

Kilsyth Basketball

Child Safeguarding Project Plan

Project Details:

Item	Details
Reference number	KBCSS25
Name of Organisation	Kilsyth Basketball
Organisation contact name	Will van Poppel, CEO, Kilsyth Basketball
LWA Project Manager	Kerry Sayburn, Senior Associate

Purpose of document:

To provide a detailed project plan for work requested by Kilsyth Basketball to develop relevant policy and procedures to support Kilsyth Basketball's compliance with the Child Safe Standards.

Background information:

Kilsyth Basketball is one of Australia's largest and most successful basketball associations, with a proud history of developing players, coaches, and teams at all levels. From grassroots programs to elite competition, Kilsyth Basketball provide opportunities for athletes of all ages to learn, grow, and compete in a supportive and dynamic environment.

Kilsyth Basketball has approximately 15,000-16,000 members, supports in excess of 1000 junior teams and facilitates more than 600 basketball games per week. The Kilsyth Cobras supports approximately 450 children and young people to play basketball every week.

The Victorian Child Safe Standards (the Standards) apply to all sporting clubs that operate and provide sporting services to children and young people within Victoria. Clubs that provide a service to children, including sporting clubs, are legally required to comply with the Standards from 1 July 2022. The Standards outline minimum requirements and actions clubs must take to keep children and young people safe from all forms of abuse.

Kilsyth Basketball is in scope of the Standards. To date, it has been assessed that Kilsyth Basketball may not be compliant with the Standards and therefore it requires support to ensure relevant policy and procedures are in place to ensure the safety of all children and young people associated with the Association.

Scope of work:

LWA has been engaged by Kilsyth Basketball to:

- Undertake a streamlined audit of Kilsyth Basketball policies, procedures and processes against requirements of the Child Safe Standards to determine priority action areas.
- Develop Kilsyth Basketball specific Child Safety policies to support compliance with the Child Safe Standards drawing upon information available through VicSport and Basketball Victoria. Deliverables to include:
 - Child Safe Sport Commitment Statement
 - Child Safety and Wellbeing Policy
 - Responding to and Reporting Child Safe Concerns Policy.

Project Plan:

Action	Estimated Timeline
Quote accepted by Kilsyth Basketball	09/10/2025
Terms of Reference signed by both parties	10/10/2025
LWA Work commenced	10/10/2025
Project plan developed and submitted to Kilsyth Basketball for approval	13/10/2025
Initial planning meeting to be held and streamlined Child Safe Standards audit commences	15/10/2025
Project Plan approved by Kilsyth Basketball	16/10/2025
All relevant Kilsyth Basketball information, including child safety related policies, procedures and practice advice, provided to LWA by Kilsyth Basketball	20/10/2025
Policy development commences <ul style="list-style-type: none"> - <i>Child Safe Sport Commitment Statement</i> - <i>Child Safety and Wellbeing Policy</i> - <i>Responding to and Reporting Child Safe Concerns Policy.</i> 	20/10/2025
Document review complete	27/10/2025
Streamlined Child Safe Standards audit findings submitted for Kilsyth Basketball review	03/11/2025
Draft policy documents submitted to Kilsyth Basketball for review	14/11/2025
Kilsyth Basketball request changes/amendments or confirm approval of policy documents	19/11/2025
Updates to documents finalised and re-submitted to Kilsyth Basketball for final approval (as required)	21/11/2025
Complimentary 1 hour information session on Child Safe Standards and policy updates for key stakeholders	TBA
Project finalised	30/11/2025

Project Plan developed by:

DRAFT Project Plan dated:

DRAFT Project Plan submitted to Kilsyth Basketball:

FINAL project plan approved by Kilsyth Basketball:

Kerry Sayburn, Senior Associate, LWA

10/10/2025

13/10/2025

TBC