

## MORETON BAY BASKETBALL INCORPORATED

# CHILD RISK MANAGEMENT STRATEGY

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### 1. INTRODUCTION AND SCOPE

#### PURPOSE

- ❖ To protect children and young people participating in activities conducted by Moreton Bay Basketball Incorporated (hereafter referred to as "the Association").
- ❖ To ensure that all individuals required to comply with this policy are appropriately assessed for their suitability to work with children, in accordance with the *Commission for Children and Young People and Child Guardian Act 2000 (Qld)*, unless exempt.
- ❖ To ensure that everyone involved in the operations of the Association understands and upholds their responsibilities in relation to child safety and compliance with this policy.

#### WHO SHOULD COMPLY WITH THIS POLICY?

- |                |                     |                |
|----------------|---------------------|----------------|
| ❖ Volunteers   | ❖ Referees          | ❖ Guardians    |
| ❖ Employees    | ❖ Committee members | ❖ Spectators   |
| ❖ Casual staff | ❖ Players           | ❖ Sponsors     |
| ❖ Coaches      | ❖ Members           | ❖ Children     |
| ❖ Officials    | ❖ Parents           | ❖ Young People |

### 2. CORE COMMITMENTS

#### COMMITMENT TO CHILD SAFETY

Moreton Bay Basketball Incorporated ("the Association") is dedicated to ensuring the safety and wellbeing of all children and young people involved in its activities. The Association is committed to protecting them from harm and fostering a safe, respectful environment.

To uphold this commitment, the Association:

- ❖ Ensures all workers treat children and young people with respect, care, and understanding at all times.
- ❖ Requires individuals who regularly engage with children and young people to undergo the Working with Children Check and hold a valid Blue Card, unless exempt under legislation.
- ❖ Prohibits all forms of abuse or mistreatment of children and young people.
- ❖ Carefully selects, screens, and monitors individuals whose roles involve regular contact with children.
- ❖ Promotes, enforces, and regularly reviews the Association's Code of Conduct for interacting with children and young people.
- ❖ Provides clear and accessible procedures for raising concerns or lodging complaints.
- ❖ Offers education and information to raise awareness about child abuse and child protection responsibilities.

#### CODE OF CONDUCT

All individuals involved with Moreton Bay Basketball Incorporated are expected to uphold the highest standards of behaviour when interacting with children and young people. Everyone who must comply with this policy must adhere to this Code of conduct, The following principles apply:

- ❖ Use respectful and age-appropriate language at all times.

- ❖ Avoid any form of inappropriate physical contact with children or young people.
- ❖ Maintain professional boundaries when coaching or officiating, treating children and young people with the same respect afforded to adults.
- ❖ Do not tolerate bullying in any form—whether between children and young people or from adults toward them.
- ❖ Prioritise the safety, wellbeing, and welfare of children and young people above all other considerations.
- ❖ Report any violent, illegal, or concerning behaviour immediately.
- ❖ Lead by example through appropriate dress, speech, and conduct.

### ETHICAL DECISION-MAKING

When faced with an ethical dilemma, individuals should consider the following questions:

- ❖ Is this action legal?
- ❖ Is this decision in the best interest of the child or young person?
- ❖ Do I have all the relevant information to make a responsible and informed decision?
- ❖ Is this action consistent with the Association's policies and values?
- ❖ Do I believe this is the right thing to do?
- ❖ Would others view this decision as appropriate? If not, why?
- ❖ What are the potential consequences for the Association, my colleagues, and myself?
- ❖ Can I confidently justify my actions?
- ❖ How would this decision be perceived if made public, such as through media coverage?

## 3. POLICY FRAMEWORK

### POLICY

Moreton Bay Basketball Incorporated ("the Association") is committed to ensuring the safety and wellbeing of all children and young people involved in its activities. To uphold this commitment, the Association enforces the following policy regarding the Working with Children Check and Blue Card requirements:

- ❖ **Mandatory Screening:**  
All individuals who regularly interact with children under the age of 18 must undergo the Queensland Working with Children Check and hold a valid Blue Card, unless exempt under legislation.
  - *Regular interaction* is defined as:
    - At least once a week over one month,
    - At least once a fortnight over two months, or
    - At least once a month over six months.
- ❖ **Non-Compliance:** Individuals who are required to hold a Blue Card but fail to do so will not be permitted to engage in regular contact with children or young people. If an individual's Blue Card application is refused, the Association is obligated to prohibit that person from participating in any child-related activities.
- ❖ **Short-Term or One-Off Engagements:** Individuals working on a short-term or one-off basis are not required to hold a Blue Card. However, if there is uncertainty about the duration of their involvement, the Association may require them to undergo the check and obtain a Blue Card, unless exempt.
- ❖ **Exemptions:** Certain individuals are exempt from holding a Blue Card, including volunteers, employees, referees, and casual staff who are under 18 years of age, as defined by the *Commission for Children and Young People and Child Guardian Act 2000 (Qld)*.
- ❖ **Volunteer Requirements:** The Board of Directors has determined that all adult volunteers, regardless of any legislative exemptions, must hold a valid Blue Card prior to commencing any role involving regular contact with children or young people.
- ❖ **Reporting Harm or Abuse:** If there is evidence, disclosure, or reasonable suspicion of harm or

abuse involving a child or young person within the Association, the matter will be reported immediately to the Department of Communities, Child Safety Services, or the Police.

❖ **Handling Disclosures:**

All disclosures or allegations of child abuse must be referred to the President. These matters will be handled promptly, seriously, sensitively, and confidentially. No individual will be victimised for reporting concerns, and the privacy of all parties involved will be respected.

If the President is implicated, the disclosure or allegation can be referred to a member of the Board.

## **IMPLEMENTATION OF POLICY**

This policy will take effect from the date it is formally accepted and adopted by the Association's Board of Directors.

All individuals who are required to comply—particularly those working in a Child-Facing role will be provided with a copy of the Moreton Bay Basketball Child Protection Policy and Blue Card Policy..

It is expected that all relevant individuals will read and familiarise themselves with the policy and its requirements to ensure full compliance and uphold the Association's commitment to child safety.

## **BREACHES OF POLICY**

The Association will investigate any alleged breach of this policy and take appropriate action to reduce the risk of further non-compliance.

Failure to comply with the *Commission for Children and Young People and Child Guardian Act 2000 (Qld)* may result in penalties as outlined in the legislation. Individuals are encouraged to refer to the Act for detailed information regarding the consequences of non-compliance.

## **EVALUATION AND REVIEW**

This policy will be reviewed annually as part of the Association's broader review of its Child Protection Risk Management Strategy.

Responsibility for the review and implementation of this policy rests with the Association's Board Members, ensuring it remains current, effective, and aligned with legislative requirements and best practices in child safety.

# **4. PERSONNEL MANAGEMENT**

## **RECRUITMENT, TRAINING, AND MANAGEMENT OF PERSONNEL**

To support effective child protection practices, the Association will implement robust procedures for the recruitment, selection, screening, induction, monitoring, and management of all volunteers, employees, and casual staff who work with children and young people.

These measures are designed to ensure that all individuals engaged in child-facing roles are suitable, well-informed, and supported in maintaining a safe and respectful environment for children and young people involved in the Association's activities.

## **RECRUITMENT OF VOLUNTEERS, EMPLOYEES, AND CASUAL STAFF**

The Association recognises that volunteers, employees, and casual staff may come from a variety of backgrounds, including current or former members, local community members, friends, and family. The Association is committed to recruiting individuals who align with its values and child safety standards.

When recruiting, the Association aims to present itself positively to potential candidates by highlighting the benefits of being involved in its programs and community. Effective communication is key to attracting suitable individuals.

To identify and engage volunteers, employees, and casual staff, the Association considers the following approaches:

- ❖ **Personal contact:** Directly inviting individuals to participate is often the most effective method.

- ❖ Face-to-face engagement: Building relationships through in-person conversations helps foster trust and interest.
- ❖ Promotion and awareness: The Association actively promotes volunteer opportunities through publicity, community outreach, and personal interaction.
- ❖ Formal selection: Certain roles may require appointment or approval by the Board or Management Committee.
- ❖ Child protection compliance: Any individual nominated by the Board or Management Committee to recruit personnel must implement the Association's Child Protection Risk Management Strategy throughout the recruitment process. Applicants for roles involving regular contact with children must demonstrate their ability to meet child safety requirements and must hold a valid Working with Children Check / Blue Card, unless exempt under legislation.

### SELECTION AND SCREENING

Once suitable candidates are identified, Moreton Bay Basketball Incorporated ("the Association") will undertake a screening process to ensure individuals are well-matched to both the organisation and the roles they are being considered for.

The screening process involves assessing each candidate's skills, experience, availability, and willingness to develop the necessary competencies to meet the Association's needs. This ensures that all personnel are capable of contributing positively to a safe and supportive environment for children and young people.

All candidates will be made aware of the following:

- ❖ The Association's commitment to creating a safe and welcoming environment for children and young people.
- ❖ The Association's child-safe policies, codes of conduct, and procedures.
- ❖ The steps to take if harm is disclosed or suspected.
- ❖ Their rights and responsibilities within the organisation.
- ❖ Role expectations, including boundaries and limitations.
- ❖ Key personnel within the Association and who to approach for support or guidance.
- ❖ What to expect if an allegation of harm is made against or involving them.
- ❖ Reporting and grievance procedures.

### BLUE CARD REQUIREMENTS

All volunteers, employees, and casual staff who work regularly with children and young people must hold a valid Blue Card, unless exempt under legislation. The Association maintains a Blue Card Register to track cardholders, card numbers, and expiry dates to ensure compliance.

### TRAINING AND AWARENESS

Training will be provided to all relevant personnel to ensure they understand their responsibilities under the Association's child protection policies. This includes education on recognising signs of harm and responding appropriately to disclosures or suspicions of abuse.

## 5. HANDLING HARM AND DISCLOSURES

### HANDLING DISCLOSURES AND SUSPICIONS OF HARM

When volunteers, employees, or casual staff are confronted with a disclosure of harm or suspect that a child or young person may be at risk, they must respond professionally, sensitively, and in the best interests of the child or young person.

All concerns or disclosures must be referred immediately to the President or a member of the Board. These matters will be handled promptly, seriously, confidentially, and with care.

## RESPONDING TO A DISCLOSURE

Any individual receiving a disclosure of harm should:

- ❖ Remain calm and avoid reacting with shock or criticism.
- ❖ Reassure the child or young person that they have done the right thing by speaking up.
- ❖ Explain that the information needs to be shared with someone who can help.
- ❖ Assure the child or young person that the matter will be handled by someone who can ensure their safety.
- ❖ Believe the child or young person and treat their account as truthful.

## DEALING WITH A DISCLOSURE OF HARM

Following a disclosure of harm involving a child or young person, Moreton Bay Basketball Incorporated ("the Association") will assess whether the matter should be reported to the Queensland Police Service or the Department of Communities, Child Safety Services.

If the incident is serious or criminal in nature, the Association will respond immediately. All other allegations will be actioned as soon as possible, ideally within 24 hours.

For serious or criminal allegations, the Association will follow these procedures:

- ❖ If the child or young person is at immediate risk, the incident must be reported without delay to the Police and/or the Department of Communities, Child Safety Services.
- ❖ If there is uncertainty about whether the matter should be reported, the Association will seek advice from Basketball QLD and/or the Department of Communities, Child Safety Services.
- ❖ If the alleged harm involves a parent or guardian, the matter will be reported immediately to the appropriate authorities.

Under no circumstances will the Association conduct its own investigation into serious or criminal allegations. All such matters will be referred to the relevant authorities.

Strict confidentiality, impartiality, fairness, and adherence to due process will be maintained throughout. The safety and wellbeing of the child or young person will remain the highest priority.

## MANAGING BREACHES OF THE CHILD PROTECTION RISK MANAGEMENT STRATEGY

Moreton Bay Basketball Incorporated ("the Association") will investigate any reported breaches of its Child Protection Risk Management Strategy and take appropriate action to prevent further incidents.

Any non-compliance with the *Commission for Children and Young People and Child Guardian Act 2000 (Qld)* may result in penalties as outlined in the legislation. Individuals are encouraged to refer to the Act for detailed information regarding the consequences of failing to comply.

The Association is committed to maintaining a safe environment for children and young people and will respond to breaches with seriousness, fairness, and in accordance with legal obligations.

## 6. LEGAL COMPLIANCE

### COMPLIANCE WITH WORKING WITH CHILDREN CHECK / BLUE CARD LEGISLATION

Moreton Bay Basketball Incorporated ("the Association") is committed to full compliance with Queensland's Working with Children / Blue Card legislation. All relevant individuals—including volunteers, employees, casual staff, and others—who work in child facing roles must undergo the Working with Children Check and hold a valid Blue Card, unless exempt due to age or other legislative provisions.

The Association's Registrar will support individuals through the application process with the Queensland Government's Blue Card Services, ensuring they understand the requirements and responsibilities involved.

To maintain compliance, the Association will:

- ❖ Ensure all applicable personnel hold a current Blue Card before commencing child-related duties.
- ❖ Maintain a secure and up-to-date Blue Card Register, recording cardholder details, card

numbers, and expiry dates.

- ❖ Respect and protect the confidentiality of all personal information related to Blue Card applications and status.
- ❖ Promote adherence to the Association's Child Protection Policy as part of its broader Risk Management Strategy.

These measures help ensure a safe environment for children and young people and demonstrate the Association's commitment to child safety and legal compliance.

#### SELF-DISCLOSURE REQUIREMENTS

In accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, all Blue Card holders must immediately disclose to Blue Card Services any changes in their police information, including charges or convictions. The Association will:

- ❖ Require all personnel to acknowledge their obligation to self-disclose relevant changes.
- ❖ Provide guidance on how to report changes to Blue Card Services.
- ❖ Update internal procedures to reflect this requirement during induction and training.

#### SUSPENSION AND RISK MANAGEMENT PROTOCOLS

Blue Card Services now holds expanded powers to suspend or cancel Blue Cards where a risk to children is identified. To support this:

- ❖ The Association will immediately suspend any individual whose Blue Card is under review or has been cancelled.
- ❖ Affected individuals will be prohibited from engaging in child-related duties until the matter is resolved.
- ❖ The Association will maintain strict confidentiality and fairness throughout the process.

#### CRIMINAL OFFENCE AWARENESS

Under recent amendments to Queensland law, it is now a criminal offence for adults in positions of authority to engage in sexual activity with 16–17-year-olds under their care. To uphold this:

- ❖ The Association will include this offence in its training and awareness programs.
- ❖ All personnel will be informed of their legal obligations and the consequences of breaching this law.

## 7. OPERATIONAL RISK MANAGEMENT

#### HIGH-RISK ACTIVITIES AND SPECIAL EVENTS

Activities and events held away from the Association's home grounds may present increased risks due to reduced oversight and unfamiliar environments. Moreton Bay Basketball Incorporated ("the Association") is committed to ensuring that participation in such events does not compromise its dedication to providing a safe and supportive environment for children and young people.

To uphold this commitment, the Association and all involved personnel—including volunteers, employees, and casual staff—must ensure the following:

- ❖ Informed Consent: Parents and carers must be provided with sufficient information about the event or activity to make an informed decision regarding their child's participation.
- ❖ Risk Assessment: All potential risks associated with the event must be identified and evaluated, with appropriate procedures developed to minimise those risks.
- ❖ Safe Partnerships: The Association must confirm that event organisers are committed to child safety and have established policies and procedures that support a safe and child-friendly environment.



## STRATEGIES FOR COMMUNICATION AND SUPPORT

- ❖ To ensure transparency and accessibility, Moreton Bay Basketball Incorporated ("the Association") will make this Child Protection Risk Management Policy available on its official website. This allows all volunteers, employees, casual staff, parents, and other stakeholders to easily access the policy and understand their responsibilities in maintaining a safe and welcoming environment for children and young people.
- ❖ Clear communication of expectations and ongoing support are key to fostering a culture of child safety throughout the Association.

## 8. COMMUNITY ENGAGEMENT

### RIGHTS AND EXPECTATIONS OF PARENTS AND GUARDIANS

Parents and guardians often view sport as a safe and enriching environment where children can build character, develop skills, learn valuable life lessons, and have fun. While sport generally provides positive experiences, it is important to acknowledge that children may still be exposed to risks such as harassment or abuse.

Alongside the Association's volunteers, employees, and staff, parents and guardians play a vital role in fostering a safe and supportive environment for children and young people in sport.

To contribute to child safety, parents and guardians are encouraged to:

- ❖ Get involved and build a relationship with your child's coach.
- ❖ Maintain open and honest communication with your child and their coach.
- ❖ Raise concerns directly with the coach if something feels uncomfortable or inappropriate.
- ❖ Speak up against language, behaviour, or attitudes that create a negative or unsafe environment. Formal complaints can be pursued if necessary.
- ❖ Avoid placing coaches on unrealistic pedestals—remember they are human too.
- ❖ Empower your child to say "no" if they feel uncomfortable with the coach or any other individual's behaviour.
- ❖ Attend training sessions and games whenever possible to stay engaged.
- ❖ Be cautious of frequent private or closed training sessions—ask for clarification if they occur regularly.
- ❖ Monitor the amount of time a coach or an individual spends with your child outside of scheduled activities.
- ❖ Support screening processes if you volunteer—these are important steps in protecting children.
- ❖ Reflect on your own behaviour and ensure you are contributing positively to the environment.
- ❖ Avoid verbal abuse toward officials, coaches, umpires, or others.
- ❖ Understand and follow the Association's codes of conduct, and encourage others to do the same.
- ❖ Encourage your child to play fairly and follow the rules.
- ❖ Never ridicule a child for making mistakes—support their growth and learning.

### CULTURAL SAFETY AND INCLUSION

The Association recognises the importance of cultural safety for Aboriginal and Torres Strait Islander children and children from diverse backgrounds. We are committed to creating an inclusive environment that respects cultural identity and supports the participation of all children. This includes providing culturally appropriate training for staff and volunteers and actively seeking feedback from children and families.

## CHILD PARTICIPATION AND EMPOWERMENT

Children and young people have the right to be heard and involved in decisions that affect them. The Association will provide opportunities for children to express their views, contribute to policy development, and participate in creating a safe environment. Feedback mechanisms will be age-appropriate and accessible.

## 9. LEGISLATIVE ALIGNMENT

### CHILD SAFE ORGANISATIONS ACT 2024 (QLD)

In accordance with the Child Safe Organisations Act 2024 (Qld), Moreton Bay Basketball Incorporated (the Association) affirms its commitment to the 10 National Child Safe Standards. These standards guide the development of a child-safe culture, including leadership, participation, equity, and continuous improvement. The Association will ensure its policies and practices align with these standards and will review them annually to maintain compliance.

### ALIGNMENT WITH QUEENSLAND'S 10 CHILD SAFE STANDARDS

The Association is committed to upholding the 10 Child Safe Standards as outlined by the Queensland Family and Child Commission (QFCC). The following table maps MBBI's current practices to each standard:

CHILD SAFE STANDARD	MBBI PRACTICE
1. Child safety is embedded in leadership, governance, and culture	The strategy is endorsed by the Board and includes a clear statement of commitment, responsibilities, and governance structures. It outlines leadership accountability for implementation and review.
2. Children participate in decisions affecting them	The strategy includes a section on <i>Child Participation and Empowerment</i> , encouraging children to express their views and contribute to policy development.
3. Families and Communities Are Informed and Involved	The document outlines expectations for parents and guardians, encourages open communication with coaches, and promotes family involvement in activities and decision-making.
4. Equity Is Upheld and Diverse Needs Are Respected	The <i>Cultural Safety and Inclusion</i> section addresses the needs of Aboriginal and Torres Strait Islander children and those from diverse backgrounds, promoting inclusive practices.
5. People Working With Children Are Suitable and Supported	Comprehensive recruitment, screening, and Blue Card compliance processes are in place. All adult volunteers must hold a Blue Card, even if exempt.
6. Processes to respond to complaints and concerns	The policy includes clear procedures for handling disclosures, Suspicions of harm, and reporting to authorities. Confidentiality and non-victimisation are emphasized.
7. Staff are equipped with knowledge and skills	Training is provided to all relevant personnel on child protection responsibilities, recognising harm, and responding appropriately.
8. Physical and online environments are safe	Risk assessments are required for high-risk activities and off-site events. The policy promotes safe partnerships and informed consent.



9. Continuous improvement through review

The strategy is reviewed annually by the Board. Updates are made to reflect legislative changes and best practices.

10. Policies and procedures support child safety

The strategy is comprehensive, accessible, and includes all required components under Queensland law and national standards. It is made available on the Association's website.

## 10. REPORTABLE CONDUCT SCHEME

In accordance with the phased implementation of the *Child Safe Organisations Act 2024 (Qld)*, Moreton Bay Basketball Incorporated ("the Association") will establish procedures to comply with the Reportable Conduct Scheme commencing 1 July 2026.

To uphold this requirement, the Association will:

- ❖ Appoint a Child Safety Officer or delegate to manage reportable conduct matters.
- ❖ Define reportable conduct as any allegation of sexual abuse, physical abuse, significant neglect, or misconduct involving children by personnel.
- ❖ Maintain a confidential register of all reportable conduct allegations and outcomes.
- ❖ Ensure all serious allegations are reported to the Queensland Family and Child Commission (QFCC) within required timeframes.
- ❖ Provide support and protection for individuals who report concerns, ensuring no victimisation occurs.

These procedures will be reviewed annually and incorporated into staff and volunteer training.

## 11. UNIVERSAL PRINCIPLE OF CULTURAL SAFETY

To meet the Universal Principle under the *Child Safe Organisations Act 2024 (Qld)*, the Association reaffirms its commitment to cultural safety for Aboriginal and Torres Strait Islander children and children from diverse backgrounds.

The Association will:

- ❖ Embed cultural safety into all child protection policies and practices.
- ❖ Consult with Indigenous families and community representatives to ensure culturally respectful engagement.
- ❖ Provide culturally appropriate training for all staff, volunteers, and officials.
- ❖ Encourage feedback from children and families to improve inclusivity and cultural responsiveness.

This principle will be reflected in recruitment, training, communication, and program delivery.

## 12. COMPLIANCE MONITORING AND SELF-ASSESSMENT

To support transparency and accountability, the Association will implement a self-assessment and compliance monitoring framework in line with QFCC expectations.

The Association will:

- ❖ Conduct annual self-assessments using QFCC tools to evaluate alignment with the 10 Child Safe Standards.
- ❖ Respond promptly to any compliance notices or requests for documentation issued by the QFCC.

- ❖ Maintain records of assessments, improvements, and corrective actions.
- ❖ Nominate a responsible officer to oversee compliance and liaise with external regulators.
- ❖ Cooperate fully with any investigations or reviews initiated by the QFCC.

These measures will ensure the Association remains proactive in maintaining a safe and legally compliant environment for children and young people.

## 13. REFERENCES

### RELEVANT LEGISLATION AND REFERENCES

- ❖ Child Safe Organisations Act 2024 (Qld)
- ❖ Working with Children (Risk Management and Screening) Act 2000 (Qld)
- ❖ Working with Children (Risk Management and Screening) Regulation 2020 (Qld)
- ❖ Commission for Children and Young People and Child Guardian Act 2000 (Qld) [repealed, referenced for historical context]
- ❖ Queensland Family and Child Commission – 10 Child Safe Standards
- ❖ National Principles for Child Safe Organisations (Australian Human Rights Commission)
- ❖ Basketball Queensland Child Protection Policy
- ❖ Moreton Bay Suns Basketball Club Code of Conduct
- ❖ Queensland Government Blue Card Services – Child and Youth Risk Management Strategy Toolkit
- ❖ Department of Child Safety, Seniors and Disability Services – Reporting Child Abuse and Neglect Guidelines