



| | |
|------------------------------|--|
| Name of Policy | Child Safe Policy |
| Description of Policy | The aim of the policy is to promote good practice, provide children and young people with appropriate safety/protection whilst in the care of Bayside Warriors Basketball Inc. |
| Policy Status | New Policy Revision of existing policy |

| | |
|--------------------------|------------|
| Policy written by | Beth Evans |
|--------------------------|------------|

| | |
|------------------------------------|-------------------------------|
| Policy Reviewed by | Vy Tran |
| Policy Reviewed date | 15 th January 2023 |
| Policy Approved by | |
| Date of next policy review* | 15 th January 2024 |

* Unless otherwise indicated, this policy will still apply beyond the review date.



TABLE OF CONTENTS

| | |
|--|---|
| Policy Purpose | 3 |
| Scope of Policy | 3 |
| Policy Statement | 3 |
| Introduction | 3 |
| Promoting Good Practice | 4 |
| Children’s Rights to Safety and Participation | 4 |
| Identify and Analyse Risk of Harm | 4 |
| Adherence to the Codes of Conduct | 5 |
| Training and Supervision | 5 |
| Club Welfare Officer | 5 |
| Screening and Recruitment | 6 |
| Interview, Induction and Training for Personnel | 6 |
| Fair and Just Procedures for Staff | 7 |
| Privacy | 7 |
| Legislative Responsibilities | 7 |
| Risk Management | 7 |
| Regular Review | 7 |
| Child Safe Standards Contacts | 8 |



Policy Purpose

The aim of the policy is to promote good practice, provide children and young people with appropriate safety/protection whilst in the care of Bayside Warriors Basketball Inc and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

Scope of Policy

This policy applies to all staff and volunteers engaged in Bayside Warriors Basketball Inc activities.

Policy Statement

Bayside Warriors Basketball Inc (BWB) is committed to the following:

- the welfare of the child is paramount. BWB is committed to the safety, participation, and empowerment of all children.
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in basketball in a fun and safe environment
- taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- all BWB Staff, Committee members and volunteers who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- working in partnership with parents and children is essential for the protection of children

Introduction

Everyone who participates in our clubs' activities is entitled to do so in an enjoyable and safe environment. BWB has a moral and legal obligation to ensure that, when given responsibility for young people, coaches, committee members, volunteers, and parents provide them with the highest possible standard of care.

BWB is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.



The aim of the policy is to promote good practice, provide children and young people with appropriate safety/protection whilst in the care of BWB and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

Child: The words 'child' and 'children' in this guide refer to children and young people up to the age of 18 years. This definition is consistent with the national framework, Creating Safe Environments for Children – Organisations, Employees and Volunteers, the Commission for Children and Young People Act, the Child Wellbeing and Safety Act 2005 and the Children, Youth and Families Act 2005. The term 'child' in this guide is inclusive of anyone under 18 years of age. Not utilising the term 'young people' is not intended to diminish any emphasis on, or acknowledgement of, the safety risks to older children or teenagers.

Promoting Good Practice

To provide children with the best possible experience and opportunities in basketball everyone must operate within an accepted ethical framework such as The Codes of Conduct.

It is not always easy to distinguish poor practice from abuse. It is therefore **NOT** the responsibility of employees or participants in basketball to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child.

Children's Rights to Safety and Participation

BWB is committed to the safety and wellbeing of all children accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is always maintained.

BWB also promotes the involvement and participation of children and young people in developing and maintaining child-safe environments.

We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our association, and people from all walks of life and cultural backgrounds are welcome.

In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

Identify and Analyse Risk of Harm

BWB will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer, official, parent, player or another person.



Adherence to the Codes of Conduct

BWB will ensure that all adults are aware of and adhere to the organisation's Codes of Conduct that specify standards of conduct and care when dealing and interacting with children particularly those in the club's care. The club will also implement a code of conduct to address appropriate behaviour between children.

All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the Codes of Conduct.

Training and Supervision

Training and education is important to ensure that everyone in our club understands that child safety is everyone's responsibility.

Our club culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand our club's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to BWB code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Commission for Children and Young People and Victoria Police, depending on the severity and urgency of the matter.

Club Welfare Officer

It is not the responsibility of anyone working for BWB in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspensions of abuse occurring within our organisation's activities and to allegations/suspensions that abuse is taking place elsewhere.

BWB will ensure that a club Welfare Officer is appointed to look over matters concerning child safety and abuse. We expect our members and staff to discuss any concerns that they may have about the welfare of a child **IMMEDIATELY** with the nominated club welfare officer. The club welfare officer will ensure that the concerns/incident reported to him remain confidential and that the identity of the person reporting the concern/incident is not revealed.

The club welfare officer will be required to report all the incidents noted by him to the appropriate authority at Basketball Victoria who will then ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.



Screening and Recruitment

BWB ensures that all reasonable steps are taken to engage the most suitable and appropriate people to work with children. This is achieved using a range of screening measures. Such measures help us minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

BWB develops selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers, we have ethical as well as legislative obligations.

BWB actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the Working with Children Check website <www.workingwithchildren.vic.gov.au> for further information.

Interview, Induction and Training for Personnel

Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers will receive formal or informal induction during which:

- A check will be made that the application form has been completed in full, including sections on criminal records and self-disclosures
- Their qualifications will be substantiated
- The job requirements and responsibilities will be clarified
- They will sign up to the club's Codes of Conduct and the Member Protection Declaration
- Child Protection Procedures will be explained, and training needs will be identified e.g. basic child protection awareness

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children



Fair and Just Procedures for Staff

The safety and wellbeing of children is our primary concern. We are also fair and just to staff.

The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, officials, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative Responsibilities

Our club takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so. Any staff who are mandatory reporters must comply with their duties.

Risk Management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

Regular Review

This policy will be reviewed annually. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.



Child Safe Standards Contacts

Gerry Glennen

Governance and Operations Manager/Solicitor

☎ [03 9837 8000](tel:0398378000)

✉ gerry.glennen@basketballvictoria.com.au

The Department of Health & Human Services

Governance and Operations Manager/Solicitor

☎ [0390960000](tel:0390960000)

✉ childsafestandards@dhs.vic.gov.au

🌐 www.dhs.vic.gov.au

The Commission for Children and Young People

☎ [0386015281](tel:0386015281)

✉ childsafestandards@ccyp.vic.gov.au

🌐 <https://ccyp.vic.gov.au/child-safe-standards/>

VicSport

☎ [0396988109](tel:0396988109)

✉ admin@vicsport.com.au/

🌐 <https://vicsport.com.au/>