

## MORETON BAY BASKETBALL INCORPORATED

# CHILD PROTECTION POLICY

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### PURPOSE

This Child Protection Policy outlines procedures aligned with Basketball Australia's Child Safeguarding Policy, addressing:

- ❖ how the association will respond to actual or alleged harm involving children and young people;
- ❖ the expected standards of conduct for staff, volunteers, and all individuals bound by this policy.

These procedures include:

- ❖ a process for reporting inappropriate behaviour and the steps for addressing such reports;
- ❖ a protocol for reporting actual, suspected, or potential sexual abuse in compliance with applicable legislation; and
- ❖ a system for documenting reportable suspicions and related incidents.

### SCOPE

This policy applies to all individuals engaged with Moreton Bay Basketball Incorporation in any capacity involving children or young people.

### RESPONDING TO REPORTS OF HARM

Upon receiving information alleging harm to a child or young person, the association will respond with compassion and fairness to mitigate potential harm.

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

- ❖ respond promptly and keep all relevant parties informed of developments.
- ❖ Ensure that individuals are not permitted to remain in roles where their continued involvement poses an unacceptable risk of harm or the potential to disclose sensitive information.
- ❖ notify parents at the earliest appropriate opportunity regarding matters involving their child, unless doing so would not be in the child's best interest.
- ❖ ensure that a minimum of two association representatives are present during any interviews with a child or young person;
- ❖ maintain appropriate confidentiality, acknowledging that legal and policy obligations may necessitate internal and external disclosure of certain details;
- ❖ maintain a confidential record of what has occurred.

As a member of Basketball Queensland and Basketball Australia, the association may be required to notify these bodies of relevant situations.

### CONDUCT EXPECTATIONS

All individuals must uphold appropriate standards of behaviour and care in their interactions with children and young people.

All individuals are expected to comply with this policy, including its reporting requirements. Individuals should be aware that:

- ❖ the role of a reporter under this policy is not investigative. Individuals must not conduct investigations beyond establishing reasonable grounds to suspect harm or risk of harm;

- ❖ legislation protects individuals from liability when they report concerns to child safety or police in good faith;
- ❖ Child safety operates under strict confidentiality laws, which means it does not disclose:
  - the identity of the reporter, except to those who require the information to fulfill legal duties under the act;
  - Details of the investigation will not be disclosed to the individual who submitted the report.
- ❖ Retaliation against any individual who, in good faith and with reasonable judgment, provides information under this policy to an authorised party is strictly prohibited.
- ❖ All adults have a legal obligation to report sexual abuse under Criminal Code Act 1899 (Qld) (s229BC). - Failure to report may result in legal consequences.

## REPORTING INAPPROPRIATE BEHAVIOUR

Any individual who observes behaviour they believe to be inappropriate should report the matter to the Club President. If the President is implicated, the matter should be escalated to a member of the Board or Management Committee

## HANDLING REPORTS OF INAPPROPRIATE BEHAVIOUR

All reports of inappropriate behaviour must be directed to the Club President. If the President is implicated, the matter should be escalated to a member of the Board or Management Committee.

## REPORTING DETAILS

Reports must include the following details:

- ❖ the name of the reporting individual
- ❖ the name of the child or young person involved
- ❖ the basis for the reporter's awareness or suspicion of abuse or inappropriate behaviour
- ❖ specifics of the actual or suspected abuse
- ❖ any of the following information known to the reporter
  - the age of the child or young person
  - the identity of the alleged or suspected perpetrator
  - the identity of any other individuals who may possess relevant information.

## AWARENESS

The association will ensure that all relevant individuals are informed of this policy. To promote awareness, the association will:

- ❖ publish the policy on its website for unrestricted access by members and associates
- ❖ require acknowledgment from all relevant individuals confirming they have read and understood the policy
- ❖ issue annual reminders to permanent staff regarding their responsibilities under this policy
- ❖ make hard copies of the policy available upon request

## IMPLEMENTATION

The association will conduct annual audits to verify implementation of the policy's procedures.

## ACCESSIBILITY

This policy is publicly accessible via the association's website, with hard copies available upon request.

## POLICY BREACH

The association will take appropriate action against any individual who violates this policy, including disciplinary measures up to and including termination for staff members.

## DEFINITIONS

To ensure clarity and consistency throughout this policy, the following definitions apply:

- ❖ **Child or Young Person:** Any individual under the age of 18.
- ❖ **Harm:** Any detrimental effect on a child's physical, psychological, or emotional wellbeing, whether caused by abuse, neglect, or exploitation.
- ❖ **Abuse:** Includes physical, emotional, sexual abuse, and neglect. Abuse may be perpetrated by adults or other children.
- ❖ **Reportable Suspicion:** A reasonable belief that a child has suffered, is suffering, or is at risk of suffering significant harm.
- ❖ **Inappropriate Behaviour:** Any conduct that breaches professional boundaries, places a child at risk, or violates the standards of care expected when working with children.

## TRAINING

All MBBi staff and volunteers in child-facing roles are required to undertake mandatory annual safeguarding training. This training should cover:

- ❖ Recognising signs and indicators of abuse and neglect.
- ❖ Understanding legal obligations and reporting procedures.
- ❖ Maintaining professional boundaries and ethical conduct.
- ❖ Responding appropriately to disclosures or concerns raised by children.
- ❖ Training may be delivered internally by MBBi or through approved external providers, provided it meets the standards outlined in the Child Safe Organisations Act 2024 (Qld) and Basketball Queensland's safeguarding expectations.
- ❖ MBBi will maintain a secure and up-to-date register documenting the completion of child protection training for all relevant individuals.

## CHILD EMPOWERMENT

MBBi is committed to fostering an environment where children feel safe, respected, and heard. To support child empowerment, the association will:

- ❖ Provide age-appropriate education on children's rights, personal safety, and respectful relationships.
- ❖ Encourage children to speak up about concerns and ensure they know how to report inappropriate behaviour.
- ❖ Promote a culture of inclusion, trust, and open communication between children and adults.

Children will be actively involved in shaping safe environments through feedback and participation in relevant programs.

## ALIGNMENT WITH QUEENSLAND'S 10 CHILD SAFE STANDARDS

MBBi 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. Leadership, Governance and Culture	Child safety is embedded in MBBi's policy framework, with leadership (President and Board) responsible for oversight and enforcement. Annual audits ensure governance accountability.
2. Children and Young People Are Informed and Empowered	MBBi ensures children are aware of their rights and encourages reporting through accessible forms and safe interview protocols.
3. Families and Communities Are Informed and Involved	Parents are informed promptly of any concerns unless it is not in the child's best interest. The policy is publicly available and regularly circulated to clubs.
4. Equity Is Upheld and Diverse Needs Are Respected	MBBi acknowledges the need for inclusive practices and commits to culturally safe environments, including for Aboriginal and Torres Strait Islander children.

## CHILD SAFE STANDARD

### 5. People Working With Children Are Suitable and Supported

## MBBI PRACTICE

All staff and volunteers are required to comply with this policy and hold appropriate Blue Cards. Annual reminders reinforce obligations.

### 6. Processes to Respond to Complaints and Concerns Are Child-Focused

Clear procedures exist for reporting harm or inappropriate behaviour, with confidentiality and protection for reporters.

### 7. Staff and Volunteers Are Equipped with Knowledge, Skills and Awareness

Staff and volunteers are reminded annually of their obligations, and the policy is reviewed and updated regularly.

### 8. Physical and Online Environments Are Safe and Monitored

MBBI ensures safe physical environments during interviews and activities. Online safety is supported through policy awareness.

### 9. Implementation of the Standards Is Reviewed and Improved

Annual audits of policy compliance are conducted to ensure continuous improvement.

### 10. Policies and Procedures Document Child Safety

This Child Protection Policy outlines all procedures for reporting, responding, and recording incidents, and is reviewed annually.

## UNIVERSAL PRINCIPLE

MBBI recognises the Universal Principle that Aboriginal and Torres Strait Islander children have the right to culturally safe environments. MBBI commits to ensuring these children feel welcome, safe, valued, included, and respected in all activities and interactions.

## WORKING WITH CHILDREN CHECK -BLUE CARD

In accordance with the Working with Children (Risk Management and Screening) Act 2000, Moreton Bay Basketball Incorporation (MBBI) requires all individuals engaged in child-related activities to hold a valid Blue Card or approved exemption.

### WHO MUST HOLD A BLUE CARD

The following individuals must hold a current Blue Card before commencing any child-related work or volunteering:

- ❖ Coaches, assistant coaches, and team managers
- ❖ Referees aged 18 and over
- ❖ Board and Committee members involved in decisions affecting children
- ❖ Volunteers who regularly interact with children
- ❖ Staff involved in child facing roles or who supervising children at events, training, or play facilities
- ❖ Any person conducting basketball activities directed mainly at children

Note: Under Queensland's "No Card, No Start" policy, individuals must hold a valid Blue Card before beginning any regulated child-related work. [\[www.qld.gov.au\]](http://www.qld.gov.au)

### MBBI RESPONSIBILITIES

MBBI will:

- ❖ Maintain an up-to-date Blue Card Register for all staff, volunteers, and committee members
- ❖ Verify Blue Card status before engagement in any child-related role
- ❖ Conduct annual audits to ensure compliance
- ❖ Immediately suspend individuals from child-related duties if their Blue Card is cancelled or suspended

### COMPLIANCE AND PENALTIES

Failure to comply with Blue Card requirements may result in:

- ❖ Suspension or termination of duties

- ❖ Reporting to Blue Card Services
- ❖ Legal penalties under Queensland law

## REFERENCES

This policy should be read in conjunction with Basketball Australia's Child Safeguarding Policy and Basketball Queensland's Code of Conduct

## LEGISLATION

This policy is in alignment with the following legislation;

- ❖ Child Protection Act 1999 (Qld)
- ❖ Working with Children (Risk Management and Screening) Act 2000 (Qld)
- ❖ Child Safe Organisations Act 2024 (Qld)
- ❖ Basketball Australia Child Safeguarding Policy
- ❖ Basketball Queensland Code of Conduct

## MBBI CHILD PROTECTION POLICY / CHILD FRIENDLY VERSION

To support age-appropriate understanding, MBBI has developed a child-friendly version of this policy that explains children's rights, personal safety, and respectful relationships in a clear and engaging format, available on our website and in print upon request.

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# MORETON BAY BASKETBALL INCORPORATED

## CHILD PROTECTION POLICY

### DETAILS OF PERSON MAKING REPORT:

Date:	
Name:	
Phone number:	

### DETAILS OF CHILD OR YOUNG PERSON HARMED OR AT RISK OF HARM:

Name:	
DOB:	
Does the child have a disability Yes/No	If yes identify:
Address (if known):	
Phone number:	

### FAMILY DETAILS:

Parent/Carer 1:			
Relationship to child:			
Address (If different to child)			
Phone (H):		Phone (W):	
Phone (M):		Email:	

### PERSON ALLEGED TO HAVE CAUSED HARM OR ABUSE:

<input type="checkbox"/>	Adult Family member	<input type="checkbox"/>	Child Family member	<input type="checkbox"/>	Unknown
<input type="checkbox"/>	Member/other child	<input type="checkbox"/>	Other adult	<input type="checkbox"/>	Other

Provide all information you have which led to the suspicion of harm or abuse.  
(Attach additional pages if required)

Provide all details of any harm and/or abuse of the child or young person (e.g. 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).

(Attach additional pages if required)

Please indicate the identity of anyone else who may have information about the harm or abuse.

Have you provided additional information as an attachment?

☐ Yes ☐ No

If yes, please indicate how many additional pages have been provided as an attachment?

\_\_\_\_\_

#### ACTION TAKEN

	<input type="checkbox"/>	QLD Police Services
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Other: (Please specify)



## MORETON BAY BASKETBALL INCORPORATED

### CHILD PROTECTION POLICY DECLARATION

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#### DECLARATION

Moreton Bay Basketball Incorporation (MBBI) is committed to upholding the highest standards of child safety and wellbeing in accordance with:

- ❖ Basketball Queensland's Code of Conduct and Safeguarding Expectations
- ❖ Basketball Australia's Child Safeguarding Policy
- ❖ Child Protection Act 1999 (Qld)
- ❖ Working with Children (Risk Management and Screening) Act 2000 (Qld)
- ❖ Child Safe Organisations Act 2024 (Qld)
- ❖ Queensland's 10 Child Safe Standards as outlined by the Queensland Family and Child Commission (QFCC)

By signing this declaration, all individuals engaged with MBBI—including staff, volunteers, coaches, referees, and committee members—affirm that they:

1. Have read, understood, and agree to comply with the MBBI Child Protection Policy.
2. Will uphold the rights, safety, and dignity of all children and young people involved in MBBI activities.
3. Will report any concerns, suspicions, or disclosures of harm, abuse, or inappropriate behaviour in accordance with the procedures outlined in this policy.
4. Understand their legal obligations, including mandatory reporting requirements under the Criminal Code Act 1899 (Qld) s229BC.
5. Will maintain professional boundaries and act ethically in all interactions with children and young people.
6. Will complete mandatory annual child protection training and hold a valid Blue Card (where applicable) prior to engaging in child-related activities.
7. Will not retaliate against any individual who reports concerns in good faith.

#### ACKNOWLEDGMENT AND SIGNATURE

I, the undersigned, acknowledge that I have read and understood the MBBI Child Protection Policy and agree to abide by its principles and procedures.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Role/Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_