TOWNSVILLE BASKETBALL INCORPORATED (TBI)

Induction & Training Procedure

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

Policy Owner: General Manager
Approved by: TBI Board of Directors
Next Review: February 2027

1. Purpose
This procedure outlines how Townsville Basketball Incorporated (TBI) 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 TBI staff, Board members, contractors, coaches, referees, team managers, and volunteers engaged in any capacity with programs, competitions, or activities involving children.

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

4. Induction Process
All new personnel must complete the TBI Induction Program prior to commencing active duties. This includes:
- Overview of TBI'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.

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- Online communication and social media safety.
- Safe supervision during games, travel, and change-room activities.
- Diversity and inclusion in sport.

6. Training Matrix

Role / Position	Mandatory Training	Frequency	Record Keeping
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 TBI policies.

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

9. Related Documents
- Child Safe Policy
- Codes of Conduct
- Member Protection Policy
- Safer Recrutment & Screening Procedure
- Privacy & Data Protection Policy

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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

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