

ALTONA



Promoting good practice in keeping children safe from abuse guide

This document is adapted from material produced by Basketball Victoria. It aims to help basketball clubs and people involved in those clubs identify what is meant by good practice and poor practice in terms of keeping children safe from harm and abuse. The document should be read in conjunction with the following documents:

- Altona Pirates Child Safety Policy
- Altona Pirates Statement of Commitment to Child Safety
- Altona Pirates Members Protection Declaration

There are also some excellent resources on the [Commission for Children and Young People website](#), including [this page](#) which has information on the Child Safe Standards, child safe organisations and responding to concerns about children.

Good Practice

All people involved in the Altona Pirates Basketball Club should adhere to the following principles and actions:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of basketball fun and enjoyable: promote fairness, confront and deal with bullying
- treat all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with a disability equally and with respect and dignity
- always put the welfare of the child first, before winning
- maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given
- involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches, etc. work in pairs
- request written parental consent if Club officials are required to transport children in their cars
- gain written parental consent for any significant travel arrangements e.g. overnight stays

- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- ensure that at away events adults should not enter a child's room or invite young people to their rooms
- be an excellent role model; this includes not smoking or drinking alcohol in the company of children
- always give enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the children and do not risk sacrificing welfare in a desire for Club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- secure written parental consent for the Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- keep a written record of any injury that occurs, along with details of any treatment given

Poor Practice

The following are regarded as poor practice and should be avoided by all people involved in the Altona Pirates Basketball Club:

- unnecessarily spending excessive amounts of time alone with children away from others
- taking children alone in a car on journeys, however short
- taking children to your home where they will be alone with you
- sharing a room with a child
- engaging in rough, physical or sexually provocative games, including horseplay
- allowing or engaging in inappropriate touching of any form
- engaging with children on social media platforms
- taking unauthorised photographs of children (please read the attached document on precautions to be taken while photographing/filming children)
- allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in fun
- reducing a child to tears as a form of control
- allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- doing things of a personal nature that the children can do for themselves.

When a case arises where it is impractical/impossible to avoid certain situation e.g. transporting a child in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the child involved.

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

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.