The Macquarie Ultimate Frisbee Club

MEMBER PROTECTION POLICY

MACQUARIE University

ULTIMATE FRISBEE CLUB

VERSION *1*

30/1/2026

IMPORTANT NOTE:

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

- formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign

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MEMBER PROTECTION POLICY

1. Introduction

Our mission as a club is to:

1. *To compete, connect and unite as an organisation amongst other sporting clubs within the ultimate community space.*
2. *To teach and educate members on all matters related to our sport.*
3. *To support members in their development, not just as a frisbee player, but as an athlete.*

2. Purpose of Our Policy

The main objective of the Macquarie Ultimate Frisbee Clubs ("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.

3. 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 and including:

- 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, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators; and

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Macquarie Ultimate Frisbee 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.

5. 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 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 12-18 months; and

▪ seek advice from and refer serious issues to the AFDA.

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.

6. 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 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.

7. Protection of Children

7.1 Child Protection

The Macquarie Ultimate Frisbee 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.. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

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

7.1.1: Identifying and Analysing Risks of Harm

The Macquarie Ultimate Frisbee 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 organisation 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.

7.1.2: 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 the deal and interact with children, particularly those in the our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

7.1.3: Choosing Suitable Employees and Volunteers

The Macquarie Ultimate Frisbee Club will ensure that the organisation 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.

The Macquarie Ultimate Frisbee Club will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, The Macquarie Ultimate Frisbee Club will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.4: Support, Train, Supervise and Enhance Performance

The Macquarie Ultimate Frisbee Club will ensure that all our employees 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.

7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development

The Macquarie Ultimate Frisbee Club will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

The Macquarie Ultimate Frisbee 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 be, or is being, abused or neglected (See Attachment 4).

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

7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. 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.

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from

club activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts).

7.4 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.

8. 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.

8.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of 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 if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.

- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 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 their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia: • 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; and

• 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; and

• victimisation resulting from a complaint.

8.3 Bullying

The Macquarie Ultimate Frisbee 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 instances 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; or
- psychological harassment such as intimidation.

Bullying includes cyber-bulling 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 though 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. (Refer to Item 10 of this policy.)

9. Inclusive practices

Our 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.

9.1 People with a disability

The Macquarie Ultimate Frisbee Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

We 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).

9.3 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.

9.4 Pregnancy

The Macquarie Ultimate Frisbee 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 *The Macquarie Ultimate Frisbee Club.* 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.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

9.5Girls playing in boys' teams

If there is not a separate sex competition the *The Macquarie Ultimate Frisbee 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.

10. Responding to Complaints

10.1 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.

More serious complaints may be escalated to the AFDA.

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.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, 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; 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. 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 the AFDA association.

▪ 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 the *AFDA* 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); and

▪ act on the AFDA 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.

10.3 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.

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 of accreditation for a period of time or permanently;

▪ a fine; or

▪ any other form of discipline that our club considers reasonable and appropriate.

10.4 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 the AFDA association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Attachment 1.2: 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.

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

New South Wales
Contact the Office of the Children's Guardian
Website: www.kidsguardian.nsw.gov.au/check
Phone: 02 9286 7276

Attachment 2: CODE OF BEHAVIOUR

Overview and purpose

This document outlines how all members, staff and executive committee should act. It includes the following: training, games/tournaments, committee and general meetings, social events and online/socials. This document also concerns times when members, staff and executive committee are representing the university and/or ultimate frisbee club outside of these activities including leagues, hats, higher level play, before and after training and more.

During Games

Ultimate frisbee is unique in that it has "spirit" as a key component of the game and that it is self-referred. In joining the club all members including staff and executive committee are required to: play fairly, respect any calls made, communicate any disputes on the field and minimise contact (ultimate frisbee is a non-contact sport).

Trainings

Macquarie ultimate training sessions are for all skill levels of players. All members, including staff and executive committee are required to: include all players irrespective of skill or confidence in playing, be kind and not belittle players and assist in helping newer players when they can.

Committee/General Meetings

All executive members are required to be civil when in discussion during meetings, work out conflicts respectfully, make decisions to support the club over personal gain and follow all university and

Macquarie ultimate policies. For general meetings, all members are required to be respectful and listen to executive members, wait their turn to speak and not interrupt meetings and vote in the best interest of the club over personal gain.

Social Events

During any club-run social events all members and the executive committee should follow the rules of any establishment the event is held at, drink responsibility if relevant, be respectful to others and follow all university and Macquarie ultimate policies.

Online and Social Media

When on the Macquarie Ultimate Instagram, Facebook, Messenger chats and Discord, all members and executive committee are required to: follow all university and Macquarie ultimate policies, protect privacy and confidentiality, abide by copyright laws and be generally respectful to others. For more information see the social media policy.

Attachment 2: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	Over 18 Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	Administrator (volunteer) Parent Athlete/player Spectator Coach/Assistant Coach Support Personnel Employee (paid) Other Official ……..	
Name of person complained about	Over 18 Under 18	
Person complained about role/status in Club	Administrator (volunteer) Parent Athlete/player Spectator Coach/Assistant Coach Support Personnel Employee (paid) Other Official ……..	
Location/event of alleged issue		
Description of alleged issue		

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

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

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of

sensitivity.

All people working with *The Macquarie Ultimate Frisbee 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 theClub President of *The Macquarie Ultimate Frisbee CLub* so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The club president 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 *The Macquarie University Club.*

- The club *President* will consider what services may be most appropriate to support the child and his or her parent/s.

• The club *President* will consider what support services may be appropriate for the alleged offender.

• The club President 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 *The Macquarie University Club*).

•*The Macquarie University 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 clause 9 of our Member Protection Policy.

• Where required we will provide the relevant government agency with a report of any disciplinary action we take.

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	Administrator (volunteer) Parent Athlete/player Spectator Coach/Assistant Coach Support Personnel Employee (paid) Other 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.