



MWBA STAFF CHILD SAFETY PRATICE FOR EMPLOYEES

- Working with Children Checks, plus any further checks if necessary (such as Police checks)
- MWBA has a Staff Code of Conduct, all staff must tick the box on the Employee registration form, to ensure they are aware of the conditions, & they have read & will abide by the terms of the policy
- Staff Members must be easily identifiable by wearing a MWBA sanctioned shirt or T-Shirt. These will be available from the MWBA Office
- Court Supervisors should not be left alone at an external venue with a child (Under 18) All players should be accompanied by a supervising adult such as a parent, teacher or manager, to help with the usage of external amenities, & to also assist with any emergency evacuation procedures

However, there may be the odd situation, where, if it is obvious after the second last pick up, that there will be a child alone with the court supervisor, they should ask the last parent to pick up, if they could kindly stay until the sole child is picked up (this is to protect themselves) If for some reason, this cannot occur, wait outside the door with the child.

- If situations occur where a staff member needs to report a situation, the following contact should occur
- **For Referees** - Please contact **Jane Ubrien**, at jane.ubrien@manlybasketball.com.au
- **For Local Competition** - Please contact **Maria Panetta**, at maria.panetta@manlybasketball.com.au

Jane & Maria should be able to address most concerns, however in certain cases they will pass the concern to **Janet Bilton**, who is the **Member Protection Information Officer** for MWBA, you can reach her at janet.bilton@manlybasketball.com.au if you feel it necessary

Report Process – All Reports will be documented

To access the Report form, please click on below link

[Child Safety Incident Report](#)

Any questions or uncertainties, please don't hesitate to contact any of the above staff members