



Australian **Air League**

FEDERAL INSTRUCTION

SUMMARY

Reference: **Federal Training Instruction No. 4**
F/TI 01/08 **31st May 2008**

Staff Affected: **All Units and Members.**

Date of Operation: **Immediate.**

Description: *Risk Management Strategy - Child Protection -
Managing the Risks*

Contact: **National Training Commissioner**

Review Date: **31st May 2009**

Related References: **Australian Air League Manual, Section 1.
Paragraph 9**

Authorised by: **Comr. Jeff Powis**
National Training Commissioner.
Australian Air League Inc.

Australian Air League Inc

Risk Management Strategy

Child Protection – Managing the Risks

- 1. Personal Safety Policy*
 - 2. Code of Conduct*
 - 3. Complaint Procedure*
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PREFACE

This *Personal Safety Policy* has been developed by Australian Air League Inc to support the provision of a safe learning, working, and personal environment for all members. It aims to raise awareness among the membership that personal safety can be achieved through appropriate behaviours of self and others and thus enable a safe environment for all League activities.

While the policy and accompanying complaints procedure becomes part of the overall strategy to protect members during League activities, it has also been designed as a process that members can access if they feel their personal safety is threatened in situations external to the activities of the League.

While the *Personal Safety Policy* covers all behaviour, which encroaches on an individual's personal safety the League has identified the following behaviours as priorities: harassment; bullying and peer pressure; child abuse and neglect; substance abuse; violence; sexual, physical and psychological abuse and assault.

This document also outlines the roles and responsibilities of all adult members, a code of conduct and a complaint procedure. The *Personal Safety Policy, Code of Conduct, and Complaint Procedure* is binding on all members.

This Instruction supercedes the Policy contained in the Australian Air League Inc Manual, Section 1, Paragraph 9

PERSONAL SAFETY POLICY

1. POLICY STATEMENT

- 1.1 The League seeks, "to encourage the physical, intellectual, social and emotional development of young people so they may function in society as responsible citizens and as members of their local, national and international communities".
- 1.2 The League believes that all members have the right to engage safely in League activities without fear of harassment or threat to personal safety. Any threat to the personal safety of members will not be tolerated.
- 1.3 The League acknowledges that the provision of a safe learning and working environment includes equal access for all members to a fair and just complaints process to resolve issues of threat to personal safety.
- 1.4 The League expects that all adult members will ensure that those who make complaints are not victimised in any way.
- 1.5 The League has a legal responsibility to prevent sexual harassment and considers "sexual harassment, sexual assault and sexual abuse" to be of particular concern to the safety of its members and has included specific reference to these within this policy.
- 1.6 This policy is not meant to preclude behaviour, actions or activities that are considered to be of a reasonable and rational nature.
- 1.7 The League will provide its members with the knowledge and understanding of personal safety so that they may protect themselves as well as others.
- 1.8 This Personal Safety Policy is consistent with the intentions of the League's Manual, its Code of Conduct and the wider League program.

2. RESPONSIBILITIES

- 2.1 The moral and legal responsibility to safeguard the rights of all members must be shared by all adult League members through their commitment to maintaining a harassment free environment. Members found to be in breach of this policy will be disciplined in accordance with League practice, as detailed in AAL Manual and may be reported to authorities where appropriate.
- 2.2 All adult members will:
 - a) Be conversant with the League's Personal Safety Policy, Code of Conduct and Complaint Procedure;
 - b) Demonstrate a commitment to the League's Code of Conduct through modeling appropriate behaviour. This includes non-violent, non-coercive and non-discriminatory language and practices.
 - c) Support the development of appropriate understanding, knowledge and skills in all members to ensure that the League provides a safe, harassment free environment
 - d) Ensure that complaints are dealt with confidentially and swiftly, including a negotiated timeframe with the complainant

- e) Ensure that complainants are not victimised
 - f) Monitor League activities to ensure the rights of all members are maintained
- 2.3 The League will provide opportunities for all officers to develop the necessary skills to identify and effectively deal with complaints.

3. POLICY AIMS

3.1 A safe environment for all members

The *Personal Safety Policy* aims to prevent all forms of harassment, abuse, and threat to personal safety against League members. This policy and associated complaint procedure is intended to safeguard against threat to personal safety through any form of assault, bullying, harassment or abuse. This includes any form of bullying, harassment or abuse which may be of a sexual or racial nature.

Harassment and abuse occur because of the desire of one person to have power over another. This is totally unacceptable to the League. The power gained through bullying, harassment or abuse is considered likely to threaten the personal safety of the victim. Any member may complain about any perceived threat to personal safety at any location and any time.

Harassment may focus on a range of characteristics including racial and cultural background, sex, religious beliefs, age, disability, marital status, pregnancy, sexual preference and socio economic circumstance. It can occur in many forms including peer pressure, youth against youth, adult against youth, adult against adult, and youth against adult. It may be overt or covert.

The League acknowledges that not all behaviours are deliberate attempts to threaten the personal safety of another person. The focus must be the behaviour, whether deliberate or not, and its impact on the recipient of the behaviour, and how any resulting complaint is resolved.

The League regards the following behaviours as threatening to personal safety. Note: some of these behaviours may constitute sexual harassment. (For further explanations see 3.2).

- physical contact such as punching, pinching, hitting, biting, kicking, throwing of implements, pushing, pulling, invasion of personal space;
- verbal abuse such as name calling, swearing, slander, using intimidating tones when communicating with others, teasing, mimicking, howling and other offensive sounds, as well as requesting members to do something which makes them feel uncomfortable.

3.2 Sexual harassment

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes,

propositions, the display of offensive material or other behaviour which creates a sexually hostile working environment¹.

Sexual harassment may include:

- physical contact (direct and indirect) such as fondling, touching, brushing against another person; indecent exposure; offensive body and hand gestures; using another person's clothing to cause that person pain and/ or embarrassment; blocking another person's entry to or exit from an area; having contact of a sexual nature with another person in the presence of a third person; invading the personal space of another person; using intimidating looks such as leering or ogling; verbal (written and oral) intimidation such as referring to another person's sexuality, appearance, body, and sex life; persistent or continual invitations, requests or telephone calls; offensive telephone calls and other forms of telecommunications such as faxes and computers; sexual propositions; offensive letters; following another person home which may constitute the criminal offence of *stalking*.

It is important to note that some of these behaviours may also constitute sexual abuse or assault which are criminal offences.

Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

3.3 Child abuse, neglect and sexual abuse - criminal offences

"It is an offence for anyone having a child in his or her charge to ill treat, neglect, abandon or expose that child in a manner likely to cause it unnecessary suffering or to injure his or her physical or mental health²."

Note: Inappropriate sexual behaviour should not be confused with affection or contacts between an adult and child.

3.3.1 Child Abuse

The Australian Human Rights and Equal Opportunity Commission states that *Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and development. It includes:*

- *Physical abuse or non-accidental physical injury*
- *Emotional abuse*
- *Neglect*
- *Sexual abuse and exploitation*

Physically abusive behaviour can include punching, slapping, beating, shaking, burning, biting, and throwing a child.

Emotionally abusive behaviour includes constant criticism,

¹ Human Rights and Equal Opportunity Commission 2004

² Human Rights and Equal Opportunity Commission, 2001

scapegoating, withdrawal of affection, belittling and excessive teasing.

3.3.2 Child Neglect

Child neglect is the continued failure to provide a child with the basic necessities of life – food, clothing, shelter, emotional security, medical and dental care, hygiene and adequate supervision – needed for a child’s optimum growth and development, and failure to use available resources to meet those needs. In its extreme form it may be abandonment. Cultural sensitivity must always be taken into consideration.

Neglect reflects the overall level of functioning of a family, their response to situations and their failure to meet the child’s physical, intellectual or emotional developmental needs.

3.3.3 Sexual Abuse

Sexual abuse is the exploitation of a child by an older person or an adult for the sexual stimulation and/or gratification of that person. Sexual abuse of children can take many forms from exposure, fondling, voyeurism and exhibitionism, to sexual intercourse, incest, involvement with pornography and child prostitution.

3.4 Assault

A person who strikes, touches, or moves, or otherwise applies force of any kind to another person,, either directly or indirectly, without the other person's consent, or who by any bodily act or gesture attempts or threatens to apply force of any kind to another person without the other person's consent is said to assault that other person³.

Sexual assault is a further definition of assault relating to the indecent assault of another person; or the procurement of another person, without that person’s consent to commit an act of gross indecency; or to witness an act of gross indecency by another person.

4. LEGAL ISSUES

- 4.1 Australian Air League Inc has a legal and moral responsibility to refer all reports of child abuse, neglect or sexual assault to the appropriate authorities which may include the Police and/or responsible State Government department⁴. Complaints of this nature are referred to the appropriate authorities by Group Headquarters. The first point of contact for such complaints is the Group Executive Commissioner.
- 4.2 In terms of liability, Australian Air League Inc can be held “vicariously liable” for the actions of the League's members while they are performing duties on behalf of the League. This means that if legal action is taken then

³ Queensland Criminal Code 1889 Section 245

⁴ In Queensland this is Department of Communities

ultimately the League, not individual members, will be liable.

The League may defend itself and its members by proving that all reasonable steps were taken, including informing members on this policy and its application to prevent the abuse from occurring. It is expected that adult members would be able to show that all reasonable steps were taken.

5. ACTIONS

- 5.1 Response to suspicion or reports of inappropriate behaviour shall be addressed in accordance with the League's complaint procedure. Where no actual complaint has been lodged then action to lodge a complaint should be taken in order to allow a formal process to be undertaken. Members who are undecided as to any course of action will immediately report the matter to their respective Officer Commanding Unit or next higher ranking officer should the Officer Commanding Unit not be available or appropriate.**

SECTION 2: ROLES AND RESPONSIBILITIES

1. OVERVIEW

1.1 Chief Commissioner

The Chief Commissioner is responsible for all activities performed under the auspices of League and as such is ultimately responsible to support and implement this Personal Safety Policy and any associated procedures.

1.2 Group Executive Commissioner

The Group Executive Commissioner is responsible for the understanding and implementation of the *Personal Safety Policy* within his or her Group. Part of this responsibility is to ensure the provision of information and support to officers in the understanding of, and application of this policy.

Where a complaint is made regarding an adult member the responsible Group Executive Commissioner must be advised immediately. The Group Executive Commissioner may also need to be first point of contact to hear the initial complaint and must be identified as an appropriate contact for complaints.

1.3 Officer Commanding Unit

The Officer Commanding Unit is responsible for:

- communicating with families to ensure that this complaint procedure is accessible to all members and their families, as appropriate
- closely monitoring all unit activities
- establishing and maintaining the training needs of unit officers
- resolving any conflict and taking immediate action on complaints

1.4 Unit Officers

Officers play a most important role in ensuring the safety and well being of cadets. It is their responsibility to ensure that all members in their care:

- are aware of their rights and responsibilities in relation to the issue of personal safety of self and others
- know how to make a complaint and to whom
- are assured that appropriate support will be provided for the victim. In some cases this may require intervention and/or support from the relevant authorities

In addition, unit officers are responsible for:

- being accessible to enable complaints to be made
- providing options for the effective resolution of a complaint
- referring difficult or serious cases onto a senior officer, e.g. Officer Commanding Unit or Wing or Group Executive Commissioner

1.5 All adult members (including Associate members)

All adult members are expected to model appropriate behaviours that are consistent with the *Code of Conduct* at all times.

If it is suspected that another league member is being harassed, abused or neglected in any form, it must be reported immediately.

IN CASES OF EXTREME CONCERN OR POSSIBLE CRIMINAL OFFENCE, THE GROUP EXECUTIVE COMMISSIONER MUST BE NOTIFIED IMMEDIATELY AND WILL IN TURN NOTIFY THE CHIEF COMMISSIONER. ALL CRIMINAL OFFENCE ALLEGATIONS WILL BE REPORTED PROMPTLY TO THE APPROPRIATE AUTHORITIES.

CODE OF CONDUCT FOR PERSONAL SAFETY

INTRODUCTION

All adult members will contribute to the safety, welfare and well-being of cadets by adopting work practices which are in accord with the League's manual and which respect personal right to safety, protection and personal space and which demonstrate responsible and respectful adult behaviour towards cadets and other persons.

Such conduct is important for two key reasons:

1. All adult members are accountable for their own behaviour
2. Respectful behaviour towards cadets can assist those cadets in differentiating respectful behaviour from abusive behaviour which is important for building resilience and preventing cadet abuse

EXPECTATION

All adult members will:

- avoid physical contact with cadets unless there is a legitimate reason for such contact for the cadet's own safety and welfare (eg. administering first aid, removing a cadet from impending danger) such contact should only be to the extent required for the cadet's safety or welfare
- only use non-invasive physical greetings commonly accepted in the community, where this is considered appropriate (eg. shake hands)
- never use physical force or restraint on a cadet unless necessary for the cadet's immediate safety or to prevent immediate serious harm; such physical force or restraint should only be to the extent necessary to prevent serious harm
- never use physical punishment of any kind as a method of discipline or behaviour management with any cadet
- administer first aid in the presence of another adult unless in an emergency where the delay in getting another adult might jeopardise the patient's wellbeing
- not be alone with a cadet in an enclosed space unless that space has a glass wall, window or other opening allowing continued visual contact by another adult
- never remove any item of clothing from a cadet's body unless necessary for the cadet's immediate safety to prevent serious harm (eg. to administer emergency first aid).
- refrain from swearing or use any language considered derogatory towards others or that may cause offence

ADULT MEMBERS WILL CONTRIBUTE TO THE PERSONAL SAFETY OF CADETS

- Adult members are required to contribute to the personal safety of cadets by reporting inappropriate behaviour, misconduct or criminal activity.
- Any adult member who witnesses or gains information about the misconduct of another member that may jeopardise a child's personal safety must promptly report this to the Officer Commanding Unit.
- Any adult member who becomes aware that another member has behaved towards a cadet or cadets in ways that contravene any requirement in this *Code of Conduct for Personal Safety* must promptly inform the Officer Commanding Unit.

COMPLAINT PROCEDURE

1. OVERVIEW

- 1.1 A range of options are available to help resolve a complaint. These should be offered to the complainant as appropriate to the nature of the complaint.
- 1.2 The options outlined are for the resolution of issues within the League but may be applied (where appropriate) for complaints relating to persons or occurrences external to the Organisation.
- 1.3 Where cadets complain about any issue external to the League, parents or caregivers should be notified of the complaint. It is preferable that the cadet themselves advise their parent/s or caregiver/s. Therefore the person hearing the complaint should advise the cadet to take this action and offer support to do so. There may be certain circumstances where this is not appropriate, for instance where a child is thought to have been abused by the parent or caregiver. Under these circumstances, the person hearing the complaint must immediately follow the line system of management to notify the Group Executive Commissioner.
- 1.4 The person first hearing the complaint acts only as a point of contact, outlines the options and helps resolve minor issues. This person does not mediate or discipline. Care must be taken not to ask leading questions.
- 1.5 Members should not be forced into choosing an option with which they are uncomfortable. If forced, the communication with the member and their trust in the complaint process may be undermined. In serious cases, authorities may need to be advised and the complainant must be made aware of the League's responsibility to do so.
- 1.6 If a serious complaint is made then the person hearing the complaint must immediately consult with a senior officer to discuss the most appropriate action to be taken.
- 1.7 At all times complainants should be assured of support to address the issue. In cases where the person hearing the complaint believes it is necessary to consult with a senior officer, then the complainant must be advised of the intention to do so.
- 1.8 There may be times when a complaint may be made by someone who is offended by behaviour not necessarily targeted at them personally, or someone who is concerned for the personal safety of another member. In such cases it may not be necessary to make specific allegations but simply to register an "Expression of Concern" with the Officer Commanding Unit so he or she can monitor, or deal with the situation as appropriate.
- 1.9 Where, during an investigation into a complaint, there are reasonable grounds to suspect that the complaint has not been made in good faith, the investigation may be ceased and the complainant must be advised of this action with reasons to support the decision to cease an investigation.
 - 1.10 Parents and caregivers must be notified where:
 - their child is perpetrating serious or recurring harassment, bullying or abuse; or
 - their child is involved in any way in a complaint of child abuse or sexual abuse, except where a parent is the alleged perpetrator.

MATTERS OF A SERIOUS NATURE OR POSSIBLE CRIMINAL OFFENCE MUST BE REPORTED IMMEDIATELY TO THE GROUP EXECUTIVE COMMISSIONER WHO WILL IN TURN NOTIFY THE CHIEF COMMISSIONER. ALL CRIMINAL OFFENCE ALLEGATIONS WILL BE REPORTED PROMPTLY TO THE APPROPRIATE AUTHORITIES.

2 OPTIONS

The following options are for discussion with the complainant. Any option may be chosen by the complainant at any time. Informal options are suggested for minor issues.

For serious complaints, the complainant must be advised to employ a formal option where appropriate. The Officer Commanding Unit should be consulted if the person hearing the complaint is uncertain of the advice to be given to a complainant.

A timeline for action should be determined in conjunction with the complainant.

2.1 Informal Options

These options are not applicable to complaints that may constitute a criminal offence or lead to criminal action.

2.1.1 Taking no action

Complainants may request that no action against the perpetrator be taken. Where this occurs the complainant should be advised that it is very unlikely that the offensive behaviour will cease unless the perpetrator is confronted with his or her actions. The emphasis should be on guiding the perpetrator to change the offending behaviour and that the complainant should not feel guilty for having been harassed, bullied or abused.

2.1.2 Personal Resolution - One to One

This option involves direct communication between the complainant and the alleged perpetrator and usually applies when the complainant has not previously undertaken this action. Where this option is preferred, the complainant must realise that he or she will have to clearly communicate to the perpetrator that the offending behaviour or actions are threatening the complainant's feeling of personal safety. It may be necessary to demonstrate to the complainant the type of assertive language required to do this.

2.1.3 Mediation

A complainant may request that mediation be conducted. The mediator must be an adult member and in all cases, the mediator must be someone other than the person who received the complaint.

It is important that the nominated mediator feels confident to facilitate the process. In most cases this would be the Officer Commanding Unit or nominee. A member from another unit or Group staff member may mediate.

If an adult member is requested to mediate on an issue external to League, the decision must be discussed with a senior officer. It would normally be

more appropriate that the League not become directly involved in external matters requiring mediation.

Principles of natural justice apply in mediation requiring the mediator to:

- advise the perpetrator of the nature of the complaint and how serious the allegations are considered to be
- objectively and impartially examine the evidence
- allow each person to be heard and be given equal opportunity to respond
- model fair and just practices

A decision must be made as to whether the parents or caregivers of the member should be present for the mediation process. This decision must be discussed with the Officer Commanding Unit. It is expected that in serious cases, or where inappropriate behaviour is recurring, that parents/caregivers would be requested to be present.

2.1.4 Direct Intervention

Direct intervention may be applied where the complainant is not able to utilise any other informal options.

It is preferred that someone other than the person who received the complaint undertake the intervention. A second adult person should be present during interventions.

2.2 Formal Options

Formal options are usually taken where the behaviour is recurrent or is more serious in nature and may lead to, stand-down, suspension or dismissal from the League of the offender. Where disciplinary action is necessary such action must be taken in accordance with the Australian Air League Manual.

For serious complaints of threat to *Personal Safety* external to the League, the Group Executive Commissioner, will support and advise the member of the most appropriate action to be taken.

MATTERS OF A SERIOUS NATURE OR POSSIBLE CRIMINAL OFFENCE MUST BE REPORTED IMMEDIATELY TO THE GROUP EXECUTIVE COMMISSIONER WHO WILL IN TURN NOTIFY THE CHIEF COMMISSIONER. ALL CRIMINAL OFFENCE ALLEGATIONS WILL BE REPORTED PROMPTLY TO THE APPROPRIATE AUTHORITIES.

2.2.1 Disciplinary Procedures

Section Five of the Australian Air League Manual details the processes to be followed where disciplinary action is taken against a member of the League. Options include stand-down, suspension or dismissal.

In all cases involving the application of a disciplinary process the action/s taken must be in accordance with those specified in the Australian Air League Manual. Australian Air League disciplinary processes in no way exonerate, or excuse the member, nor the League from following the proper process of law, and where required such actions will be reported to

the appropriate civil authorities.

3. NATURAL JUSTICE

3.1 Although this policy is primarily concerned with the rights of persons complaining about threats to personal safety, the principles of natural justice must apply. An alleged perpetrator therefore has the same rights as another person.

3.2 The person accused must be afforded the following rights:

- to be informed of the complaint against them
- to be treated fairly
- to make a response
- to have the matter treated confidentially
- to have the matter heard by an impartial person
- to seek advice from a senior officer of the League

4. RECORDING COMPLAINTS

4.1 The person hearing the complaint should record, in writing, the following:

- name of the complainant
- date and time of the complaint
- brief outline of the complaint
- options chosen by the complainant
- any negotiated timeframe

4.2 Records are made for the purpose of ensuring that the situation is not left to a recall of memory. These records must be kept secure to ensure confidentiality.

4.3 The officer hearing the complaint must not ask leading questions.

**UNITED NATIONS DECLARATION OF THE RIGHTS OF THE CHILD (1959)
(Principles 1, 2, 8, 9, 10)**

Proclaims this Declaration of the Rights of the Child to the end that he may have a happy childhood and enjoy for his own good and for the good of society rights and freedoms herein set forth, and calls upon parents, upon men and women as individuals, and upon voluntary Organisations, local authorities and national Governments to recognise these rights and strive for their observance by legislative and other measures progressively taken in accordance with the following principles:

Principle 1

The child shall enjoy all the rights set forth in this Declaration. Every child, without exception whatsoever, shall be entitled to these rights, without distinction or discrimination on account of race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status, whether himself or of his family.

Principle 2

The child shall enjoy special protection, and shall be given opportunities and facilities, by law and by other means, to enable him to develop physically, mentally, morally, spiritually and socially healthy and normal manner and in conditions of freedom and dignity. In the enactment of laws for this purpose, the best interests of the child shall be the paramount consideration.

Principle 8

The child shall in all circumstances be among the first to receive protection and relief.

Principle 9

The child shall be protected against all forms of neglect, cruelty and exploitation. He shall not be the subject of traffic, in any form.

Principle 10

The child shall be protected from practices which may foster racial, religious and any other form of discrimination.

DEFINITION OF TERMS

The following terms used in the *Personal Safety Policy and Complaint Procedure* document are defined within the context of that document.

abuse: ill treatment of a person that endangers their physical or emotional well being

agreed time frame:

a reasonable period of time negotiated with the complainant to take action on a complaint

assault: A person assaults anyone if without the other person's consent applies force to the other person, or by a bodily act or gesture attempts or threatens to apply force to the other person, and is able to, or appears to be able to apply the force

auspices: the "banner" (of Australian Air League Inc)

bullying: the act of being overbearing or aggressive with another person to gain power over that person

caregiver: a person who acts in the capacity of a parent

child abuse: any act of omission or commission that endangers or impairs a child's physical or emotional health and development. It includes physical abuse or non-accidental injury, emotional abuse, neglect, and sexual abuse and exploitation

child neglect:

the continued failure to provide a child with the basic necessities of life – food, clothing, shelter, emotional security, medical and dental care, hygiene and adequate supervision – need for a child's optimum growth and development, and failure to use available resources to meet those needs. Cultural sensitivity must be taken into account.

complainant: the person making a complaint

criminal offence:

is punishable by law. If charged, the accused is tried in a court, and if found guilty, may be sentenced to prison

equal access:

where everyone has the same access to, or use of resources, services, or opportunities

equity: of being fair and impartial in the treatment of others to ensure equal opportunity, access and participation

external: all happenings outside the league i.e. the wider community

harassment: any unwelcome behaviour, which makes a person feel uncomfortable or threatened

line management:

applied to management structure of Australian Air League Inc

mediation: process where the complainant and the alleged perpetrator have a third, neutral person to help bring about an agreement or reconciliation

non-coercive:

reasonable behaviour that does not seek to influence another person to act in a way clearly against his/her wishes

non-discriminatory (language):

that which values all people and is not based on different attributes of people e.g. put downs, sexist and racist comments may be considered discriminatory and unlawful under Australian legislation

perpetrator:

the person who is alleged responsible for an inappropriate behaviour

personal safety:

where people feel safe and protected in all aspects of their personal life. This requires that rights and responsibilities of individuals are understood and respected

safeguard: to protect or keep safe

safe learning, working or personal environment:

an harassment free environment and one in which people feel their personal safety is maintained

strategy: a planned procedure or action

substance abuse:

the use of illicit substances or licit substances not in accordance with prescriber intentions, or consumed in excess of safe levels and inhaled volatile substances

the League: same as Australian Air League Inc

unlawful: breaking the law but not as a criminal offence. A hearing may occur and usually facilitated by a tribunal e.g. Human Rights and Equal Opportunity Commission. Punishment may include a public apology and/ or a fine

vicarious liability:

Australian Air League Inc can be held vicariously liable for the actions of its members while they are performing duties on behalf of the League. This means that if legal action is taken then ultimately the League, not individual members, will be liable.

victim: a person who has allegedly received ill treatment or been treated unfairly