



KDBA CHILD SAFEGUARDING POLICY

POLICY DOCUMENT:	KDBA Child Safeguarding Policy
POLICY VERSION:	1.0
DATE APPROVED:	9 October 2024
NEXT REVIEW DATE:	9 October 2026
RELATED POLICIES:	KDBA Member Protection Policy KDBA Complaints Policy Basketball Australia Child Safeguarding Policy
SUPPORTING DOCUMENTS:	KDBA Code of Conduct

Introduction

Basketball has a zero-tolerance policy for child abuse and neglect in any form.

Kalamunda & Districts Basketball Association (“KDBA”) is committed to safeguarding and promoting the welfare of Children in basketball by providing a safe and inclusive environment. We also want to ensure that everyone involved in basketball is educated and informed of their responsibilities to protect and look after Children.

All Children have the right to feel safe and protected from all forms of abuse, harm, and neglect and to take part in sports in a safe, positive, and enjoyable environment. KDBA aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved in our club.

As a Basketball Australia Member Organisation, KDBA has chosen to adopt the Child Safeguarding Policy developed by Basketball Australia (BA). This document summarises that Policy and the full BA Policy can be viewed using the link above.

The Policy seeks to ensure that everyone involved in our sport is aware of their rights and responsibilities in relation to Children. It sets out the minimum standards of behaviour expected of those involved in basketball and the behaviours that are not acceptable (‘Prohibited Conduct’).

It outlines how any complaints or matters arising under this Policy will be dealt with, including how KDBA should respond to allegations of Prohibited Conduct. This includes reporting suspected Child Abuse to the appropriate authorities, implementing a commitment to child safety and adopting a range of child-safe practices.

Adopting this Policy is part of KDBA’s proactive and preventative approach to upholding its commitment to the safety, well-being, participation and empowerment of all Children who access our basketball services.



1. OVERVIEW

The Child Safeguarding Policy is designed to protect children in sport by putting in place rules and processes to ensure sporting environments are inclusive, positive and safe for all children, all the time.

The Policy includes:

- clear definitions of Prohibited Conduct;
- a list of mandatory child-safe practices;
- recruitment and screening requirements;
- a procedure outlining how to respond to child abuse allegations and report possible Prohibited Conduct; and
- a child safe commitment.

2. DEFINITIONS

Terms not otherwise defined in this document have been defined in and have the meaning given to them, in the Basketball Australia Child Safeguarding Policy (“Policy”). Refer to the Policy for a full list of definitions.

3. JURISDICTION

Who does the Policy apply to?

3.1 The Policy applies to all Participants, which includes members of KDBA (Relevant Persons) and KDBA itself (Relevant Organisation).

When does the policy apply?

3.2 All parties must comply with this Policy at all times when they have dealings with a child while participating in basketball activities.

3.3 Interactions involving a Participant and a Child where there is no direct or indirect link to basketball activities or KDBA is not within the scope of this Policy.

4. REQUIREMENTS

Requirements of Relevant Persons

4.1 Participants must always:

- 4.1.1 comply with the requirements of Responding to Child Abuse Allegations and comply with the Child Safe Practices, as set out in Annexures A and B of the Policy;
- 4.1.2 report any concerns or allegations of Prohibited Conduct involving any Participant to KDBA in accordance with the Complaints Policy;



- 4.1.3 provide true and accurate information during Recruitment & Screening;
- 4.1.4 comply with all obligations that they are subject to under the Australian Child Protection Legislation; and
- 4.1.5 comply with all legislative obligations that they are subject to in relation to reporting suspected Child Abuse or a Working With Children Check.

Requirements of Relevant Organisations

4.2 As a Relevant Organisation, KDBA must always:

- 4.2.1 adopt, implement, and comply with the Child Safe Commitment, Child Safe Practices and Recruitment requirements outlined in the Policy, including reviewing and amending those requirements from time to time;
- 4.2.2 comply with the “Responding to Child Abuse Allegations” in Annexure B of the Policy;
- 4.2.3 use best efforts to assist Participants to fulfil their responsibilities under this Policy and relevant State legislation; and
- 4.2.4 take all necessary steps to recognise and enforce any Sanction imposed under this Policy.

5. PROHIBITED CONDUCT

5.1 The following actions or behaviours are breaches of the Policy:

- **Child Abuse** including physical, emotional, psychological and sexual abuse, as well as neglect and exposure to family violence;
- **Grooming;**
- **Misconduct with a child** including age-inappropriate behaviour, or behaviour which places the child at risk of harm;
- **Asking a child to keep any communication secret;**
- **Supplying alcohol or drugs (including tobacco) to a child;**
- **Supplying medicines**, except where: – permitted by law or with the consent of the parent, guardian or carer of the child; and – under a valid prescription for that child; and – at the prescribed dosage;
- **Failing to comply with recruitment and screening requirements;**
- **Failing to report a breach of Prohibited Conduct;** and



- **Breaching any of the child-safe practices** that cover actions such as photographing/filming children, travel arrangements, overnight stays, change room arrangements, electronic and online communications, discipline and physical contact, amongst others.

The full definitions of Prohibited Conduct and child safe practices are available in the Policy.

6. REPORTING

What is the reporting process?

Step 1: If a person is in immediate risk or danger, call Police on 000.

Step 2: If you suspect, on reasonable grounds that a child has been, or is at risk of being harmed, you must report it to the police and/or the relevant state/territory child protection agency.

Step 3: Where there is an Alleged Breach that occurred during a KDBA basketball activity, report all relevant information to KDBA in accordance with the Complaints Policy.

Refer to Annexure A for a detailed response approach when there is suspected Prohibited Conduct.

7. BREACH OF POLICY

What happens if someone commits a breach of the Policy?

- 7.1. Any alleged Prohibited Conduct that is reported to KDBA will be managed under the Complaints Policy. The matter may be dealt with by KDBA or escalated to Basketball WA, as outlined in the Complaints Policy.
- 7.2. Possible outcomes could include Sanctions ranging from a warning or mandatory education to a ban from basketball. Criminal conduct will be managed outside of this process by law enforcement.

8. DISCLAIMER

This document does not replace the Basketball Australia Child Safeguarding Policy. The Basketball Australia Policy applies and overrules this document in any instances.



ANNEXURE A: RESPONDING TO CHILD ABUSE ALLEGATIONS

YOU MUST ACT: As a person involved in Basketball Activities you play a crucial role in protecting Children. You must follow the four actions set out below when responding to any Child Abuse allegations.

ACTION 1 – RESPONDING

If a Child is at risk of immediate harm, you must ensure their safety by:

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child and others involved;
- Identifying an appropriate contact person for any on-going liaison with the Police.

If there is no immediate harm, go to Action 2 below.

ACTION 2 – REPORTING

If you suspect, on reasonable grounds that a Child was, or is at risk of being abused and/or neglected, you must report it to the police and/or the relevant State/Territory child protection agency. If the alleged Child Abuse occurred in a KDBA Basketball Activity, it must be documented and reported to KDBA.

ACTION 3 – CONTACT

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/guardians, and who should lead this contact (i.e. police, child protection department, Basketball WA or KDBA representative). This could include advice regarding contacting the parents/guardians and providing agreed information as soon as possible.

ACTION 4 – SUPPORT

Support should be provided to any Child that has experienced abuse, but do not attempt to provide support that is outside the scope of your role. Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.

This information needs to be well documented and shared with any required contact, including wellbeing or healthcare professionals who may be involved in providing further support for the Child.



ANNEXURE B: CHILD SAFE COMMITMENT AND PRACTICES

CHILD SAFE COMMITMENT STATEMENT

Note: This a summary of the Basketball Australia Child Safe Commitment Statement – please refer to Annexure B of the Basketball Australia Policy for complete information.

KDBA is committed to ensuring the safety and wellbeing of all Children that are involved in our sport. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices.

1. We are committed to keeping Children safe
2. We promote equity and respect diversity
3. Our staff and volunteers know the behaviour we expect
4. We minimise the likelihood of recruiting a person who is unsuitable
5. Induction and training are part of our commitment
6. We encourage the involvement of Children and their parents
7. Our staff and volunteers understand their responsibility for reporting child abuse
8. We maintain and improve our policies and practices

CHILD SAFE PRACTICES

KDBA is committed to safeguarding everyone involved in our organisation including Children, ensuring that they feel and are safe. Child Safe Practices have been developed to identify and prevent behaviour that may be harmful to Children in basketball.

A breach of the Child Safe Practices is a breach of the Child Safeguarding Policy and will be managed by KDBA in accordance with the Complaints Policy.

There may be exceptional situations where aspects of the Child Safe Practices do not apply, for example in an emergency it may be appropriate to physically restrain a child. However, it is crucial that, where possible, you seek authorisation prior to taking action that does not comply with these standards or that you notify KDBA as soon possible after any incident in which these standards are not complied with.

1. Sexual misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of Children. This encompasses the entire range of actions that would reasonably be considered to be sexual in nature.



2. Professional Boundaries

Participants must act within the scope of their role when working with Children who are involved or have been involved in our sport. They must not:

- (i) provide any form of support to a child or their family unrelated to the scope of their role;
- (ii) exhibit any type of favouritism towards a Child;
- (iii) transport Children unless specifically approved in writing by the Child's Parent or Guardian;
- (iv) give gifts/presents to Children other than the provision of official awards;
- (v) engage in open discussions of a mature or adult nature in the presence of Children;
- (vi) discriminate against any Child, including on the basis of gender identity, culture, race or disability;
- (vii) have one on one contact with a Child outside of Basketball Activities (includes direct contact such as in-person as well as indirect, such as by phone, or online);
or
- (viii) accept an invitation to attend any private social function at the request of a Child or their family, where there is no existing social, personal, or family relationship.

If a Participant becomes aware of a situation in which a Child requires assistance that is beyond the confines of that person's role, they should undertake any or all of the following at the earliest opportunity:

- refer the matter to an appropriate support agency;
- refer the Child to an appropriate support agency;
- contact the Child's parent or guardian;
- seek advice from KDBA.

3. Use of language and tone of voice

Language and tone of voice used in the presence of Children should:

- (a) provide clear direction, boost their confidence, encourage, affirm them, or constructively highlight opportunities for individual or team improvement; and
- (b) not be harmful to Children e.g. discriminatory, derogatory, threatening, profane or sexual.



4. Positive guidance (Discipline)

Children participating in our sport will be made aware of the acceptable limits of their behaviour so that we can provide a positive experience.

Participants must use appropriate techniques and behaviour management strategies to ensure:

- (a) an effective and positive environment;
- (b) the safety and/or well-being of Children and Participants;
- (c) strategies that are fair, respectful, and appropriate to the developmental stage of the Children involved; and
- (d) clear directions and opportunities to redirect their behaviour in a positive manner.

Under no circumstances are Participants to take disciplinary action involving physical (corporal) punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

5. Supervision

- (a) Children participating in our sport programs and services must always be supervised. Supervision must be constant, active, and diligent and requires Participants to always be in a position to observe each Child, respond to individual needs and immediately intervene if necessary.
- (b) One-to-one unsupervised situations with Children should be avoided, however some services and programs may involve such circumstances. These situations will need to be identified, approved and recorded by KDBA.
- (c) Any incident of unapproved one-to-one unsupervised contact should be reported to KDBA management as soon as possible, preferably within 24 hours of the incident occurring.

6. Use of electronic or online communications

- (a) For any electronic or online communication with Children in our sport a parent or guardian must be sent or copied into all communication.
- (b) When communicating with Children, KDBA and Participants must ensure content is:
 - (i) directly associated with delivering our services, such as advising that a scheduled event is cancelled;
 - (ii) concise with personal or social content limited only to convey the message in a polite and friendly manner;



- (iii) devoid of any sexualised language; and
- (iv) not promoting unauthorised social activity or contact.

7. Photographs of Children

- (a) Children are to be photographed or videoed while involved in our sport only if the context is directly related to participation in our sport, the Child is appropriately dressed and posed and the image is taken in the presence of others.
- (b) Participants must not distribute images or videos (including as an attachment to an email) to anyone outside their organisation other than to the Child photographed or their parent or guardian, without organisational knowledge and approval.
- (c) Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others and will be destroyed or deleted as soon as they are no longer required.
- (d) Images are not to be exhibited online or in publications without organisational knowledge and approval.

Nothing in this provision is intended to restrict parents or guardians from reasonably photographing their own child's participation in basketball. When taking their own photographs, parents and guardians should be mindful of other children and respect the wishes of any parents or guardians who may not want their child to be photographed by other parents or guardians.

8. Physical contact with Children

Any physical contact with Children must be appropriate to the delivery of our sport programs or services and based on the needs of the Child, such as assisting with the use of equipment, technique, treatment by a health practitioner or administering first aid.

Under no circumstances should Participants have contact with Children participating in our programs and services that:

- (a) involves inappropriate touching or would appear to an observer to have a sexual connotation, other than as part of delivering medical or allied health services;
- (b) is intended to cause pain or distress to the Child (e.g. corporal punishment);
- (c) is overly physical (e.g. wrestling, horseplay, tickling or other roughhousing);
- (d) is unnecessary (e.g. assisting with toileting when a Child does not require assistance); or
- (e) is initiated against the wishes of the Child, except if such contact may be necessary to prevent injury to the Child or to others.



Participants are required to report to KDBA any physical contact initiated by a Child that is sexualised and/or inappropriate, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child and Participants.

9. Overnight stays and sleeping arrangements

- (a) Overnight stays involving Children are to occur only with written approval and consent of a parent or guardian of the Children involved.
- (b) Practices and behaviour by Participants involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at all other times.
- (c) Children have the right to contact their parents or another adult if they feel unsafe, uncomfortable, or distressed during the stay.

10. Change room arrangements

Children should be supervised in change rooms whilst ensuring their right to privacy including the avoidance of one-to-one situations with a Child in a change room area.

11. Use of, possession or supply of alcohol or drugs

Participants, whilst responsible for the care of Children, must not use, possess, supply or be under the influence of / impaired by any alcohol or drugs (including tobacco);

Participants must also not supply or administer medicines, except when permitted in a first aid emergency and/or under a valid prescription for that Child with the consent of the Child's parent, guardian, or carer and at the prescribed dosage.

12. Parent/Guardian Involvement

Participants must:

- (a) ensure that a parent/guardian is involved in any significant decision, including the signing of any documentation in relation to their Child's involvement in Basketball Activities;
- (b) ensure that all training sessions are conducted in open locations and that parents/guardians are allowed to watch their Children during training;
- (c) make parents/guardians aware of the standard of behaviour required when watching their Child during training.



13. Transporting Children

Children are only to be transported in circumstances that are directly related to the delivery of our basketball programs and services. Other than in an emergency, it is not acceptable for Participants to transport Children without prior parent or guardian approval which involves providing information about the proposed journey (and may be a standing approval for regular transport).

When transporting Children, the Participant must drive responsibly, not be impaired by alcohol or drugs, have an unrestricted driver's licence and to the extent practicable, not be alone in the car with a Child. Children may only be transported in a vehicle when the manufacturer-stated capacity is adhered to and seatbelts and child restraints must meet Australian Standards (AS/NZS1754).

14. Drop off and pick up of Children

Participants must:

- (a) ensure Children and their parent or guardian know the time and location of basketball activities such as training and matches, including start and finish times.
- (b) arrive before scheduled practice or game times to ensure that Children are not left unattended.
- (c) have an accessible register of parent and guardian emergency contact numbers and an operational phone.
- (d) ensure they are aware of alternative pick-up arrangements for Children and that the parent or guardian has provided consent.
- (e) ensure that if a parent or guardian is late, they make reasonable attempts to contact them and not leave the activity until all Children have been collected.

It is not the responsibility of Participants to transport Children home if their parent or guardian is late for pick up.



ANNEXURE C: CHECK YOUR OWN BEHAVIOUR

Here are some simple dos and don'ts to help you stay in control

- Don't text young athletes directly—keep messages via the parents or include the parents on the message.
- If doing 1 to 1 sessions (either on-court or a meeting), do them in an open place where you can be seen by other people and invite the parents to attend. For on court sessions, prior approval from KDBA is required.
- Don't befriend young players on social media. If they send you a friend request, do not accept it.
- It is OK to ask young players questions that go beyond basketball, e.g. how is school, any plans for the holidays, etc. However, if they are not forthcoming with information, stop asking! It is inappropriate to ask more personal questions, e.g. about boyfriends/girlfriends.
- Don't offer to give individual player's lifts home.
- High-5s with players are OK but avoid hugs. This can be hard with some young players as they may want to hug you—instead give them a big smile and hold your hand high.
- Establish a system with the team about how messages will be communicated, particularly if there are late changes. KDBA recommends Heja for all basketball activity-related communications.
- If a player discusses something with you, e.g. a problem they are experiencing at home, it's OK to listen and help the player know where they can get help if they want to. Avoid giving advice on how to handle personal issues but listen if they do want to raise something can be important.