



# Child Safe Policy

2 FEBRUARY, 2026

## 1. Club Commitment

Saints Netball Club is committed to providing a safe, inclusive, and respectful environment for all participants. This includes players, coaches, umpires, administrators, volunteers, parents, guardians, and spectators.

The Club recognises that:

- Child safety and wellbeing must be a priority in all Club activities.
- All members deserve to be treated with respect and dignity.
- The Club must comply with the Child Safe Organisations Act 2024 (Queensland), the Associations Incorporation Act 1981 (Qld), and relevant Netball Australia and Netball Queensland guidelines and policies which are linked in Appendix A
- The Club has a duty of care to protect children and vulnerable persons from harm, abuse, harassment and discrimination.

Our Statement of Commitment to Child Safety is available on our website, [www.saintsnetballtownsville.com](http://www.saintsnetballtownsville.com) and is displayed on our social platforms.

## 2. Purpose

Our Child Safe Policy aims to:

- Establish clear standards of behaviour expected of everyone involved in the Club.
- Provide a framework for creating and maintaining a child-safe environment.
- Outline procedures for reporting and addressing complaints.
- Protect the safety, welfare, and wellbeing of all participants, particularly children.
- Ensure compliance with Queensland child safeguarding legislation
- Embed the 10 Child Safe Standards and the Universal Principle into Club culture and operations.
- Maintain accountability and transparency in Club governance.

All children at Saints Netball Club Inc have a right to feel safe, protected and included.

## 3. The 10 Child Safe Standards & Universal Principle

### STANDARD 1 – Leadership & Culture

- The Club's leadership demonstrates commitment to child safety through culture, policies and resource allocation.
- Child safety is a key strategic priority.

## **STANDARD 2 – Voice of Children**

- Children are informed about their rights, participate in decisions affecting them and are taken seriously.
- Child-friendly processes and procedures are made available for reporting and feedback purposes.

## **STANDARD 3: Family & Community**

- Families and Communities are informed and involved in promoting child safety.
- The Club consults with families and communities on safety practices.

## **STANDARD 4: Equity & Diversity**

- Equity is upheld and diverse needs are respected in policy and practice.
- The Club recognises the specific vulnerabilities of diverse children.

## **STANDARD 5: People**

- People working with children are suitable and supported to reflect child safety values.
- Screening, recruitment and ongoing support ensure only suitable people work with children.

## **STANDARD 6: Complaints Management**

- Processes to respond to complaints and concerns are child-focused.
- Complaints are addressed fairly, transparently and promptly.

## **STANDARD 7: Knowledge & Skills**

- Workers and Volunteers are equipped with knowledge, skills and awareness to keep children safe.
- Ongoing training and education are provided.

## **STANDARD 8: Physical & Online Environments**

- Physical and online environments promote safety and wellbeing.
- Risks of harm are minimised.

## **STANDARD 9: Continuous Improvement**

- Implementation of Child Safe Standards is regularly reviewed and improved.
- Feedback and evaluation inform ongoing development.

## **STANDARD 10: Policies and Procedures**

- Policies and procedures document how the organisation is safe for children.
- Documentation is clear, accessible and regularly reviewed.

## **UNIVERSAL PRINCIPLE**

- Commitment to promoting and upholding the right to cultural safety for Aboriginal and Torres Strait Islander children
- Acknowledgement that Aboriginal and Torres Strait Islander children have a right to feel welcome, safe, valued, included and respected at all times.

## **4. Scope and Audience for this Policy**

This Policy describes what is required from our players, coaches, umpires, administrators, volunteers, parents, guardians, spectators, sponsors and others who interact with our Club, when taking part in any activities, services and events that involve children.

A Club Representative is defined as someone filling the role of committee member, coach, team member, official or other Club volunteer.

## **5. Responsibility for Children's Safety**

Everyone in our Club is expected to carry out the requirements specific to their role to keep children safe. This includes:

- upholding our Club's commitment to child safety
- reading, signing and upholding the behaviours set out in our Child Safe Code of Conduct
- taking part in our regular reviews of our child safe documents
- reporting all breaches of our policies or any allegations of child harm or abuse, and meeting all external reporting obligations
- completing all child safe training.

## MEMBER PROTECTION INFORMATION OFFICER

Please contact our Member Protection Information Officer (MPIO) with any child safety related questions or concerns:

**MPIO - Kate Cutts**

Email: president.saintsnetballtsv@gmail.com

Credentials:

- MPIO Level 2
- ChildSafe Level 2 Team Leader Accredited
- 2025 Child Protection Training for Sports Managers & Volunteers (QLD) Certificate
- Safeguarding Children and Young People in Sport Induction Certificate (Sports Integrity Australia)

## 6. Active Participation of Children, Families and Community

- All our child-related policies and procedures are easily accessible on our website and offline for everyone who accesses our services, including children, parents, carers and community members.
- We have developed a child-friendly version of this policy which is linked in Annexure A
- Children, parents and carers from diverse backgrounds and circumstances are encouraged to provide feedback on our child-related policies and procedures, including our Child Safe Code of Conduct that describes acceptable and non-acceptable behaviours.
- We provide opportunities for children to provide feedback to our Club and committee on what makes them feel safe, supported and included.

## 7. Recognition & Definition of Abuse and Harm

All Club members and participants should be aware of the types and indicators of child abuse:

**Physical Abuse**

*Indicators:* Unexplained injuries, frequent injuries, injuries inconsistent with explanations, fear of particular adults, aggressive behaviours.

*Examples:* Hitting, kicking, burning, drowning, or other deliberate harm.

**Emotional/Psychological Abuse**

*Indicators:* Withdrawn behaviour, anxiety, depression, low self-esteem, fear of adults, compliance issues, developmental delays.

*Examples:* Repeated criticism, humiliation, rejection, isolation, threats.

**Sexual Abuse**

*Indicators:* Age-inappropriate sexual knowledge or behaviours, fear of particular adults, regression, nightmares, reluctance to participate in activities, pain or discomfort in private areas.

*Examples:* Sexual touching, exposure to sexual content, grooming, exploitation.

## **Neglect**

*Indicators:* Poor hygiene, malnutrition, untreated medical conditions, poor school attendance, lack of supervision, unsafe living conditions.

*Examples:* Failure to provide adequate food, shelter, medical care, supervision or emotional support.

## **Grooming**

*Indicators:* Adults building inappropriate relationships with children, special attention and gifts, boundary testing, isolation from others.

*Warning Signs:* Excessive communication outside formal settings, special privileges, boundary violations.

## **8. Protection from Discrimination, Harassment and Bullying**

Saints Netball Club is committed to promoting a positive, inclusive environment for all and:

- Will not tolerate discrimination, harassment or bullying in any form.
- Will investigate the complaints of discrimination fairly and promptly.
- Will take appropriate disciplinary action against perpetrators.
- Will support complainants and witnesses throughout the process.
- Will not tolerate victimisation of complainants.

### **DISCRIMINATION**

Saints Netball Club is committed to eliminating all forms of discrimination.

Unlawful discrimination involves treating a person unfavourably (or less favourably) because of a protected attribute.

Protected Attributes (under Queensland and Federal Law)

- Gender
- Age
- Race, colour, descent, national or ethnic origin
- Marital or relationship status
- Pregnancy or breastfeeding
- Family or carer responsibilities
- Religion or religious belief
- Political belief or activity
- Sexual orientation or gender identity
- Disability (physical, mental, or intellectual)
- Criminal record (spent convictions)
- Member of association or trade union
- Professional association or occupation
- Personal association with someone with a protected attribute

Types of Discrimination:

Direct Discrimination - Less favourable treatment because of a protected attribute.

*Example:* Not selecting a player for a team because of their gender or race.

Indirect Discrimination - Imposing a requirement or condition that disadvantages people with a protected attribute, unless reasonable.

*Example:* Requiring all players to have specific physical characteristics that exclude people with disabilities.

## **HARASSMENT**

Harassment is any unwelcome conduct, behaviour or comment (verbal, written, physical or visual) that offends, humiliates or intimidates another person because of a protected attribute.

Types of Harassment:

### Verbal Harassment

- Derogatory remarks or name-calling.
- Offensive jokes or comments.
- Aggressive or insulting language.
- Intimidating language or tone.

Physical Harassment:

- Unwanted touching, pushing, or shoving.
- Gestures or facial expressions of a demeaning nature.
- Unwanted proximity or invasion of personal space.

Written or Visual Harassment:

- Offensive emails, texts, or social media posts.
- Offensive images or drawings.
- Derogatory written comments.

Sexual Harassment:

- Unwelcome conduct of a sexual nature.
- Sexual comments, remarks or innuendo.
- Unwanted touching of a sexual nature.
- Requests for sexual favours.
- Sexual jokes or comments.
- Inappropriate exposure or display of sexual material.

## **BULLYING**

Bullying is repeated, unreasonable and unwelcome behaviour directed at a person or group that creates a risk to health and safety.

Characteristics of Bullying:

- Repeated behaviour (may include one-off serious incidents).
- Unreasonable or offensive conduct.
- Directed at a person or group.
- Creates a risk to health or safety.
- A reasonable person would regard it as victimising, humiliating or intimidating.

Types of Bullying:

Verbal Bullying:

- Persistent name-calling or teasing.
- Insults or put-downs.
- Persistent criticism or ridicule.
- Threats or intimidation.

#### Physical Bullying:

- Pushing, shoving or hitting.
- Damaging or stealing property.
- Aggressive gestures.

#### Social Bullying:

- Exclusion or isolation.
- Spreading rumours or gossip.
- Deliberate humiliation.
- Public ridicule.

#### Cyber Bullying:

- Offensive messages via email, text or social media.
- Sharing embarrassing photos or videos online.
- Creating offensive social media pages or posts.
- Online threats or harassment.

### **INCLUSIVE PRACTICES**

Saints Netball Club welcomes members from all areas of the community and is committed to inclusion.

#### People with Disability

- The Club will not discriminate against people with disabilities.
- The Club will make reasonable adjustments to enable participation (eg modifications to equipment, rules, facilities).
- The Club will consult with participants to determine appropriate adjustments.
- Coaches will provide supportive, encouraging coaching tailored to individual abilities.

#### People from Diverse Cultures and Religions

- The Club will respect and welcome people from diverse cultural and religious backgrounds.
- The Club will accommodate requests for flexibility regarding uniform, dietary requirements, prayer times, or cultural observances.
- The Club will not tolerate discrimination or harassment based on cultural or religious identity.
- The Club will celebrate cultural diversity.

#### Sexual Orientation and Gender Identity

- The Club welcomes all people regardless of sexual orientation or gender identity
- The Club will not tolerate discrimination or harassment based on sexual orientation or gender identity.
- The Club will use names and pronouns consistent with a person's gender identity.
- The Club will provide safe facilities and practices for all participants.

#### Pregnancy

- The Club is committed to treating pregnant women fairly and supporting their participation
- The Club will not tolerate discrimination or harassment against pregnant women
- The Club will remove unreasonable barriers to participation
- The Club will advise pregnant women that risks may be involved in continued participation and encourage consultation with medical advisers
- Pregnant women make their own informed decisions about participation in consultation with medical advisers

#### Mixed-Gender Teams

- The Club will support mixed-gender teams alongside the relevant rules and regulations of our affiliated body, Townsville City Netball Club and our governing body, Netball Queensland.

## 9. Child Safety Practices

### SUPERVISION

Saints Netball Club will ensure that children are supervised at all times during Club activities by a Club Representative:

- Supervision must be appropriate to the activity, location, and age of children
- Supervision must be constant, active and diligent, prioritising the safety and wellbeing of children
- Supervision should occur in open, visible areas where possible.

No Club Representative should be alone with a child except in exceptional circumstances (eg. medical emergency, late collection) and only with parental knowledge of the situation.

If one-on-one contact is unavoidable:

- Inform parents/guardians immediately.
- Ensure the interaction occurs in a safe, visible location.
- Keep the duration as brief as possible.
- Document the circumstances with the Club MPIO
- Arrange alternative supervision at the earliest opportunity.

### TRANSPORTATION OF CHILDREN

Parents/Guardians are responsible for organising transportation to and from Club activities.

The Club will ensure its Club Representatives have an accessible register of parent/guardian emergency contact numbers. If a parent/guardian is late for pick up, they must make reasonable attempts to contact them. It is not the responsibility of the Club Representative to transport children home if their parent or guardian is late for pick up.

Any transportation of children carried out by Club Representatives must be directly related to the delivery of the Club's Netball services:

- Best practice for any transportation carried out by a Club Representative is to always have two adults travelling with children.
- If this is not possible, a suitable arrangement must be made between the Club and the parent/guardian of the children.
- If a child is alone with an adult in a car they must sit in the back seat.
- Every child should be accounted for at the beginning and end of a journey.

### USE OF COMMUNICATION

Club Representatives must never communicate privately with children online or on social media.

Club Representatives must not communicate directly (one to one) with a child either electronically or online (including phone calls) without the inclusion of a representative from the Club and/or the Child's parent/guardian.

When communicating with children, Club Representatives must ensure content is:

- directly associated with delivering our services, such as advising that a scheduled event is cancelled;
- concise with personal or social content limited only to convey the message in a polite and friendly manner;
- devoid of any sexualised language; and
- not promoting unauthorised social activity or contact.

The Club establishes approved team communication channels and monitors their use. Club Representatives understand that this is the only approved communication method to be used when corresponding with children and their parent/guardian.

## **PHOTOGRAPHS OF CHILDREN**

Parent/guardians are aware and understand that the Club Representatives may photograph or film their child when participating in Netball and use those images for marketing and promotional purposes.

Parent/guardians must understand from others how they intend to use any images taken prior to taking any pictures (eg social media, etc.)

If an external photographer is engaged for the purpose of photographing the Club's netball activities, that person shall hold a current Working with Children Card and be supervised by a Club Representative.

## **PROFESSIONAL BOUNDARIES**

Professional boundaries with children must be maintained at all times.

Club Representatives shall not:

- participate in the lives of children outside the organisation, have one on one contact with a child (outside of authorised sport activities), or attend any private social function at the request of a child, unless there is a pre-existing social, personal or family connection.
- Exhibit any type of favouritism towards a child
- Give gifts or presents to children other than the provision of official awards

If a Club Representative becomes aware of a situation in which a child requires assistance that is beyond the confines of that person's role, they should:

- contact the Child/Young Person's parent or guardian
- and/or seek advice from the Club MPIO
- and/or refer the child or the matter to an appropriate support agency as necessary

## **ILLNESS & INJURY MANAGEMENT**

Injuries and illness must be reported to the child's parent/guardian.

First aid should be administered in a safe space within lines of sight of other adults.

First aid services on game nights are provided by our affiliated association, Townsville City Netball Association. Coaches have access to Club-issued First Aid Kits for use on training days.

## **USE OF LANGUAGE & TONE OF VOICE**

Language and tone of voice used in the presence of children must:

- provide clear direction, boost their confidence, encourage, or affirm them;
- not be harmful

Language must not be:

- discriminatory, racist, or sexist;
- derogatory, belittling, or negative (eg by calling a child a 'loser' or telling them they are 'too fat');
- intended to threaten or frighten; or
- profane or sexual.

## **POSITIVE GUIDANCE (DISCIPLINE)**

Children participating in Netball with our Club will be made aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants.

Club Representatives must use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment; and
- the safety and/or wellbeing of children participating in sport.

Club Representatives must use strategies that are fair, respectful, and appropriate to the developmental stage of the Children/Young People involved.

Children must be provided with clear directions and given an opportunity to redirect their behaviour in a positive manner.

Under no circumstances are Club Representatives to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

## **USE OF DRUGS OR ALCOHOL**

Club Representatives shall not:

- be under the influence of alcohol or impaired by drugs while supervising children during Club activities
- shall not supply alcohol or drugs (including tobacco) to any child
- supply or administer medicines, except when permitted by law or with the consent and express instruction of the parent/guardian of the child

## **PARENT/GUARDIAN INVOLVEMENT**

Saints Netball Club shall not prevent parents/guardians from accessing their child when required; and will make parents/guardians aware of the standard of behaviour required when watching their child during training or other Club-run activities.

Parents/guardians displaying inappropriate conduct may be asked to leave and return at the conclusion of the activity.

# **10. Responsibilities**

## **CLUB RESPONSIBILITIES**

Saints Netball Club commits to:

### **Adoption and Implementation**

- Formally adopt and implement this policy.
- Publish and distribute the policy to all members, volunteers, and participants.
- Make the policy accessible on the Club website
- Review and update the policy annually as needed.

### **Governance and Child Safety Culture**

- Ensure the Committee champions child safety and member protection.
- Appoint a Member Protection Information Officer (MPIO) as the primary point of contact for member protection and child safety queries
- Establish clear reporting lines and accountability for child safety issues
- Embed the 10 Child Safe Standards into Club policies, practices, and culture
- Identify and address child safety risks
- Ensure all decisions and practices prioritise the safety and wellbeing of children

### **Screening and Recruitment**

- Require all administrators, volunteers, and officials working with children to obtain and maintain a current Working with Children Card (or Blue Card) as required by Queensland law.
- Obtain relevant background information during recruitment.

### **Training and Support**

- Provide mandatory induction and ongoing training for all administrators, volunteers and officials on:
  - Child safety and protection obligations.
  - Recognition of abuse and harm.
  - Appropriate conduct with children.
  - Reporting procedures.

## **Member Protection & Child Safe Policy**

- Code of Conduct expectations.
- The 10 Child Safe Standards.
- Ensure coaching staff hold relevant Netball Queensland accreditation.
- Support administrators, volunteers and officials to develop their skills and maintain a child-safe environment.

## **Supervision and Risk Management**

- Ensure all children are appropriately supervised at all times during Club activities.
- Conduct supervision in open, visible areas where possible.
- Implement safe transportation practices for Club organised trips (insured vehicles, appropriate driver qualifications, seatbelts).
- Prevent one-on-one, unsupervised contact between adults and children except in exceptional circumstances (and with parental knowledge).

## **Physical and Online Environments**

- Establish clear protocols for photography and video recording of children.
- Ensure online spaces (Club website, social media, email communications, team communications) are safe and monitored.
- Monitor for inappropriate online behaviour on any Club systems.

## **Complaints Management**

- Maintain fair, transparent, and child-focused complaint and grievance procedures.
- Ensure all complaints are taken seriously and responded to promptly (within 10 working days of receipt).
- Maintain confidentiality while enabling appropriate investigation and response.
- Provide support to complainants and respondents throughout the process.
- Ensure no person is victimised for making a complaint in good faith.
- Refer and Report serious matters (child abuse, sexual assault, criminal behaviour) to appropriate authorities (police, child protection agency).

## **Disciplinary Action**

- Apply fair and consistent disciplinary procedures for breaches of this policy.
- Ensure any disciplinary action is proportionate to the breach and applied fairly.
- Document all disciplinary decisions and the reasons for them.
- Provide opportunity for appeal (where appropriate).

## **Policy Review and Continuous Improvement**

- Review this policy annually.
- Seek feedback from members, parents, volunteers and other stakeholders.
- Amend the policy to reflect legislative changes, best practices and feedback.
- Communicate policy updates to all members and participants.

## **INDIVIDUAL RESPONSIBILITIES**

Every person involved with Saints Netball Club must:

### **Conduct and Behaviour**

- Treat all people with respect and dignity.
- Comply with all provisions of this policy and the Club Constitution.
- Avoid behaviour that is discriminatory, harassing, bullying, violent or abusive.
- Maintain professional boundaries, particularly with children.
- Model positive, respectful behaviour at all times.
- Take responsibility for their actions and behaviour.

### **Child Safety Obligations**

- Always prioritise the safety and wellbeing of children above other considerations.
- Maintain appropriate physical and emotional boundaries with children.
- Never be alone with a child unless in exceptional circumstances (and with parental awareness).
- Ensure proper supervision of children at all times.
- Intervene if you witness unsafe practices or concerning behaviour towards children.
- Report suspected child abuse or harm to appropriate authorities immediately.

### **Screening and Compliance**

- Provide a current Blue Card if required for your role.
- Comply with all screening, background check, and accreditation requirements.
- Disclose any criminal history or child protection concerns as required.
- Maintain confidentiality of all screening information.
- Inform the Club of any changes to your Blue Card status or relevant circumstances.

### **Training and Education**

- Participate in mandatory induction and ongoing training provided by the Club.
- Maintain current accreditation and qualifications relevant to your role.
- Keep knowledge current regarding child safety, member protection, and Club policies.
- Share knowledge and support other members to maintain a safe environment.

### **Reporting Concerns**

- Report any suspected child abuse, neglect, or harm to:
  - The Member Protection Information Officer (MPIO) within the Club, AND;
  - Queensland Police or Child Safety Agency (if suspected abuse).
- Report any breach of this policy or concerning behaviour.
- Provide full cooperation with any investigation.
- Maintain confidentiality of complaint processes.

### **Online and Private Conduct**

- Maintain appropriate professional communication at all times.
- Do not engage in inappropriate online behaviour, including cyber-bullying or harassment.
- Do not post offensive or discriminatory content on social media.
- Respect privacy and do not share personal information about other members without consent.
- Be aware that private behaviour can bring the Club or sport into disrepute and may be subject to disciplinary action.

# 11. Complaints Procedure

## **TYPES OF COMPLAINTS**

This procedure applies to complaints about:

- Breach of Code of Conduct
- Child safety concerns or suspected abuse.
- Discrimination or harassment.
- Bullying
- Unfair selection or treatment.
- Coaching methods or interpersonal conflict.
- Misconduct by members, officials, or volunteers.
- Any other matter affecting safety, respect, or inclusivity.

## **PRINCIPLES FOR COMPLAINT HANDLING**

All complaints are handled in accordance with the following principles:

Procedural Fairness:

- All complaints are taken seriously.
- The complainant is provided full details of the allegations.
- The respondent has opportunity to respond.
- Irrelevant matters are not considered.
- Decisions are unbiased and reasonable.
- Processes are transparent and fair.

Confidentiality:

- Confidentiality is maintained where appropriate and possible.
- Information is shared only on a need-to-know basis.
- Privacy of all parties is respected.
- Anonymity cannot always be guaranteed (particularly if investigation is required).

Child-Focused Approach:

- The safety and wellbeing of children is paramount.
- Processes are age-appropriate and accessible.
- Children are supported throughout the process.
- Best interests of the child guide decisions.

Timeliness:

- Complaints are acknowledged promptly (within 2 business days where possible).
- Investigations are conducted without unreasonable delay.
- Initial response provided within 10 working days of receipt.
- Outcome provided within 28 days where possible.
- Extensions are communicated to the complainant with reasons.

Support:

- Complainants and respondents are offered support throughout the process.
- Information about external support services is provided.
- No person is victimised for making a complaint in good faith.

## COMPLAINT LODGEMENT CHANNELS

### Level 1 - Informal Resolution

Initial complaints may be raised informally with:

- Team Manager or Coach (for players/members)
- Team Manager or Club Junior/Senior/SetGo Convenor (for parents/supporters)
- Club President & MPIO (for general concerns)

These contacts will listen, acknowledge the concern and assist in resolving issues where possible.

### Level 2 - Formal Complaint Process

If informal resolution is not achieved or the matter is serious, the complaint should be submitted in writing to:

- Member Protection Information Officer & Club President, Kate Cutts via email on [president.saintsnetballsv@gmail.com](mailto:president.saintsnetballsv@gmail.com)

### Level 3 – Abuse & Harm Reporting

- For serious matters or if child abuse is suspected, the reporting process in Section 12 of this policy should be followed.

## ACKNOWLEDGEMENT, RESPONSE & RESOLUTION

The following steps will be taken in response to complaints where external reporting is not required:

**Step 1** - Complaint will be acknowledged by the MPIO within 2 business days with an outline of the procedure and estimated timeframe for response

**Step 2** – Initial Assessment will be carried out to assess the urgency and any immediate intervention or interim measures are required

**Step 3** – Investigation by MPIO to gather information from all parties

**Step 4** – Response and resolution within 28 days in writing with a summary of findings, actions taken or recommended. Examples of resolution options are:

- Informal mediation or discussion between parties.
- Apology (formal or written).
- Training or education.
- Suspension or removal from position at the Club.
- Formal investigation and disciplinary action.
- Referral to external authorities.

**Step 5** – Option for Appeal in writing to the Club President within 7 days of resolution for review by an independent panel who will review the decision and provide a final determination.

## 12. Reporting & Responding to Risk of Abuse and Harm

We will take seriously any child safety complaints, concerns or allegations raised by our members.

Under Queensland laws, failure to report any reasonable suspicion or knowledge that a child is or is likely to be at risk of harm could result in criminal proceedings. A copy of the Netball Australia Report Form mentioned below is included in **Annexure A** of this document.

This following table outlines the process to be followed for Reporting when a child is at risk of abuse or harm:

## You must ACT.

As a person involved in netball, you play a crucial role in protecting children.

You **must** follow the four actions set out below when responding to any Child Abuse allegations.

### Action 1 - Responding

If a child is at risk of immediate harm, you must ensure their safety by:

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child/Young Person and others involved;
- Identifying an appropriate contact person for any on-going liaison with the Police.

If there is no immediate harm, go to Action 2 below.

### Action 2 – Reporting

If you suspect, on reasonable grounds that a child was or is at risk of being abused and/or neglected, you must report it to the police and/or the Queensland child protection agency,

Child Protection North Qld Intake Ph: 1800 706 147

Child Safety After Hours Service Centre Ph: 1800 177 135

If the alleged Child Abuse is occurring in a Relevant Organisation (Club, Association or Organisation), it must be documented on the **Report Form** found in the Netball Integrity Policy Framework, Conduct and Disciplinary Policy (also attached in Annexure B) or by contacting the Netball Speak Up Hotline.

You must also report internally to the Saints Netball Club MPIO, who then needs to report to the Netball Australia Integrity Team.

Netball Speak Up Hotline:

Ph: 1800 955 900

Email: [NetballSpeakUp@coreintegrity.com.au](mailto:NetballSpeakUp@coreintegrity.com.au)

Website: [qrs.ly/NetballSpeakUp](http://qrs.ly/NetballSpeakUp)

NA Integrity:

Nicole Malcher, General Manager - Legal & Integrity

Ph: 03 8621 8600

Email: [integrity@netball.com.au](mailto:integrity@netball.com.au)

### Action 3 – Contact

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/carers, and who should lead this contact (i.e., police, Child Protection department or Relevant Organisation representative). This could include advice:

- not to contact the parents or carers in circumstances where they are alleged to have engaged in the abuse.
- to contact the parents/carers and provide agreed information as soon as possible.

### Action 4 – Support

- Support should be provided to any child that has experienced abuse.
- It is important that the person providing support to the child does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.
- Information regarding allegations of Abuse need to be well documented and shared with Netball Australia's designated contact.
- Further support for the child, relevant Adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan.

## 13. Club Child Safe Documentation

Saints Netball Club has a range of other key documents that relate to child safety. These can be accessed on our website, [www.saintsnetballtownsville.com](http://www.saintsnetballtownsville.com) and include:

### **Statement of Commitment to Child Safety**

- Our public commitment to prioritising child safety across our organisation.

### **Child Safe Code of Conduct**

- Guides the day-to-day behaviours of adults interacting with children at the organisation.

### **Child Safe Recruitment, Induction and Training Policy**

- Sets out what is involved in the recruitment process and the procedures to be followed before a person is considered for a role at Saints Netball Club. This includes the verification of their Working with Children Check. It also outlines what is involved in the induction process for new joiners and any further training requirements.

### **Child Safe Risk Management Plan**

- Describes the specific risks of our services that could affect children's safety and identifies the protective strategies used to lower each risk.

## 14. Publication, Communication and Engagement

Our Child Safe Policy and other child safe documents can be found on our website at [www.saintsnetballtownsville.com](http://www.saintsnetballtownsville.com)

A digital copy is also attached to our registration process.

Anyone involved in our community can request a copy via email at any time from the Club Secretary at [saintsnetballtsv@gmail.com](mailto:saintsnetballtsv@gmail.com).

We send out regular email reminders to our community about our child safe documents and invite feedback whenever one of our organisation's child safe documents is up for review.

## 15. Other Related Policies & Documents

The following policies and documents also impact the application of this Policy and must be adhered to at all times:

These include:

- Netball Australia Integrity Policies - [www.netball.com.au/integrity-policies](http://www.netball.com.au/integrity-policies)
  - Safeguarding Children & Young People Policy
  - Code of Conduct for Community Netball
  - Member Protection Policy
  - Complaints & Disciplinary Policy
- Queensland Government
  - Child Safe Organisations Act 2024 - [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)
  - Child Safe Standards - [www.qfcc.qld.gov.au](http://www.qfcc.qld.gov.au)
  - Blue Card System [www.qld.gov.au](http://www.qld.gov.au)
- Australian Government
  - Sport Integrity Australia National Integrity Framework - [www.sportintegrity.gov.au](http://www.sportintegrity.gov.au)

## 16. Policy Review Date

This policy will be reviewed by the Saints Netball Club Executive Committee by 31 January, 2027, or earlier if there are any critical incidents

## ANNEXURE A – NETBALL AUSTRALIA CHILD SAFEGUARDING REPORT FORM

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### Schedule 3: Report Form

<b>Internal Use Only</b>			
Name of person receiving Report	Date Report Form Received: / /		
How was the Report received			
<b>Reporter to Complete</b>			
Name of Reporter	.....		
	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18	<input type="checkbox"/> Don't know
Reporter's contact details	Phone: Email:		
Reporter's role/position within the Sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official <input type="checkbox"/> Non-Member Person	<input type="checkbox"/> Board/Committee member <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (Please Specify)	
Name of person being Reported ( <b>Respondent</b> )	.....		
	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18	<input type="checkbox"/> Don't know
Respondent's role/position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official <input type="checkbox"/> Non-Member Person	<input type="checkbox"/> Board/Committee member <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (Please Specify)	
Date/s of alleged breach/es by Respondent			
Location/s of alleged breach/es by Respondent			

<p>Description of alleged breach by Respondent</p> <p><i>Please provide as much information as possible, including details of who is involved, describe what happened and when, and how you found out about the breach - attach further pages if necessary</i></p>	
<p>Witnesses (if any)</p>	<p>Did anyone else witness this alleged breach by the Respondent?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      <input type="checkbox"/> Not Sure</p> <p>If 'Yes', please list the witnesses and their contact details (if known):</p> <p>1. Name: Phone: Email:</p> <p>2. Name: Phone: Email:</p> <p>3. Name: Phone: Email:</p>
<p>Level of the Sport at which alleged breach occurred</p>	<p><input type="checkbox"/> NA level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals in Elite Programs or operating at the NA level;</p> <p><input type="checkbox"/> Netball Organisation level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Netball Organisation level; or</p> <p><input type="checkbox"/> Affiliate level - where it relates to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Affiliate level (Association/League/Club level).</p>
<p>Eligible policy that Respondent has allegedly breached</p> <p>Sections allegedly breached</p>	
<p>Signed by Reporter</p>	<p>Signature:</p> <p>Date:</p>