



# ATHLETE SAFEGUARDING POLICY

Basketball BC  
#210 – 7888 200<sup>th</sup> Street  
Langley, BC V2Y 3J4

## PURPOSE

Basketball BC acknowledges the duty of care to safeguard and promote the welfare of all athletes. It is committed to ensuring safeguarding practice, in particular that of children, reflects statutory responsibilities, government guidance and complies with best practice and viaSport requirements as well as considers that of Sport Canada and Canada Basketball, as appropriate.

## POLICY STATEMENT

Basketball BC recognizes that the welfare and interests of children athletes are paramount in all circumstances. It aims to ensure that regardless of age, ability, gender, race, religion or belief, sex or sexual orientation, socio-economic background, all children have a positive and enjoyable experience of sport in a safe and child centred environment and are protected from abuse.

Basketball BC acknowledges that children can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to protect those in our programs from both intentional and unintentional harm.

As such Basketball BC will:

- promote and prioritize the safety and wellbeing of children and young people, including athletes, coaches and volunteers;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognize, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and provide support to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- recruit, orient, train, supervise and support employees and volunteers to adopt best practices that safeguard and protect children from abuse;
- require staff and volunteers, on an annual basis, to adopt and abide by this Athlete Safeguarding Policy and its procedures, as well as any other code of conduct specific to their position; and
- ensure safeguarding arrangements and procedures are in operation, including the application of the 3 Steps to Responsible Coaching from the Coaching Association of Canada.

## APPLICATION

This Policy applies to Basketball BC's business, activities and events, including but not limited to, competitions, practices, training camps, social media, travels associated with Basketball BC activities and any meetings. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organization.

This policy and procedures will be widely promoted and are mandatory for all employees, contractors and volunteers with Basketball BC.

## DEFINITIONS

**A child** is a person under 19 years of age. Note that a child may be an athlete, employee or volunteer.



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**Child abuse** is any form of physical harm, emotional deprivation, neglect or sexual mistreatment which can result in injury or psychological damage to a child.

- **Physical abuse** is any physical action by a person that harms, or could harm, a child. It includes hitting, kicking, slapping, shaking, burning, pinching, biting, choking, throwing, shoving and whipping. It also includes using unreasonable force to punish children or prevent them from harming themselves or others
- **Emotional harm** is the most difficult to define and distinguish. It can include acts or omissions by those in a position of authority for the development of the athlete that are likely to have serious, negative emotional impacts. Emotional harm may occur separately from, or along with, other forms of abuse and neglect. Emotional harm is distinguished by a pattern of rejection, verbal attacks, threats, insults and humiliation, and is targeted. Constructive feedback, corrections or discipline are a part of normal course of athlete development and operations and therefore are not deemed to be harmful unless shown to be targeted and repeated.
- **Sexual abuse** is when a person uses a child for sexual purposes. It can include sexually touching a child, or inviting a child to touch; intercourse; threatening sexual acts, obscene gestures or communications, or stalking; sexual references to the child's body or behaviour with words or gestures; asking the child to expose their body for sexual purposes; or deliberate exposure of the child to sexual activity or material.

**Claimant** is a person who files an Incident Report Form.

**Criminal Record Check – Vulnerable Sector (“CRC”)** is defined by the Criminal Records Review Act and must be conducted if you work with children or vulnerable adults, have unsupervised access to children or vulnerable adults during your employment, occupation or education, and are licensed by or receiving funding from the provincial government.

**Position of trust or authority** is created when an individual's relationship with someone else has any of the following characteristics: decision making power, unsupervised access, closeness inherent in the relationship, and personal nature of the activity itself.

**Respondent** is a person to whom a claim has been made against in an Incident Report Form.

## ROLES AND RESPONSIBILITIES

**Board of Directors** is responsible for:

- Providing oversight of a protection framework that includes establishing policies and procedures and regular monitoring;
- Establishing consistent recruitment and screening processes, including background checks;
- Requiring onboarding and training sessions that include review of policies and procedures, code of conduct, duty and standards of care, and performance expectations; and
- Ensuring systems are in place for regular review, reporting and evaluation of effectiveness of athlete safeguarding initiatives.

**Management and Employees** are responsible for:

- Following and establishing guidelines and best practices that ensure programs are developmentally appropriate and safe for everyone;
- Ensuring that employees and volunteers have read, understood and agree to the Athlete Safeguarding Policy and its procedures and specifically indicated this by signing the Athlete Safeguarding Acknowledgement form (Appendix A), when first hired and then annually thereafter;



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- Implementing all procedures relating to safeguarding athletes;
- Ensure that employees and volunteers with direct, unsupervised responsibilities working with children, have relevant training and regular opportunities to update their skills and knowledge;
- Ensure recruitment, screening and orientation are implemented, including receiving a CRC clearance before the employee commences employment and subsequent rechecks, relevant certificates and licensing are current and remain current; and
- Responding promptly and appropriately to any complaints, reports or allegations against employees or volunteers.

**Coaches, consultants and volunteers** are expected to abide by this policy that includes:

- Creating a safe and caring environment for young athletes and volunteers;
- Reporting immediately any suspicion of abuse or neglect;
- Following guidelines and best practices to ensure that programs and services are developmentally appropriate;
- Following all Basketball BC policies and procedures;
- Upon hire and annually thereafter, reading, and agreeing to the Athlete Safeguarding Acknowledgement form (Appendix A) and relevant code of conduct;
- Producing CRC reports and recheck clearances and immediately informing management, when their criminal record check clearance may be in jeopardy; and
- Ensuring that their relevant licenses and certificates are kept current.

## REPORTING PROCEDURES

The following section will provide specific procedures on reporting if you think a child is being abused or likely to suffer from abuse or be at risk of harm. You have a legal responsibility to report your concern. A report is not an accusation; it raises the concern and is a request for an investigation. Reporting can be the beginning of positive change and can keep the child and perhaps other children from harm.

The Child, Family and Community Service Act (CFCSA) requires that anyone who has reason to believe that a child has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child, must report the suspected abuse or neglect to a child welfare worker. Provincial Centralized Screening (“PCS”) can be reached at the following number: 1-800-663-9122. PCS’s primary role is to receive and assess child protection reports and initial requests for ministry service across the province and will make sure concerns are directed to the right place.

Where reports are made that include possible child abuse, BBC may be required by law to report the incident to the Ministry of Children and Family Development (“MCFD”) or the police. If a concern falls under the authority of MCFD or the police, then the investigative process will primarily fall under procedures of these organisations. Any follow up investigations respective to this policy may resume following the outcome of any other investigations or may run concurrently.

If concerns are about poor practice or behaviour, the procedures outlined in this policy will define the course of action determined to address the situation.

In the case of complaints that include subject matter common to a MCFD and police investigation, BBC policies may be adapted as deemed appropriate.



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Wherever possible, it is preferable to resolve complaints or concerns directly with the individual whose behaviour is causing concern. In cases where resolving the matter directly is not possible, the incident can be discussed with the Program Manager or Executive Director of Basketball BC.

## Filing a report

All formal reports with regards to an employee or volunteer with Basketball BC or an associated member are to be made in writing using the Incident Report Form (Appendix B) and submitted to the appropriate contact at Basketball BC.

The primary contact for reports, using the Incident Report Form, is the Executive Director of Basketball BC. There may be circumstances in which reports may be filed with members of the Board of Directors.

- Concern with regards to an employee, coach, or volunteer of Basketball BC, are to be filed with the Executive Director of Basketball BC.
- Concern with regards to the Executive Director or a member of the Board of the Directors, are to be filed with the President of the Board of Directors.
- Concern with regards to the President of the Board of Directors, are to be filed with the Past President of the Board of Directors.

Concerns can also be reported directly to the Canadian Centre for Ethics in Sports (CCES) [Abuse-Free Sport Helpline](#).

If you have concerns with regards to another organization's employee or volunteer, a report should be filed directly with that organization, including non-associated clubs and teams. Concerns with regards to school-based basketball programs or events (elementary or high school) can be directed to the relevant school or contact BC School Sports directly.

Any reports filed with Basketball BC regarding a non-associated club may be forwarded to that club and the SDRCC. Any reports filed with Basketball BC regarding a school-based activity may be forwarded to the relevant school and BC School Sports.

## INVESTIGATION PROCEDURES

Basketball BC will follow its Investigation and Dispute Resolution policy and procedures for all reporting incidents.

Throughout the reporting and investigation process, the following principles will be considered at all times:

- the best interests of children should be central to all stages of the process
- individuals against whom complaints about poor practice or abuse are made have the right to be dealt with through fair and transparent processes

## CONFIDENTIALITY

Those involved in a complaint can be assured of confidentiality in the sense that:

- Wherever possible, the person to whom a report has been filled ("respondent") will attempt to resolve the matter without revealing the identity of the claimant. (For example: if the behaviour causing the report can be resolved without the respondent being aware that a report has been filed.)
- In cases where a claimant needs to be identified to resolve the matter, only those who have a need to know about the matter will be involved. However, within that group of individuals, a complainant cannot remain anonymous, as the respondent is entitled to know the names of the complainant and details of the complaint.



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## **FILING A FALSE REPORT**

Any individual who knowingly files a false report under this policy, or who knowingly provides false information to or intentionally misleads an investigation of a complaint, may be subject to disciplinary and/or corrective action.

## **MONITORING**

The policy will be reviewed at least annually, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the sport funding body as designated by the provincial government (viaSport)



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## APPENDIX A - ATHLETE SAFEGUARDING ACKNOWLEDGEMENT FORM

By signing this statement, I acknowledge that I have received a copy of the Athlete Safeguarding Policy. I acknowledge that it is my responsibility to read and comprehend the information contained in the policy and related information referenced in the policy. I am responsible to consult with an employee of Basketball BC if I have any questions concerning its contents.

I understand that as an employee, consultant or volunteer with Basketball BC I am required to review and adhere to the policies and procedures and I agree to do so.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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## APPENDIX B - SAFEGUARDING INCIDENT REPORT FORM

Your name:		Name of organisation:	
Your role:			
Contact information (you): Address: Postcode: Phone numbers: Email address:			
Child's name:			
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Child's age: (if not known, estimated)	
Parent's / carer's name(s):			
Contact information (parents/carers): Address: Postcode: Telephone numbers: Email address:			
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:			
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else			
If responding to concerns raised by someone else: <i>Please provide further information below</i>			
Name: Position within the sport or relationship to the child: Telephone numbers: Email address:			
Date and times of incident:			
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>			