



# CHILD SAFETY PROCEDURE

COLLINGWOOD BASKETBALL ASSOCIATION

VERSION CONTROL

Version 1			
Version 2	May 2026	CBA Committee of Management	

## 1. PURPOSE

This procedure explains how CBA promotes child safety and what members, staff, volunteers must do when a child safety concern or incident occurs.

## 2. SCOPE

This procedure applies to all club participants and representatives, including players under 18, parents/carers, coaches, team managers, referees, committee members, staff, contractors and volunteers.

### Key roles and contacts

**Collingwood Basketball Association:** 03 9000 5632

**Child Safety Officer:** [wwc@collingwoodbasketball.com.au](mailto:wwc@collingwoodbasketball.com.au)

**President:** [president@collingwoodbasketball.com.au](mailto:president@collingwoodbasketball.com.au)

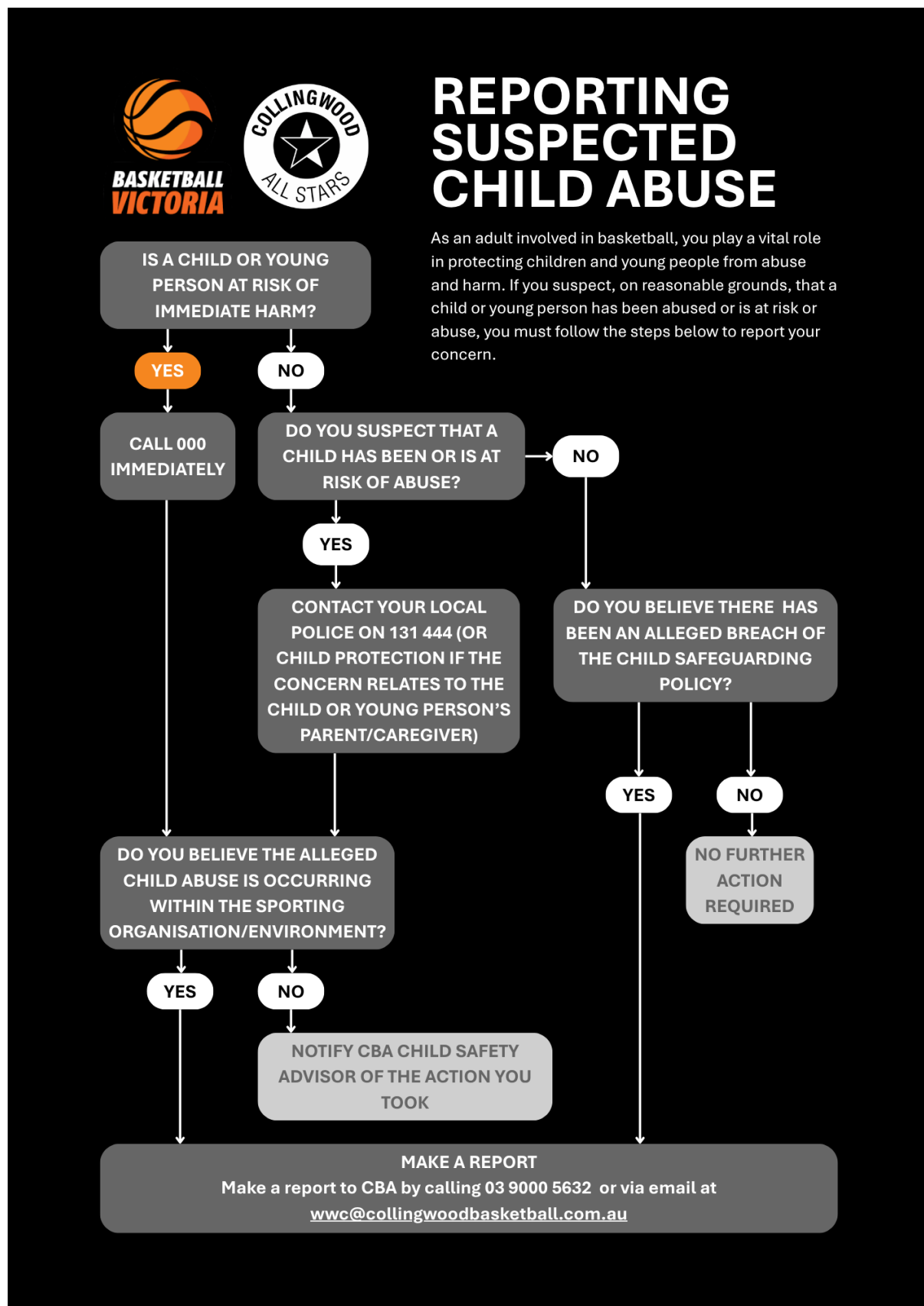
**General Manager:** [gm@collingwoodbasketball.com.au](mailto:gm@collingwoodbasketball.com.au)

**Emergency:** 000 (Police/Ambulance/Fire)

### Statement of commitment to child safety

- We are committed to providing a safe, supportive and inclusive environment where children are safe, happy and empowered.
- We have zero tolerance for child abuse and treat all allegations and safety concerns seriously.
- We act on concerns and contact relevant authorities when we are worried about a child's safety.
- We work to identify child safety risks early and reduce or remove those risks.
- We use robust recruitment and screening practices for staff and volunteers (including Working with Children Checks where required).
- We train and educate staff and volunteers on child safety responsibilities and child abuse risks.
- We support the cultural safety of Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disability.

## What to do if you see, hear, or suspect a child safety incident (quick steps)



1. **Listen and reassure.** If a child discloses harm, stay calm, listen, reassure them it is right to tell, and do not promise secrecy.
2. **Do not investigate.** Ask only clarifying questions if necessary; do not interview, confront the alleged person, or collect ‘proof’ beyond preserving immediate safety.
3. **Record what you saw/heard.** As soon as possible, write down facts (dates/times, who was present, the child’s words where relevant).
4. **Report immediately.** Contact the Child Safety Officer. If they are unavailable, contact the President or General Manager and seek advice from Police if appropriate.
5. **Maintain confidentiality.** Share information only with those who need to know to keep children safe and to make required reports.
6. **Follow directions and support the child.** Cooperate with authorities and follow CBA directions on communications and interim safety measures.

### **Preventing harm (how we promote child safety day-to-day)**

- Work in an open environment and avoid one-on-one, unobserved situations where possible.
- Promote fairness; address bullying and unsafe behaviour immediately.
- Put the child’s wellbeing first (before performance or winning).
- Use physical contact only when necessary, appropriate, and with the child’s consent, and do so openly.
- Involve parents/carers wherever possible (for example, changing room supervision).
- Do not communicate with children via personal social media accounts or private messaging.
- Keep appropriate professional boundaries at all times (including at events and travel).
- Record injuries and significant incidents and inform parents/carers as appropriate.

### **Recruitment, screening and Working with Children Checks (WWCC)**

CBA commits to undertaking the following minimum screening actions for any role that involves working with, coaching, supervising, or having regular unsupervised contact with children and young people.

1. Obtain a completed *Member Protection Declaration* (MPD) from all people who are identified as having a role that involves working with, coaching, supervising or having regular unsupervised contact with children and young people. Keep all MPDs in a secure place.
2. Provide an opportunity for a person to give an explanation if a MPD isn’t provided or it reveals that the person doesn’t satisfactorily meet any of the clauses in the MPD. Then make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. If unsatisfied, CBA will not appoint them to the role/position.
3. Where possible, check a person’s referees (verbal or written) about his/her suitability for the role.
4. Make sure that the person being interviewed/screened has a valid *Working with Children Check* (WWCC) issued by the Victorian Government. CBA recognises two (2) exceptions to the *Working with Children Check* – police officers and teachers. These personnel will not be required to have a Victorian WWC for positions that fall under this section.
5. If a person relies on an exemption (e.g., registered teacher or police officer) and that exemption no longer applies (for example, registration is suspended/cancelled or employment is suspended/dismissed), the person must hold a valid WWCC to work or volunteer with children at the club. CBA will verify registration/WWCC status using the relevant Victorian Government online register.

6. If a member of the Victorian or Federal Police is suspended or dismissed, they are no longer exempt and must hold a WWCC to work or volunteer with children
7. Annually check the validity and currency of relevant staff or volunteers' WWCCs using the Victorian Working with Children Check online status checker.

### **Photography and filming of children (minimum safeguards)**

When photographing or filming a child or using children's images for CBA-related purposes, one must:

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this one must explain how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Understand that the onus is on him/her to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

### 3. PROCEDURE: RESPONDING TO CHILD SAFETY CONCERNS, DISCLOSURES AND ALLEGATIONS

#### Step 1 – Recognise and respond immediately

- If there is an immediate risk to a child’s safety, call 000.
- Stay calm and support the child. Do not promise confidentiality.
- Do not question the child in detail or conduct your own investigation. Ask only what you need to clarify immediate safety concerns.
- Do not confront the person alleged to have caused harm.

It is not the responsibility of anyone working for CBA 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 child. This applies **both** to allegations/suspicious of abuse occurring within CBA’s activities and to allegations/suspicious that abuse is taking place elsewhere.

#### *Receiving Evidence of Possible Abuse*

CBA may become aware of possible abuse in various ways. It may be observed directly or there may be a suspicion that it is happening because of signs such as those listed above or it may be reported to CBA by someone else or directly by the child affected.

In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that they are being abused, you should:

- Stay calm so as not to frighten the young person.
- Reassure the child that he/she is not to blame and that it was right to tell.
- Listen to the child, showing that you are taking him/her seriously.
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- Inform the child that you have to inform other people about what he/she has told you. Tell the child this is to help stop the abuse from continuing.
- Safety of the child is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- Record all information.
- Report the incident to the CBA Child Safety Officer.

#### Step 2 – Record the information (as soon as possible)

#### *Recording Information*

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing his/her concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incident
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser? Record details.

### **Step 3 – Report internally and/or to authorities**

#### *Reporting a Concern*

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

CBA expects its members and staff to discuss any concerns they may have about the welfare of a child **IMMEDIATELY** with the person in charge and subsequently to check that appropriate action has been taken.

If the Child Safety Officer is not available, report to the General Manager, President or another committee delegate and seek advice from Police. Use your local child protection/after-hours service contact numbers for your state/territory.

Where there is a complaint against an employee or volunteer, there may be three types of investigation:

- Criminal in which case the Police are immediately involved
- Child Protection in which case the Victorian Child Protection services (and possibly) the police will be involved
- Disciplinary or Misconduct in which case Basketball Victoria will be involved

Child protection authorities are responsible for assessing reports and determining next steps. The club's role is to take concerns seriously, act promptly, support children, and cooperate with authorities.

Allegations of abuse are sometimes made sometime after the event. Where such an allegation is made, you should follow the same procedures and have the matter reported to Victorian child protection services. This is because other children in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

### *Concerns Outside the Immediate Sporting Environment*

- Report your concerns to the Child Safety Officer
- If the Child Safety Officer is not available, the person being told or discovering the abuse should make a report to the local state child protection service or the police immediately.
- Child Protection services or Police will decide how to inform the parents/carers.
- The Child Safety Officer should also report the incident to Basketball Victoria.
- Maintain confidentiality on a need to know basis.

**Note:** Reporting requirements differ by state/territory and by role. If you are unsure, seek advice immediately from Police/Child Protection and Basketball Victoria.

## **4. REVIEW**

- Next Review Date: May 2027
- Amendments approved by Executive Committee and communicated to members.

**Policy Owner:** CBA Committee of Management, Collingwood Basketball Association

**Approved by:** CBA Executive Committee

**Effective Date:** 15 May 2026

**Review Due:** May 2027

**Version:** 2.0

## **ANNEXURE 1: CODE OF CONDUCT: GOOD PRACTICE AND POOR PRACTICE**

### **Good practice (expected behaviour)**

All persons covered by this Procedure and the CBA Child Safety Policy should adhere to the following principles and actions:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Make the experience of basketball fun and enjoyable - promote fairness, confront and deal with bullying
- Treat all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with a disability equally and with respect and dignity
- Always put the welfare of the child first, before winning
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches, etc. work in pairs
- Request written parental consent if CBA officials are required to transport children in their cars
- Gain written parental consent for any significant travel arrangements e.g. overnight stays
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- Ensure that at away events adults should not enter a child's room or invite young people to their rooms
- Be an excellent role model; this includes not smoking or drinking alcohol in the company of children
- Always give enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of the children and do not risk sacrificing welfare in a desire for CBA or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- Secure written parental consent to give CBA permission for the administration of emergency first aid or other medical treatment if the need arises
- Keep a written record of any injury that occurs, along with details of any treatment given

### **Poor practice (not acceptable)**

The following are regarded as poor practice and should be avoided by all persons within the scope of this Procedure:

- Unnecessarily spending excessive amounts of time alone with children away from others
- Taking children alone in a car on journeys, however short
- Taking children to your home where they will be alone with you
- Sharing a room with a child
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Engaging with children on social media platforms

- Taking unauthorised photographs of children
- Allowing children to use inappropriate language unchallenged
- Making sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature that the children can do for themselves.