



APYAC Policies

Anti-harassment Policy

Child Safe Policy

Privacy Policy

Volunteer Policy

Plus downloadable

Volunteer Agreement
to be completed



Albert Park Yachting & Angling Club (APYAC) Anti-harassment Policy.

Purpose

To ensure that all Committee Members, Members, employees, volunteers and guests of Members associated with APYAC enjoy an environment free from harassment of any kind, including sexual harassment.

Policy

Harassment of any kind is not acceptable at APYAC and complaints related to behaviour of this nature (see definition) will be treated as serious and will be dealt with promptly, confidentially, and impartially, by the Disciplinary sub-committee or chosen independent party.

No person who lodges a complaint with respect to harassment will be disadvantaged because they have made the complaint.

Club Procedures

- Complaints relating to harassment should be dealt with as most serious and may require the involvement of an independent mediator, or the Police in the case of a criminal offence.
- Internally, formal complaints should be received by the Manager, or Club President, unless the complaint directly concerns either person, in which case the complaint should be received by the Vice President, or other Committee Member.
- On receiving a complaint the Manager or President will decide whether
 - they are the most appropriate person to receive and handle the complaint;
 - the nature and seriousness of the complaint warrants a formal resolution procedure;
 - to appoint a person to investigate (gather more information on) the complaint;
 - to refer the complaint to mediation;
 - to refer the complaint to the disciplinary sub-committee;
 - to refer the matter to the police or other appropriate authority; and/or
 - to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.
- Regardless of the process adopted, it will be based on the principles of justice where:
 - Both the Complainant and the Respondent must know the full details of what is being said against them, and have the opportunity to respond,
 - Decision maker(s) must be unbiased, fair and just, and
 - Penalties imposed must be fair.



Albert Park Yachting & Angling Club (APYAC)

Child Safe Policy

Purpose

This policy was written to demonstrate the strong commitment of the Committee, employees and volunteers of the APYAC to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety

All children who are a part of the Club have a right to feel, and be safe. The welfare of the children in our care will always be our first priority, and the Club has a zero tolerance to child abuse. The Club aims to create a child safe, and child friendly, environment where children feel safe and have fun. The Club's social and fishing activities are always carried out in the best interests of the children.

Application of this Policy

This policy was adapted from the Victorian Government's Child Safe Code of Conduct and edited by the Committee.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Committee
- Employees
- Volunteers
- Members and their guests
- Parents
- Spectators

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse, and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.

Children's Rights to Safety and Participation

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Indigenous children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families; and
- welcome children with a disability and their families and act to promote their participation.

Recruiting staff and volunteers

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff.
- Require police checks and Working with Children Checks for all Committee Members.

Supporting staff and volunteers

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected, and fairly-treated. We have developed a Code-of-Conduct to provide guidance to our staff and volunteers.

Reporting a child safety concern or complaint.

The Club has appointed the Committee and the Club Manager as Child Safety Persons with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. These people can be contacted by email via the Club website.

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

Reviewing this policy

This policy will be reviewed periodically and we undertake to seek views, comments and suggestions from the Club's Members, Management, Staff, and the Committee.



Albert Park Yachting & Angling Club (APYAC)

Privacy Policy

Purpose

To ensure that all Club Committee Members, employees and volunteers (Club Officials) who are responsible for handling personal information do so in a manner that protects every individual's right to privacy.

Policy

APYAC is fully committed to protecting everyone's right to privacy. Club officials in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Committee's responsibility to ensure that relevant Club officials are familiar with their obligations under the Acts and that the handling of personal information is done so in accordance with the law.

In particular:

- APYAC will only collect personal information that is required for its activities,
- Information will only be used for the purpose for which it was collected,
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand,
- Information will only be accessed by Club Officials,
- Information will be securely-stored, and
- Information will be destroyed if it is no longer needed for any purposes.

Storage and Access to Information

- Information is stored centrally within the Club. Storage is secured through password-protected computers, or lockable filing cabinet, or lockable office.
- Only those officials having a reasonable purpose should be provided with member information, and they should only receive information about the people they need to, and
- When information is not required for any purpose, it should be destroyed.



Albert Park Yachting & Angling Club (APYAC)

Volunteer Policy

Purpose.

To ensure that volunteers are well catered-for, and treated with respect and that volunteer management is in line with legal requirements and Volunteering Australia's principles.

Commitment.

- APYAC values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents;
- APYAC aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities, and supporting them to develop social connections;
- APYAC will endeavour to match roles with volunteers' skills, interests and capabilities;
- APYAC will provide induction to volunteers and ongoing support as required;
- The duty of care for the Volunteer remains with the Committee and Club Management;
- APYAC will provide a safe and healthy workplace as far as is practical;
- APYAC will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel, parking;
- Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Victorian Information Privacy Act, Working with Children Checks, Responsible Serving of Alcohol;
- All volunteers must adhere to the policies and Code of Conduct;

The Volunteer Policy applies to all volunteers at the Club, long and short-term as well as the Club's Committee;

The Club's Committee approved this policy on 15 May 2024.

The Committee will review this policy as often as the Committee determines appropriate and make any changes it determines necessary or desirable.

Download the

Volunteer Agreement

by clicking the button below.