



CHILD SAFE ENVIRONMENTS POLICY

Purpose

Adelaide Basketball Pty. Ltd, (the Club) known as the Adelaide 36ers have developed this policy to protect the safety of children and young people and to comply with relevant South Australian legislation.

The policy clearly outlines the roles and responsibilities of employees, players, contractors and volunteers engaged by the club toward the safety of children and young people.

Commitment

The policy complies with the child safe environments provisions of the *Children and Young People (Safety) Act 2017*, *Child Safety (Prohibited Persons) Act 2016* and the National Principles for Child Safe Organisations.

The Club is committed to the prevention of harm, or risk of harm, to children or young people through the implementation of policies and procedures that contribute to the improvement of child protection in the sport and recreation environment. We follow the Child Safe Environments standards set out by the Australian Human Rights Commission.

The Club values, respects and encourages children and young people to participate in relevant engagement activities. The safety and protection of children and young people is always the priority.

The Club embraces all children and young people regardless of their abilities, gender, social or economic status or cultural background. At all times the Club is committed to inclusiveness, diversity and equity.

Scope

This policy applies to all employees, players, contractors and volunteers involved with the Club.

The Club has contact with children and young people in the following examples:

- Game day;
- Training;
- Coaching clinics and camps;
- Community events;
- School and promotional visits.

The Club will require all employees, players, contractors and volunteers in the organisation to agree in writing to acknowledge the policy and code of conduct and act in accordance with their contents.

Communication

The policy, and code of conduct, will be communicated to all employees, players, contractors and volunteers by email.

A copy of the policy and code of conduct will be prominently displayed on the Clubs website for the easy access and information for families, children and young people, club members and the public.



New employees, players, contractors and volunteers will be provided with a copy of this policy and code of conduct as part of induction to the Club. They will be asked to acknowledge in writing they have read and understand the contents of the policy and code of conduct.

A copy of this policy and code of conduct will be provided to any person or organisation on request.

Information sessions on the content of this policy, code of conduct, risk management strategies and Child Safe Environments will be held regularly for employees, players, contractors and volunteers.

Participation of families, children and young people

The Club is committed to providing a friendly and welcoming environment for all children, young people and families who participate in club activities.

Employees, players, contractors and volunteers are to ensure they have a good understanding of the needs of children and young people.

Upon initial engagement with the club, children, young people and their families will be informed of how they can access this policy and the code of conduct.

The club encourages children, young people and their families to provide feedback and supports them in making complaints. In particular, they will be given opportunities to provide feedback when, and after, participating in club activities. This can be provided informally or formally for instance by questionnaires or surveys.

Code of conduct

The Club has developed a code of conduct for working with children and young people. The code applies to all employees, players, contractors and volunteers.

A copy of the code of conduct is available on the club's website. It will be provided to employees, players, contractors and volunteers as part of the induction process.

Concerns regarding alleged breaches of the code of conduct are to be made to the Child Safety Officer or Chief Executive Officer. Alleged breaches will be investigated by the Chief Executive Officer.

The Chief Executive Officer will determine the consequence (s) for any proven breaches of the code of conduct.

Recruitment

The Club will have a clear commitment to child safety and wellbeing included in position statements and advertisements.

We are registered with the DHS Screening Unit and we link all Working with Children Checks to our registration.

All persons running the organisation and all employees, players, contractors and volunteers over the age of 14 years are required to hold a current, not prohibited Working with Children Check issued by the Screening Unit of the Department of Human Services. The club will check with the Screening Unit to confirm the clearance status of the applicant before engagement and for current employees, players, contractors and volunteers we will verify their renewed Working with Children Checks in the DHS Screening Unit portal as required by law.



All employees, players, contractors and volunteers linked to the Club will be required to renew their Working with Children Check every five years.

The recruitment process will ensure through written applications, interviews and referee checks will assess the applicant's history working with children and young people to ensure the safety and wellbeing of children and young people.

The Club will not engage any employees, players, contractors or volunteers who are prohibited persons from working with children and young people. The Club will contact the Department for Human Services Screening Unit if we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

During induction all employees, players, contractors and volunteers will be advised of their responsibilities to children and young people including record keeping, information sharing and reporting obligations.

Supervision, training and support for employees and volunteers

The Club provides access to ongoing training and development to all new and existing employees, players, contractors and volunteers to ensure that they understand their duty of care, key responsibilities, and ability to identify risk of harm to children and young people.

Child safety and wellbeing will be an agenda item for team and management meetings that involve the engagement of the community.

All employees, players, contractors and volunteers should read and make themselves familiar with protective behaviour strategies contained in the "Protective Practices for staff in their interactions with children and young people" published by the Department for Education.

[Protective practices for education and care staff and volunteers](#)

The Club will promote Play by the Rules and Sports Integrity Australia websites for the Child Protection online training for the community on the Adelaide 36ers website.

Child Safety Officer

The Club has a nominated Child Safety Officer.

The Child Safety Officer has the responsibility of ensuring that all employees, players, contractors and volunteers:

- Understand their roles and responsibilities in relation to child safe environments;
- Appreciate the importance of recognising cultural differences in the promotion of safety, particularly that of Aboriginal and Torres Strait Islander Children, LGBTQIA+ culturally and/or linguistically diverse children, and children with a disability;
- Recognise their commitment to immediately report situations where there is a belief on reasonable grounds that a child or young person has been, or is at risk of harm;
- Know the indicators that depict when a child may be at risk of harm.

The Child Safety Officer is also responsible for:

- Providing access to training and development for recognising and reporting harm;



- Providing access to policies and procedures and standards for the safety of children, and the integrity of all employees, players, contractors and volunteers;
- Providing all employees, players, contractors, volunteers and families participating in child-related events with access to information regarding behaviours that do and do not constitute a breach of the organisation's child protection risk management strategy, and the potential consequences of a breach;
- Where appropriate, providing access to services relating to the promotion of cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of culturally and/or linguistically diverse children and the safety of children with a disability;
- Identify all employees, players, contractors and volunteers who are mandated notifiers;
- Managing breaches of the child safe environments policy;
- Ensuring all persons running the business and all employees, players, contractors and volunteers hold a current, not prohibited Working with Children Check (WWCC).

Reporting and responding to harm or risk of harm

Child protection is everyone's responsibility, and all employees, players, contractors and volunteers of the Club are supported and encouraged to report a suspicion that a child or young person is, or may be, at risk of harm.

All employees, players, contractors and volunteers directly providing services to children or young people are required by law to mandatory report a suspicion that a child or young person is, or may be, at risk of harm.

Anyone holding a management position within the club whose duties include direct responsibility for, or direct supervision of provision of services to children or young people are also required by law to mandatory report a suspicion that a child or young person is, or may be, at risk of harm.

All reports are to be made to the Child Abuse Report Line (CARL) on 13 14 78 as soon as possible.

Further information regarding mandatory reporting is found at:

<https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>

Where there is immediate risk to a child or young person employees, players, contractors and volunteers are to contact the South Australian Police (SAPOL) on 000. They should also seek assistance from their supervisor, Child Safety Officer or Chief Executive Officer.

It is the responsibility of the individual identifying the harm or risk of harm to make the report to CARL or SAPOL. They are not to rely on a third party making the report.

Further information on the reporting process can be found at

<https://www.sa.gov.au/topics/educationand-learning/health-and-wellbeing/child-abuse/report-child-abuse>

All adult employees, players, contractors and volunteers (workers), even if not a mandated reporter have a legal obligation to report child sexual abuse by another worker to the police and to protect a child from sexual abuse by another worker. Failure to meet these obligations may be considered a criminal offence.

After making a report employees, contractors and volunteers are required to notify the Child Safety Officer or Chief Executive Officer.

The Club will organise appropriate support to the child or young person, their families and to the relevant employee or volunteer.



Process if a worker is subject to an allegation

'Reportable conduct' allegation means that there has been an allegation that an employee / player, which can also be a contractor or volunteer, has engaged in inappropriate conduct. This is defined as 'reportable conduct' and can have happened either at the place of employment or outside of work.

Reportable conduct' is defined as:

- a sexual offence committed against, with, or in the presence of a child;
- sexual misconduct with, towards, or in the presence of a child;
- ill-treatment of a child;
- neglect of a child;
- an assault against a child;
- behaviour that causes significant emotional or psychological harm to a child;
- an offence under section 43B or 316A of the Crimes Act 1900.

When a reportable allegation is raised against an employee, players, contractor or volunteer, the Club will take certain steps to respond to the allegation to comply with their legal obligations.

For processes to be accepted as appropriate and fair, they must be applied consistently and with integrity and treat all people involved in investigations with respect. This includes recognising and managing actual, potential or perceived conflicts of interest.

The steps the Club will take include:

- making any mandatory reports to Police or the Child Abuse Report Line (CARL) on 13 14 78);
- conducting risk assessments and managing any real or perceived risk to children;
- planning and conducting an investigation into the allegation (only with the sanction of DCP or SA Police);
- advising the employee, volunteer or contractor that a reportable allegation has been made against them (after receiving clearance from the Police or DCP);
- drafting a report including any findings, outcomes, recommendations and actions;
- providing the report and supporting documents to the DCP / DHS for review and closure (should no further action be required);
- storing the information in a secure and private location.

Reporting or responding to complaints or feedback

The Club has an obligation to respond effectively to complaints that affect children and young people. The National Principles for Child Safe Organisations (National Principles) provide a nationally consistent approach to cultivating organisational cultures and practices that foster child safety and wellbeing. The National Principles also give effect to the child safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse.



The Club provide opportunities for young people and families to provide feedback or make a complaint. We do this by providing young people and families evaluations for all engagement activities within the community and in schools. After engagements, the Club encourage feedback and evaluations to be completed that are distributed by direct communication such as email with participants.

The Club have processes to respond to complaints and concerns that are child focused and uphold the rights of children and young people.

A child-focused approach helps children and young people to feel comfortable and empowered to make a complaint or raise a concern.

Children and young people should be:

- informed about their rights;
- participate in decisions affecting them, and;
- be taken seriously.

Speaking up is important and can make a difference for children and young people. Children and young people have rights and the Club encourage children and young people to provide feedback and complaints.

The Club encourage the following steps to be followed by children and young people:

1. Find support – someone you trust like a parent, guardian, friend, teacher or coach;
2. Tell your support person – why you are not happy and how you are feeling;
3. Make your complaint to the Adelaide 36ers Child Safe Officer, Ross Wait, 08 8345 0900. You may also like to contact Kids Help Line (1800 55 1800) www.helpline.com.au.

The Club will deal with all complaints and feedback from children and young people seriously.

In the first instance complaints and feedback should be directed to the Child Safety Officer. The Child Safety Officer will assess the complaint and take appropriate action.

The Club will acknowledge and listen to all complaints and feedback which will all be recorded in writing.

The Club will clearly document and securely store decisions and actions taken in response to complaints and feedback.

The identity of parties and all information collected will always remain confidential.

If a worker receives a complaint, they must forward it to management as soon as possible.

The Club will ensure that procedural fairness is followed at all times.

The Club will respond to the complainant with an outcome in an appropriate timeframe. Where any investigation is likely to take some time to resolve, all parties should be regularly updated as to the progress.

If the child, young person or their family is not happy with the outcome from the complaints process they can contact:

- Health and Community Services Complaints Commissioner. Tel: 8226 8666
- Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419



- South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: www.eoc.sa.gov.au Tel: 08 8207 1977.

Risk Management

The Club's risk management strategy consists of:

- A policy document supporting the protection of children and young people from risk of harm;
- A code of conduct for interacting with children in an appropriate manner;
- Supervision, training and support for employees, contractors and volunteers;
- Recruiting and training procedures for all new employees, contractors and volunteers, including interviews, screening processes, reference checks, and Working with Children Checks;
- Reporting guidelines and processes for managing disclosures or suspicions of harm;
- Techniques for handling breaches of the risk management strategy;
- Implementation of risk management strategies for high-risk activities and special events; and
- Methods for communication and support.

All parents, caregivers and children involved with Club events will be made aware and well-informed of the policies and procedures that encompass the Clubs Child Safe Environments Policy.

Particularly, there should be an understanding of safe behaviour and relations with Aboriginal and Torres Strait Islander children, culturally and/or linguistically diverse children and children with a disability.

The Risk Management Strategy will be regularly reviewed for the purpose of ensuring that children and young people are always in a safe and friendly environment.

Identified risk	Actions to minimise risk
Physical contact	• any physical contact must be appropriate to the delivery of services being provided • where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding • unnecessary physical contact is not allowed
Online communications	• cyber safety and social media guidelines are in place and provided to all workers • appropriate supervision is provided for all online activities • workers must not communicate with children or young people via social media
Supervision	• if child/young person not collected by parent/guardian at end of consult/class/training two adults are to stay with child/young person until they are collected • one to one consultation with a child or young person will be in line of sight of another adult
Taking images of children and young people	• consent of child or young person and parent/guardian required



	• disclosure will be made to child, young person and parent/guardian as to how the image is to be used • images must be presented in a way that de-identifies the child or young person
Physical environment	• maintain a risk register that is reviewed annually to ensure effectiveness • conduct risk assessments for all activities • ensure all equipment is in good working order
Privacy and confidentiality	• documents containing confidential information will be stored securely with restricted access • digital files containing confidential information will be protected electronically with restricted access • workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian unless legally required to
Change room requirements	• a minimum of two adults of the same gender as the children or young people must be present • supervision will be provided ensuring the child or young person's right to privacy • adults must not shower or change whilst supervising children or young people • phones, cameras and recording devices must not be used in change room

Related policies and links

Child Safe Environments, Department of Human Services

<https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments>

Children and Young People (Safety) Act, 2017

http://classic.austlii.edu.au/au/legis/sa/consol_act/caypa2017312/

Child Safety (Prohibited Persons) Act, 2016

[https://www.legislation.sa.gov.au/_/legislation/lz/c/a/child%20safety%20\(prohibited%20persons\)%20act%202016/current/2016.49.auth.pdf](https://www.legislation.sa.gov.au/_/legislation/lz/c/a/child%20safety%20(prohibited%20persons)%20act%202016/current/2016.49.auth.pdf)

Mandatory Reporting

<https://www.childprotection.sa.gov.au/report-suspected-harm/process-for-mandated-reporters/the-role-of-mandated-reporters>

National Principles for Child Safe Organisations

<https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/nationalprinciples-for-child-safe-organisations>



44a Crittenden Road
Findon SA 5023
(08) 8345 0900
Adelaide36ers.com

Protective Practices

https://www.education.sa.gov.au/sites/default/files/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf?acsf_files_redirect

Reporting Suspected Harm of Children & Young People

<https://www.childprotection.sa.gov.au/report-suspected-harm>

Working with Children Checks

<https://screening.sa.gov.au/types-of-check/working-with-children-check>

National Office of Child Safety

<https://www.childsafety.gov.au/system/files/2024-04/complaint-handling-guide-factsheet.PDF>

February 2025

Policy review

This policy, code of conduct and risk management will be reviewed at least every 5 years or as required.

In particular, a review will take place in the following circumstances:

- Changes to relevant legislation;
- Significant changes to the Club organisational structure;
- After any critical incident involving harm to a child or young person;
- New or added risks are identified;
- Significant noncompliance with the policy is identified.

The Club will lodge a new Child Safe Environments compliance statement with the Department of Human Services when it is updated.