

# **LABRADOR SPORTS CLUB INC**

## **CHILD & YOUTH RISK MANAGEMENT STRATEGY (RMS)**

### **PREAMBLE**

"The Working with Children (Risk Management and Screening) Act 2000 (the Act) and the Working with Children (Risk Management and Screening) Regulation 2011 require regulated organisations to develop and implement a child and youth risk management strategy which aims to keep children and young people safe." Queensland Government.

### **STATEMENT OF COMMITMENT**

This is Labrador Sports Club's commitment to the safety and wellbeing of children and young people and the protection of children from harm when participating in the Club's activities.

The Club's Mission Statement dedicates the Club to providing quality services to maximise the opportunities for all participants to reach their potential which includes children and young people.

Our Club supports the rights of children and young people and is committed to providing a safe and supportive sporting environment (hockey) directed at ensuring their enjoyment, safety and wellbeing.

In order to support this commitment, our Club is dedicated to our Child and Youth Risk Management Strategy which has policies and procedures in place to effectively address the safety and wellbeing of children participating in any of Labrador Sports Club's activities.

### **CODE OF CONDUCT**

#### **Interacting with Children and Young People at Labrador Sports Club Inc.**

The following code of conduct applies to **ALL** persons involved with Labrador Sports Club Inc (LSC) and should be read in conjunction with other LSC published codes of conduct relating directly to the sport.

#### **LANGUAGE** will be

- positive,
- use encouraging words,
- pleasant tone of voice,
- honest and open.

Insults, name calling, criticism, bullying, swearing, yelling, racist and sexually suggestive comments or jokes are inappropriate at LSC.

### **PHYSICAL CONTACT**

Appropriate physical contact is:

- assisting a child with an injury
- protecting a child from harm
- demonstrating a skill

Inappropriate physical contact is:

- violent or aggressive behaviour
- hitting, kicking, slapping, pushing
- kissing or touching of a sexual nature

One on One Contact:

- where possible ensure the child is visible to others
- inappropriate contact is not to take place
- do not show favouritism to any child

### **SUPERVISION**

## PARENTAL SUPERVISION:

**Child Under 11** - It is expected that a parent or a parent authorised adult of children under 11 will remain at training and the game venue while their child is participating.

**Drop Off** - A parent or parent authorised adult is not to drop off prior to the designated commencement time of training or game warm up time without remaining on site to supervise their child. Parents are to ensure their child's coach or manager is on site and ensure their child's arrival is brought to the attention of the coach or manager.

**Pick Up** – A parent or parent authorised adult is to be at the training or game venue to collect their child at the designated conclusion time. On the very rare occasion that a parent or parent authorised adult should be unavoidably delayed for pick up, the child's coach or manager will remain with the child or ensure that a suitable club representative does so until the parent arrives to collect the child.

**'Designated Pick up Area'** – This area is signed as the Designated Pick Up Area and is at ground level to the north of our Clubhouse and office area (paved area with tables). Children are not to wait in the carpark. At other venues, children should wait as close as possible to the playing field entry area. The car park is not a suitable area for child pick up.

## TEAM OFFICIALS:

During Training and Games – the coach or manager must be made aware when a junior player arrives and will ask any junior player to request to leave the activity should they need to do so. Follow up must be made should the junior player not return in an appropriate time period.

Pick Up – the coach or manager or other team authorised adult, or suitable club representative must remain with any junior player who is not picked up on time until the parent or parent authorised adult arrives to collect the child. Team officials must never leave a child alone at practice or games.

## RECRUITMENT, SELECTION, TRAINING & MANAGEMENT OF STAFF & VOLUNTEERS

All Club staff & volunteers over 18 need a blue card if their role is likely to include, providing services that are directed mainly towards children and young people, or conducting activities that mainly involve children and young people, unless an exemption applies. Exemptions are listed on <http://www.bluecard.qld.gov.au/volunteers/Sportandactiverecreation.html>

## PRE-APPOINTMENT

- Blue card identifies eligibility.

- Club policies identify suitability.

- All roles within LSC have position descriptions available.

- Selection Criteria include Duties and Skills.

- Duties – talking and interacting with children, communicating with parents and carers.

- Skills – keen desire to work with children, strong communication skills, understanding of the physical and emotional needs of children.

## INTERVIEWS

The Club is committed to ensuring that the behaviour of all staff and volunteers towards children and young people is appropriate.

Interview questions will be developed in line with the following examples:

- "Please provide examples of what you would deem to be appropriate behaviour management techniques at training."

- "Describe how you would encourage a child or young person to participate in training or games."

- "Other scenario-based questions"

## POST APPOINTMENT

- Induction training in how to access the Club's child and youth RMS.

- Follow up by the person's supervisor to check knowledge of this RMS.

## **HANDLING DISCLOSURES OR SUSPICIONS OF HARM**

### **DEFINING HARM:**

Any detrimental effect of a **SIGNIFICANT NATURE** on a child's physical, psychological or emotional wellbeing.

"Considerations when forming a reasonable suspicion about harm to a child include:

- whether there are detrimental effects on the child's body or the psychological state or emotional state - that are evident to the person, or - that the person considers are likely to become evident in the future, and
- in relation to any detrimental effects mentioned above - their nature and severity, and - the likelihood that they will continue, and
- the child's age (section 13C of the Child Protection Act 1999)."

### **PHYSICAL ABUSE:**

- hitting, shaking, burning, biting, giving children alcohol, drugs or inappropriate medication.

### **EMOTIONAL or PSYCHOLOGICAL ABUSE:**

- persistent rejection or hostility, constant yelling, insults or criticism.
- exposure to domestic or family violence.

### **NEGLECT:**

- insufficient food.
- unhygienic living conditions.
- failure to provide health care.
- leaving children unattended.

### **SEXUAL ABUSE or EXPLOITATION:**

- touching or kissing a child in a sexual manner.
- exposure to pornography.
- Engaging in sexual relations with a child or young person under the age of 16.

### **RECEIVING DISCLOSURES OF HARM:**

"A disclosure of harm occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen to a child."

- remain calm.
- listen attentively, actively and be non-judgemental.
- go to a private place.
- encourage the child to use their own words.
- use only open-ended questions.
- tell the child it cannot remain a secret.
- document the disclosure clearly and accurately.
- do not attempt to mediate an outcome.
- follow RMS reporting process.

### **SUSPICION OF HARM:**

"A suspicion of harm is when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm. This includes circumstances which relate to an unborn child who may be in need of protection after he or

she is born. A child who has been, or may be experiencing, abuse may show behavioural, emotional or physical signs of stress and abuse.”

- remain alert to warning signs and indicators.
- pay close attention to changes in behaviour, ideas, feelings and words used.
- make written notes.
- assure a child they can come and talk.
- listen to them and believe them.
- follow the process for reporting to child safety or police.
- consider support services that can be offered to the family if the concern does not meet the reporting threshold.

#### REPORTING:

To police if:

- the child is at imminent risk of harm.
- the child has been the victim of a criminal offence.

To child safety if:

- the child has suffered, is suffering, or is at an unacceptable risk of suffering harm and does not have a parent able or willing to protect the child from harm.

<http://www.communities.qld.gov.au/childsafety/about-us/contact-us/child-safety-service-centres/regional-intake-services>

\*After hours and on weekends - contact the Child Safety After Hours Service Centre on 1800 177 135 or (07) 3235 9999. The service operates 24 hours a day, seven days a week.

Reasonable suspicion may be based on either a disclosure of harm or observing other signs of abuse. Reports should be made as soon as possible after becoming aware of the harm. Reports must be made in consultation with the President. Confidentiality of reports must be ensured.

#### REVIEW:

This RMS will be reviewed after any disclosure or suspicion of harm being actioned to consider the application of this RMS and whether any changes are necessary and identify any additional training requirements.

#### MANAGING BREACHES OF THIS RISK MANAGEMENT STRATEGY

A breach of the RMS applies for any action or inaction by any member, staff, volunteer, parents and carers or visitor, including children and young people that fail to comply with any part of this RMS.

#### PROCESS FOR MANAGING A BREACH:

Breaches are to be reported to the president. Breaches will be managed in a fair, unbiased and supportive manner. The following process is to occur – the President will call a meeting with the management committee and the Blue Card Coordinator. This meeting may invite the person(s) creating the breach. This meeting will determine a suitable outcome for the breach.

#### SUITABLE OUTCOMES FOR BREACHES:

- emphasise the relevant component of this RMS to parties involved.
- provide closer supervision.
- provide further education and training.
- mediate between those involved where appropriate.
- issue disciplinary procedures if necessary.
- review this RMS.

- develop new policies if necessary.

**PROCESS FOR RECORDING BREACHES INCLUDING OUTCOMES:**  
Breaches can be categorised into Minor, Moderate, Major and Extreme.

As a result of a Minor breach:

- emphasise the relevant component of this child and youth RMS, for example, the code of conduct.
- remind all members of the RMS emphasising the codes of conduct.

As a result of a Moderate breach:

- acknowledge with the person(s) committing the breach that the behaviour is inconsistent with this RMS.
- remind all members of the RMS emphasising the codes of conduct.
- issue a formal warning.
- provide further training or access to training resources.
- focus on positive ways of working with children.

As a result of a Major breach:

- document the incident as soon as possible.
- follow internal policy procedures.
- acknowledge with the person(s) committing the breach that the behaviour is inconsistent with this RMS.
- remind all members of the RMS emphasising the codes of conduct.
- issue a formal written warning.

As a result of an Extreme breach:

- document the incident as soon as possible.
- follow internal policy procedures.
- provide support to all involved.
- consider disciplinary action.
- remind all members of this RMS, emphasising codes of conduct and roles.

Confidentiality will be ensured in managing all breaches.

Note: Incident report form template is available on the Blue Card Services website - <https://www.bluecard.qld.gov.au/resources.html>

## **MANAGING COMPLIANCE WITH THE BLUE CARD SYSTEM**

This RMS will be reviewed annually to ensure LSC maintains practices that align with the current legislation and good practice to support the creation of safe and supportive environments for the ongoing safety and wellbeing of children and young people. This review includes:

- any incidents.
- process used to manage any incidents.
- whether the policies and procedures were followed by all concerned.
- effectiveness of policies and procedures.
- content and frequency of training.
- document the review.

- make any changes necessary and inform all members.

## **BLUE CARD SCREENING REQUIREMENTS POLICY**

All coaches over 18 require a Blue Card or Exemption Card.

All development officers over 18 who work in our Schools Development Program require a Blue Card or Exemption Card.

The Blue Card Coordinator will be identified on the Club website.

Whenever someone joins the Club in the above listed roles and does not have a current blue card, they must lodge a "Blue Card Application Form".

<https://bluecard.qld.gov.au/pdf/forms/DJAG001-BC-Blue-card-application.pdf>

Whenever someone joins the Club in the above listed roles and does have a current blue card, a "Link an Applicant Form" must be lodged by the Club. This person will then be registered as working at the Club. <https://www.bluecard.qld.gov.au/pdf/forms/DJAG008-Link-an-applicant-or-cardholder.pdf>

Whenever a current Blue Card holder leaves the Club, a "No Longer with Organisation Notification" must be lodged by the Club.

<https://www.bluecard.qld.gov.au/pdf/forms/DJAG013-No-longer-with-organisation-for-organisations.pdf>

## **IMPORTANT THINGS TO REMEMBER**

- You must notify all applicants that by signing the application form they are consenting to the screening process.
- You must be able to certify that the 'contact person' or delegate has sighted documents to confirm an employee's identity as prescribed under the Act.
- You should carefully check through the application form to ensure all sections have been appropriately completed. This will minimise unnecessary delays that can result if further information is required after receiving an incorrect or incomplete form.
- Be aware that while paid employees can commence employment after an application form has been submitted, volunteers and trainee students must not commence regulated employment until they hold a valid blue card and positive notice.
- You must explicitly warn potential staff (paid employees, volunteers and students) that it is an offence for a 'disqualified person' to sign a blue card application form or a renewal form.

**It is an offence for an employer not to provide this warning.**

Individuals have an obligation to advise the Club of a change in police information. Persons are not required to advise the specifics of the change, only that a change has occurred. The Club is then obliged to notify Blue Card Services of the individual's change of police information by lodging the relevant form.

<https://www.bluecard.qld.gov.au/pdf/forms/DJAG027-CH-Change-in-police-information-notification.pdf> The Club must act on any notifications from Blue card Services referring to high risk individuals and ensure confidentiality of all Blue Card records.

The Club must maintain an accurate blue card register. Register template is located at <https://www.bluecard.qld.gov.au/risk-management.html> towards the bottom of the page or <https://www.bluecard.qld.gov.au/pdf/rmst/201610-Child-and-youth-risk-management-strategy-toolkit.pdf> page 59.

In addition to the information on the register template, the following must be kept:

1. whether a negative notice has been issued.
2. any change in status to a blue/exemption card.

3. date BCS were informed of any change to police information.
4. date BCS were informed of any card holder leaving the Club.
5. date BCS were informed of any change to personal information of a blue/exemption card holder.

## **HIGH RISK AND SPECIAL EVENTS**

The Club's HIGH-RISK ACTIVITIES CRITERIA are:

When volunteers or persons who are external and unknown to the Club are involved with junior members.

When an activity happens continuously overnight or longer.

Any high-risk activity or special event will have an appropriate Risk Management Plan developed and will contain:

- the objectives of the activity.
- the location(s).
- the people involved.
- specific risks to children.
- control measures for the specific risks.

## **RISKS IDENTIFIED WILL INCLUDE:**

Supervision of children.

Ratio of adults to children.

Transportation.

Change room procedures.

Managing medications and allergies.

Managing illness and injury.

Emergency procedures.

Environmental risks.

Supervision of volunteers.

Accommodation requirements.

Consent forms including emergency contact details.

Note: a risk management plan template is located at

<https://www.bluecard.qld.gov.au/pdf/rmst/201610-Child-and-youth-risk-management-strategy-toolkit.pdf> page 52.

Risk Analysis matrix and supporting information is located at

<https://www.bluecard.qld.gov.au/pdf/rmst/201610-Child-and-youth-risk-management-strategy-toolkit.pdf> page 47 & 48.

## **COMMUNICATION AND SUPPORT**

The Club's RMS can be accessed on the Club's website, [www.tigerstix.com.au](http://www.tigerstix.com.au)

All new volunteers and staff will be directed to this policy and required to become familiar with it.

The Blue Card Services website will be linked to the Club's website for ease of information access.

Junior and Senior Handbooks will contain the RMS website link.

Email will be sent to all members when any RMS changes or updates occur.

The junior playing division Coordinator is the first contact person for support of a general nature on any issue including child safety and wellbeing. Serious concerns should be reported direct to the President or Player Representative who are then able to provide further support should it be deemed necessary. Direction to relevant external agencies will be provided should the issue not be able to be resolved internally.



A range of information sheets are available to support communication to members at <https://www.bluecard.qld.gov.au/index.html>

### **SUMMARY OF KEY POINTS:**

- Protecting children is everybody's business
- 94% of harm is from known and trusted persons
- The most important thing you can do is listen
- Doing nothing hurts
- Children don't usually lie about abuse
- Any concerns should be reported to the President or Player Representative as soon as possible
- Bravehearts have an online course for clubs and we encourage committee members and particularly the Blue Card coordinator to complete.

### **EDUCATION and TRAINING:**

To support the ongoing education and training of employees, members and parents, and to further encourage good practice, LSC also promotes the training and support resources available through:

1. Play By The Rules via the following link: <https://www.playbytherules.net.au/online-courses/child-protection-online-course>
2. The Daniel Morcombe Foundation: <http://www.recognisereactreport.com.au/>

### **CONTACT INFORMATION:**

Commission for Children and Young People and Child Guardian Act 2000 Contact the Public Safety Business Agency about the "Blue Card" system.

Website: <http://www.bluecard.qld.gov.au/>

Phone: 1800 113 611 or 07 3211 6999