CHILD SAFETY & TRANSPORT POLICY

SEPTEMBER 2026

Knox Basketball Child Safety and Transport Policy

1 Purpose

Knox Basketball Incorporated (KBI) has zero tolerance for child abuse and is committed to providing a safe environment for children and young people who take part in basketball activities.

This policy sets out the requirements for supporting coaches under the age of 18 and for arranging or providing transport for children and young people in connection with KBI activities. For this policy, any person under the age of 18 is a child, including a coach.

2 Scope

This policy applies to KBI staff, coaches, volunteers, affiliated clubs and any other person who arranges or provides transport in connection with a KBI basketball activity, program or event.

3 Young Coaches

KBI and affiliated clubs must give each coach under the age of 18 an age-appropriate induction, coaching support and a designated adult support person.

A suitably screened adult must be present at every training session and game involving an under-18 coach. An under-18 coach must not be left solely responsible for, or alone with, the children they coach. An under-18 coach must not be appointed to a team containing players who are older than the coach.

Young coaches must follow the same professional boundaries as adult coaches. Parent enquiries and individual communications with players must be directed through the team manager or another designated adult. Unsupervised one-to-one contact with a player, whether in person or online, must be avoided.

KBI or the affiliated club must tell each young coach who they can contact if they have a concern about their own safety or the safety of a player.

4 Transport of Children and Young People

Transport arranged by KBI or an affiliated club for a child or young person, including a coach under the age of 18, may occur only when it is directly connected with a basketball activity, program or event.

Before travel takes place, written consent must be obtained from the child's parent or guardian. Written authorisation must also be obtained from the KBI Director of Coaching, the Chief Executive Officer or a designated Member Protection Information Officer. For an affiliated club activity, written authorisation may be provided by an authorised member of the club committee.

Before giving consent, the parent or guardian must be told the purpose of the travel, the type of transport, the proposed route and stops, and who else will travel in the vehicle. The request must also record the driver's age and insurance details where applicable.

The written consent and authorisation must be retained on file. A documented standing approval may be used for recurring journeys only while the approved arrangements remain current and accurate.

5 Transport Requirements

A person providing transport on behalf of KBI or an affiliated club must:

- hold a current unrestricted driver licence
- use a registered and roadworthy vehicle that is appropriately insured
- not carry more passengers than the vehicle is permitted to carry
- ensure that every passenger uses an appropriate seatbelt or restraint
- drive responsibly and not be affected by alcohol or drugs
- follow the journey details approved by the parent or guardian and KBI or the affiliated club

Where practicable, an adult should not travel alone in a vehicle with a child or young person. A second approved adult or a group transport arrangement should be used where possible.

An under-18 coach must not be assigned responsibility for transporting players or other children as part of their coaching role.

Parents and guardians may make private transport arrangements for their own child. If a KBI or club representative arranges or provides transport for a coach under the age of 18, the coach must be treated as a child and the consent and authorisation requirements in this policy apply.

6 Late Pickups and Emergencies

A child or young person not being collected at the expected time does not authorise a KBI or club representative to provide an unapproved ride.

The parent or guardian must be contacted and a responsible adult must remain with the child until suitable arrangements have been made. The matter should be escalated to KBI management or the appropriate club representative where required.

In an emergency, the immediate safety of the child must be addressed first. KBI management must be notified as soon as practicable.

7 Reporting Concerns

Any concern about the safety of a child or young person, a breach of appropriate boundaries or transport that occurs without the required consent or authorisation must be reported promptly to the KBI Director of Coaching, Chief Executive Officer, Member Protection Information Officer or Child Safety Officer.

Police or child protection authorities must be contacted where required. If a child or young person is in immediate danger, call 000.

KBI will document and manage concerns in accordance with its child safeguarding and complaints processes.

8 Related Policies and Documents

This policy should be read together with the following documents:

- KBI Safeguarding Children Code 2025, including sections 2, 10.14 and 13
- Basketball Victoria Guidelines for Supporting Coaches Who Are Under 18, January 2026
- Basketball Victoria Child Safeguarding Code of Conduct, including transport requirements
- Basketball Victoria Child Safeguarding Policy, including Annexure B, section 2.13
- Basketball Australia Child Safeguarding Policy, version 2.1, including the transport provision on page 22

Version Control

Version	Date	Summary of Changes	Approved By
1.0	29 September 2026	Initial issue	Grant Harrison, CEO

PARENT/CAREGIVER CONSENT FORM FOR TRANSPORT

I, _____, give permission for my child _____, to be transported to training/games/authorised team events, for the duration of the 20____/____ season or for date ____/____/_____ (please circle one).

Name _____

Position (Coach, Team Manager etc.) _____

Phone Number _____

I understand that my child will only be transported to events that are directly associated with their involvement with _____ Club/Association and that I will receive written (may be in electronic form) information including the venue, dates and times and who will be transporting my child.

I understand that there may be other adults or children/young people associated with my child's Team/Club/Association in the car while my child is being transported.

Parent/Caregiver phone number _____

Parent/Caregiver address _____

Second Emergency Contact name and phone number _____

_____

Signature (or electronic signature) _____

Date _____

Blank Transport Consent Template