

# CHILD SAFEGUARDING CODE OF CONDUCT

Updated  
MAY 2024



**Kingston Basketball Academy (KBA) is committed to the safety and wellbeing of children and young people. We recognise the importance of, and a responsibility for, ensuring KBA is a safe, supportive, and enriching environment that enables them to thrive in their learning and development.**

The *Child Safeguarding Code of Conduct* (this Code) aims to protect children and young people and reduce any opportunities for abuse or harm to occur. It aligns with *Basketball Victoria's Child Safeguarding Policy* as well as the Victorian Child Safe Standards, to help guide all KBA employees, volunteers and participants on expected behaviour and how to best support children and young people.

It is important that everyone involved in basketball is informed and aware of their responsibilities to protect and look after children and young people.

This *Code* applies to all people involved in Kingston Basketball Academy activities, including:

- Any adult involved in basketball.
- Any young person involved in basketball who is in a position of providing guidance, advice or authority to other children and young people.

For the purpose of this *Code*, children and young people refers to anyone who is under the age of 18 years of age and involved in any KBA activity.

## Behaviour guidelines

All employees, contractors, volunteers, and any other member of the KBA community involved in child-related work are required to comply with the *Code of Conduct* by observing expectations for appropriate behaviour below.

Failure to follow the *Code of Conduct* may lead to disciplinary action, including suspension or dismissal. The *Code* applies in all KBA situations, including training, game day, functions, camps, and digital media.

## Diversity, equity & inclusion

- Welcome all children and young people and their families and carers.
- Treat all young people, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with a disability equally and with respect and dignity.
- Treat all children and young people with respect including listening to their ideas opinions and/or concerns.

## Professional boundaries

- Ensure interactions with children and young people are focused on learning and development and relevant to the sport.
- Always work in an open environment. Avoid being alone, one-on-one with a child, out of the view of others where possible.
- Engage with children and young people in manner that would be seen by a reasonable observer as maintaining reasonable boundaries.

## Physical contact

- Any physical contact with children and young people must be appropriate to the delivery of KBA's basketball program or activities and based on the needs of the child or young person such as assisting with the use of equipment, technique, treatment by a health practitioner or administering first aid.
- Where any form of manual/physical support is required, it should be provided openly and with the consent of the child/young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing.

## Language, including body language

- Use clear, direct, age-appropriate language.
- Body language used when interacting with children and young people should be professional and never involve behaviour that could reasonably be perceived as frightening, aggressive, intended to intimidate, or sexual in nature.

## Positive guidance (discipline)

- Set clear guidelines for expected behaviour and address poor behaviour in a calm and firm manner.
- Encourage children and young people to talk about their feelings and the possible reasons for their behaviour and emotions.

## Supporting children/young people reporting abuse

- If you are listening to any child or young person abuse allegations, you should maintain a calm and open manner.
- Avoid seeking detailed information or asking leading questions – your role here is to listen, not investigate.

- While being supportive you should not attempt to provide support beyond the scope of your role, and you should document all information – i.e. take notes of what was said to you and the steps you took.
- Contact KBA's Child Safety Advisor Nicole Flynn by phone 0425 717 234 or email [kingstonbasketballacademy@gmail.com](mailto:kingstonbasketballacademy@gmail.com)

## Use of digital media

- Where possible email, text messages and social media communications to include parent/guardian or within an open group message. Content must be directly associated with delivering the sport. It should be concise with limited personal or social content.

## Taking photographs & video

- During enrollment in our programs, ensure to acquire written consent from parents or caregivers to authorise the capture of photos and videos of the child or young person.
- Ensure the context in which you are taking photos or videos of children or young people is directly related to their participation in basketball and will only be used for official purposes.
- Ensure the child or young person is appropriately dressed and posed.

## Transporting children and young persons

- Children and young people are only to be transported in circumstances that are directly related to the delivery of KBAs sport programs and services. Other than in an emergency, it is not acceptable for employees or volunteers to transport children or young people without prior written approval from their parent or caregiver.

## Alcohol & drugs

- While on duty, you must not use, possess or be under the influence of alcohol or drugs, including being incapacitated from legal medications.

## Sexual misconduct

- Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of children and young people.

# Regular review

This Code of Conduct will be reviewed every two years and/or following a significant incident if one occurs. We will ensure that families and children can contribute to any reviews undertaken by the Academy.

# Useful Resources

Commission for children and young people

<https://ccyp.vic.gov.au/child-safe-standards/>

Department of Health

<https://www.health.vic.gov.au/childsafestandards>

Sports Integrity Australia

<https://elearning.sportintegrity.gov.au/totara/dashboard/index.php>

## Acknowledgment of Child Safeguarding Code of Conduct

- I have read and understood Kingston Basketball Academy's Code of Conduct regarding child safeguarding. I agree to comply with this Code and understand that failure to do so may lead to disciplinary action, including suspension or dismissal. The *Code* applies in all KBA situations, including training, game day, functions, camps, and digital media.

Name

Position

Date