

***Moorebank Sports Soccer Club  
MEMBER PROTECTION POLICY***

**VERSION 1.0 April 2024**

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# **MEMBER PROTECTION POLICY**

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## **Introduction**

Moorebank Sports Soccer Club (MSC) is committed to supporting the local community. MSC strive to provide opportunity for the youth of the area to participate in healthy, well organised competition at the most appropriate level to the individual's skill.

## **Purpose of our policy**

The main objective of the Moorebank Sports Soccer Club 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.

## **Who our policy applies to**

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

- Club committee members, administrators, and other club officials
- Coaches, assistant coaches, and other personnel participating in events and activities, including training sessions and presentation days
- support personnel such as
  - managers
  - referees, linesman, and other officials
  - players
  - members, including any life members
  - parents
  - spectators

## **Extent of our policy**

Our policy covers all matters directly and indirectly related to the Moorebank Sports Soccer 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 changing rooms, at social events organised or sanctioned by the club (or our sport). 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.

## **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

- always promote and model appropriate standards of behaviour
- 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 12-18 months
- seek advice from and refer serious issues to our relevant *governing bodies*

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.

## 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 NSW Working with Children check requirements, 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
- 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
- comply with any decisions and/or disciplinary measures imposed under this policy

## Protection of children

### Child protection

Moorebank Sports Soccer 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 always act to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our committee and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Moorebank Sports Soccer Club acknowledges the valuable contribution made by our committee, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants. We aim to align with the Football Australia Member Protection Framework.

### **Identifying and analysing risks of harm**

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

### **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 team officials, parents, and children. The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour.

### **Choosing suitable employees and volunteers**

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

Moorebank Sports Soccer Club will ensure that Working with Children Checks (WWCC) are conducted for employees and volunteers working with children, where an assessment is required by law. We will ensure that our club always complies with the [Football NSW Working with Children Check Policy \(2023\)](#).

### **Support, train, supervise and enhance performance**

Moorebank Sports Soccer Club will ensure that all our committee 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.

### **Empower and promote the participation of children in decision-making and service development**

Moorebank Sports Soccer Club will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

### **Report and respond appropriately to suspected abuse and neglect**

Moorebank Sports Soccer Club will ensure that committee 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.

In addition to any legal obligations, if any person believes that another person or club 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 of this policy. Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

### **Supervision**

Children under the age of 18 must be supervised at all times by a responsible adult. We endeavour to always 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 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.

### **Transportation**

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

### **Taking Images of Children**

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

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with 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 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. We are committed to ensuring that our club complies to the guidance set out by the [eSafety Commissioner in relation to privacy and your child](#) and the [Office of Sport](#).

### **Discrimination, Harassment and Bullying**

Our 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.

### **Discrimination**

Unlawful discrimination involves the less favourable treatment of a person based on 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 when an individual is, or group of people (who usually share a protected attribute or characteristic) are, treated, or proposed to be or likely to be treated, unfairly or less favourably than another person or group of people in the same or similar circumstances based on one or more of their personal characteristics or attributes.

**Indirect discrimination** occurs where a requirement, condition or practice is imposed or proposed to be imposed, that is the same for all individuals or groups of people but which disadvantages, or has a disproportionate effect on, an individual or a group of people (who usually share a protected attribute or characteristic) and the condition, requirement or practice is not reasonable.

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

Moorebank Sports Soccer Club is committed to ensuring that football is an inclusive sport for all members and that any form of discrimination is not acceptable and we aim to comply with [Football Australia's Anti-discrimination policy \(2020\)](#).

## 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 New South Wales (NSW) as well as the Federal anti-discrimination laws.

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

- gender
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration
- national extraction or social origin
- marital status, relationship status, identity of spouse or domestic partner
- pregnancy, potential pregnancy, breastfeeding
- family or carer responsibilities, status as a parent or carer
- age
- religion, religious beliefs, or activities
- political beliefs or activities
- lawful sexual activity
- sexual orientation and gender identity

- profession, trade, occupation or calling
- irrelevant criminal record, spent convictions
- irrelevant medical record
- member of association or organisation of employees or employers, industrial activity, trade union activity
- physical features
- disability, mental or physical impairment
- defence service
- 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
- victimisation resulting from a complaint.

## Bullying

Moorebank Sports Soccer Club 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
- 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. Moorebank Sports Soccer Club is committed to ensuring that football is an inclusive sport for all members

and that any form of bullying and harassment is not acceptable and complies with [Football Australia's Anti-bullying and harassment policy \(2020\)](#).

## **Inclusive practices**

Moorebank Sports Soccer 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.

### **People with a disability**

Our club will not discriminate against any person because they have a disability. We strive to seek out opportunities to enable us to provide alternative programs.

### **People from diverse cultures**

Our club 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).

### **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.

### **Pregnancy**

Our club 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 our club executives. 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.

Moorebank Sports Soccer Club is committed to ensuring that football is an inclusive sport for all members and ensures that we comply with the [Football NSW Pregnancy policy \(2019\)](#).

### ***Girls playing in boys' teams***

If there is not a separate sex competition the club will support girls playing in boys' teams 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.

## Responding to complaints

### Complaints

Moorebank Sports Soccer 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
- any penalties imposed will be reasonable

More serious complaints may be escalated to our appropriate governing bodies.

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.

### Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. executive committee members or 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
- 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 district 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 district 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)
- act on our district 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.

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

### **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 district association. Appeals must be based on any right of

appeal provided for in the relevant constituent documents, rules, regulations or by laws.

## **Attachment 1: 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. In NSW the NSW Office of the Children's Guardian (OCG) is the State Government Agency responsible for managing the WWCC

### **How to Apply for a Working with Children Check**

1. Complete the online application form
2. Take your email receipt, your proof of identity documents and fee (if applicable) to a Service NSW Centre.
3. WWCC Screening will then commence
4. Give your APP/WWC Number to your club Member Protection Information Officer

Apply for a [Working with Children Check](#)

### **Travelling to other states or territories**

It is important to remember that when travelling to other states or territories, representatives of sporting organizations 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.



<p>Description of alleged issue</p>																									
<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<table border="0"> <tr> <td><input type="checkbox"/> Harassment or</td> <td><input type="checkbox"/> Discrimination</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sexual/sexist</td> <td><input type="checkbox"/> Selection dispute</td> <td><input type="checkbox"/> Coaching methods</td> </tr> <tr> <td><input type="checkbox"/> Sexuality</td> <td><input type="checkbox"/> Personality clash</td> <td><input type="checkbox"/> Verbal abuse</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Bullying</td> <td><input type="checkbox"/> Physical abuse</td> </tr> <tr> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Victimisation</td> </tr> <tr> <td><input type="checkbox"/> Pregnancy</td> <td><input type="checkbox"/> Child Abuse</td> <td><input type="checkbox"/> Unfair decision</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td></td> </tr> <tr> <td colspan="3">.....</td> </tr> </table>	<input type="checkbox"/> Harassment or	<input type="checkbox"/> Discrimination		<input type="checkbox"/> Sexual/sexist	<input type="checkbox"/> Selection dispute	<input type="checkbox"/> Coaching methods	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Personality clash	<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Religion	<input type="checkbox"/> Disability	<input type="checkbox"/> Victimisation	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Unfair decision	<input type="checkbox"/> Other			.....		
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.....																									
<p>What they want to happen to fix issue</p>																									
<p>Information provided to them</p>																									

Resolution and/or action taken	
Follow-up action	

## 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.**

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://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 *Moorebank Sports Soccer 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 President or Secretary of Moorebank Sports Soccer Club so that he or she can manage the situation.

### Step 3: Protect the child and manage the situation

- The President or Secretary 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 an employee of Moorebank Sports Soccer Club.
- The President or Secretary will consider what services may be most appropriate to support the child and his or her parent/s.
- The President or Secretary will consider what support services may be appropriate for the alleged offender.
- The President or Secretary will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

### Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the relevant child protection agency)
  - a disciplinary or misconduct inquiry/investigation (conducted by Moorebank Sports Soccer Club).
- Moorebank Sprots Soccer Club 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 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**

<b>New South Wales</b>	
New South Wales Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>	Department of Family and Community Services <a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a> Child protection Helpline 132 111

**ATTACHMENT 4: 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"/> Volunteer <input type="checkbox"/> Player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Committee <input type="checkbox"/> Official .....	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Manager <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.