

Member Protection Policy

Skyark Sports Policy

Document ID	SKY-MEM-005	Document type	Policy
Version	v2.0	Status	Approved
Owner (role)	Director	Approver (role)	Director
Date approved	11 August 2026	Effective from	11 August 2026
Review cycle	Annual	Next review due	11 August 2027
Applies to	All Skylark Sports members, participants, families, spectators and visitors, and all staff, contractors and volunteers, across every program and venue.		

1. Purpose

This policy sets the behaviour Skylark Sports requires of everyone in its programs, and the treatment every member can expect in return. It states what is not accepted, how to raise a concern, and what happens next.

2. Scope

This policy applies to everyone in every Skylark Sports program: members, participants, families, spectators, visitors, staff, contractors and volunteers. It applies at every venue, online, and wherever a person is acting as a Skylark Sports member or representative.

2.1 Skylark Sports Acrobatics

- Members of Skylark Sports Acrobatics are also covered by Sport Integrity Australia and the National Integrity Framework policies adopted under the Gymnastics Australia affiliation. This policy does not limit that pathway.
- The behaviour required in section 4 is the same for every member. Only the complaint pathway differs.

2.2 Covered elsewhere

Child safety practice and reporting sit in the Child Safety and Wellbeing Policy.

3. Policy Statement

Skyark Sports requires every person in its programs to treat others with respect and to keep the environment safe. Abuse, bullying, harassment, sexual misconduct, discrimination, victimisation and vilification are prohibited, whoever commits them.

Anyone may raise a concern, and no one is disadvantaged for doing so in good faith. Where conduct may be criminal or a child may be at risk, Skylark Sports reports to police or the relevant authority without waiting for any internal process.

4. Key Provisions

4.1 Expected behaviour

- Treat others with respect, regardless of age, ability, body, background, faith, gender, sex, sexuality or skill.
- Follow reasonable staff directions about safety, supervision and conduct.
- Adults must hold appropriate boundaries with children at all times, including online.
- Raise concerns through section 4.3, not publicly or on social media.

4.2 Prohibited conduct

The following are breaches of this policy:

- abuse of any kind, and neglect of a child in one's care;
- bullying, harassment and sexual harassment;
- discrimination or vilification on the basis of a protected attribute;
- sexual misconduct, grooming, or physical contact not necessary for safe coaching;
- victimising a person for raising or supporting a concern;
- threatening or intimidating a staff member, official or volunteer, in person or online;
- attending a Skylark Sports program under the influence of alcohol or an illicit substance;
- knowingly making a false or malicious report.

4.3 Raising a concern

- Concerns involving a child go to the Child Safety Officer. All others go to the General Manager or Director.
- Anyone may raise one — the person affected, a parent or carer, or a witness — in person, by phone or in writing.
- Staff and volunteers must also submit the See Something, Say Something Form.
- Where a child is at immediate risk or conduct may be criminal, call 000 first.

4.4 Responding to a concern

- Make the situation safe first, including by separating those involved or suspending participation.
- Acknowledge the concern within five business days.
- Report to the relevant authority where a legal obligation is engaged.
- Tell the person whose conduct is in question what is alleged and give them a chance to respond, unless that would place someone at risk or compromise a police investigation.
- Record the outcome and tell the person who raised the concern, so far as privacy allows.
- Share information only with those who need it. Confidentiality never extends to concealing conduct that must be reported.
- No one is disadvantaged for raising a concern in good faith. Victimisation is a serious breach.

5. Responsibilities

Role	Responsibility
Skylark Sports	Provide an environment free from abuse, bullying, harassment, discrimination and victimisation. Publish this policy and keep the reporting pathway visible.

Director	Own and approve this policy. Decide matters not involving a child, including termination of membership. Report externally where required.
Child Safety Officer	Receive and act on concerns involving a child. Meet reporting obligations and keep the records.
General Manager and Shift Supervisors	Make the situation safe, record what happened, escalate the same day.
Staff and volunteers	Model this standard, report concerns immediately, complete induction before working unsupervised.
Members, participants and families	Meet the behaviour in section 4.1 and raise concerns through section 4.3.

6. Breaches and Non-Compliance

Failure to comply with this document may result in corrective action, including further training, closer supervision, or disciplinary action up to and including termination of employment or engagement. For members, families, spectators and visitors, Skylark Sports may warn, restrict venue access, suspend participation or terminate membership.

Abuse of a child, sexual misconduct, grooming, violence and victimisation are serious breaches. They are escalated immediately to the Director and, where a child is involved, the Child Safety Officer, and may result in termination without notice.

Where non-compliance places a child at risk, or where a legal reporting obligation is engaged, Skylark Sports will act on that obligation and report to the relevant authority regardless of any internal process that is under way.

7. Related Documents

- Child Safety and Wellbeing Policy
- Code of Conduct (Staff and Volunteers) Policy
- See Something, Say Something Form — Skylark Sports Staff Hub
- National Integrity Framework policies

8. Legislative and Standards Context

- Child Wellbeing and Safety Act 2005 (Vic) and the Victorian Child Safe Standards (2022)
- Equal Opportunity Act 2010 (Vic) and Racial and Religious Tolerance Act 2001 (Vic)
- Sex Discrimination Act 1984 (Cth), including the positive duty under section 47C
- Racial Discrimination Act 1975 (Cth), Disability Discrimination Act 1992 (Cth) and Age Discrimination Act 2004 (Cth)
- Privacy Act 1988 (Cth), Health Records Act 2001 (Vic) and Occupational Health and Safety Act 2004 (Vic)
- National Integrity Framework, adopted under the Gymnastics Australia Club Affiliation Terms

Appendix A — Definitions

Term	Meaning
Abuse	Conduct causing physical, sexual, emotional or psychological harm, or neglect of a child.
Bullying	Repeated unreasonable behaviour creating a risk to health or safety.
Discrimination	Treating a person less favourably because of a protected attribute.
Harassment	Unwelcome conduct a reasonable person would find offensive, humiliating or intimidating. Sexual harassment is such conduct of a sexual nature.
Protected attribute	An attribute protected under anti-discrimination law, including age, disability, gender identity, race, religion, sex, sexual orientation and pregnancy.
Sexual misconduct	Sexualised conduct or grooming involving a member, and any sexual contact between an adult in a position of trust and a person under 18.
Victimisation	Subjecting a person to detriment for raising or supporting a concern.
Vilification	Conduct inciting hatred, serious contempt or severe ridicule on the basis of a protected attribute.

Change history

Version	Date	Author	Summary of change
v1.0	Not recorded	Director	Initial issue as a branded member-facing policy. No document control block, version or review date.
v2.0	11 August 2026	Director	Rewritten to the Skylark Sports document standard and shortened. Scope stated as all members across every program, with the National Integrity Framework applying in addition for GA affiliated programs. Roles aligned to the controlled vocabulary. Definitions moved to Appendix A.