

Child Safe Standards

Southern Peninsula Basketball Association

ACTION PLAN



Priority	Item	Description	Steps Required	Resources	Who	Timeline
1	Implement a working group, review and action plan.	Group to have members representing various areas of SPBA activities (refs, coaches, staff, etc)	<ol style="list-style-type: none"> 1. Hold initial meeting 2. Agree on terms of reference 3. Implement an action plan 	VicSport Template	Working Group	1 st Sep 2020 – 27 th Nov 2020
2	Develop the SPBA Child Safe Policy	Currently SPBA adopt Basketball Victoria's policies which are not sufficiently specific to SPBA.	<ol style="list-style-type: none"> 1. Draft developed from VicSport template 2. Review process by Member Wellbeing Working Group 3. Review period for SPBA Members 4. Publish final copy 5. Communicate policy widely through appropriate channels – emails, newsletters, social media, reports, website and visuals at venues. 	VicSport Template Basketball Vic Policies	Working Group Staff BOM Member consultation	7 th Sep 2020 – 27 th Nov 2020
3	Introduce Child Safety Code of Conduct	The SPBA Child Safety Code of Conduct will have to be signed by all staff and volunteers every 24 months. This includes all coaches, team managers and referees.	<ol style="list-style-type: none"> 1. Draft developed from VicSport template 2. Review process by Member Wellbeing Working Group 3. Review period for SPBA Members 4. Publish final copy 5. Ensure all personnel are aware of the code and have them sign and agree to it as part of induction/reaccreditation process 	VicSport Template Basketball Victoria Policies	Working Group Staff BOM Member consultation	7 th Sep 2020 – 27 th Nov 2020
4	Develop Member Protection Policy	There is currently no Member Protection Policy specific to SPBA. BV have their own Policy we adopt; our policy will build on theirs to be specific to our Association.	<ol style="list-style-type: none"> 1. Draft developed from VicSport template 2. Review process by Member Wellbeing Working Group 3. Review period for SPBA Members 	VicSport Template Basketball Vic Policies	Working Group Staff BOM	7 th Sep 2020 – 27 th Nov 2020

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			4. Publish final copy		Member consultation	
5	Develop LGBTI+ and Gender Diversity inclusion guidelines	As part of developing inclusion within the region. SPBA will be a leader in promoting and driving fully inclusive sport.	<ol style="list-style-type: none"> 1. Draft developed from VicHealth template 2. Review process by Member Wellbeing Working Group 3. Review period for SPBA Members 4. Publish final copy 5. Provide awareness training 6. Promote inclusive vision on social media and all forms of communication 	<p>VicHealth</p> <p>Basketball Victoria</p> <p>Sex Discrimination Act (Cth)</p>	<p>Working Group</p> <p>All Staff</p> <p>BOM</p>	<p>5th Oct 2020</p> <p>–</p> <p>27th Nov 2020</p>
6	Implement a Reconciliation Action Plan	To build a culture that supports the cultural safety of Aboriginal children and those with a culturally and linguistically diverse background.	<ol style="list-style-type: none"> 1. Create and implement the stages of the Reconciliation Australian Action Plan: <ol style="list-style-type: none"> a. Reflect Action Plan b. Innovate Action Plan c. Stretch Action Plan d. Elevate Action Plan 2. Ensure changes brought about through these action plans are embedded in our everyday operations 	<p>Reconciliation Australia</p> <p>Bunurong Land Council</p>	<p>GM</p> <p>BOM</p>	<p>1st Sep 2020</p> <p>–</p> <p>End of 2021</p>
7	Undertake a risk assessment to identify potential risks your organisation may face and how to address them.	Continually identifying and assessing changing risks in child safety as the Association grows with new programs and competitions will allow us to continue to commit to a child safe environment.	<ol style="list-style-type: none"> 1. Embed child safety into SPBA's risk matrix and ensure is an ongoing action item 2. Review and change policies as necessary in accordance with risk matrix and community consultation 		<p>Working Group</p> <p>GM</p>	<p>Implement from 26th Oct 2020 (ongoing)</p>
8	Develop a process for reporting suspected	Providing situationally appropriate and easy access forms is important to aiding in	1. Create electronic and paper-based forms for web and at venues	Child Abuse Royal Commission	Working Group	5 th Oct 2020 –

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	child abuse that is clear and robust.	the reporting of potential child abuse.	<ol style="list-style-type: none"> 2. Provide policy around the use of such forms 3. Educate on reporting requirements 	VicSport	GM BoM	27 th Nov 2020
9	Include commitment to child safety in strategic plan, vision and mission statement.	Child safety needs to be part of our written objectives to empower our members to embed this into our culture.	<ol style="list-style-type: none"> 1. Update our Vision Document 2. Ensure all official documents refer to our vision and mission statement as well as reflecting our commitment to Child Safety 	Other organisations documents Basketball Victoria Basketball Australia	GM BOM	By 22 nd Jan 2021
10	Review the requirements for Statutory Declarations	Ensuring we are complying with regulations to aide our commitment to a child safe environment.	<ol style="list-style-type: none"> 1. Investigate requirement for those under 18 to do stat dec? 2. How long is stat dec valid for? 	Department of Justice Basketball Victoria	Working Group GM	By 27 th Nov 2020
11	Formalise recruitment processes in regard to child safety for all paid and voluntary positions at SPBA.		<ol style="list-style-type: none"> 1. Implement written processes for recruitment for paid and voluntary positions and include in our standard operating procedures 2. Implement for each position/level requirements around training they must undertake 3. Implement a centralized database for the tracking of training and regulatory requirements 	Employsure Basketball Victoria	GM DoC&HP Comps Mgr	Establish by 27 th Nov 2020
12	Visual displays at venues of approach and processes to child safety.	Grow awareness of child safety and SPBA's commitment to it.	<ol style="list-style-type: none"> 1. Identify age appropriate material to place at venues in public view and office view 2. Print with quality, durable material to ensure is prominent around venues 	VicSport Sport Australia Basketball Victoria	Comps Mgr	By 27 th Nov 2020
13	Report on SPBA's progress towards child safe sport in Annual Report.	Both within the annual report and verbally our progress towards child safe sport will be communicated.	<ol style="list-style-type: none"> 1. Discuss child safety and SPBA's approach to the Standards at the AGM 		BoM GM	Yearly AGM (ongoing)

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14	Select child safety representatives or champions with organisation.	Child Safety Representatives are a key part of this plan to act a community intermediary to act as a champion to drive the message and act as a point of call.	<ol style="list-style-type: none"> 1. Identify two suitable people with differing backgrounds to act as the publicly recognized ambassadors for the Association 2. Provide opportunities for these people to upskill and evolve with the ever-changing world 	Basketball Victoria Play By The Rules (MPIO qualification)	Comps Mgr Working Group	By 11 th Dec 2020
15	Include child safety as a regular communication item with staff and board meetings.		<ol style="list-style-type: none"> 1. Child safety to be embedded as an item in meeting agenda templates 		GM BOM	Ongoing
16	Work with the Bunurong Land Council to ensure our culture and processes align with a safe environment.	With the Peninsula Associations Working Group we are striving to	<ol style="list-style-type: none"> 1. Investigate, educate and develop processes to address safety of Aboriginal children, cultural safety of culturally and/or linguistically diverse children and the safety of children with a disability. 2. Provide awareness training to paid and volunteer personnel 	Bunurong Land Council	GM BOM	Ongoing
17	Include field in registration forms where registrants have the option to select any cultural background if they choose to.	Having information around the participation of First Nations people will help us to provide help and assistance where needed and assess the growth in participation.	<ol style="list-style-type: none"> 1. Embed on registration forms (already embedded on PlayHQ forms) 	PlayHQ	Comps Mgr	By 27 th Nov 2020
18	Build a dedicated section on the SPBA website for Child Safety.	Allow easy to access electronic information for all members.	<ol style="list-style-type: none"> 1. Create new section within the Association menu on new website 2. Include all policies and procedures as well as VicSport resources 3. Include all child safe material also on Association policies section 	WebAlive VicSport Research from other associations	GM	By 22 nd Jan 2021
19	Provide ongoing training and advice to staff and volunteers.	Child Safety is not a one of set and forget and is an ongoing commitment which requires ongoing training and education.	<ol style="list-style-type: none"> 1. Set and explain standards of behaviour to supplement policies at meetings for relevant groups 	VicSport	GM DoC&HP Comps Mgr	Establish by 29 th Jan 2021 and ongoing commitment

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			<ol style="list-style-type: none"> 2. Educate personnel on identifying and responding to potential child abuse 3. Provide awareness training periodically through a range of means 4. Promote child safety across communication channels to members 			
20	Develop a junior advisory group to provide input and feedback to strengthen our association.	Allowing children to have input to matters that relate to them is essential to building a child safe club.	<ol style="list-style-type: none"> 1. Determine 2-3 juniors to complete a range of questions and have the opportunity to meet with the working group 		Working Group	Due by 28 th February 2021
21	Requirements for clubs to uphold child safety and member protection policies.	Educate clubs on our child safety policies and assist them to ensure they are implemented.	<ol style="list-style-type: none"> 1. Allow clubs to provide feedback on policies 2. Meet with clubs to educate on new policies and implementation 3. Encourage clubs to publicly promote 	Domestic Clubs	Comps Mgr	Implement by 22 nd Jan 2021

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