

NETBALL AUSTRALIA MEMBER PROTECTION POLICY

ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS

Netball Australia, Member Organisations and Affiliates (where applicable and relevant) will ensure that all the complaints received, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint.

This information, and any additional records and notes, will be treated confidentially and stored in a secure place.

Netball Australia, Member Organisations and Affiliates will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

Netball Australia, Member Organisations and Affiliates (where applicable and relevant) will ensure that everyone who works with netball in a paid or unpaid capacity understands how to appropriately receive and record allegations of child abuse and neglect and how to report those allegations to the relevant authorities in their State or Territory.

To assist in consistency and accuracy in following procedure and reporting on the issues covered by this Policy the following documents are to be used:

ATTACHMENTS

ATTACHMENT D1: CONFIDENTIAL RECORD OF INFORMAL COMPLAINT

ATTACHMENT D2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

ATTACHMENT D3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

ATTACHMENT D4: RECORD OF MEDIATION

ATTACHMENT D5: RECORD OF HEARING TRIBUNAL DECISION

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<p>What does the complainant want to happen to resolve the issue?</p>	
<p>What other information has the complainant provided?</p>	
<p>What is the complainant going to do now?</p>	

This record and any notes must be kept in a confidential and safe place. Do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be given to Netball Australia, the Member Organisations or the Affiliate Hearing Officer.

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ATTACHMENT E2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's contact details	Phone: Email:	
Complainant's role/position in netball	<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 <hr/> <hr/>
Name of person complained about (respondent)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's role/position in netball	<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 <hr/> <hr/>
Location/event of alleged incident		
Description of alleged incident		

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If mediated:	Date of mediation: Both/all parties present: Agreement: Any other action taken:
If decision was appealed	Decision: Action recommended:
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position in Netball Australia/Member Organisation/Affiliate: Signature: _____ Date: / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential and safe place. Do not enter it on a computer system. If the complaint is of a serious nature, or is escalated to and/or dealt with at the next level, the original must be forwarded to the higher body (ie. Netball Australia or Member Organisation) and a copy kept at the Member Organisation or Affiliate (whatever level the complaint was made).

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ATTACHMENT E3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing this form, please ensure that the steps outlined at Attachment C4 have been followed and advice has been sought from the police and/or relevant child protection agency.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in netball		
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 netball	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official _____ _____	
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 respondent)		

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Police contacted	Who: When: Advice provided:
Child protection agency contacted	Who: When: Advice provided:
CEO contacted	Who: When:
Police investigation (if any)	Finding:
Child protection agency (if any)	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position in Netball Australia/Member Organisation/Affiliate: Signature: _____ Date: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place. If required, the form should be provided to the police and/or relevant child protection agency.

ATTACHMENT E4: RECORD OF MEDIATION

Present at Mediation	
Date of mediation	
Venue of mediation	
Mediator	
Summary of mediation (minutes attached)	
Outcome of mediation	
Follow-up to occur (if required)	
Completed by (signature)	
Signed by Complainant (signature) Respondent (signature)	

This record and any notes must be kept in a confidential and safe place. A copy should be retained by Netball Australia, the Member Organisation or Affiliate (whatever level the complaint was made).

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ATTACHMENT E5: RECORD OF HEARING TRIBUNAL DECISION

Complainant's Name		Date Formal Complaint Received: / /
Role/status in netball	<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 <hr/> <hr/>
Name of Respondent		
Role/status in netball	<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 <hr/> <hr/>
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds) Tick more than one box if necessary	<input type="checkbox"/> Harassment or Sexual/sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy	<input type="checkbox"/> Discrimination <input type="checkbox"/> Selection Dispute <input type="checkbox"/> Personality Clash <input type="checkbox"/> Bullying <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse
		<input type="checkbox"/> Coaching Methods <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Unfair Decision <input type="checkbox"/> Other <hr/> <hr/>
Methods (if any) of attempted informal resolution		
Support person (if any)		

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Hearing Tribunal Members	
Hearing Tribunal Date and venue	
Hearing Tribunal Decision (attach report)	
Action recommended and any follow up report required	
Decision Appealed Date of Appeal lodged	
Appeal Hearing Date	
Appeal Decision (attach report)	
Action Recommended	
Completed by	Name: Position in Netball Australia/Member Organisation/Affiliate: Signature: _____ Date: / /
Signed by	Complainant Respondent

This record and any notes must be kept in a confidential and safe place. A copy should be retained by Netball Australia, the Member Organisation or Affiliate (whatever level the complaint was made).