



MEMBER PROTECTION POLICY

**Ensuring our club's core values and positive behaviours are
maintained at a high level**

This policy 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.

This policy covers the care and protection of children participating in our club's activities.

IMPORTANT NOTE:

- This policy has been formally incorporated/adopted into our club's constitution.
- This policy forms part of our club's membership application so all people must abide by this policy's intent and its accompanying procedures.
- This policy also covers any persons who work for the club or interacts with the club.

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1. Purpose of Our Policy

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

2. 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. For example, but not limited to:

- 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;
- support personnel, including managers,
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators; and
- others who interact with our club.

3. Extent of Our Policy

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

4. Club Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 2 years or earlier if circumstances require; and
- seek advice from and refer serious issues the appropriate authority.

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.

5. Individual Responsibilities

Everyone associated with our club must:

- 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.

6. Protection of Children

The Club is committed to the safety and wellbeing of children and young people who participate in our clubs' activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. The club endorses and adopts the [Australian Cricket's Policy for Safeguarding Children and Young People](#).

6.1. Report and Respond Appropriately to Suspected Abuse and Neglect

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

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 9](#) of this policy.

Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

6.2 Supervision

We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of 16 is unsupervised, if possible, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

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

6.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games).

6.4 Taking Images of Children

Images of children cannot 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.

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 paedophiles 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.

7. Protection of our members, staff and volunteers

The Club supports the rights and wellbeing of our all our members, staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

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

8. Discrimination, Harassment and Bullying

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

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

We expect all members to abide by the Club's code of behaviour (see Attachment 2)

9. Inclusive practices

Our club will welcome and endeavour to accommodate members from all areas of our community.

10. Responding to Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

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

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

9.1 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer/Child Safety 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.

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

11. 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.

ATTACHMENT 1: WORKING WITH CHILDREN CHECK REQUIREMENTS

The Coolum Cricket Club (“the club”) is committed to providing a child-safe environment. The Club will recruit staff and volunteers who do not pose a risk to children.

Employment screening and Working with Children Checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person’s suitability to work with children and young people.

Working with Children Check laws are currently in place in Queensland.

The Club will meet the requirements of Queensland Working with Children Check laws.

Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screening requirements of that particular state or territory.

Screening requirements for Queensland

VOLUNTEER/EMPLOYMENT SCREENING/WORKING WITH CHILDREN REQUIREMENTS

1 OBJECTIVES OF THIS REQUIREMENT

The *Commission for Children and Young People & Child Guardian Act 2000* (Qld) promotes and protects the rights, interests and wellbeing of children in Queensland. The Act requires all employees and volunteers involved in child related work to undergo a suitability check based on that person's criminal history.

The Coolum Cricket Club (“the club”), its affiliated clubs and associations are committed to the health, safety and wellbeing of all of their members. As part of that commitment, particularly with regard to members **under 18 years of age**, this policy seeks to achieve the following:

- (a) all employees and volunteers involved with the club involved in child (under 18 years of age) related work, are assessed by the *Commission for Children and Young People & Child Guardian Act 2000* (Qld) as to their suitability to work with children.
- (b) all affiliated clubs and associations are aware of their legal obligations in relation to the protection of children.

2 EMPLOYEES AND VOLUNTEERS WHO WORK WITH CHILDREN MUST HAVE A SUITABILITY CARD

2.1 Employees and Volunteers

All employees and volunteers of the club whose normal responsibilities include, or are likely to include:

- providing services directed mainly towards children; or
- conducting activities mainly involving children; or
- accessing the personal details of children i.e. database access;

are required to obtain a Suitability or Blue Card.

In practice that means all administrators, committee members, coaches, managers, officials, scorers, members and any other personnel who perform regular duties on behalf of the club, involving players **under the age of 18** must apply for and obtain a Blue Card.

2.2 Exemptions

Volunteers are not required to obtain a Suitability Card if the volunteer:

- is under 18 years of age (except students required to work in regulated employment as part of their studies); or

- is a parent whose child is involved in the service provided or activity conducted by the parent.

For this exemption to apply it generally means that the parent must have a child participating in the team with which the parent is involved.

3 HOW TO APPLY FOR A BLUE CARD

Step 1

Volunteers and employees who require a Blue Card must complete a Blue Card Application Form which can be obtained either from the Club's secretary or from the Commission's web site <https://www.bluecard.qld.gov.au/>.

In completing and signing the form the volunteer or employee consents to a criminal history check. Copies of certain documents proving identity of the applicant must be included as required by the application.

Step 2

The Club must sight at least one Primary Identification Document and one Secondary Identification Document proving the applicant's identity as listed in the application. A list of acceptable Primary and Secondary Identification Documents are set out on page 3 of the application form. At least one of the documents provided must show the volunteer's or employee's signature.

Step 3

Upon receipt of the application the Commission will carry out necessary enquiries and assess the applicant's suitability to work with children.

Step 4

If an applicant is deemed suitable, a Blue Card is then issued to the applicant. The Blue Card is valid for 3 years and a renewal notice is sent to the volunteer or employee prior to its expiry. The Association/Club is notified by the Commission of the applicant's suitability status and this notification is kept on file.

<http://www.bluecard.qld.gov.au/risk-management.html>

ATTACHMENT 2: CODES OF BEHAVIOUR

Australian Cricket's Looking After Our Kids - [click here for link](#)

Coaches

Players

Umpires

Parents

Coaches Code of Behaviour

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on player's time, energy and enthusiasm.
- Operate withing the rules and the Spirit of Cricket and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience.
- Avoid overplaying the talented players – all young players need and deserve equal time, attention and opportunities.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control and respect to all those involved in cricket. This includes opponents, coaches, umpires, administrators, parents and spectators. Encourage you players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest cricket coaching practices and principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Players Code of Behaviour

- Play by the rules.
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire in an appropriate manner during a break or after the game.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting, or provoking an opponent are not acceptable or permitted behaviours in cricket.
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, teammates, and opponents. Without them there would be no competition.
- Participant for your own enjoyment and benefit, not just to please parents, carers, teachers, or coaches.
- Respect the rights, dignity and worth or every person regardless of their gender, ability, cultural background, or religion.

Umpires Code of Behaviour

- In accordance with Cricket Australia guidelines, modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all participants.

- Emphasise the spirit of the game rather than the errors.
 - Encourage and promote rule changes which will make participation more enjoyable.
 - Be a good sport yourself – actions speak louder than words.
 - Keep up to date with the latest available resources for umpiring and the principles of growth and development of young people.
 - Remember, you set the standard. Your behaviour and comments should be positive and supportive at all times.
 - Place the safety and welfare of participants above all else.
 - Give all people a ‘fair go’ regardless of gender, ability, cultural background or religion.
-

Parents Code of Behavior

- Do not force an unwilling child to participate in cricket.
- Remember, children are involved in cricket for their enjoyment, not yours.
- Encourage your child to play by the rules.
- Focus on the child’s efforts and performance rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn by example. Appreciate good performances and skilful play by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials’ decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials, and administrators. They give up their time for free and without them, your child could not participate.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background, or religion.

ATTACHMENT 3 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.

Information on how to report an allegation of child abuse in Queensland can be found [here](#) . Our contact number is our President – 0417 584 875

The Coolum Cricket Club (“the Club”) will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

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

Step 1: Receive the allegation

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

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

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the 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 Club’s Member Protection Information Officer (“**MPIO**”) so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The MPIO 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 in paid employment with the Club.
- The MPIO will consider what services may be most appropriate to support the child and his or her parent/s.
- The MPIO will consider what support services may be appropriate for the alleged offender.

- The MPIO will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- Up to 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 the Club).
- Regardless of the findings of the police and/or child protection agency investigations, the Club will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- The MPIO of the Club will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.
- If disciplinary action is recommended, the Club will follow the procedures set out in clause 8 of the Club’s Member Protection Policy.
- The Club will provide the relevant government agency with a report of any disciplinary action it takes, where this is required.

Contact details for advice or to report an allegation of child abuse

Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Children, Youth Justice and Multicultural Affairs Protecting children - Department of Children, Youth Justice and Multicultural Affairs (cyjma.qld.gov.au) Ph: 1800 811 810 or 13 QGOV (13 74 68)

Attachment 4: REPORTING REQUIREMENTS AND DOCUMENTS**4A. RECORD OF COMPLAINT**

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> 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	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> 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	
Location/event of alleged issue		
Description of alleged issue		

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

4B. 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"/> 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 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: Child and Youth Risk Management Strategy Checklist / Action Plan Template

Blue Card system minimum requirements from <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/compliance/risk-management-strategies-resources>

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm	✓	Member Protection Policy		Included in policy	
2. A code of conduct for interacting with children and young people	✓	Member Protection Policy (attachment 2)		Included in policy	
3. Written procedures for recruiting, selecting, training and managing staff and volunteers	✓	Association/Club documents	X	- Should be tailored for your Club or Association - Volunteer management resources: https://www.volunteeringqld.org.au/resources/volunteer-management#orientate-train-volunteers	
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	✓	Member Protection Policy		- Included in policy - MPIO training	
5. A plan for managing breaches of the risk management strategy	✓	Member Protection Policy		- Included in policy - MPIO training	
6. Policies and procedures for managing	✓	Member Protection Policy		- Included in policy (7.1.3) - Blue card register template at http://www.bluecard.qld.gov.au/risk-	

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
compliance with the blue card system				management.html - 'employee register xls'.]	
7. Risk management plans for high risk activities and special events*		Association/Club documents	X	Risk management plan template available at https://www.bluecard.qld.gov.au/risk-management.html - "Risk management plan for high risk activities and special events template"	
8. Strategies for communication and support	✓	Member Protection Policy		- Attachment 1B (member protection declaration) - MPIO training	

*From: <https://www.publications.qld.gov.au/dataset/blue-card-system-compliance-information-and-resources/resource/58ca896c-a5f1-4d7a-acd4-7f8a50fab01>

"For example (but not limited to) you may wish to consider whether the activity or event:

- Involves the participation of volunteers or people who are external to your organisation
- Is to take place at an external venue or destination with a large amount of people and/or hazards (eg. Water – ponds, lakes, pools, ocean)
- Is to take place overnight or for a lengthy period of time