



Children & Young People Safeguarding Guideline

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Document Revision Information

Status	Version	Date	Author	Amendment
Draft	1.0	26/02/2026	T.Burney	drafting of internal reporting process
Approved	1.0	29/03/2026	T.Burney	Reviewed & approved by PNC exec.



1. Commitment to Child Safety

Phoenix Netball Club Townsville Inc. (the Club) is committed to creating a safe, inclusive and supportive environment for all children and young people.

We have zero tolerance for abuse, harm or neglect.

All members share responsibility for safeguarding and must comply with safeguarding policies and reporting obligations.

The Club adopts and is bound by the Netball Australia National Integrity Framework, including Netball Australia Safeguarding Children & Young People Policy.

2. Safeguarding Principles

- Children's safety is the highest priority
- All children are treated with respect and dignity
- Inclusive and culturally safe environment
- Concerns are taken seriously and acted upon promptly

3. Roles and Responsibilities

Club Safeguarding Officer:

Phoenix Netball Club Safeguarding Officer:	Rachael Corbett
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- First point of contact for any concerns or reporting of any matters/incidents.
- Supports complaint handling.
- Maintain secure safeguarding records of;
 - Blue cards
 - Recruitment and screening
 - Training and induction
 - Incident reports and investigations

Access to these records is restricted to authorised Club representatives only, unless instructed by governing body or law.

Club Committee:

- Ensure policies are implemented.
- Promote a child safe culture.

Club Coaches/ Mangers/ Volunteers:

- Provide safe environments.
- Report concerns immediately.



4. Recognising Harm

Indicators may include:

- Physical injuries
- Changes in behaviour
- Withdrawal or anxiety
- Inappropriate relationships or communication

5. What To Do If...

If a child discloses harm:

- Stay calm and listen.
- Do not promise secrecy.
- Reassure the child.
- Report immediately.

If you suspect harm:

- Document concerns.
- Report promptly.

If a child is in immediate danger:

1. Call 000 (police/ emergency services)
2. Ensure the child is safe.
3. Administer first aid, if required.
4. Notify the Club Safeguarding Officer as soon as practicable.

6. Reporting Process

All safeguarding concerns/ incidents must be reported to the Club Safeguarding Officer.

1. Submit report to the Club Safeguarding Officer
 - a. Must be reported within 24 hours using either;
 - i. the "Report a Safeguarding Incident" link on the Clubs website; or
 - ii. by completing the approved Clubs Child Safety Incident Reporting form linked on the Clubs website (and attached as Appendix A) and emailed to admin@phoenixnetballtownsville.com.au
2. Escalate to authorities if required.
3. Maintain confidentiality.

Clubs Internal reporting process:

Club Safeguarding officer to:

1. Record the concern/ incident in the internal register; and
2. Escalate to the executive committee; and
3. Investigate the matter; and



4. If required, escalate the matter to the relevant parties (but not limited to) Townsville City Netball Association, Netball QLD, Queensland Police, Child Safety Services (Department of Families, Seniors, Disability Service and Child Safety), Blue card services.

7. Confidentiality

- All safeguarding matters must be handled sensitively.
- Information is shared only with those who need to know.

8. Code of Behaviour

- Maintain appropriate boundaries.
- No private messaging with minors.
- No favouritism or exclusion.
- Respectful communication at all times.

9. Training and Compliance

- All relevant members must complete safeguarding training.
- Working with Children Checks must be current where required.



Appendix A- Child Safety Incident Report Form

Phoenix Netball Club Inc.
Safeguarding-Internal Reporting Process
APPENDIX A

Child Safety Incident Report Form

Club Name:	
Date of Report:	
Reported By (Name & Role):	
Contact Details:	

1. Child / Young Person Details

Name:	
Date of Birth / Age:	
Team / Age Group:	
Parent/Carer Name(s):	
Parent/Carer Contact Details:	

2. Incident Details

Date of Incident:	
Time of Incident:	
Location:	

Type of Concern (tick all that apply):

- Physical harm
- Emotional/psychological harm
- Sexual misconduct
- Neglect
- Grooming behaviour
- Bullying / harassment
- Breach of code of conduct
- Other (specify): _____



3. Description of Incident

Details:

4. Person(s) Involved

Name	Role	Contact Details

5. Immediate Actions Taken

- Ensured child's immediate safety
- First aid provided
- Parent/carer notified
- Alleged person removed from activity
- Police contacted
- Department of Child Safety notified
- Other (specify): _____

Details:

6. Child's Voice (if appropriate)

Details:

7. Risk Assessment

Is the child currently safe? Yes No

Is there an ongoing risk to others? Yes No

Details:

8. Confidentiality & Information Sharing

Has information been shared? Yes No

Details:

9. Follow-Up Required



- Internal investigation
- Report to governing body
- Referral to external agency
- Support offered to child/family
- Disciplinary action

Details:

10. Report Completed By

Name:	
Signature:	
Date:	

11. Club Review

Reviewed By:	
Date:	
Outcome / Actions:	