

Donvale Dunkers Policies & Procedures



TABLE OF CONTENTS

STATEMENT OF COMMITMENT TO CHILD SAFETY	3
CHILD SAFETY POLICY	3
APPENDICES	8
SCREENING REQUIREMENTS	9
CHILD SAFETY DECLARATION	13
CODE OF CONDUCT- LEADERS STAFF AND VOLUNTEERS	15
CLUB WELFARE OFFICERS	20
COACHES' CODE OF CONDUCT	21
PARENTS' CODE OF CONDUCT	25
PLAYERS' CODE OF CONDUCT	28
GRIEVANCE AND COMPLAINTS POLICY	31
PRIVACY POLICY	32
COMMUNICATION POLICY	34
COACHES ACKNOWLEDGEMENT OF POLICIES	ERROR! BOOKMARK NOT DEFINED.

Statement of commitment to child safety

Donvale Dunkers Basketball Club is committed to child safety.

Donvale Dunkers wants all children to be safe, happy and empowered. We have zero tolerance of child abuse, and all allegations and safety concerns will be responded to swiftly, treated seriously and consistently with our policies and procedures.

We respect and will rigorously comply with our legal and moral obligations to contact authorities whenever we have cause to believe that safety child has been abused.,

We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.

We will screen all people appointed to leadership or volunteer roles and supervise all leaders and volunteers to enhance the safety of all children in our care.

We understand the importance of and are committed to regularly training and educating our leadership team and volunteers on child abuse risks.

We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We will implement and regularly review specific policies, procedures and training that support our leadership team and volunteers to achieve these commitments.

Child Safety Policy

1. Introduction

For the purposes of this Policy Donvale Dunkers Basketball Club will be referred to as Donvale Dunkers from here on.

It is our aim that everyone who participates in Donvale Dunker's activities is entitled to do so in an enjoyable and safe environment. Donvale Dunkers accepts that it has a moral and legal obligation to ensure that, when given responsibility for young people, coaches, officials, volunteers, staff members and parents provide them with the highest possible standard of care.

Donvale Dunkers is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children from harm and abuse and to report any abuse to any child participating in club activities to appropriate authorities.

The aim of this policy is to promote good practice, provide children and young people with the highest possible level of safety whilst in the care of Donvale Dunkers and to allow leadership team and volunteers to make informed and confident decisions on any matter concerning the safety of children.

Child:

The words 'child' and 'children' in this guide refer to children and young people up to the age of 18years.

1.1 Policy Statement

1. Children's Rights to Safety and Participation

Donvale Dunkers is committed to the safety and wellbeing of all children who have contact with the club.. The welfare of the child is paramount and we will act without hesitation to ensure a child safe environment is maintained at all times.

Donvale Dunkers also supports the involvement and participation of children and young people in developing and maintaining child-safe environments.

We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We support diversity and tolerance in our Club / Association, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- Support the cultural safety, participation and empowerment of Aboriginal children
- Support the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds

2. Identify and Analyse Risk of Harm

Donvale Dunkers will maintain a risk management strategy, which includes regularly reviewing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise the risk of harm to children as a result of any action of a volunteer, official, parent, player or any other person.

3. Codes of Conduct

Donvale Dunkers will maintain a Child Safety Code of Conduct and provide this to all leaders, volunteers, and parents.

All leaders and volunteers must read acknowledge and comply with Donvale Dunkers Codes of Conduct, Policies and Procedures.

4. Ensure that Adults and Children Adhere to the Codes of Conduct

Donvale Dunkers will ensure that all adults are aware of the organisation's Codes of Conduct that specify standards of conduct and care when dealing and interacting with children, and will do everything in its power to ensure all leaders and volunteers adhere to those codes of conduct.

The organisation will also implement a code of conduct to address appropriate behaviour between children. Upon implementation of this policy Donvale Dunkers will ensure all children are aware of this policy and will do everything in its power to ensure all children adhere to that code of conduct.

All leadership team members and volunteers, as well as children and their families, are given the opportunity to provide feedback on the Code of Conduct.

5. Training and Supervision

Our organisational culture aims for all leadership team, staff and volunteers (in addition to parents, carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. Donvale Dunkers will train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our leadership team and volunteers through ongoing supervision to enhance the safety of children; support the cultural safety of Aboriginal children, the cultural safety of children from linguistically and diverse backgrounds, and the safety of children with a disability.

New volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

Any inappropriate behaviour will be reported to appropriate authorities, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

6. Club / Association Welfare Officer

Donvale Dunkers will appoint and maintain a Club Welfare Officer.

The Club Welfare Officer will be trained in relation to all matters concerning child safety and in particular how to deal appropriately with all allegations, disclosures, concerns or observations relating to child safety and abuse.

7. Allegations, Concerns and Complaints

Donvale Dunkers will take all allegations seriously and has practices in place to investigate such allegations thoroughly and quickly.

We expect our leaders staff volunteers and families to discuss any concerns that they may have about the welfare of a child IMMEDIATELY with the Club Welfare Officer. The Club Welfare Officer will ensure that the concerns or incidents reported to them remain confidential and that the identity of the person reporting the concern or incident is not revealed.

The Club Welfare Officer will be required to report all the incidents of abuse to the appropriate authority at Basketball Victoria and to take appropriate further action as required, firstly to ensure that any risk to the safety of any child or children is addressed and thereafter to ensure that appropriate action is taken with respect to any person being found to have abused or put the safety of any child or children at risk.

8. Screening and Recruitment

Donvale Dunkers will ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children. This is achieved using a range of screening measures. Such measures help us minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The screening requirements are set out in Appendix #1

Donvale Dunkers will identify all positions within the club that involve child-related work.

All leaders, staff and volunteers engaged in child-related work are required to undergo the screening requirements.

Please read Appendix #1- "Screening Requirements".

9. Interview, Induction and Training for Personnel

Interview and Induction

All leadership team members, staff and volunteers will receive formal or informal induction during which:

- The role requirements and responsibilities will be clarified
- They will sign up to the organisation's Codes of Conduct and the Member Protection Declaration
- Child Safety Procedures will be explained and training needs will be identified.

Training

In addition to pre-selection checks, training after recruitment will be provided to help leaders, staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

10. Fair and Just Procedures for Personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

Donvale Dunkers will record all allegations of abuse and safety concerns, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to all children and families involved on progress and any actions we as an organisation take.

11. Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be leadership team, volunteers, officials, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

12. Legislative Responsibilities

Donvale Dunkers takes our legal responsibilities seriously, including:

- Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult

has committed a sexual offence against a child under 16 have an obligation to report that information to the police.

- Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

13. Risk Management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

14. Regular Review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute.

Reviewed Date: 7th Jul 2017

Appendices

Screening requirements

Basketball Victoria By-laws and the Victorian Government Working With Children Act make it compulsory for all coaches and administrators (such as team managers) of representative teams with regular contact with minors to be screened unless the coach or administrator is under 18 years of age, or is currently employed as a police officer or teacher. **Penalty: Failure to comply with the Screening By Laws will result in disqualification of team/s**

All persons identified by the club as working in a child-related work (those who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years) will be required to undergo the screening procedures as follows:

1. The Screening By Laws and the Act require all relevant persons to complete a **Working With Children Check**. (Note: There are heavy penalties under the Act for any person appointing a relevant person without a Working With Children Check.
2. Applicants for a Working With Children Check must list, Donvale Dunkers Basketball Club as an employer on their application. Results of the Working With Children Check Application will be sent to a designated Dunkers appointee (Dunkers Screening Officer) and will be treated as strictly "private and confidential" If there is an adverse report about a person then that report will be immediately directed to: "The Welfare Officer, Donvale Dunkers Basketball Club, c/o Donvale Christian College 155 Tindals Road, Donvale 3111" who shall then inform the person in question. An appeal process is available through the Victorian Civil and Administrative Tribunal under the Act.
3. Persons who already have the Working With Children Check will not be required to undergo another until expiry of the Check (5 years from issue) as the Check is portable between sports and associations, but will need to sign the statutory declaration as soon as possible. Associations may require a person to undergo a police check at any time.
4. In addition to the Working With Children Check, all persons to whom the by-laws apply must complete a statutory declaration in the form attached (See appendix #2- Child Safety Declaration). If the person cannot truthfully sign the declaration, he or she must not continue to be involved with children but may write to the club explaining why the declaration cannot be signed. A decision will then be made in consultation with Basketball Victoria on whether the person may be involved.
5. If a person is new to the club and is not known, the person is required to produce photo identification and written references and the references will be checked.

Any query should be directed to the Club Coordinator.

Instructions on Applying for a Working With Children Check:

- Working with Children Check's can be done at most post offices. Some post offices will arrange for staff to attend a stadium where a number of people are applying. Applicants need a passport type photo and the application is free for volunteers. Applicants need to produce sufficient identification in a similar manner to applying for a passport or opening a new bank account.

Application forms may be obtained from post offices or the Working With Children Office at the Department of Justice. Photocopied forms are not acceptable.

Alternatively, you can complete an online form at <http://www.workingwithchildren.vic.gov.au> and then submit it at your nearest post office.

On the Application Form

1. Select Volunteer
 2. Under Details of the Organisation fill in the following
Donvale Dunkers Basketball Club
151 Tindals Road, Donvale 3111
0398442471
Select option #42 – Clubs, associations or sporting nature
- Ensure that the section "Declaration of Volunteer Status" is completed before training or competition begins.
 - These lists must be posted to Administration at the same time as the application for a Working With Children Check is made.

Donvale Dunkers Procedures

1. The Dunkers Administrator must receive lists of volunteer applicants to be screened 1 week prior to the commencement of training or the first competitive game.
2. These lists are then forwarded to the Donvale Dunkers Screening Officer.
3. Applicants are notified in writing, by the Donvale Dunkers Screening Officer, of adverse decisions.

Appeal Procedure

The Club Screening Officer, upon receiving an adverse finding shall inform the applicant. The Club Screening Officer shall advise the appeal process upon request.

An appellant should put in a notice of appeal to

BV Screening Officer Box 3 MSAC
Aughtie Drive ALBERT PARK 3206

The Screening Officer shall immediately notify the VJBL Screening Officer of any appeal.

Notes:

Associations and their Coaching and Management personnel must be aware that this policy establishes a process of application. In other words coaches and administrators must apply to coach or administer by undergoing this check. Individuals who do not comply with this process are not to be given coaching or administrative positions with your association.

- All coaches- permanent/replacement/substitute/developmental/assistant - should be screened.
- New coaches must be screened immediately. I.e. within two weeks of appointment.
- After Round 1 Championship Phase, Associations are obliged to immediately notify the VJBL Administration in writing of changes to coaching staff.

COACHES / TEAM MANAGERS SCREENING – CLUB LIST

Association: Donvale Dunkers Basketball Club

Club Nominated Screening Delegate

Address 155 Tindals Road
Suburb Donvale, 3111
Phone 03 9844 2471

Association Declaration:

I, being the Nominated Delegate of the *Donvale Dunkers Basketball* Club declare that the Coaches Screening information provided below is current and accurate and a true representation of our coaching status within the MEBA Competition.

Signed Date:

Please list all coaches/applicants within the Competition and their History. Please attach all statutory declarations signed by all coaches/applicants.

Other Applicants – list (under ‘position’) duties performed or job description i.e. treasurer, first aider, team manager etc.

Name	Position	Team	Past Screening Year	New Screening	Statutory declaration signed

Child Safety Declaration

I,
NAME

of
ADDRESS

...../...../..... solemnly and sincerely declare:
BORN

I am, or wish to be appointed as a coach/administrator/team manager/ volunteer for basketball in the Donvale Dunkers competition conducted by Nunawading Basketball Association.

1. I have never been charged with any criminal offence relating to child sexual abuse.
2. I am currently not the subject of any charge of a criminal offence relating to narcotics, violence or abuse including sexual abuse which has not yet been dealt with by the Courts.
3. I have not been found guilty by a Court of a criminal offence relating to narcotics, violence or abuse including sexual abuse.
4. No person has ever sought or obtained any intervention order, injunction or other restraining order against me alleging verbal or physical abuse (including sexual abuse).
5. I am not currently the subject of any sanction issued by a basketball association against me which prohibits me from holding a position of the type set out in clause 1 above.
6. No application submitted on my behalf has been rejected for, nor have I been suspended or dismissed from, a position in sport, volunteer organisation, business, educational or other Government or semi- government organisation where that rejection, suspension or dismissal relates to my conduct with persons aged under eighteen (18) years of age or to violence or drug use.
7. There are no other matters, which a reasonable person would consider relevant to the fitness of a person to be a coach of a team of players aged under eighteen or an administrator with frequent contact with persons aged under eighteen.
8. I will notify the President or CEO of the organisations appointing me to my position immediately upon becoming aware that any of the matters set out in clauses 2 to 6 above has changed for whatever reason.

I make this declaration that the information contained in it is true and correct and I make it understanding that a person making a false declaration is liable to the penalties of perjury.

Declared at , in the State of Victoria/...../.....
SUBURB DATE

.....
APPLICANT SIGNATURE

.....
WITNESS SIGNATURE

(to be witnessed by a person qualified to take statutory declarations see over)

Statutory Declarations may be made before:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A Barrister and Solicitor of the Supreme Court of Victoria
- A Clerk to a Barrister and Solicitor of the Supreme Court of Victoria
- The Prothonotary or a Deputy Prothonotary of the Supreme Court of Victoria
- Registrar or Deputy Registrar of the County or Magistrates' Courts, or of Probate
- Associate to a Judge of the Supreme or County Courts
- Secretary to a master of the Supreme or County Courts
- A Patent Attorney
- Member of the Police
- The Sheriff or a Deputy Sheriff
- Current or former Member of Parliament of Victoria or the Commonwealth
- Councillor or senior officer of a Council
- Medical Practitioner
- Dentist
- Veterinary Surgeon
- Pharmacist
- School Principal
- Manager of an approved deposit taking institution (bank)
- An Accountant who is a member of the Institute of Chartered Accountants, the Society of CPAs or the National Institute of Accountants
- The Secretary of a Building Society
- A Minister of Religion who is authorised to perform marriages
- A Senior Victorian Public Servant
- A Member of the Institute of Legal Executives

Code of Conduct- Leaders Staff and Volunteers

All Leaders, Staff and Volunteers must comply with this code of practice of appropriate behaviour with children.

1. Code of Practice

All Leaders, staff and volunteers MUST adhere to the following principles and actions:

Sexual Conduct

- Sexual contact with a child is prohibited.
- Grooming a child is prohibited ("Grooming" is any communication or conduct linked to an intention to facilitate the involvement with a child in sexual behaviour.)
- Any form of sexual attention towards others in the presence of a child or any sexual remark, joke or innuendo in the hearing of a child is prohibited.
- Showing a child any pornography or suggestive or explicit material is prohibited.

Physical Conduct

- Physical abuse is prohibited.
- Physical contact with a child is generally to be avoided.
- Specifically, massaging, pinching, punching, pushing, sitting on laps, and any form of assault is prohibited.
- Any physical contact must be socially appropriate and must only be in an open public place.
- Physical contact is permitted when necessary for wellbeing or medical purposes. Physical contact may be provided to comfort a distressed child in the form of a side hug. Front hugs or embraces are not permitted.
- Physical contact necessary for coaching purposes is allowed but only when considered necessary. Such contact must be confined to socially appropriate contact with non-intimate parts of the body such as the shoulders, arms or lower legs. Wherever possible strategies should be used to avoid this contact such as using another adult to demonstrate the technique.
- Physical force must not be used unless necessary to safeguard a child against immediate physical danger (eg separating children from a fight)
-
- Any physical contact must be stopped if the child indicates he or she does not consent to the contact.
- Always work in an open environment. Do not be alone with a child (apart from one's own child) in a private or unobserved situations. Encouraging open communication with no secrets)

Verbal or Psychological Abuse

- Any form of verbal abuse or denigration of a child is prohibited.

- Any form of psychological abuse or attempts to psychologically control or manipulate a child is prohibited.
- Any attempt to prevent a child from sharing any conversations or information or in any way “keep secrets” from their parents other leaders staff or volunteers is prohibited.
- Sharing with a child any film or material that is demeaning to another person or otherwise offensive or inappropriate is prohibited.

Respect of Cultural and Linguistic Diversity

- All children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children, and children with a disability must be treated equally and with respect and dignity
- TRANSPORT
- Avoid being alone in a car with a child. It is always preferable to have your own child or other children in the car whilst transporting a child.
- Where transporting a child alone is unavoidable the following procedures must be followed:
 1. The person transporting the child must obtain the consent of the child’s parent by SMS or email prior to transporting the child:
 2. The child must be seated in the back seat;
 3. The vehicle must be registered and roadworthy and the child must wear a seatbelt.

CHANGE ROOM ARRANGEMENTS

- Staff and volunteers may be required to supervise children in change rooms.
- Where this occurs staff and volunteers must:
 1. Provide sufficient supervision to prevent abuse by any other person including members of the public or peers, whilst respecting the children’s privacy;
 2. Never be alone in a change room with 1 child;
 3. Not undress or change themselves whilst in the change room with children;
 4. Males must never supervise female children and females must never supervise male children.

Gifts

- Gifts from a leader, staff member or volunteer to a child are only acceptable as a reward or prize and must be given in a public area with no secrecy about the gift or why it is being given.

Use Possession or Supply of Alcohol or Drugs

- Leader staff and volunteers must not use, possess or be under the influence of alcohol or illicit drugs whilst with a child or any such substance to a child.

Supervision

- Leaders Staff and Volunteers must ensure that children are adequately supervised whilst engaged in activities with the Club including games, training and other

programs to ensure that all children are in a safe environment and are protected from external threats or abuse from others.

Language

- Language and tone of voice used in the presence of children should provide clear direction, guidance encouragement and affirmation, but should not be abusive or harmful.
- All leaders staff and volunteers must avoid language that is threatening, frightening, discriminatory, racist, sexist, derogatory or belittling to any person.

Electronic Communication

- Group SMS and emails are acceptable.
- Individual SMS and emails should be avoided but may be used to communicate urgent messages where necessary and appropriate. A copy of the message should be sent to a parent of the child. A copy of the communication must be retained.
- Leaders staff and volunteers must not initiate social media contact with a child nor initiate 'friending' a child unless the consent of a parent is obtained in writing;
- Leaders staff and volunteers must not use social media private messaging services to communicate with a child.

Overnight Stays and Camps

- All arrangements for overnight stays or camps must be approved by the President and written consent of the parents of all children participating must be obtained.
- Children's accommodation must be safe and secure.
- Supervising leaders, staff or volunteers accommodation must be in close proximity to the children's accommodation.
- Under no circumstance will an adult leader staff or volunteer sleep in the same bed with a child or share a room with a child.
- Children must be provided with the means and opportunity to contact their parents or other trusted adult if they request this or they express or show signs of being unsafe, uncomfortable, or distressed.
- All other requirements of this code continue to apply for the duration of the overnight stay or camp but in particular:
 - Children must be provided with privacy whilst bathing or dressing;
 - Children must not be exposed to adult nudity or state of undress;
 - Children must not be left in the care or supervision of unauthorised persons;
 - Children must not be exposed to explicit or age inappropriate material of any kind including movies, television, the Internet or magazines.
 -

Responding to suspicions and allegations

It is not the responsibility of any leader, staff or volunteer to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the child. This applies **BOTH** to

allegations/suspicions of abuse occurring within our association's activities or elsewhere.

Any leader, staff or volunteer has a responsibility to report an allegation of abuse if he or she has a reasonable belief that an incident took place. Factors contributing to reasonable belief may be:

- A child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves).
- Behaviour consistent with that of an abuse victim is observed. (
- Someone else has raised a suspicion of abuse but is unwilling to report it.
- Observing suspicious behaviour.

Any leader, staff or volunteer who has a reasonable belief that a child has been abused must immediately report their concern to the Club Welfare Officer and follow the directions given.

If the nominated Welfare Officer is not available you should take responsibility and seek advice from the duty officer at your local social services department (1300 360 391) or the police (000).

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

Receiving Evidence of Possible Abuse If a child directly reports abuse to you it is particularly important to respond appropriately. If a child says or indicates that he or she is being abused, you should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the child that he/she is not to blame and that it was right to tell.
- **Listen** to the child, showing that you are taking him/her seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- **Inform** the child that you have to inform other people about what he/she has told you. Tell the child this is to help stop the abuse from continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- **Record** all information.
- **Report** the incident to the association's welfare officer.

Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing his/her concern or someone else's
- The nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incident
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser? Record details.

Precautions to be Taken While Photographing Children

When photographing or filming a child or using children's images for work-related purposes, one must:

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this one must explain how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Understand that the onus is on him/her to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

APPENDIX #4

Club Welfare Officers

Our Club Welfare Officers

If you have any concerns about child safety, please contact one of our Club Welfare Officers:

1. Brett Halls
hallso73@hotmail.com
0436 471 644

Coaches' Code of Conduct

Basketball is intended to be a recreational activity for enjoyment and health. This code of conduct has been developed by Basketball Victoria to give participants some guide to the expectations it has on those participants. It is intended to assist everyone to obtain the maximum benefit and enjoyment from their involvement in basketball. As a result, the quality of participation will be improved so people are more likely to start and continue their involvement in basketball. Enjoy!!

1. Commitment to Child Safety

Donvale Dunkers is committed to ensuring our club creates and maintains a culture and operating environment in which all children are safe.

Coaches (in conjunction with Donvale Dunkers) are responsible for providing a safe and positive experience for the children they coach.

2. Remember that basketball is for enjoyment.

Remember that basketballers play for fun and enjoyment and that winning is only part of their motivation. Always make sure that participants are made to feel welcome whenever they attend for training or a match. Ensure that activities are carefully planned, well structured and varied to provide opportunities for individual and team development. Be willing to depart from the plan to take advantage of an unexpectedly high interest in a particular activity. Never ridicule players for making mistakes or losing a competition. See errors or losses as an opportunity to learn in a constructive way. Comment in a way that is positive and designed to create interest, involvement and development.

3. Be reasonable in your demands

In scheduling training and playing times and days, be reasonable in your demands on players' time, energy and enthusiasm, taking into account their age, level of play and other commitments such as school and employment. Young children are likely to have more time but short attention spans. They may have plenty of energy but are likely to need more guidance on how best to look after their bodies. The differences in physical and mental maturity can be quite marked in younger children of the same age group. All these factors need to be considered in coaching young children. Older children have greater demands from their studies and many of them need to work to assist their schooling. They also have many social demands. Try to assist them in achieving a good balance between the various demands on them. Adults should in most cases be capable of making their own decisions on priority between basketball and other demands such as work, family and social engagements. Respect those decisions.

4. Teach understanding and respect for the rules.

Teach your players that understanding and playing by the rules is their own responsibility and that the rules exist for the safety, proper order and enjoyment of all people involved in basketball. The lessons to be learned in this respect in basketball are lessons that can and should be carried over into all aspects of their lives. Do not encourage players to ignore or deliberately break any rules.

5. Give all players a reasonable amount of court time.

All players need and deserve reasonable court time. Avoid over-playing the talented players. It is unfair to both them and those who are not so talented. Players cannot improve without the opportunity of a reasonable amount of match practice. Talented players can burn out. Having no or little time in court can cause players to suffer from morale problems and they can lose interest in the sport altogether.

6. Develop team respect for the ability of opponents including their coaches.

Part of participation in sport is respect for all participants in the game. Encourage your players to accept that their opponents are entitled to proper courtesy. This means introducing themselves to their opponents on court, congratulating them whether they win or lose and accepting loss gracefully. Teach them that the opposition coach is there trying to do the best for their team and is also entitled to respect.

7. Instil in your players respect for officials and an acceptance of their judgement.

Players should be taught to understand that officials have a very difficult task to perform and that without them games could not be played. They are there to enforce the rules of play but they cannot always be right. Teach your players to accept bad calls graciously. Abuse of referees is unacceptable behaviour that should not be tolerated. Players who consistently dispute decisions or do not accept bad decisions should be singled out for counselling and guidance.

8. Guide your players in their interaction with the media, parents and spectators.

It is sometimes very difficult for players to concentrate on the game when there is the distraction of the presence of friends and relatives as spectators. Coaches have a difficult role to play in teaching players respect for their parents and other spectators but also teaching them to maintain concentration on the team plan if spectators become over-enthusiastic. Parents sometimes make demands on their children's time which interferes in their basketball activities. Respect this and try to structure your coaching and their training and playing times and obligations to take those demands into account. There are many other factors which need to be balanced, including venue availability and requirements of administrators. The coach's task is not easy. The presence of media at a basketball game can lead to a temptation by some players to "show off" or otherwise act differently from how they would act normally. Encourage your players to not be awed by the presence of the media. Also teach them that if they are approached for an interview after a game they are representing the whole sport and should behave accordingly.

9. Group players according to age, height, skills and physical maturity, whenever possible.

Uneven competition can lead to a loss of enthusiasm. Coaches should always try and group players of reasonably equal ability. In coaching children it is important to remember the different maturity rates for children of the same age. A player in their early teenage years may be the tallest in their team and yet because they have matured early, be one of the shorter players in only a brief time. Coaches must be ever vigilant to ensure that changes in height and other physical characteristics are noticed and acted upon.

10. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.

In our increasingly litigious and accountable society, all those involved in sport have a responsibility to take all reasonable steps to ensure the safety and well being of participants. Coaches are in a unique position to control many of the factors which can have an effect on this welfare. Coaches should be aware of the dangers factors such as heat and dehydration, wet floors and other potentially hazardous environmental situations can cause. A coach has a responsibility to avoid putting players into dangerous conditions.

11. Be prepared to lose sometimes.

Everyone wins and loses at some time. Be a fair winner and a good loser. Disappointment at losing is natural, but it should not be obvious to the point of being unpleasant for others. Just as unpleasant can be the boastful winner. Recognise that even in defeat, the loser has achieved something, just by playing. Not everything in life can be a winning situation. Losing can be an important learning experience for your wider life goals. Guide your players to accept a loss in this spirit.

12. Act responsibly when players are ill or injured.

Show concern and take responsibility for players who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured or ill player is ready to recommence play. If a player is injured on court, make sure that there is no danger of further aggravation of the injury by prompt removal of the player if this is appropriate. Qualify yourself to administer first aid so that you can recognise the seriousness of an injury or illness and act accordingly.

13. As well as imparting knowledge and skills, promote desirable personal and social behaviours.

Be aware of the role of the coach as an educator. Particularly with young people, the way they perform in their lives is influenced by many factors. An important influence is the person they see as a role model. Coaches often take on the part of role model for many young people. It is therefore important to ensure that the influence from coaches is seen in a positive light rather adversely. What you say and how you act can be most important in modelling the behaviour of players.

14. Keep your knowledge current.

Seek to keep abreast of changes in sport. Ensure that the information used is up to date, appropriate to the needs of players and takes into account the principles of growth and development of children. Players cannot learn from you if your skills and knowledge are inadequate.

15. Ensure that any physical contact with a player is appropriate.

Physical contact between a coach and a player except that which would be considered usual social contact such as the shaking of a hand or a “high five” should be rare. Gestures which can be well meaning, or even considered by some to be acceptable, may be unacceptable to others. Sometimes physical contact can be misinterpreted as sexual harassment or even molestation. Particular care needs to be taken in coaching children. Ensure that if there is physical contact with a player that it is appropriate to the situation and necessary for the player’s skill development.

16. Avoid personal relationships with players.

Personal relationships with players can often be misinterpreted as something sinister. Friendship with players is essential to building trust between a coach and players. However, the power imbalance in a coaching situation can make it unwise for a relationship to develop beyond friendship. Particular care must be taken when coaching children.

17. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution.

18. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you and your players do not abuse anything provided for use. Discourage players from hanging off hoops or “slam dunking”. Quite properly, these practices are banned in most venues. Not only can equipment be damaged but serious injury can occur.

Parents' Code of Conduct

Basketball is intended to be a recreational activity for enjoyment and health. This code of conduct has been developed by Basketball Victoria to give participants some guide to the expectations it has on those participants. It is intended to assist everyone to obtain the maximum benefit and enjoyment from their involvement in basketball. As a result, the quality of participation will be improved so people are more likely to start and continue their involvement in basketball. Enjoy!!

1. Commitment to Child Safety

Donvale Dunkers is committed to ensuring our club creates and maintains a culture and operating environment in which all children are safe. Parents, (in conjunction with Donvale Dunkers) are responsible for providing a safe and positive experience for the children they coach.

2. Encourage your children to participate for their own interest and enjoyment, not yours.

Support your children in their participation in basketball but do not force them to play if they don't want to. Sport is played by children for enjoyment and fitness. It is good for their bodies but should also be good for their minds. If they feel too much pressure from you it may make them rebellious or even depressed. It is very tempting for parents who are involved in a sport, or who have children with abilities they wish they had themselves to try and force the children to participate or to participate at a level to which they do not aspire. Resist the temptation.

3. Encourage children to always play by the rules.

Just as responsible parents teach their children to obey the law of the land, so should those same parents encourage their children to play sport by the rules. If your children show no respect for the rules of the game of basketball, they can also come to believe that breaking the law is acceptable too. If you see your children constantly breaching rules you should be prepared to speak to them at an appropriate time.

4. Teach children that an honest effort is always as important as a victory.

Your children will suffer many disappointments in their lives. You should teach them from an early age that whilst a win in basketball will bring them much pleasure, it is not the most important thing. Participating to the best of their abilities is far more important than winning. You can help them learn this, so that the result of each game is accepted without undue disappointment.

5. Focus on developing skills and playing the game. Reduce the emphasis on winning.

If children see that effort is rewarded by an increase in skills, they will derive considerable pleasure and see the importance of striving to improve over the necessity to win every game. Primary responsibility for skills training rests with the children and

their coaches but you can assist with their enthusiasm by attending games, encouraging them to practise away from formal training and games and even joining in with this practice.

6. A child learns best by example. Applaud good play by all teams.

Acknowledge all good plays whether they be by your children's team or the other team. Good manners and respect can be infectious. If you acknowledge the achievements of your children's opponents it is likely your children will follow suit. This can assist to create a positive and supportive climate for all children involved in the game.

7. Do not criticise your or others' children in front of others.

Reserve constructive criticism of your own children for more private moments. Children can be very sensitive and feel strong humiliation if they are criticised in front of their peers. When you do feel the necessity to speak to your child about something that displeases you, make the effort to explain what the problem is and why you are concerned about it. If you can see some way of avoiding the problem in the future, also explain this to the children. Give your children an opportunity to offer you an explanation. You are not communicating with your children effectively if all the communication is one way.

8. Accept decisions of all referees as being fair and called to the best of their ability.

Referees and officials have a difficult task to perform and your children could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. Players who consistently dispute decisions or do not accept bad decisions are bad sports. If you disagree with a decision, discuss it with your children in a constructive manner.

9. Set a good example by your own conduct, behaviour and appearance.

Children often learn by example. You are the prime role models for them. Make your parenting rewarding and beyond criticism by leading by example. Do not criticise opposing team members or supporters by word or gesture. Accept loss graciously and applaud the efforts of all playing the game. Do not be one of the "ugly" parents occasionally seen at sporting events.

10. Support all efforts to remove verbal and physical abuse from sporting activities.

Parents have considerable influence in how sports are conducted. Often they are called on to perform volunteer work to help organise their and others' children's activities. Use this rewarding experience, not just to assist in getting the necessary work performed, but also to influence the atmosphere in which your children play the sport. Children not as fortunate as yours whose parents are not willing or able to be involved may need some guidance on what is or isn't acceptable behaviour.

11. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution. Your children will most likely follow your lead in matters of discrimination and vilification.

12. Show appreciation for volunteer coaches, officials and administrators.

Volunteers are necessary for the functioning of sporting activities. Without them, your child could not participate. Whilst many are parents of people involved in the sport, many are also people dedicated to the sport and its development. Show them the respect and appreciation that they deserve.

13. Keep children in your care under control.

Basketball encourages you to bring your children to games. However, there can be dangers to them in a basketball stadium. They can also constitute a danger to players. You should ensure that children with you at a basketball game are well behaved and do not wander onto or too near to courts. They can easily be knocked down by a player or a player can trip over a child when concentrating on the play and not expecting a small child to be in the way.

14. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you do not abuse anything provided for use. Discourage your children from engaging in dangerous practices such as hanging off hoops or “slam dunking”. Quite properly, these practices are banned in most venues. Not only can equipment be damaged but serious injury can occur.

Players' Code of Conduct

Basketball is intended to be a recreational activity for enjoyment and health. This code of conduct has been developed by Basketball Victoria to give participants some guide to the expectations it has on those participants. It is intended to assist everyone to obtain the maximum benefit and enjoyment from their involvement in basketball. As a result, the quality of participation will be improved so people are more likely to start and continue their involvement in basketball. Enjoy!!

1. Commitment to Child Safety

Donvale Dunkers is committed to ensuring our club creates and maintains a culture and operating environment in which all children are safe.

Donvale Dunkers will be responsible for providing a safe and positive experience for the children they coach.

2. Understand and play by the rules.

Understanding and playing by the rules is your responsibility. The rules exist for the safety, proper order and enjoyment of all people involved in basketball. The lessons to be learned in this respect in basketball are lessons that can and should be carried over into all aspects of your lives. Do not ignore or deliberately break any rules. Even if you think that a deliberate foul may give your team an advantage, you should not commit the deliberate foul in the interests of fair play. If you do consistently commit deliberate fouls or break the rules you must accept that there will be consequences for you and your team. Do not let yourself or your team down.

3. Respect referees and other officials.

Referees and officials have a difficult task to perform and you could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. Players who consistently dispute decisions or do not accept bad decisions are bad sports. If you disagree with a decision, have your coach, captain or manager approach the referee during a break or after the game, in an appropriate manner.

4. Control your temper.

Verbal abuse of officials is a serious offence against the rules of basketball. Verbally abusing other players or deliberately distracting or provoking an opponent are also not acceptable or permitted in basketball. Loss of temper is not only unpleasant for other participants in the game, it can also distract you and have an adverse effect on your concentration and effectiveness on the court.

5. Work equally hard for yourself and for your team.

You owe it to yourself and others involved in your team to train and play to the best of your abilities. Your team's performance will benefit - so will you. If you are half-hearted

about your involvement in the sport you will become dissatisfied and lose out on the much of the enjoyment and satisfaction you can derive from giving it your best.

6. Be a good sport.

Acknowledge all good plays whether they be by your team or the other team. Good manners and respect can be infectious. Everyone likes to be praised when they do something well. If you acknowledge the achievements of your opponents it is likely they will follow suit. Part of participation in sport is respect for all participants in the game. Your opponents are entitled to proper courtesy. Always introduce yourself to your opponents on court, congratulate them whether you win or lose and accept a loss gracefully. Remember that the opposition coach is there trying to do the best for their team and is also entitled to respect.

7. Treat all players as you would like to be treated.

Do not interfere with, bully or take unfair advantage of another player. Just because one of your team cannot perform as well as you do does not mean that they are not trying. Everyone makes mistakes. Do not abuse or ridicule another player when a mistake is made. Constructive guidance and encouragement when a player does well will assist a player to improve their game.

8. Play for the “enjoyment of it” and not just to please parents and coaches.

Playing sport, including basketball, should be fun. This doesn't mean that you shouldn't take it seriously, just that at the same time you should enjoy it. If you enjoy an activity you will perform much better and derive far more benefit from it than if it is an unpleasant experience. You may experience pressure from your coach and parents and others to perform outside of your capability or desires. Whilst this can be a positive and their way of showing you support in your activities, you should resist it where it no longer is enjoyable.

9. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution.

10. Be prepared to lose sometimes.

Everyone wins and loses at some time. Be a fair winner and a good loser. Disappointment at losing is natural, but it should not be obvious to the point of being unpleasant for others. Just as unpleasant can be the boastful winner. Recognise that even in defeat, the loser has achieved something, just by playing. Not everything in life can be a winning situation. Losing can be an important learning experience for your wider life goals.

11. Listen to the advice of your coach and try to apply it at practice and in games.

Your coach has been appointed to coach your team because they have certain abilities and experience. They have also undergone training to ensure that you get the best coach that you can commensurate with your skill levels. Apart from skills training, your coach can provide you with helpful advice on all aspects of playing basketball. Make the most of the opportunity provided to you to work with your coach to have a happy and successful experience in basketball.

12. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you do not abuse anything provided for use. Do not engage in dangerous practices such as hanging off hoops or “slam dunking”. Quite properly, these practices are banned in most venues. Not only can equipment be damaged but serious injury can occur.

Grievance and Complaints Policy

Introduction

Donvale Dunkers administrators, coaches and team managers are volunteers who give large amounts of time to enable the club to function. Donvale Dunkers encourages grievances and complaints to be resolved in an informal way wherever possible considering these volunteer efforts. Wherever a grievance or complaint cannot be resolved informally then this policy sets out the procedure, which must be followed to have the complaint considered and resolved by Donvale Dunkers.

Submitting a complaint and time limits

All complaints must be in writing and posted (not emailed) to the following address:-

The Donvale Dunkers Committee
155 Tindals Rd
Donvale VIC 3111

The complaint must set out in full the facts and circumstances which are to be relied upon by the person making the complaint (the complainant). If the complainant is seeking some action by the Donvale Dunkers the requested action must be set out in the complaint document.

Complaints must be submitted strictly within fourteen (14) days of the alleged incident (except for incidents that are criminal in nature). If there is a dispute or protest between teams or clubs then they must be lodged in writing with the Administrator of the MEBA Committee (via Donvale Dunkers Secretary) within five (5) days of the dispute or protest arising.

The Donvale Dunkers will not be under any obligation to investigate or take any action in relation to complaints made about incidents which occur outside this time frame.

Resolution of issues

Upon receipt of a complaint the Donvale Dunkers committee shall have sixty (60) days to investigate the allegations contained in the complaint. This investigation can include taking statements from others involved in the alleged incident. Upon completion of the investigation the committee will make a decision about what action (if any) should be taken in relation to the alleged incident. The committee will communicate in writing to the complainant the decision so made directed to the address nominated in the complaint.

Privacy Policy

Introduction

At Donvale Dunkers Basketball Club privacy is a priority. Dunkers does not give out personal information about participants involved in basketball except as mentioned below, and personal information is protected.

In this privacy policy the expression "personal information" is used to refer to information about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion.

Dunkers recognises the rights of basketball participants to control their personal information. Dunkers does not collect personal information, except when it is knowingly provided by basketball participants.

Information Collection

Dunkers collects personal information to enable it or third parties to provide services and benefits, maintain necessary records and to provide necessary information.

Information Use and Disclosure

Dunkers uses and discloses personal information (such as name and address details) for the purpose of providing services to participants in basketball or for commercial purposes where Dunkers has obtained consent to do so. Such commercial purposes may include the sale of mailing lists by Dunkers to third party mailing houses, or the disclosure of personal information to Dunkers sponsors under sponsorship agreements.

Dunkers also uses and discloses personal information to Basketball Australia, the Australian Sports Commission or other similar body where it is required under Dunker's obligations to those bodies.

Dunkers will not disclose personal information to other persons without consent unless such disclosure is authorised or required by law or to publish details of hearings of the Tribunal, Ethics Committee and other bodies, or for such things as results of matches, selection to teams and other similar basketball related activity.

Persons who participate in the Dunkers Committee may have their contact information published on the Dunkers web site and other Dunkers publications.

Photography

Photographs taken at Dunkers or other basketball events may be published by Dunkers but names or other identification of the persons in the photographs will not be published without consent unless the person is a known public figure.

Data Security

When it collects personal information, Dunkers takes reasonable steps to keep that information secure and to protect that personal information from misuse or loss and from unauthorised access, modification or disclosure.

When using the Web Site you should be aware that no data transmission over the Internet can be guaranteed as totally secure. Although Dunkers strives to protect such information, Dunkers does not warrant the security of any information transmitted to it over the Internet and you do so at your own risk.

Access, Corrections and Further Information

If any person wishes to review or make corrections to their personal information, they may do so at any time, by contacting Dunkers during normal business hours.

Communication Policy

Introduction

Donvale Dunkers administrators, coaches and team managers are volunteers who give large amounts of time to enable the club to function. This policy recognises that communications by way of email, phone calls and social media websites, whilst valued, can place significant burdens on these volunteers.

Respectful Communication

Parents and players are requested to be respectful in all communications. It is not respectful to communicate with other parents and player concerning issues relating to their team, coach, administrator and team managers without involving the person concerned.

Social Media

Parents and players are requested to be respectful in all communications when posting on social media sites. This includes not posting derogatory comments about their team, coach, administrator, team managers, the opposition, umpires or affiliated associations.

Communication Black Out

To enable volunteers adequate free time after games there is a communication black out from the end of the game until 5:00pm the following Monday. The purpose of this black out period is to firstly enable volunteer coaches, team managers and administrators time to deal with the game for that applicable weekend and secondly to give you time to fully consider the issue and carefully process the best healthy approach to dealing with it.

Resolution of issues

Parents, players, coaches, team managers and administrators are encouraged to resolve all issues in a healthy way between the parties concerned at all times seeking to uphold the values of the Donvale Dunkers basketball club. In the event that an issue remains unresolved after efforts are made between the parties concerned it should be referred to the club co-ordinator to be dealt with in accordance with the grievance and complaints policy.