



**MEMBER PROTECTION INFORMATION OFFICER AND
CHILD SAFE OFFICER POLICY (TTSA-15)**

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Revision History:

Revision Date	Version	Comments
April 2016	1.0	New policy
May 2016	1.1	Conversion of existing policy into new policy format and annual update

Name

1. This Regulation shall be referred to as the Member Protection Information Officer and Child Safe Officer Policy.

Source

2. This Regulation is made pursuant to rule 32 of the Constitution of Table Tennis South Australia Incorporated (TTSA).

Purpose

3. The purpose of this document is to assist in defining what the position of Member Protection Information Officer (MPIO) is and what the position of Child Safe Officer (CSO) is with each position having different roles and responsibilities. Member Protection Information Officer
4. The MPIO means a person trained to be the first point of contact for the person (within a club/association) to report a complaint around harassment and abuse and a breach of TTSA's Member Protection Policy.
5. The MPIO provides confidential, impartial and timely information and support and acts as a sounding board about complaint resolution options.
The MPIO position comes into being through the operation of the Member Protection Policy and is a requirement of the Australian Sports Commission.
6. The MPIO will generally be a Board appointed position.

MPIO Responsibilities

7. All affiliates must have an identified Member Protection Information Officer (MPIO).
8. Table Tennis SA's MPIO is the Executive Director with their details found on www.tabletennissa.org.au.
9. The role of the MPIO falls within the Australian Sports Commissions Harassment Free Sport Strategy and is consistent with all other sports in Australia.
10. The SA Department of Recreation & Sport recognizes the MPIO as the relevant position with regards to child protection and the Working with Children Check.
11. The contact details of the MPIO should be freely available to all members of the club/association; ideally via websites, newsletters, contact lists etc.
12. Member protection relates to:
 - Child Protection
 - Harassment & Abuse
 - Discrimination
 - Racial Vilification
 - Victimisation.
13. The role of the MPIO is to:
 - Listen
 - Be an impartial support person

- Provide information about discrimination, harassment, child protection and other member protection issues
- Provide information about relevant policies
- Discuss (but not recommend) possible strategies available to resolve the matter
- Provide contact information for official complaints, counselling or other referrals
- Provide information to the club committee about child protection requirements and other definitions and information
- Can be required to coordinate the signing and collection of the child protection forms.

14. The MPIO does not:

- Take sides
- Give advice to complainants
- Intervene
- Investigate
- Breach confidentiality
- Advocate
- Make determinations in relation to complaints.

15. Member Protection Information Officers can be beneficial in creating a safer, more understanding and more enjoyable sporting environment.

For further information visit www.ausport.gov.au

For information and training visit www.playbytherules.net.au

MEMBER PROTECTION INFORMATION OFFICER

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Child Safe Officer

16. The Child Safe Officer (CSO) is a person who can deliver advice and awareness within their club around developing a child safe environment.

17. Each club or affiliate must have a nominated CSO.

18. The requirement to have a nominated CSO is that of the Office for Sport and Recreation as part of the requirements for ensuring a child safe environment.

Child Safe Officer Responsibilities

19. Training for CSOs is available from the Office for Recreation and Sport and will assist the CSO to:

- understand the importance for the affiliate to adopt appropriate screening processes for members working with young children and young people and the requirement for criminal history assessments
- understand the definitions and indicators of child abuse and neglect
- acquire knowledge and understanding of the requirement under the Children's Protection Act 1993 of the legal responsibilities of staff and volunteers working with children
- have a broad knowledge of the Child Abuse Report Line processes and procedures.

20. The CSO may work with the affiliate to develop procedures specific to that club to assist in minimising risk to children, provide education to coaches, administrators and club members, promote the policies and procedures and provide advice if required.

Related Policies and Procedures

- Code of Conduct
- Member Protection Policy
- Social Media Policy
- National Police Check
- Non-Smoking Policy
- Anti-Doping Policy
- Risk Management Policy
- Volunteer recruitment procedures, including those relating to conducting criminal history assessments (refer to appendix 1)
- Guidelines to assist in the protection of children (refer to appendix 2)
- Guidelines to identify what are prescribed positions and prescribed functions (refer to appendix 3)