**Surf Life Saving Club – Sexual Harassment Prevention and Response Plan (Template)**

**[Insert Club Name]**  
**Last reviewed:** [Insert Date]  
**Next review due:** [Insert Date]

**Purpose**

This plan outlines how [Insert Club Name] will prevent and respond to sexual harassment in alignment with relevant WHS and anti-discrimination legislation. The goal is to create a safe, respectful, and inclusive environment for all members, volunteers, employees, and visitors.

**Scope**

This plan applies to:

* All Club members (junior and senior)
* Volunteers (e.g., patrolling members, committee members, trainers, assessors)
* Employees (if applicable)
* Contractors and visitors
* All Club-related activities, including patrol, training, events, meetings, camps, and online interactions

**Legislative Framework**

This Plan aligns with the following legislation:

* *Work Health and Safety Act 2011 (Qld)*
* *Anti-Discrimination Act 1991 (Qld)*
* *Sex Discrimination Act 1984 (Cth)*
* *Fair Work Act 2009 (Cth)*
* *SLSA Policy 6.05 Member Protection*
* *SLSQ Policy 6.06 Complaints Resolution*

**Definitions**

* Sexual Harassment: Unwelcome sexual behaviour that makes a person feel offended, humiliated, or intimidated. It can be verbal, physical, visual or written, and includes jokes, innuendo, unwanted touching, or messages.
* Psychosocial Hazard: A hazard that arises from the design or management of work and can cause psychological harm (e.g., bullying, harassment, conflict, isolation).

**Roles and Responsibilities**

**Club Committee / Leadership**

* Promote a respectful culture and lead by example
* Implement and communicate this Plan to all members
* Ensure accessible reporting pathways
* Regularly review incidents, trends, and risks
* Act promptly and confidentially when concerns are raised

**All Members**

* Treat others with dignity and respect
* Report unacceptable behaviour or support others to do so
* Complete any required training

**Welfare / Member Protection Officers/ Complaints Managers**

* Provide support and guidance to those experiencing or witnessing harassment
* Assist with internal reporting and referral processes

**Risk Management Approach**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Scenario | Environment | Controls in Place | Additional Actions |
| Unwelcome comments or sexual jokes | Beach / Patrol  Club House  Events  Meetings | Code of Conduct  Induction training  Sexual Harassment Training  Member Protection Policy | Reinforce expectations Promote reporting mechanisms |
| Inappropriate physical contact during events | Club events / social functions | Code of Conduct  Induction training  Sexual Harassment Training  Member Protection Policy | Designated welfare contacts; visual signage and clear event expectations |
| Harassment or intimidation in meetings | meetings | Code of Conduct  By-laws Inductions | Governance training for chairs;  Call-out culture promotion |
| Sexualised messaging or image sharing online | Online / digital platforms | Social Media Policy, Code of Conduct | Educate members on respectful digital communication; enforce reporting |
| Inappropriate behaviour by a member of the public | Beach / public engagement | Patrol supervision, public-facing risk procedures | Provide escalation guidance; empower Captains to intervene |
| Repeated romantic or sexual advances despite rejection | Beach, Clubhouse, Events | Code of Conduct, behaviour expectations  Resolution pathways | Train leaders on boundary-setting; reinforce escalation pathways for persistent conduct |
| Senior member creates uncomfortable environment with jokes | Committee meetings, informal gatherings | Code of Conduct  Induction training  Sexual Harassment Training  Member Protection Policy | Conduct leadership training; promote culture surveys |
| Club leadership fails to act on reported incidents | All environments | Complaints Policy | Audit Club complaint handling; educate leaders on legal obligations |
| Isolation or working alone with minimal supervision | Remote patrols, youth programs | Patrol rostering guidelines, youth supervision requirements | Implement buddy systems; ensure volunteer check-ins are in place |
| Alcohol-fuelled inappropriate conduct at Club bar | Club events | Event Code of Conduct, alcohol management protocols | Briefing on expectations pre-event; assign welfare officers |
| Bystanders unsure how to respond to harassment | All environments | Volunteer induction, training sessions  Sexual Harassment Training | Provide bystander training; visual reminders of reporting steps |
| Racist or culturally insensitive remarks made toward a volunteer | Clubhouse, patrols, social media | Code of Conduct, Member Protection Policy, Social Media Policy | Provide DEI training; call-out culture campaigns; ensure access to reporting tools |
| Discrimination or exclusion of older/younger volunteers from key roles | Patrols, committees, training | Inclusive rostering and recruitment practices; Age Diversity in leadership | Monitor representation; review feedback from volunteers; encourage intergenerational mentoring |
| Sexist or gender-biased decision making in volunteer appointments | Committee settings, team leadership | Equal Opportunity and DEI policies; Gender Equity Plan (SLSQ) | Leadership and unconscious bias training; set diversity targets for key roles |
| LGBTQIA+ volunteer experiences homophobic or transphobic behaviour | Patrols, events, change rooms | Pride Action Plan, Gender-inclusive language guidelines | Promote visible allyship; ensure inclusive facilities; zero-tolerance messaging |
| Bias against volunteers from CALD backgrounds (culturally and linguistically diverse) | All settings | Multicultural Action Plan; training and inclusion workshops | Promote cultural celebrations and visibility; diversify volunteer communications |

**Reporting Pathways**

Members can report sexual harassment via:

* **Internal Reporting:** Club Committee, Member Protection/Welfare Officer, or direct to SLSQ via [https://complaints.sls.com.au](https://complaints.sls.com.au/)
* **External Reporting:** Queensland Human Rights Commission, Fair Work Commission, or Queensland Police (if criminal conduct)

*Anonymous reports can be made and will be taken seriously.*

**Support Services Available**

* **Club Welfare/MPO Officer**
* **External:**
  + Lifeline (13 11 14)
  + 1800RESPECT (1800 737 732)
  + Queensland Human Rights Commission

**Training and Education**

* Mandatory Sexual Harassment Awareness training via SLSA eLearning
* Refreshers for committee and patrol captains
* Induction for all new members includes this Plan

**Review and Monitoring**

* This Plan is reviewed annually or following any incident or legal update
* Incident data (de-identified) will be used to identify patterns and prevention opportunities

**Document Links and Resources**

* SLSA Policy 6.05: Member Protection
* SLSQ Policy 6.06: Complaints Resolution
* SLSQ Code of Conduct
* Queensland Human Rights Commission: [www.qhrc.qld.gov.au](https://www.qhrc.qld.gov.au/)
* Respect@Work Guidelines: [www.respectatwork.gov.au](https://www.respectatwork.gov.au/)

**Approval**

**Approved by:** [Club President Name]  
**Date:** [Insert Date]

# Important Guidance on Reporting Sexual Misconduct and Mandatory Reporting Obligations

## Adult-to-Adult Sexual Misconduct

Where an adult discloses sexual assault by another adult, regardless of the relationship (e.g. member-to-member, employer/employee), there is no legal requirement to report the matter to the police on their behalf, unless the disclosing adult is considered impaired (as defined in the legislation). However, support should still be offered, including referrals to appropriate services, and individuals should be encouraged to report if they feel safe to do so.

Reports may be made to:

* Triple Zero (000) – if there is an immediate danger or life-threatening situation
* SLSA Complaints Portal (anonymous reports allowed): https://complaints.sls.com.au/

Important: These matters may still be managed in accordance with the SLSQ Member Protection and Complaints policy should the member wish this to proceed.

Where Adult to Adult sexual misconduct complaints are received by SLSQ, we shall issue a letter to the complainant outlining their options:

* Report the matter to Police;
* Choose not to go to Police but request SLSQ to investigate under our policy framework (this must be in writing);
* Decline to pursue the matter further.

## Child Related Offences and Mandatory Reporting

Where incidents involve children or young people, there are clear legal obligations for adults to report suspected misconduct or harm.

Who must report:

* All adults in Queensland are required to report known or suspected child sexual offences.
* Reporting to Police is required where there is a reasonable belief that a child (under 16, or under 18 if under care) is being abused.

Reports may be made to:

* Triple Zero (000) – for immediate danger or life-threatening situations
* SLSA Safeguarding Portal: https://sls.com.au/safeguarding/

## Resources

* Raising concerns about child safety | Queensland Family and Child Commission
* Report child abuse | Department of Families, Seniors, Disability Services and Child Safety
* Policy 6.05 Member Protection
* Policy 6.06 Complaints Resolution

Important: There is a procedure for handling disclosures or suspicions of harm to children, including reporting guidelines. SLSQ Hub - Receiving and Reporting Disclosures of Harm (currently under review in line with the new Legislative Changes)

## What Club Presidents Should Do

As Chair, Presidents must ensure Member safety, including child safety matters, is a standing agenda item at all Board Meetings and communications on Member Protection Policies should be completed on a regular basis.

As a reminder, when child safety matters are tabled at Board meetings, it is essential that confidentiality is strictly maintained. Under no circumstances should individual children be identified in meeting documentation or discussions. This ensures we remain compliant with our legal and ethical obligations and protect the privacy and wellbeing of Members involved.

## How SLSQ Will Support Clubs

* Compliance with the above - please contact compliance@lifesaving.com.au
* Concerns - Complaints@lifesaving.com.au