



Change-room & Supervision Procedure

Aligned to QFCC Standard 8 – Safe Physical and Online Environments

Policy Owner: General Manager

Approved by: Board of Directors

Next Review: April 2027

1. Purpose

This procedure provides clear guidance on the appropriate supervision of children and young people during North Gold Coast Seahawks Basketball (NGCS) activities, including training, competitions, and travel events.

It aims to ensure all players are protected from risk while maintaining privacy, dignity, and respect in change-room and team environments.

2. Scope

This procedure applies to all NGCS staff, coaches, team managers, volunteers, referees, and officials who are responsible for supervising children and young people at any NGCS venue, competition, camp, or associated activity.

3. Principles of Supervision

1. The safety and well-being of children and young people are always paramount.
2. Supervision must be active, consistent, and appropriate to the age, gender, and activity of participants.
3. All supervisors must hold a valid Blue Card and complete child safety training.
4. Staff and volunteers must avoid situations where they are alone with a child unless necessary and in view of others.
5. Parents and guardians retain primary responsibility for their children before and after official activities unless otherwise advised.

Wherever possible, activities involving children should follow a “two-adult rule”, meaning at least two approved adults are present to reduce the risk of one-on-one situations. Approved adults hold a valid Blue Card and are authorised by NCGS.

4. Supervision Ratios

Recommended minimum supervision ratios for NGCS activities are:

- Under 10–12 years: 1 adult to 5 children
- Under 13–15 years: 1 adult to 8 children
- Under 16–18 years: 1 adult to 10 children

At least two adults must be present at all times when supervising groups of children.

5. Change-room and Facility Access

- Only players, team officials, and approved personnel may enter change rooms.
- Adults must only enter change rooms when necessary for supervision or safety reasons and must announce their presence before entry.
- Coaches and officials must never change or shower in the same facilities as players.
- Team discussions should occur in public or semi-public areas, not in change rooms.
- Photography or video recording is strictly prohibited in change rooms or bathrooms.

6. Gender and Privacy Considerations

- Separate facilities should be provided for male and female participants where possible.
- Mixed-gender supervision teams are preferred, especially during travel or overnight stays.
- Respect for cultural and individual privacy needs must be maintained at all times.

7. Overnight Stays and Camps

- Accommodation arrangements must separate adults and children, except where the adult is a parent or guardian.
- A supervision roster must be in place with two adults on duty at all times.
- Curfews, safety briefings, and room checks must be conducted by two adults together.
- A designated first aid and emergency contact person must be available at all times.

8. Managing Incidents or Concerns

If an incident, injury, or concern arises during supervision:

1. Ensure the immediate safety of all children involved.
2. Report the concern to the General Manager or Child Safety Officer as soon as possible.
3. Record the incident using the NGCS Incident Report Form.
4. Notify parents/guardians if required.
5. Follow the Complaints, Reporting and Responding Procedure for escalation.

If a child remains at a venue after an activity without a parent or guardian present, staff must remain with the child in a visible area and contact parents or guardians immediately.

9. Supervision Checklist (for Coaches, Team Managers, and Officials)

The following checklist must be completed or verified before and during all NGCS events involving children and young people:

- ✓ Two approved adults (with valid Blue Cards) are present at all times.
- ✓ Supervision ratios meet NGCS requirements for the group’s age range.
- ✓ Change-room access is restricted to authorised personnel only.
- ✓ Players are accounted for before and after games/training sessions.
- ✓ No adult is left alone with a child unless in view of others.
- ✓ Players’ privacy is respected during changing or showering.
- ✓ No photography or recording occurs in private spaces.
- ✓ Emergency contacts and medical information are available on-site.
- ✓ Any incidents or concerns are reported immediately to the General Manager or Child Safety Officer.

When supervising younger players, adults should remain near entrances or common areas rather than inside change rooms unless assistance is required.

10. Related Documents

- Child Safe Policy
- Travel & Transport Policy
- Codes of Conduct
- Risk Management Strategy for Children & Young People
- Complaints, Reporting and Responding Procedure

11. References

- Child Safe Organisations Act 2024 (Qld)
- Child Protection Act 1999 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Sport Integrity Australia: Safeguarding Guidelines
- 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
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North Gold Coast Seahawks Basketball Association
Child Safe Governance Policy Suite – 2026

1	Dec 2025	Board	GM	December 2026	Initial issue.
2	April 2026	Board	Gm	April 2027	Added 2 adult comments