

DIGGERS



FOOTBALL CLUB

**CHILD AND YOUTH
RISK MANAGEMENT
STRATEGY 2020**

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Introduction

Safe service environments don't just happen; they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has 3 key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring

The Working with Children (Risk Management and Screening) Act 2000 (the Act) and the Working with Children (Risk Management and Screening) Regulation 2011 requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements. These requirements:

- address an organisation's commitment to creating a safe and supportive service environment
- strengthen an organisation's capability to provide such an environment
- assist an organisation to manage any concerns with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the consistency of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

The eight requirements are:

COMMITMENT

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

CAPABILITY

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

CONCERNS

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high risk activities and special events.

CONSISTENCY

7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.

1. COMMITMENT

1.1 Statement of Commitment

This Diggers Football Club Child and Youth Risk Management Strategy outlines our commitment to maintaining the safety and wellbeing of the children in our care. We explicitly state our focus and commitment to safety and wellbeing in this document.

Diggers Football Club will:

- Respect the rights, dignity, and worth of every person, regardless of their abilities, gender, religion, or cultural background
- Support all efforts to remove any form of abuse in this organisation and encourage a safe and supportive service environment
- Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development
- Refrain from developing close personal relationships with the children outside of the coach/player relationship
- Refrain from using abusive, derogatory, or offensive language
- Impart knowledge and skills of the game in a respectful and encouraging manner
- Always consider the health, safety and welfare of the children playing
- Not show favouritism toward talented players
- Remember that junior players participate for pleasure and friendship, and winning is only part of the fun

1.2 Code of Conduct

Below is a Code of Conduct which must be adhered to when interacting with children and young people of Diggers Football Club.

Diggers Football Club is committed to the safety and wellbeing of all children and young people, especially those associated with our club. Diggers Football Club members will treat all children and young people with respect and understanding and listen to their concerns. To ensure children and young people are kept safe from harm, the following Code of Conduct for interacting with children and young people applies.

Who must comply with the code of conduct?

This code of conduct applies to:

- volunteers, coaches, committee members
- players, members, parents, guardians and spectators
- children and young people

Appropriate behaviour

Appropriate behaviour applies to language, relationships, and physical contact. Examples of what we consider appropriate and inappropriate are listed in the table below.

BEHAVIOUR	APPROPRIATE	INAPPROPRIATE
<i>LANGUAGE</i>	<ul style="list-style-type: none"> ✓ Using encouraging and positive words ✓ Open and honest communication ✓ Discussion of appropriate and inappropriate behaviour 	<ul style="list-style-type: none"> ✗ Insults, negative criticism, name calling ✗ Bullying, swearing, name calling ✗ Sexually suggestive comments or jokes
<i>RELATIONSHIPS</i>	<ul style="list-style-type: none"> ✓ Being a positive role model ✓ Trust-based relationships ✓ Supervising between drop-off and pick-up of children 	<ul style="list-style-type: none"> ✗ Favouritism or gifts ✗ Coerce a child to spend time alone with you ✗ Excessive time spent alone with children ✗ Bullying, harassment ✗ 'Grooming' children
<i>PHYSICAL CONTACT</i>	<ul style="list-style-type: none"> ✓ Allowing personal space ✓ Touching due to medical emergency or protecting from physical harm 	<ul style="list-style-type: none"> ✗ Violent or aggressive (e.g. hitting, kicking, slapping, pushing) ✗ Physical punishment ✗ Kissing or touching of a sexual nature consistent with 'grooming'
<i>OTHER</i>	<ul style="list-style-type: none"> ✓ Wearing appropriate clothing ✓ Transporting children with parental permission ✓ Administration of first aid where appropriate 	<ul style="list-style-type: none"> ✗ Using alcohol or other substances when responsible for children ✗ Wearing inappropriate clothing ✗ Sending inappropriate emails/texts/messages

It is important to note that Diggers Football Club strongly enforces our Code of Conduct in compliance with the Code of Conduct outlined by Football Federation Australia.

2. CAPABILITY

2.1 Recruitment, Selection, Training, and Management Procedures

Recruitment and Selection

Diggers Football Club has recruitment and selection processes in place which allow the organisation to ascertain a candidate's suitability for working with children and young people. To assist with effective child protection, Diggers Football Club will implement appropriate recruitment, selection, screening, monitoring and management of volunteers who work with children and young people within the club.

Any person nominated by the committee to recruit volunteers will implement this Child and Youth Risk Management Strategy in all recruiting activities. In particular, applicants for positions regularly dealing with children will be required to demonstrate an ability to comply with child safety requirements and will be informed that it will be mandatory for them to hold and maintain a Blue Card while working for the organisation (where an exemption does not apply).

Screening

Once found, volunteers will be screened to ensure that they fit with the organisation and with the positions to be filled. In screening volunteers, the organisation recognises the importance of assessing the skills, experience and availability of potential volunteers, or their commitment to gathering the necessary skills and experience, to match them to the volunteer needs of the organisation.

Training and Management

Once new volunteers have been successfully recruited and screened, the organisation will ensure their effective induction. Induction will include making workers aware of the following:

- The organisation's commitment to an environment which is safe and friendly to children and young people
- The organisation's child and youth friendly policies, Codes of Conduct and procedures
- Procedures to follow when harm is disclosed or suspected
- Their rights, responsibilities and expectations
- What they can and can't do – the boundaries of their roles
- The roles of the key people in the organisation and to whom the volunteer should report or go to for help
- What to expect if there is an allegation of harm made against them or to them

Training will be provided to volunteers to outline their responsibilities under the club's Codes of Conduct and other relevant policies. Training will also be provided to alert workers to the nature of harm which can occur to children and young people and how to respond to disclosures or suspicions of harm. The appointment of a 'Volunteer Management' position on the committee may be utilised to assist in the recruit, screening and training processes.

3. CONCERNS & REPORTING GUIDELINES

3.1 Disclosure and Suspicions – Procedures

Diggers Football Club has procedures in place for:

- Handling disclosures, allegations, and/or suspicions of harm; and
- Managing breaches of our Child and Youth Risk Management Strategy and Code of Conduct.

In this section, Diggers Football Club:

- Distinguishes between what is a disclosure, allegation, or suspicion of harm; and what is a breach of the Child and Youth Risk Management Strategy;
- Iterates clear guidelines in relation to how these issues will be managed, including consequences for breaches; and
- Iterates clear guidelines on how all concerned parties will be supported in the instance of a breach or allegation of harm to a child and young person.

Procedures for Handling Disclosures or Suspicions of Harm

The following procedures will ensure that committee members respond as quickly as possible and in the best interests of the child or young person under 18 years of age, when disclosures or suspicions of harm are received. Diggers Football Club recognises that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them.

The appointment of a 'Member Protection Information Officer' on the committee may also be made available to members of the club to assist in difficult situations. All volunteers will receive training in identifying risks of harm and handling disclosures or suspicions of harm. All volunteers associated with the club are required to report disclosed or suspected harm to members of the committee as soon as possible and, if deemed necessary, the Queensland Police Service who will decide on an appropriate course of action.

Who must comply with this procedure?

- Coaches
- Committee Members
- Other volunteers

Definitions

Harm may be categorised into the following types:

- Physical abuse, for example: beating; shaking; burning; biting; causing bruise or fractures by inappropriate discipline; giving children and/or young people alcohol, drugs or inappropriate medication.
- Emotional or psychological abuse, e.g.: constant yelling, insults, swearing, criticism, bullying, not giving children and young people positive support and encouragement.
- 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

If harm is suspected:

- Staff 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 a Diggers Football Club official about harm that has happened or is likely to happen.

Procedures to Minimise Harm to Children and Young People

Diggers Football Club 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 and young people 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 affiliated member with the club.
- 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 club officials of any suspicious activities or people.
- Listening to children and young people and letting them know that club members 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 enough questions to confirm the need to report the matter; probing questions could cause distress, confusion, and interfere with any later enquiries.
- Do not attempt to conduct your own investigation or mediate an outcome between the parties involved.

Reporting guidelines for disclosures or suspicions of harm

Below are the actions Diggers Football Club will take immediately following a disclosure or suspicion of harm.

Documenting a suspicion of harm

If a club member or others have concerns about the safety of a child/young person, record the 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 the club member sees unsafe or harmful actions towards a child or young person who is being supported, 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

Diggers Football Club 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.

Report the matter to:

- Queensland Police Service
- Other relevant authorities

Actions following a disclosure of harm

Diggers Football Club will provide support where appropriate.

Processes for those involved in the Incident Report

The child/children and/or young people involved will be offered appropriate support.

The person who made the report

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 Diggers Football Club, their duties will be reviewed. If they continue to interact/work with children, we will ensure that they are appropriately supervised at all times. We may seek legal advice as to the extent to which that person can carry out duties in the club. If necessary, the member may be required to cease the continuation of their allocated role in the club.

Review procedures

Diggers Football Club's policy and procedures for handling disclosures or suspicions of harm will be reviewed and assessed regularly to ensure that our organisation is continuing to provide a safe and supportive service environment.

3.2 Managing Breaches

Procedure for Managing Breaches

This procedure 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 Diggers Football Club, 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 coaches, committee members and other 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

All stakeholders associated with Diggers Football Club 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 strategy?

- volunteers, coaches, committee members
- players, members, parents, guardians and spectators
- 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 noted.
- Matters discussed in relation to the breach will be kept confidential.
- 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 training and developmental support.
- Disciplinary procedures, if necessary.
- Reviewing current policies and procedures and developing new policies and procedures if necessary.

3.3 High-Risk Activities & Special Events

Diggers Football Club occasionally conducts special events. The risk-management plan for high-risk or special events will follow a number of steps as follows.

- Step 1 – Describe the activity
- Step 2 – Identify risks
- Step 3 – Analyse the risk
- Step 4 – Evaluate the risk
- Step 5 – Manage the risk
- Step 6 – Review

4. CONSISTENCY

4.1 Blue Card Compliance

Diggers Football Club will comply with Blue Card legislation by ensuring that all relevant volunteers within the club undergo the Working with Children Check and obtain a positive notice Blue Card (where exemptions do not apply).

Procedures for reviewing the Child and Young People 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 and young people, 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 Diggers Football Club identifies concerns, particularly following an incident, the Child and Youth Risk Management Strategy will be reviewed.

Who will be involved in the review?

The Diggers Football Club committee will welcome any advice offered by parents and carers, children and young people, and other club members when completing 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.
- The frequency of training in the Children 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.

4.2 Strategies for Communication and Support

Diggers Football Club strives to communicate effectively with all its stakeholders. Parents, guardians and carers are welcome to discuss concerns with Diggers Football Club.

The Child and Youth Risk Management Strategy will be acknowledged in the Diggers Football Club e-Newsletter, 'Near Post', and will be made available for all to access on the Diggers Football Club website, www.diggersfc.com.

Appendices

Appendix 1: Incident Report Form

DIGGERS FOOTBALL CLUB - INCIDENT REPORT

Incident details

Date of incident:		Time of incident:	
Location of incident:			
Name(s) of person affected:			
Name(s) of others involved (if applicable):			

Please categorise the incident

Physical/sexual abuse

Verbal abuse

Serious emotional or psychological abuse

Injury

Other

<input type="checkbox"/>

Please describe the incident

When did it take place?	
Who was involved?	
What did you see?	
Other information	

Has the incident been reported?

Child protection	
Police	
Medical assistance	
Other	

Signature of member who received this report: _____