



WORKING WITH CHILDREN POLICY

Policy Number:	BSA011	Version:	3
Revised on:	15 June 2020	First Approved:	21 May 2018
Authorised by:	Commission	Next Review Date:	1 July 2022

Purpose

The purpose of this policy is to provide a comprehensive guide to child safety procedures and risk mitigation strategies for Basketball SA members in all service levels.

Scope

South Australian legislation requires organisations that provide services for children to create and maintain child safe environments. All personnel involved in a sporting club providing services to children are required to obtain a 'Working with Children Check' (WWCC).

This policy applies to all staff, volunteers, administrators, committee members, coaches (including assistant coaches and other support staff), team managers, referees and officials.

While procedures are adopted to mitigate risk, it is important that all members of the basketball community understand child safety is everyone's responsibility.

Definitions

DHS – Government of South Australia Department of Human Services

DCSI Working with Children Clearance – assessment conducted by the Department Community and Social Inclusion. From 1 July 2019 the DCSI was replaced with DHS WWCC.

Working with Children Check (WWCC) – A risk assessment conducted by the DHS Screening Unit to assess whether a person is suitable to work with children. A valid WWCC will be one that is less than 5 years old and the applicant is identified as 'Not Prohibited'.

Policy

It is the policy of Basketball SA that the following minimum requirements are met to support the provision of child safe environments:

- All persons 14 years old or over to whom this policy applies must present a valid WWCC prior to engagement, regardless of whether they directly work with children.
- All staff, coaches, and court supervisors must complete the Play by the Rules online training in Child Protection, and Harassment and Discrimination
- Recruitment processes will incorporate assessment for suitability to work with children (a valid WWCC should not be the only form of assessment)
- All Basketball SA staff will attend at least one Member Protection training session per three year period.
- A Member Protection Information Officer and Child Protection Officer will be available at each club/association. Members must be informed who they can contact.
- Members will be made aware of the policies and codes of conduct that support a child safe environment (including but not limited to this policy and Member Protection Policy).

A DCSI Working with children clearance issued before 1 July 2019 will be accepted until its expiry date. From 1 July 2020, a National Police Certificate issued by SAPOL cannot be accepted.

Delegation

The club/association is responsible for ensuring child safe systems are in place at a local level and that anyone they engage presents a valid WWCC and complete required training. It is the responsibility of the club/association to adhere to the record keeping and monitoring requirements. It is the individual's responsibility to maintain the validity of their WWCC and notify their club/association of any changes.

BSA's engagements include (but are not limited to):

- BSA staff
- Volunteers within the Metro High Performance Program
- Referees and officials of BSA competitions
- BSA Commissioners

By requesting a BSA Coach Pass, associations and clubs are confirming that the coach has a valid WWCC and completed the above Play by the Rules training.

By requesting a BSA Referee Pass, the requester is confirming that the referee has a valid WWCC clearance.

Prohibited Persons

It is an offence to employ, or continue to employ, a prohibited person.

In the event that Basketball SA learns or is presented with a WWCC that prohibits a person from working with children, Basketball SA will send confidential information to member presidents. NB: This does not affect the club/association responsibility above.

Clubs/associations presented with a 'Prohibited' WWCC must forward a copy to Basketball SA Manager Stakeholder Relations and Member Services.

Exclusions

Basketball SA will accept the following exclusions to requiring a WWCC:

- You are a SA Police or Australian Federal Police Officer
- You are acting in a role that is unlikely to be for more than seven days (consecutive or not) in a calendar year
- You live interstate, have a current child-related check from your home state, and are working at an organised event in South Australia lasting no more than 10 consecutive days

If applying an exclusion, a record of the reason for exclusion must be recorded on the WWCC register.

Record Keeping and Monitoring

Basketball SA will maintain a WWCC Register for the purpose of monitoring the status of WWCC's for person's engaged directly by Basketball SA.

Basketball SA will develop a notification system for staff that directly engage persons to ensure that only those with a valid WWCC are rostered.

Associations and clubs must maintain a WWCC register and monitor the status of WWCC's for any person engaged by each Association/club.

Record keeping should include full name, date of birth, email, screening reference number, WWCC status, and WWCC expiry as a minimum.

It is recommended that the register also includes Play by The Rules training log and other information relevant to working with children, for example current first aid certificate.

All coach's and referee's must be registered on Sports TG with details of their WWCC and Play by the Rules training for the purpose of a central record. BSA will have the ability to check this information when required but will not assume responsibility for monitoring the information uploaded to Sports TG. Responsibility for ensuring this information is accurate and up to date remains with the club/association engaging the individual.

Mandatory Reporting

Employees and volunteers within sport are classified as mandated notifiers. A mandated notifier is required by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person is, or may be, at risk of harm. This obligation arises when a mandated notifier forms this suspicion in the course of their employment (whether paid or voluntary). The mandated notifier does not have to be able to prove that harm has occurred.

Reasonable grounds to report suspected abuse and/or neglect may include:

- when your own observations of a particular child's behaviour and/or injuries lead you to suspect a child is, or may be, at risk of harm
- when a child tells you they have been harmed
- a child telling you that they know of someone who has been harmed (they may possibly be referring to themselves)
- when your own observations about the behaviour of the child, or their adult caregivers, give you cause to suspect that a child is being, or is at risk of being harmed
- when you hear about it from someone who is in a position to provide reliable information, perhaps a relative or friend, neighbour or sibling of a child who is at risk.

All staff and volunteers have a duty of care to respond to the needs of the child and their family.

To report a reasonable suspicion that a child has been or is being abused or neglected phone the Child Abuse Report Line (CARL) on [13 14 78](tel:131478).

The report line is open 24 hours a day, 7 days a week.

Additional Information

- Child Safety (Prohibited Persons) Act 2016
- Child Safety (Prohibited Persons) Regulations 2019
- Children and Young People (Safety) Act 2017
- SA.GOV.AU – report child abuse
- Basketball Australia Member Protection Policy and Codes of Conduct

Appendices

No appendices.

Version Control

Version	Date	Nature of Amendment	Update Author(s)
1	May 2018	New Policy	CEO
2	June 2019	Update to reflect changes in legislation	CEO, Manager Stakeholder Relations & Member Services
3	June 2020	General update. Update to new policy format. Update to reflect changes in legislation (police checks). Addition of CARL line, prohibited persons reporting procedure. Child safe requirements strengthened	CEO, Manager Stakeholder Relations & Member Services