



CHILD SAFEGUARDING CHECKLIST FOR ASSOCIATIONS AND CLUBS

This checklist can be used as a guide for Associations and Clubs wanting to ensure that they comply with the Child Safe Standards. It is important to remember that this is a guide and does not guarantee compliance.

Ensuring the safety of children in your association or club is an ongoing commitment. As part of this process, it is important to reflect on the culture you wish to instil in your association or club. Being a child safe organisation means championing child safety at all levels.

WE RECOMMEND YOU:

1. Complete this checklist yearly and review the resources you already have available to ensure they are up to date and comply with the latest Victorian Child Safe Standards and other legal and legislative requirements. Many of the required resources are available for use on the Basketball Victoria website.
2. Have Child Safety as a standing agenda item for all committee meetings. This will help to ensure that it is front of mind and becomes an important part of the culture and day to day running of your association or club.
3. Have a designated, appropriately trained Child Safety Officer at your association or club. Play by the Rules offers free MPIO and Child Safeguarding training/webinars. It is important that children and families know who the Child Safety Officer is and how they can contact them.
4. Have a position on your committee for a young person (young person in this instance may be anyone 25 years old or younger) and/or create a Youth Advisory Committee (YAC) if you don't already have one (Basketball Victoria's Child Safety Advisor can support you in this process).

CHILD SAFEGUARDING POLICIES AND PROCEDURES

1. Is your association/clubs Commitment to Child Safeguarding visible on your website and displayed at stadiums as a poster or infographic?
☐ Yes ☐ No
2. Is your Commitment to Child Safeguarding included in all advertisements for employee and volunteer positions in your association or club?
☐ Yes ☐ No
3. Is your complaints process easy to understand and accessible to all children, young people and their families? This includes but is not limited to people being able to raise concerns in person, over the phone or in writing and that associations/clubs use interpreting services when required.
☐ Yes ☐ No
4. Are complaints and feedback taken seriously at your association/club? Do children, young people and families feel supported through this process?
☐ Yes ☐ No
5. Are there opportunities for all employees and volunteers to undertake child safeguarding training?
☐ Yes ☐ No
6. Are there resources available to children and their families that explain the ways in which you are welcoming and inclusive of all children and families? (including Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, children with a disability and LGBTQIA children and their families.) Does your association/club have a culture where their commitment to inclusion is championed and lived by?
☐ Yes ☐ No
7. Is your Child Safeguarding Policy on your website and do families and other members know where to find it?
☐ Yes ☐ No
8. Are all your members, including the parents/caregivers of children involved in your association or club, aware of your Code of Conduct? Has this been signed by all employees and volunteers?
☐ Yes ☐ No

9. Is your association/club doing all it can to champion the rights of children and young people to be able to participate in basketball in a safe, inclusive, and encouraging environment?
☐ Yes ☐ No

CLUB RISK MANAGEMENT

1. Is Child Safeguarding part of your association or clubs risk management plan?
☐ Yes ☐ No
2. Are all employees and volunteers screened in accordance with your Child Safeguarding Policy?
☐ Yes ☐ No
3. Do your employees and volunteers know how to respond to and appropriately report suspected or alleged incidents of child abuse?
☐ Yes ☐ No
4. Do you keep a register of complaints and the actions you have taken to address these?
☐ Yes ☐ No
5. Are your employees and volunteers aware of their obligations around the privacy of children, young people, and family's personal information?
☐ Yes ☐ No

CULTURAL SAFETY FOR ABORIGINAL CHILDREN AND THEIR FAMILIES

Are Aboriginal and Torres Strait Islander children, young people and their families made to feel safe and welcome in your association or club? The below can help to support you being a welcoming and inclusive association/club;

- Are all incidents of racism addressed seriously and reported appropriately?
☐ Yes ☐ No
- Do you engage with local Aboriginal and Torres Strait Islander services and agencies to encourage and support greater participation?
☐ Yes ☐ No
- Are Aboriginal and Torres Strait Islander flags displayed in all stadiums?
☐ Yes ☐ No
- Is an acknowledgement of country said at the start of all events?
☐ Yes ☐ No
- Do you participate in special rounds or other celebrations (eg. NAIDOC week) to celebrate Aboriginal and Torres Strait Islander culture?
☐ Yes ☐ No
- Does your association/club include cultural training as part of Child Safe training?
☐ Yes ☐ No