision with, or being landed on by, a member. This is a slight risk in the more cramped conditions of the small dojo.	Spectators are warned of possible collision with the members while they are training. The coach makes sure that sparring partners are kept away from the spectators' area.	Low	
Lack of knowledge of new members medical conditions.	New members are told to report any medical conditions to the instructor.		TSKFSA should ensure that all new and existing members at the start of membership informed of Risk Assessment, Code of Conduct and Child Safety Policy.
Fire	Club Instructors are aware of exits from the building and are responsible for clearing the Dojo or Sports Hall if the Fire Alarms sound. Instructors are to ensure that fire escapes are not locked or restricted.	Low	
Facility Issues e.g. faulty lighting, heating, ventilation, mats etc which could result in an accident and/or injury.	Instructors to notify facility contact if for any maintenance issues	Low	
Road accidents in hired minibuses, cars or coaches when travelling to matches/competitions.	All students generally travel with their own parents or in their own cars. It is the personal responsibility of the driver to ensure that their vehicles are roadworthy and insured. Drivers should ensure that they are fit and qualified to drive the relevant vehicle. Any collisions should be reported to the Emergency services and the Club instructor and Administrator	Low but potentially fatal	
<u>3. Competitions</u>			
Regional, National and International competitions	All competitions entered are organized by various governing bodies such ISKF and TSKFA. The governing bodies always have at least one First Aider present at the venues.	Medium	
<u>4. Complaints</u>			

<p>Complaints against Instructors with regards to bullying/harassment/inappropriate behaviour.</p>	<p>All persons receiving or becoming aware of a complaint will notify the Dojo Head or other most senior person present immediately (unless the complaint is against that person) who will immediately notify the TSKFSA President immediately. If the complaint is against the Dojo-head, the person receiving the complaint will notify the TSKFSA President directly. The TSKFSA President will be responsible for investigating the matter and ensuring that disciplinary action or developmental training is taken where appropriate. The TSKFSA President will also be responsible for ensuring that legal obligations under The Child Protection Mandatory Notifications are met.</p>	<p>Medium</p>	<p>TSKFA Gawler member protection Policy developed and regularly reviewed. Code of Conduct developed, and all participants provided with a copy. Instructors suitably qualified and vetted. Instructors receive annual training and have completed the "Play by The Rules" on-line course.</p>
<p>Instructors/Students arrested and or charged with a Serious Criminal Offence The TSKFSA President is to be immediately notified by any person being arrested and charged with a Serious Criminal Offence (does not include matters under the Road Traffic Act) unless in the course of TSKFSA business such as transportation to an event. The TSKFSA President will be responsible for any suspension/disqualification as appropriate.</p>	<p>Medium</p>	<p>TSKFA Gawler member protection Policy</p>	

<p><u>5. Data Protection & Privacy of Information</u></p>	<p>All active registration forms, including medical records, will be held securely by an authorized person as selected/nominated by the committee, at its annual AGM (ie: The Dojo Head, registrar secretary, treasurer). All non-active members details/paperwork will be held by the dojo head, as required by the national body. The registration and health conditions will only be released to qualified Dojo instructors. All registration forms will be held securely at the home address of the nominated authorized person. Registration details only will be forwarded to the National Secretary for annual registration implementation and recording.</p>	<p>Low</p>	<p>All Dojo Heads educated on need for privacy of information by the TSKFSA president annually at the National Camp.</p>
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Complaints Flowchart—SA

This chart may assist with determining who to contact first when dealing with a complaint. Always start at the level that the incident occurred and always refer to your organisation's Member Protection Policy



attachment 6: complaints flowchart