



# Club policy

---

## Child Safety

### **Purpose**

The Ivanhoe Knights is a not-for-profit-community basketball club for children and young people in the Ivanhoe and surrounding Darebin and Banyule Council areas.

This policy was written to demonstrate the strong commitment of our People to child safety and wellbeing and to provide an outline of the practices we have developed to seek to keep children safe from harm.

We ask parents to assist the Club in ensuring their child's safety and wellbeing by adhering to the 'Parent Responsibilities' below.

### **Commitment to Child Safety and Inclusion**

All children who participate in our Club's activities have a right to feel safe and participate in the game of basketball in an encouraging environment. The welfare of the children at our Club will always be our first priority and we have a zero-tolerance of bullying, harassment or discrimination and any form of child abuse. The Club aims to create a child safe and friendly environment where children feel safe and can have fun whilst learning about and playing the great game of basketball.

The Ivanhoe Knights is also committed to the principle of cultural safety and inclusion of children from diverse backgrounds and seeks to encourage participation by those with different abilities and consistent with their identity in accordance with the Codes and Policies of the Eastern Districts Junior Basketball Association (EDJBA) and Basketball Victoria.

### **Development of this Policy and Scope**

This policy was developed in collaboration with our People and it applies to them.

### **Children's rights to Safety and Participation**

The Club encourages children to express their views or concerns about their safety or wellbeing within the Club environment. We will listen to their concerns or suggestions, especially on matters that directly affect them.

The Ivanhoe Knights values the voices of children and will act on concerns raised by children or their parent or guardian in regards to their safety and wellbeing within the Club environment.

### **Valuing Diversity**

We value diversity and do not tolerate any discriminatory practices. To achieve this, we welcome the participation and empowerment of:

- Aboriginal children and their families
- children who are from culturally, religiously and/or linguistically diverse backgrounds and their families
- same-sex attracted, intersex and gender diverse children and their families.

## Recruiting of Coaches, Staff and volunteers

The Ivanhoe Knights applies the following steps in the recruitment and screening of the following of our People staff and volunteers.

**Committee Members** are required to:

- have a current Working With Children Check (**WWCC**) and sign a Basketball Victoria Statutory Declaration/Member Protection Declaration.
- comply with all Club policies and Codes of Conduct.

**Coaches** are required to:

- register as a coach on the PlayHQ database via the Club's website. The registration process ensures that our coaches agree to abide by the policies and procedures that govern the Club, including the EDJBA/Basketball Victoria Coaches Code of Conduct.
- provide their WWCC details when registering as a coach and to sign a Basketball Victoria Statutory Declaration/Member Protection Declaration.
- comply with all Club policies and Codes of Conduct.

**Our Staff** are required to:

- have a current WWCC and sign a Basketball Victoria Statutory Declaration/Member Protection Declaration.
- comply with all Club policies and Codes of Conduct.

**Parent Team Managers** will, over the next 18 months, be encouraged to consider obtaining a WWCC. However, it will not be mandatory unless and until it is required by law for parents of children playing in a team who perform this type of role.

**WWCCs expiry dates** are reviewed each season.

## Supporting staff and volunteers and the Code of Conduct

The Club seeks to attract and retain the best Coaches, staff and volunteers and is committed to promoting this policy to them.

Further, the Club asks them to abide by the EDJBA and Basketball Victoria's Codes of Conduct.

## Child Welfare Officer

Ivanhoe Knights has appointed Rebecca Bolton as the Child Welfare Officer with the specific responsibility for receiving any Complaints made under this Policy. Her contact details are [childwelfare@ivanhoeknights.org](mailto:childwelfare@ivanhoeknights.org)

## Complaints Reporting Procedures

- (a) If a Member, coach, staff, child, parent, guardian or volunteer has a concern relating to potential child abuse or other criminal conduct it should be IMMEDIATELY reported directly by them to the police and/or the child protection authorities as appropriate. Helpful contact details are:

<b>Victoria Police</b>	<b>Department of Human Services</b>
Non-urgent police assistance Ph: (03) 9247 6666 <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>	<a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a> Ph: 131 278

- (b) Subject to the above, all Members, coaches, staff, children, Parents and volunteers are expected to raise any Complaints that they may have about the safety, welfare, Harassment, Discrimination or abuse of a child within the Club environment IMMEDIATELY with the Child Welfare Officer.
- (c) If a Complaint involving potential child abuse or other criminal conduct is received by the Club's Child Welfare Officer, the Club will generally be obliged by law IMMEDIATELY to report it to the police and/or child protection authorities.
- (d) The Club may seek the guidance of the EDJBA or Basketball Victoria to ascertain whether or not any person the subject to any Complaint should continue to play a role in the Club pending the outcome of any inquiry or investigation. This may require the temporary standing down of the person the subject of the Complaint in certain circumstances, subject to their right to be accorded natural justice and the presumption of innocence.

A Complaint Form is attached to this policy. We suggest this form be used, although we will accept other forms of Complaint as appropriate (such as by email or verbally), as long as sufficient detail and evidence is provided.

Any Complaints raised with the Child Welfare Officer or Committee will be taken seriously and in accordance with the Club's duty of care to its Members and participants. We will also confer with a Complainant about how they would like a Complaint handled (such as formally or informally), but reserve the right to proceed in accordance with our rights and obligations. If an investigation is undertaken by the Club (or its nominee) it will be managed sensitively (as the circumstances reasonably require) in accordance with legislative requirements and the rules of natural justice. This will often require the person the subject of the Complaint to be notified and be given a right to respond. Complaints will be monitored by the Child Welfare Officer and Committee as appropriate.

The Club may seek the assistance of an external adviser or investigator in appropriate circumstances. We ask Our People to co-operate with any such person.

## **Prudent Practices and Parent Responsibilities**

The Club recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur. To seek to reduce the risk of child abuse occurring, adults to whom this policy applies should seek to avoid direct, unsupervised physical or other contact with children of others (without that child's Parent's consent). For example, this should be a consideration when:

- Accessing change room facilities
- Using accommodation or overnight stays
- Undertaking travel
- Communicating with children
- Coaching or managing children

Parents can also do their bit:

- Do not leave your child unsupervised before or after training and games.
- Notify the Team Manager (or Coach if necessary) if you are running late to pick up your child.
- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.

- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## Reviewing this Policy

This policy will be reviewed every two years and we undertake to seek the views, comments and suggestions from children, parents, coaches, staff and volunteers involved with the Club.

## Definitions

**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 a 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.

**Child abuse** involves conduct which puts children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms, including verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- physical abuse by hurting a child or a child's development.
- sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature.
- emotional abuse by ill-treating a child.
- neglect.

**Complaint** means a complaint made pursuant to this policy.

**Discrimination** means treating or proposing to treat someone less favourably because of a particular characteristic in the same or similar circumstances in certain areas of public life (Direct Discrimination), or imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics (Indirect Discrimination). The characteristics covered by discrimination law across Australia includes:

- Age;
- Disability;
- Family/carer responsibilities;
- Gender identity/transgender status;
- Homosexuality and sexual orientation;
- Irrelevant medical record;
- Irrelevant criminal record;
- Political belief/activity;
- Pregnancy and breastfeeding;
- Race;
- Religious belief/activity;
- Sex or gender;
- Social origin;
- Trade union membership/activity.

**Harassment** is any type of behaviour that the other person does not want and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and a reasonable person would recognise it as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment is sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or some other personal characteristic protected by law (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment.

Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal, and includes electronic cyber communication.

**Member** means a Member of the Club.

**Our People** means the Club's Committee, Coaches, staff, Parents, volunteers and Members.

**Parent** includes a guardian.

# Complaint Form

**Attention: Ivanhoe Knights Basketball Club Inc:** [childwelfare@ivanhoeknights.org](mailto:childwelfare@ivanhoeknights.org).

Name of Person Receiving Complaint? (Committee/Child Welfare Officer/Other)	
Date Complaint made?	/ / 20 (day/month/year)
Method of Complaint? (email, phone etc)	
Your/Complainant's Name?	
Role/Status?	
If a child is involved, what is your (the Complainant's) relationship to them?	
Where did the alleged Incident take place?	
Date of alleged Incident?	
What are the facts and circumstances relating to the alleged Incident?	
What evidence is there of alleged Incident? (such as documents or names of witnesses if any)	
What is the nature of the Complaint? (its category or basis, such as Harassment, Bullying etc)	
What do you (the Complainant) want to happen to resolve the issue?	
Do you (the Complainant) wish to have the Complaint handled formally or informally? (please specify)	
What other information do you (the Complainant) have that is relevant?	
Have you (the Complainant) notified the Police or relevant Authority (if relevant)?	