



## **Child Protection Policy**

### **Purpose**

The purpose of this Child protection policy (policy) is to provide processes that accord with best practice in compliance with legislation about

- how the association will respond to harm, or allegations of harm, to children and young people
- the appropriate conduct of the association staff, volunteers and others who should comply with this policy.

These processes include:

- A process for reporting inappropriate behaviour by anyone and how such reports are to be dealt with;
- a process for reporting actual, suspected or likely sexual abuse in accordance with the legislation; and
- a process for recording a reportable suspicion, or other incidents.

### **Scope**

This policy applies to all who are involved in any way at Brisbane Basketball (the Association) with children or young people.

### **Responding to reports of harm**

When the association receives any information alleging harm to a child or young person it will deal with the situation compassionately and fairly, so as to minimise as much as possible any likely harm.

In dealing with matters arising under this policy the association will:

- act as promptly as possible in the circumstances, and keep all relevant parties informed of progress;
- not permit a person to continue to work in a position where they can pass on the information available where there is an unacceptable risk of harm;
- inform parents as soon as practicable of matters involving the child, unless circumstances suggest it would not be in the member's interest to do so;
- ensure there are at least two representatives of the association present at any interviews with a child or young person;
- observe appropriate confidentiality. The association is unable to guarantee absolute confidentiality since applicable legislation and policies will require disclosing, internally and externally, certain details involved in responding to complaints; and
- keep a confidential record of what has occurred.

As the association is a member of Basketball Queensland and Basketball Australia it may in some cases be necessary to advise these external parties of the situation.

### **Conduct of all persons**

Everyone must ensure that their behaviour towards, and relationships with children and young people reflect proper standards of care for children and young people.

Everyone should comply with this policy including the reporting of obligations outlined.

Everyone should be aware that:

- the role of a person reporting and under this policy is not an investigative one. Players, parents or volunteers or anyone must not undertake investigations beyond satisfying themselves that they had reasonable grounds to suspect harm, or a risk of harm
- the legislation provides for protection from liability for persons who, acting honestly and reasonably give information to child safety or the police
- Child safety operates under strict laws and confidentiality. This means child safety does not divulge:
  - the identity of the person reporting the matter except those requiring information to perform duties under the act;
  - information about the investigation to the person reporting
- No person may retaliate against the person acting reasonably and honestly that provides information under this policy to a person who needs to know the information.

### **Reporting inappropriate behavior**

If a person considers anyone's behaviour to be inappropriate the person should report the behaviour to the General Manager.

### **Dealing with a report of inappropriate behaviour**

All reporting of inappropriate behaviour must be forwarded to the General Manager. If the General Manager is the subject of the report, the member must inform a member of the Management Committee.

### **Reporting inappropriate behaviour**

The report under this section must include the following particulars:

- the name of the person giving the report (the first person);
- the child or young person's name;
- details of the basis for the first person becoming aware, or reasonably suspecting, that the child or young person has been or is likely to be abused or subjected to inappropriate behaviour by another person;
- In the case of actual or suspected abuse, details of the abuse or suspected abuse;
- Any of the following information of which the person reporting the matter is aware of;
  - the child or young person's age;
  - the identity of the person who has abused, or is suspected to have abused, or be likely to abuse the child or young person; and
  - the identity of anyone else who may have information about the abuse or suspected abuse or likelihood of abuse.

## **Awareness**

The association will seek to inform all who should comply with this policy.

To promote awareness the association will

- publish this policy so that it is freely available to all members and associates on its Internet site;
- ensure all who must comply, acknowledge that they have read and understood this policy;
- remind permanent staff members of their obligations under this policy annually;
- ensure a hard copy of this policy is available from the association on request;
- send reminders of this policy to clubs at least twice yearly.

## **Training**

The association will inform employees and other (volunteers) of its processes under this policy on their induction and will refresh throughout the year. The association will keep records of this training.

## **Implementing the processes**

The association will ensure it is implementing the processes under this policy by auditing compliant policy at least yearly.

## **Accessibility of process**

This policy is accessible to everyone on the association's Internet and a hard copy will be available on request from the association.

## **Breach of this policy**

The association will take appropriate action against any person who breaches this policy including, in the case of a staff member, disciplinary action up to and including termination.

Adopted 21 November 2017 ManComm

## Report of Suspected or likely Harm or Abuse

Date:
Person giving report name:
Person contact number:

<b>Details of child or young person harmed or at risk of harm:</b>	
Name	
DOB	Gender
Cultural Background	
Aboriginal <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/>
Does the child have a disability Yes/No	If yes identify:
Home address (if known)	Phone
	Childs personal mobile:

<b>Family Details</b>		
Parent/Carer 1:	Relationship to child:	
Address (if different to child)		
Phone (H)	(W)	(M)

<b>Person alleged to have caused harm or abuse</b>		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Member/other child	<input type="checkbox"/> Unknown	

<b>Provide all information you have which led to the suspicion of harm or abuse ( attach extra pages if necessary)</b>
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<b>Details of any harm and/or abuse of the child or young person</b> (eg time and date of incident, source of information, details of persons alleged to have caused harm or abuse; physical appearance of any injury; or ongoing safety concerns or disclosures from the child/young person).
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Please indicate the identity of anyone else who may have information about the harm or abuse

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Additional information provided as an attachment  Yes  No

ACTION TAKEN		
	<input type="checkbox"/>	Queensland Police Service
	<input type="checkbox"/>	Department of Communities ( Child Safety Services)