



Belmont Saints Basketball Club adopts and fully complies with all Child Safety policies and procedures as set out by Southern Districts Basketball Association. These policies form the foundation of our commitment to providing a safe, inclusive and supportive environment for all participants.

☎ 07 3398 2790
✉ info@sdbal.com.au



INDUCTION AND TRAINING PROCEDURE

Aligned to QFCC Standard 7 – Staff and Volunteers Are Equipped with Knowledge, Skills and Awareness

1. Purpose

This procedure outlines how Southern Districts Basketball Association Limited (SDBAL) inducts, trains, and supports staff, volunteers, coaches, and officials to ensure they understand and uphold their responsibilities in creating a safe and inclusive environment for children and young people.

2. Scope

This procedure applies to all SDBAL staff, Board members, contractors, coaches, referees, team managers, and volunteers engaged in any capacity with programs, competitions, or activities involving children.

3. Principles

- All personnel working with or around children must complete appropriate induction and training before commencing duties.
- Training must reflect current legislation, policy requirements, and best practice.
- Ongoing education is essential for maintaining a child-safe culture.
- Records of all induction and training must be securely maintained.

4. Induction Process

All new personnel must complete the SDBAL Induction prior to commencing active duties. This includes:

- Overview of SDBAL's mission, values, and structure.
- Introduction to the Child Safe Policy and Member Protection Policy.
- Review of Codes of Conduct and expectations of behaviour.
- Information on reporting and responding to concerns or allegations.
- Completion of privacy, data protection, and communication awareness modules.
- Signing the Code of Conduct Acknowledgement Form.
- Verification of Blue Card or Exemption Card status.

5. Ongoing Training Requirements

All personnel must complete refresher training annually or as required following policy updates or incidents. Refresher training may include:

- Child protection awareness and mandatory reporting.
- Professional boundaries and ethical conduct.
- Online communication and social media safety.
- Safe supervision during games, travel, and change-room activities.
- Diversity and inclusion in sport.

6. Training Matrix

<i>Role / Position</i>	<i>Mandatory Training</i>	<i>Frequency</i>	<i>Record Keeping</i>
Board Members	Child Safe Governance & Risk Awareness	Every 2 years or upon reappointment	General Manager maintains training record
General Manager / Managers	Child Safety Leadership, Mandatory Reporting, Privacy	Annually	Personnel file
Coaches	Child Protection, Boundaries, Codes of Conduct, First Aid	Annually	Coaching accreditation register
Referees / Officials	Child Protection, Codes of Conduct, Conflict Management	Annually	Referee training log
Team Managers	Child Protection, Travel & Communication Policy	Annually	Volunteer training register
Volunteers	Basic Child Safety Awareness	Every 2 years	Volunteer record

This matrix will be reviewed annually and updated to reflect legislative or organisational changes.

7. Supervision and Support

Managers and coordinators are responsible for providing ongoing supervision and mentoring to ensure all staff and volunteers maintain safe and appropriate conduct in line with SDBAL policies.

8. Record Keeping

All training records, attendance logs, and signed acknowledgements will be securely stored in accordance with SDBAL's Privacy & Data Protection Policy.

9. Related Documents

- Child Safe Policy
- Codes of Conduct
- Member Protection Policy
- Safer Recruitment & Screening Procedure
- Privacy & Data Protection Policy

10. References

- Child Safe Organisations Act 2024 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Child Protection Act 1999 (Qld)
- Australian Childhood Foundation Safeguarding Children Accreditation Framework
- QFCC Child Safe Standards (2024)

Document Control and Version History

Policy Owner: General Manager

Approved by: Board of Directors

Next Review: March 2027

Version	Date Approved	Approved By	Policy Owner	Next Review Date	Summary of Changes
1.0	March 2026	Board of Directors	General Manager	March 2027	Initial issue