



# Child and Youth Risk Management Policy

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Football Stanthorpe Inc

# CONTENTS

<b>Commitment</b> .....	3
Statement of Commitment.....	3
Code of Conduct.....	3
<b>Capability</b> .....	5
Procedure for recruiting, selecting, training and managing people.....	5
<b>Concerns</b> .....	7
Procedure for handing disclosures or suspicions of harm .....	7
<b>Consistency</b> .....	9
Reporting Guidelines .....	9
Managing breaches of the Risk Management Strategy.....	10
Strategy handling disclosures or suspicions of harm .....	10
Plan for managing breaches.....	12
Procedures for Compliance with the Act .....	13
Risk Management Plan for high risk activities and special events.	14
Strategies for Communication and support .....	17

# COMMITMENT

## *1. STATEMENT OF COMMITMENT*

Football Stanthorpe Inc. aims to promote a safe environment for all children and young people and to assist all paid employees and volunteers, officials, coaches, and members to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

Football Stanthorpe is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes, but is not limited to, comprehensive reference checks, an identity check, a 'working with children' check and/or a 'national criminal history record' check.

## *2. CODE OF CONDUCT – FOR INTERACTING WITH CHILDREN AND YOUNG PEOPLE*

Code of conduct for children and young people

### CODE OF CONDUCT – PLAYER

- Be a good sport. Respect all good play whether from your team or the opposition and shake hands with, and thank, the opposition players and officials after the game – win, lose or draw.
- Participate for your own enjoyment and benefit.
- Always respect the referee's decision.
- Never become involved in acts of foul play.
- Honour both the spirit and letter of the competition rules and live up to the highest ideals of ethics and sportsmanship; avoid gamesmanship, and respect the traditions of the game.
- Never engage in disrespectful conduct of any sort including profanity, sledging, obscene gestures, offensive remarks, trash talking, taunting or other actions that are demeaning to other players, officials or supporters.
- Care for and respect the facilities and equipment made available to you during training and competition.
- Safeguard your health; don't use any illegal or unhealthy substances.
- Recognise that many officials, coaches and referees are volunteers who give up their time to provide their services. Treat them with the utmost respect.
- Do not bet or otherwise financially speculate, directly or indirectly, on the outcome or any other aspect of a Football match or competition in which you are involved.

### CODE OF CONDUCT – COACH

- Actively discourage foul play and/or unsportsmanlike behaviour by players.
- Seek to maximise the participation and enjoyment of all players regardless of ability; avoid the tendency to over-use a talented player; treat all players as equals, regardless of their talent.
- Show concern and caution towards all sick and injured players. Follow the advice of a physician and/or sports trainer to the letter when determining when an injured player is ready to recommence training or playing.
- Teach players that an honest effort and competing to the best of their ability is as important as victory.
- Maintain appropriate, professional relationships with players at all times.
- Maintain a thorough knowledge of the Laws of the Game and keep abreast of current coaching methods; maintain or improve your current accreditation level.
- Always consider the health, safety and welfare of the players.
- Teach young players to realise that there is a big gap between their play and the professional game; do not coach them as if they are professionals.
- Ensure that your coaching reflects the level of the competition being played; do not be a 'winner-at-all-cost' coach.
- As coach, conduct yourself at all times in a manner, and in all situations, that shows leadership, respect for the game of Football and respect for all those that are involved in the game –the players, officials, the spectators, the parents, the referees and the media.

***Remember that junior players participate for pleasure and mateship. Winning is only part of the fun.***

## CODE OF CONDUCT – SPECTATOR/PARENT

- Condemn all violent or illegal acts, whether they are by players, coaches, officials, parents or spectators.
- Respect the referee's decisions – don't complain or argue about decisions during or after a game.
- Behave! Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated.
- Encourage players to play by the rules and to respect opposition players and officials.
- Never ridicule or scorn a player for making a mistake – respect their efforts.
- Understand that sport is part of a total life experience, and the benefits of involvement go far beyond the final score of a game.
- Participate in positive cheering that encourages the players in the team you are supporting; do not engage in any cheering that taunts or intimidates opponents, their fans or officials.
- Remember that players participate in Football for their own enjoyment, not yours!
- At all times, follow the directions of Club Officials and/or other duty officials.
- Never arrive at a Junior game under the influence of alcohol, never bring alcohol to a Junior game and only drink alcohol, if it is available, in a responsible manner in the designated licensed area.

## CODE OF CONDUCT – SUMMARY OF OFFENCES

No person(s) attending a match, function or event shall:

- Use offensive or obscene language to any participant;
- Enter the Field of Play during the course of a match without the prior approval from the Referee;
- Excessively dispute the decision of a referee either during or after a match;
- Assault or act with aggression to any person/s;
- Behave in a way contrary to the Code of Conduct and/or the spirit of the game;
- Behave in a way which disturbs the enjoyment of a match, function or event by any other person/s, or brings discredit to the home club;
- Act in such a way as to exhibit racial intolerance, by language or other conduct, to any person/s;
- Refuse to accept the reasonable direction of the Club Officials, which that person is supporting, or official of the home club.

Breaches of this Code of Conduct may result in penalties, including but not limited to:

- Suspension of a match and/or
- Termination of a match (including potential forfeiture of competition points) and/or
- Monetary fines and/or
- Suspension of a participant on a temporary or permanent basis and/or

These penalties are in addition to any penalty which may be imposed by the Club or the Disciplinary Committee.

## WHO MUST COMPLY WITH THE CODE OF CONDUCT?

This code of conduct applies to all paid employees, volunteers and visitors who enter our service environment.

The standards of appropriate behaviour		
Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> <li>• Using encouraging/positive words and a pleasant tone of voice</li> <li>• Open and honest communication</li> </ul>	<ul style="list-style-type: none"> <li>• Insults, criticisms or name calling</li> <li>• Bullying, swearing or yelling</li> <li>• Sexually suggestive comments/jokes</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Being a positive role model</li> <li>• Building relationships based on trust</li> <li>• Empowering children to share in decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Favouritism or giving gifts</li> <li>• Spending excessive amounts of time alone with children</li> <li>• Contact outside of working hours (either</li> </ul>

		physical or via email/phone) • Bullying, harassment • 'Grooming' children or young people
Physical Contact	• Allowing for personal space • Touching due to medical emergency or protecting from physical harm • Non-threatening	• Violent or aggressive behaviour including hitting, kicking, slapping or pushing • Kissing or touching of a sexual nature consistent with 'grooming'
Other	• Appropriate attire/clothing for role • Use of internet/mobile phone for work related purposes only	• Using alcohol or other substances before or during work • Inappropriate clothing • Sending inappropriate emails

In the event that the code of conduct for interacting with children and young people is breached, actions will be taken in accordance with our organisation's plan for managing breaches of the child and youth risk management strategy.

# CAPABILITY

## *3. PROCEDURES FOR RECRUITING, SELECTING, TRAINING AND MANAGING PEOPLE*

### **Purpose**

Football Stanthorpe, if and when employs a staff member, recruitment and screening procedures have been developed to ensure that the organisation recruits personnel who are suitably qualified and committed to providing professional, safe and enjoyable Football Stanthorpe programs to children and young people.

### **Responsibility**

The Football Stanthorpe Management Committee is responsible for undertaking recruitment and ensuring that our organisation's recruitment and screening procedures are followed. The aim is to provide a consistent and comprehensive recruitment process across our organisation.

### **Advertising**

Football Stanthorpe advertises available positions and all advertisements contain the following statement:

'We require all applicants to undergo an extensive screening process prior to appointment.'

### **Commitment**

Our organisation's statement of commitment to safeguarding the children and young people in our care is supplied to all applicants at the same time as the position description and application documentation, prior to interview.

### **Face-to-face interview**

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

During face-to-face interviews we examine at least the following issues relating to the applicant's suitability to work with children and young people:

- the applicant's beliefs and values in relation to the treatment of children and young people
- the applicant's professional experience, qualifications and competence
- the applicant's reasons for leaving previous positions involving work with children and young people
- any potential concerns our organisation may have with the applicant's resume or work history, such as gaps in their work history, frequent job changes, inability to nominate precise start or end dates for previous roles
- the applicant's general awareness and understanding of child protection issues.

In undertaking an interview with any applicant for an 'involved' role we refer to our organisation's

'Interview questions'. We document an applicant's responses and, if they are the successful applicant, we add that documentation to their personnel file.

As part of the face-to-face interview we highlight our organisation's commitment to protecting children and young people from abuse. We also explain our screening requirements and their purpose.

### **Identity check**

The identity of each short listed applicant for any 'involved' position is confirmed by our sighting original 'proof of identity' documents presented by the applicant. Once the documents are sighted, we record the details on a 'proof of identity' form. On completion of the recruitment process, we add the successful applicant's 'proof of identity' form to their personnel file.

If a variation is required in relation to proof of identity requirements, such as an applicant being unable to provide specific documentation, we advise senior management and seek approval for a variation.

### **'Working with children' and/or 'national criminal history record' checks**

Our organisation operates in a jurisdiction with a legislated screening scheme in the form of 'working with children' checks. Accordingly, our recruitment procedures require that such checks be obtained for all applicants who are to be offered / have accepted an 'involved' position with our organisation. Further information regarding the operation of 'working with children' checks can be obtained from: Commission for Children and Young People and Child Guardian

Telephone: 07 3247 5145

Web: [www.ccypcg.qld.gov.au/index.html](http://www.ccypcg.qld.gov.au/index.html)

The person responsible for recruiting an 'involved' person must sight the applicable 'working with children' check documentation and record relevant details using our organisation's 'working with children check record'. If an applicant does not possess a 'working with children check', the applicant must complete an application form prior to our confirming their employment with our organisation. Our organisation will not employ a person who is deemed a prohibited person based on 'working with children' check legislation in our jurisdiction.

### **Undertaking reference checks**

We conduct a minimum of two reference checks for all shortlisted applicants as a means to gather additional information about the applicant's suitability to work in the role for which they have applied. Applicants being considered for appointment should, in the first instance, be asked to provide contact details for two professional referees who can provide information relating to the applicant's suitability to work with children. Professional referees:

- should include a representative of the applicant's current or most recent employer
- must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and ideally have been the applicant's supervisor or line manager.

Personal referees are not recommended. However, if there is no option but to include a personal referee, then that referee:

- should not be related to the applicant
- should have known the applicant for at least 12 months
- must be able to vouch for the applicant's reputation and character.

The referee checks we undertake must involve direct contact with the referee. Written character references are not sufficient unless also followed up and verified through direct contact.

Difficulty in contacting referees, such as those based overseas, or those who have left an organisation, is not justification for accepting lower standards of scrutiny.

We use a 'referee discussion' form to record details of our discussions with referees in relation to the suitability of an applicant to work with children. We use 'Referee questions' to guide our discussion with a referee.

### **Qualification and registration checks**

Those intending to commit child sexual abuse may make fraudulent claims about their educational or vocational qualifications, or their professional registration, to obtain positions that involve contact with children.

A completed 'Reference check' form is to be filed in a successful applicant's personnel file prior to the applicant starting work with our organisation.

### **Guidelines for volunteers, short-term appointees and minors**

### **Parents who volunteer assistance with children and young people in our care**

Sensitivity is required in relation to asking parents of the children or young people to whom we deliver services to undergo 'working with children' or 'national criminal history record' checks before they are accepted as volunteers.

We emphasise to these parents the importance our organisation places on protecting the children and young people to whom we deliver services, informing them that, while rare, there have been instances of parents using their volunteer status within organisations such as ours as a path to abusing children. At the same time we also state that we appreciate that the vast majority of parent volunteers find the idea of abusing or neglecting a child abhorrent and that parents make a considerable contribution to delivering our services and thereby to the wellbeing of the children and young people to whom we provide services.

We inform prospective parent volunteers that, in the light of the above, our organisation's approach is to take every precaution to protect the children and young people in our care. Accordingly, we have adopted the ACCYO policy for parent volunteers, which:

- requires our organisation to comply with any 'working with children' check legislation that specifically exempts 'parent volunteers' from undergoing such checks and so, where our jurisdiction allows, we require parents to undergo a 'national criminal history record' check.

### **Short-term appointments**

Where our organisation makes use of the services of personnel for short periods we comply with the requirements under the legislation that applies in our jurisdiction(s) with respect to 'working with children' checks. If personnel who work with us for a short period are exempt from 'working with children' check legislation we have set a maximum period for such people to work with our organisation before they are required to undertake a 'national criminal history record' check. Where such checks are not undertaken, it is imperative that those working with our organisation for short terms are supported, closely supervised and monitored while they assist with delivering our service – in line with our commitment and procedures to safeguard children and young people at all times. Given that police checks in our jurisdiction take several weeks, any appointment longer than thirty (30) days is considered an ongoing arrangement, for which our organisation's policy and procedures regarding police checks and all other recruitment matters are followed.

### **Minors**

We have adopted a policy applying to minors who work with children and young people in our care, which:

- requires our organisation to comply with any 'working with children' check and 'national criminal history record' check guidelines that specifically exempts minors from undergoing such checks and so we require those minors to be subject to more comprehensive:
  - screening during recruitment interviews and reference checks
  - on-the-job supervision.

### **Position Descriptions**

Position descriptions will be prepared in accordance with Football Stanthorpe policies and code of conduct for interacting with children and young people. This ensures that Football Stanthorpe is committed to providing a safe and supportive environment for children and young people.

## **CONCERNS**

### ***4. PROCEDURES FOR HANDLING DISCLOSURES OR SUSPICIONS OF HARM***

#### **Purpose**

This plan outlines the steps to be taken following a breach of the child and youth risk management strategy in order to address the breach in a fair and supportive manner.

#### **Definition**

A breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy. This includes any breach in relation to:

- statement of commitment to the safety and wellbeing of children and the protection of
- children from harm

- code of conduct for interacting with children and young people;
- procedures for recruiting, selecting, training and managing paid employees and volunteers
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining an employee register
- risk management plans for high risk activities and special events, and
- strategies for communication and support.

All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.

Who must comply with this plan?

- employees, volunteers and contractors
- committee members
- work experience students/students on placement
- parents and carers
- children and young people

Processes to manage a breach of the child and youth risk management strategy

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- all people concerned will be advised of the process
- all people concerned will be able to provide their version of events
- the details of the breach, including the versions of all parties and the outcome will be recorded
- matters discussed in relation to the breach will be kept confidential, and
- an appropriate outcome will be decided.

#### **Suitable outcomes for breaches**

Depending on the nature of the breach, outcomes may include:

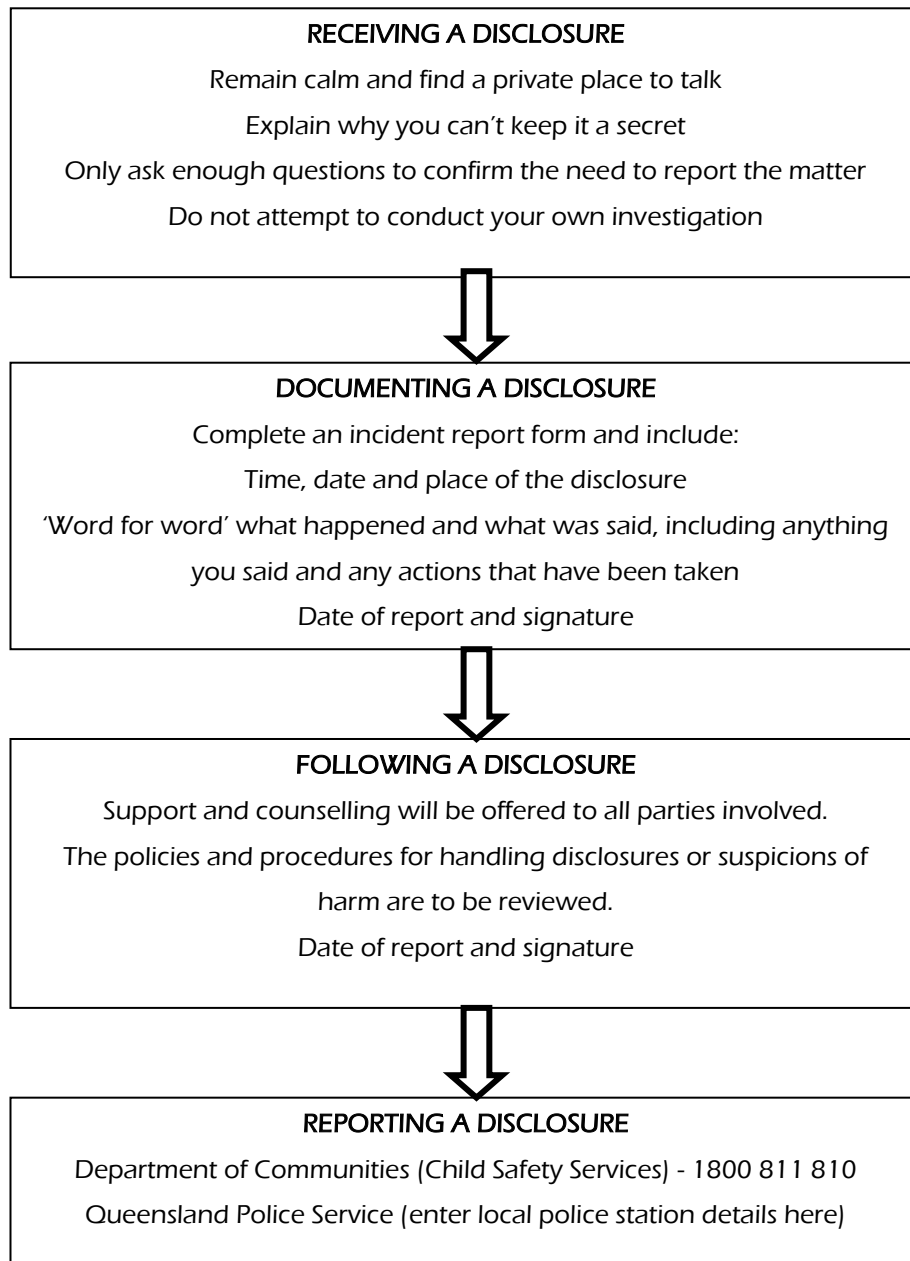
- emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct
- providing closer supervision
- further education and training
- mediating between those involved in the incident (where appropriate)
- disciplinary procedures if necessary, or
- reviewing current policies and procedures and developing new policies and procedures if necessary.



# CONSISTENCY

## 5. REPORTING GUIDELINES

### Flowchart for Reporting Guidelines



## ***6. MANAGING BREACHES OF THE RISK MANAGEMENT STRATEGY***

### ***Breach of Risk Management Strategy***

A breach is any action or inaction by any member of your organisation, including children and young people, that fails to comply with any part of your organisation's child and youth risk management strategy. However, a breach that results in significant harm to a child or young person needs to be considered in terms of an allegation or suspicion of harm in the first instance.

## **STRATEGY/POLICY FOR HANDLING DISCLOSURES OR SUSPICIONS OF HARM**

### **Policy**

All staff will receive training in identifying risks of harm and handling disclosures or suspicions of harm as soon as possible upon commencing employment. All staff will report disclosed or suspected harm to either the Department of Communities (Child Safety Services) or the Queensland Police Service who will decide on an appropriate course of action.

### **Who must comply with this policy?**

The following people must comply with this policy:

- employees and volunteers
- contractors
- committee members, and work experience students/students on placement.

### **Definitions**

***Harm*** may be categorised in the following types:

- *physical abuse*, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication
- *emotional or psychological abuse*, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement
- *neglect* for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school, and
- *sexual abuse or exploitation*, for example, sexual jokes or touching, exposing children to sexual acts or pornography or having sexual intercourse with a child or young person under 16 years of age (even if the child appears to have consented).

### ***Suspicion of harm***

You can suspect harm if:

- you are concerned by significant changes in behaviour or the presence of new unexplained and suspicious injuries.

### ***Disclosure of harm***

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

Disclosures of harm may start with:

- "I think I saw..."
- "Somebody told me that..."
- "Just think you should know..."
- "I'm not sure what I want you to do, but..."

### **Procedures to minimise harm to children and young people**

Our organisation works to minimise harm to children and young people by acting in a manner that supports their interests and wellbeing, by:

- making sure that children know that it is their right to feel safe at all times
- teaching them about acceptable and unacceptable behaviour in general
- letting them know who is and who is not an employee in the organisation
- allowing them to be a part of decision-making processes
- making sure they are safe by monitoring their activities and ensuring their environment meets all safety requirements
- taking anything a child or young person says seriously and following up their concerns

- letting them know there is no secret too awful, no story too terrible, that they can't share with someone they trust
- teaching them about appropriate and inappropriate contact in a manner appropriate to their age and level of understanding
- teaching children and young people to say 'no' to anything that makes them feel unsafe
- encouraging them to tell staff of any suspicious activities or people, and
- listening to children and young people and letting them know that staff are available for them if they have any concerns.

### **Procedures for receiving a disclosure of harm**

When receiving a disclosure of harm:

- remain calm and find a private place to talk
- don't promise that you'll keep a secret; tell them they have done the right thing in telling you but that you'll need to tell someone who can help keep them safe
- only ask question to confirm the need to report the matter; probing questions could cause distress and interfere with any later enquiries and
- do not attempt to conduct your own investigation or mediate an outcome between the parties involved.

### **Reporting guidelines for disclosures or suspicions of harm**

Following are the actions our organisation will take immediately following a disclosure or suspicion of harm.

**Documenting a suspicion of harm**

If you or others have concerns about the safety of a child, record your concerns in a non-judgmental and accurate manner as soon as possible. If a parent explains a noticeable mark on a child, record your own observations as well as accurate details of the conversation. If you see unsafe or harmful actions towards a child in your care, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance.

**Documenting a disclosure of harm**

Complete an incident report form or record the details as soon as possible so that they are accurately captured. Include:

- time, date and place of the disclosure
- 'word for word' what happened and what was said, including anything you said and any actions that have been taken, and
- date of report and signature.

If you need to take notes as the person is telling you, explain that you are taking a record in case any later enquiry occurs.

**Reporting the disclosure or suspicion of harm to authorities**

Our organisation will not conduct its own enquiries in relation to the disclosure or suspicion of harm or try to come to an agreement between the parties involved. The person who receives a disclosure or suspects harm is to contact the relevant authority to ensure information provided is comprehensive and accurate.

Report the matter to:

- Department of Communities (Child Safety Services) on freecall 1800 811 810, or
- Queensland Police Service (*provide local contact details*).

### **Actions following a disclosure of harm**

Support and counselling will be offered to all parties involved.

**Processes for those involved in the report**

*The child or young person*

The children and young people involved should be offered appropriate counselling and support.

*The person who made the report*

Under Section 22 of the *Child Protection Act 1999*, a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics.

Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.

*The person against whom the allegation has been made*

If the person responding to the allegation of harm is a member of the organisation, you may need to review their duties. If they continue to interact/work with children, ensure that they are appropriately supervised at all times. You may want to seek legal advice as to the extent to which that person can carry out duties in the organisation.

#### **Review procedures**

- The organisation's policy and procedures for handling disclosures or suspicions of harm are to be reviewed and assessed regularly to ensure that the organisation is continuing to provide a safe and supportive service environment.

## **PLAN FOR MANAGING BREACHES**

#### **Purpose**

This plan outlines the steps to be taken following a breach of the child and youth risk management strategy in order to address the breach in a fair and supportive manner.

#### **Definition**

A breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy. This includes any breach in relation to:

- statement of commitment to the safety and wellbeing of children and the protection of children from harm
- code of conduct for interacting with children and young people;
- procedures for recruiting, selecting, training and managing paid employees and volunteers
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining an employee register
- risk management plans for high risk activities and special events, and
- strategies for communication and support.

All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.

#### **Who must comply with this plan?**

- employees, volunteers and contractors
- committee members
- work experience students/students on placement
- parents and carers
- children and young people

#### **Processes to manage a breach of the child and youth risk management strategy**

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- all people concerned will be advised of the process
- all people concerned will be able to provide their version of events
- the details of the breach, including the versions of all parties and the outcome will be recorded
- matters discussed in relation to the breach will be kept confidential, and
- an appropriate outcome will be decided.

#### **Suitable outcomes for breaches**

Depending on the nature of the breach, outcomes may include:

- emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct
- providing closer supervision
- further education and training
- mediating between those involved in the incident (where appropriate)
- disciplinary procedures if necessary, or
- reviewing current policies and procedures and developing new policies and procedures if necessary.

## ***7. PROCEDURES FOR COMPLIANCE WITH THE ACT (CHAPTER 8)***

### **Football Stanthorpe has:**

- an appointed committee member who is responsible for managing blue cards
- developed policies and procedures about deciding who requires a blue card and who is exempt, as per the Commission's Act
- safeguards all information in relation to blue card applications to ensure the information is kept confidential, and maintains a blue card register of all staff and volunteers.

### **Upon application, Football Stanthorpe:**

- notifies all applicants that by signing the application form they are consenting to the screening process under the Act
- certifies that the 'contact person' has sighted documents to confirm an employee's identity as prescribed under the Commission's Act
- carefully checks through the application form to ensure all sections have been appropriately completed
- adheres to paid employees commencing employment after an application form has been submitted to the Commission whilst volunteers and trainee students do not commence regulated employment until they hold a valid blue card and positive notice;
- explicitly warns all 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.

A person is disqualified if they:

- have been convicted of a 'disqualifying offence'
  - are a 'reportable offender' with current reporting obligations under the Child Protection (Offender Reporting) Act 2004, or
  - are subject to an offender prohibition order under the Child Protection (Offender Prohibition Order) Act 2008, or
  - are subject to a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003, or
  - are subject to a disqualification order from a court prohibiting them from applying for, or holding a blue card (see the Commission's website for further details of all the above).
- informs prospective employees who may be 'disqualified persons', that in certain circumstances, they may be able to apply for an 'Eligibility declaration' under the Act; and
  - sends a completed 'Authorisation to confirm a valid blue card' form to the Commission to register your organisation as the applicant's current employer if a new employee has a current blue card. This is compulsory and you may be subject to penalties for failing to submit an authorisation form for a new employee. As an authorised employer, the Commission will notify your organisation if there is any change to the validity of the person's blue card due to a change in their police information.

### **While a blue card application is being processed, Football Stanthorpe does not:**

- employ volunteers or students until they have received their blue cards, nor
- employ any person in regulated employment:
  - who withdraws their consent to employment screening
  - whose application has been withdrawn for any other reason, or
  - who is issued with a negative notice or whose blue card is cancelled or suspended.

Any employees or volunteers that advises the appointed committee member who is responsible for managing blue cards that they have had a change in their police or disciplinary information after being issued with a blue card (and during the application process if it is a paid employee who has already commenced working), are removed from employment unless Football Stanthorpe has submitted a 'Change in police information' form to the Commission. Football Stanthorpe is aware that current employees and volunteers are not required to disclose to the organisation the specific nature of any change in their police or disciplinary information, only that a change has occurred. As a listed employer, (either on the initial application form that was submitted or on an 'Authorisation to confirm a valid blue card' form), the Commission will notify Football Stanthorpe of any suspension or cancellation of the person's blue card.

**If an employee has had a blue card cancelled or suspended or receives a negative notice after a change in police information, Football Stanthorpe will:**

- ensure the employee does not continue to undertake child related work within the organisation (work that is regulated by the Commission's Act), and
- if continuing to employ the person to perform work that is not child-related, ensure that appropriate policies and procedures are in place to manage any risks of harm to children and young people that may arise as a result of the person's ongoing employment within your organisation.
- also notify the Commission if an applicant or blue card holder stops working and if the contact person for Football Stanthorpe changes.

### **Annual Review**

#### **Procedures for reviewing the child and youth risk management strategy**

To ensure that the child and youth risk management strategy remains current and effective in identifying and minimising risks of harm to children, this strategy will be monitored and reviewed.

#### **Frequency of reviews**

This strategy will be reviewed annually in accordance with the legislation. In the event that the organisation identifies concerns, particularly following an incident, the child and youth risk management strategy will be reviewed.

#### **Who will be involved in the review?**

Employees and volunteers, parents and carers, children and young people and other stakeholders will be involved in the review of the child and youth risk management strategy.

#### **What will be covered in the review?**

The child and youth risk management strategy will be reviewed in its entirety. The date of the review, where the review took place, who was present and what was discussed will be recorded.

Issues to be considered in the review include:

- whether stakeholders adhered to the policies and procedures
- the incidents relating to the protection of children or young people from harm and the outcome of these incidents
- the effectiveness of policies and procedures in preventing or minimising harm to children and young people, and
- the frequency of training in the child and youth risk management strategy.

#### **Following the review**

Stakeholders will be advised of any changes to policies and procedures, and training will be provided if necessary.

#### **Procedures for maintaining the employee register**

The organisation will regularly review and update the employee register.

### **Employee Register**

Football Stanthorpe has an established and up-to-date employee register which is a written record of all paid employees and volunteers involved in child-related activities within your organisation. The register will be made available to the Commission to conduct an audit on Football Stanthorpe at any time.

The register is electronic format. All new employees or volunteers' blue card statuses will be confirmed with the Commission to ensure the card is valid.

## ***8. RISK MANAGEMENT PLAN FOR HIGH RISK ACTIVITIES AND SPECIAL EVENTS***

### **Risk Management Process**

The following is adapted from the Standards Australia's AS/NZS ISO 31000:2009 Risk management—Principles and guidelines.

There are six steps to consider in the development of an effective risk management plan:

- Establish the Context (describe the activity)

- Identify the Risks
- Analyse the Risks
- Evaluate the Risks
- Manage the Risks and reassess, and
- Review.

### **Step 1 – Establish the Context (describe the activity)**

- what is the activity and what are your objectives
- where is the activity going to take place – what environmental factors need to be considered
- identify the stakeholders, staff, parents, and children and young people involved in the activity, and
- identify all elements of the event from beginning to end.

### **Step 2 - Identify the risks**

Consider involving a wide range of stakeholders, including children and young people, to identify the risks associated with the high risk activity or special event. Checklists may identify general risks that should always be considered, however, it is important to brainstorm with your stakeholders to ensure all potential risks that might result in harm to a child or young person are identified.

Workplace health and safety processes consider environment and equipment risks. Once you have fulfilled the workplace health and safety requirements, you must assess the risks associated with the child and youth risk management strategy. These risks are physical, emotional, sexual and cultural in nature, including the risks from:

- other children or young people
- someone outside the organisation
- an employee or volunteer, and
- themselves.

In relation to potential risks of harm associated with the high risk activities and special events your organisation provides to children and young people, ask yourself questions such as:

How might harm occur?

- Running an activity where children and young people are required to change clothes, where the change rooms are unsupervised and open to the public.
- Paid employees or volunteers spending long periods alone with a child or young person.
- A coach offering special private sessions to a child or young person.

Why might harm occur?

- Inadequate recruitment and selection practices of paid employees and volunteers
- Incorrect instructions given to employees working with children or young people
- Not providing training to employees and volunteers
- Inadequate attention to cultural considerations

When might harm occur?

- Inadequate adult supervision
- A staff member giving a child a lift home

### **Step 3 - Analyse the risks**

The purpose of risk evaluation is to make decisions, based on the outcomes of risk analysis. The level of risk will determine whether the high risk activity or special event is practical.

Consider here –

- How likely is it that the risk will occur? (Likelihood)
- What would happen if the risk did occur? (Consequences)

#### Step 4 – Evaluate the risks

The fourth step requires you to evaluate the level of risk, which will depend on your answers to the questions asked at Step 3. For example, if a risk is likely to occur and the consequences could result in major harm to a child, then this would be considered high risk.

Below is an example of a risk analysis matrix for *analysing* and *evaluating* risks in organisational activities. To determine the *likelihood* of risk using this matrix, refer to the left hand column of the risk analysis matrix.

Then use the impact information to determine the level of *consequence*. Finally, combine the *consequence* and *likelihood* rating to arrive at the *risk level*. Determine *likelihood* of the risk by using the left hand column of the **Risk Analysis Matrix** (below). Use the impact information to determine the **consequences** level.

Combine the Consequence and Likelihood ratings to arrive at the **Risk Level** (i.e. *Low, Medium, High* or *Critical*). **CONSEQUENCES**

LIKELIHOOD	Insignificant	Minor	Moderate	Major	Extreme
<b>Very likely</b> Expected to occur in most circumstances	Medium	Medium	High	Critical	Critical
<b>Likely</b> Will probably occur in most circumstances	Low	Medium	High	High	Critical
<b>Possible</b> Might occur at some time	Low	Medium	Medium	High	High
<b>Unlikely</b> Not expected to occur	Low	Low	Medium	Medium	High
<b>Rare</b> Occurs in exceptional circumstances only	Low	Low	Low	Medium	Medium

#### Step 5 - Manage the risk

Standards Australia's *AS/NZS ISO 31000:2009 Risk management— Principles and guidelines* describes risk treatment as "a cyclical process of:

- *assessing a risk treatment;*
- *deciding whether residual risk levels are tolerable;*
- *if not tolerable, generating a new risk treatment; and*
- *assessing the effectiveness of that treatment."*

Risk management involves assessing the options in order to reduce the risk and the preparation and implementation of risk management plans, for example:

- Reduce the risk – will the proposed additional controls reduce the risk?
- Retain the risk - some risks will have to be retained and will require close monitoring.

Risk management options should consider the values and perceptions of stakeholders and the most appropriate way to communicate with them.

You now should consider how likely it is for the risk to occur after control measures have been put in place, and how bad the outcome would be if the risk was to occur. If you assess that a risk is still highly likely to occur and the outcome could result in harm to a child then you may need to rethink the activity.

#### Step 6 - Review

Ongoing review is essential to ensure that the risk management plan your organisation develops for your high risk activity or special event is effective. Reviewing controls and responsibilities can be useful for future planning. You should consider who will review the risk management plan after the event or activity.



## ***8. STRATEGIES FOR COMMUNICATION AND SUPPORT***

### **Information for parents and carers**

#### **Our organisation's child and youth risk management strategy**

Creating safe and supportive service environments for children and young people is everyone's business. Our organisation is committed to providing the highest standard of service to children and young people and ensuring they are kept safe from harm.

In order to create a safe and supportive service environment for children and young people, organisations must initiate and maintain ongoing planning and commitment.

In a safe and supportive environment, services and activities are provided so children and young people:

- feel safe and protected from harm
- help plan activities and make decisions
- are consulted and respected, and
- have their best interests considered and upheld.

In accordance with the *Commission for Children and Young People and Child Guardian Act 2000*, (*enter organisation name here*) is required to have a written child and youth risk management strategy to protect the children and young people in our organisation from harm. The strategy will help ensure our organisation is a safe and supportive service environment for children and young people, by identifying and minimising risks. Screening employees and volunteers through the blue card system is part of the strategy.

The child and youth risk management strategy addresses the following elements:

- a statement of commitment
- a code of conduct for interacting with children and young people
- procedures for recruiting, selecting, training and managing paid employees and volunteers
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- a plan for managing breaches of the child and youth risk management strategy
- policies and procedures for implementing and reviewing the child and youth risk management strategy and maintaining an employee register for blue cards
- risk management plans for high-risk activities and special events, and
- strategies for communication and support.

As a parent/carer, it is important for you to understand the policies and procedures that form the child and youth risk management strategy.