



Royal Queensland Yacht Squadron

CHILD & YOUTH RISK
MANAGEMENT STRATEGY

2016

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STATEMENT

In compliance with Federal and State Legislation, which seeks to eliminate harassment and discrimination, and to uphold child protection? The Royal Queensland Yacht Squadron has an obligation to provide a safe environment for its members and employees and is fully committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in activities run by the Royal Queensland Yacht Squadron. The Royal Queensland Yacht Squadron aims to promote a safe environment for all children and youth, and to assist all volunteers, officials, coaches and members to recognize child abuse and neglect and follow appropriate notification procedures when reporting alleged abuse. In accordance, the Royal Queensland Yacht Squadron seeks to provide a positive and 'vibrant yachting, training and social environment' in which respect, fairness and equity is fostered, and which is free from unlawful discrimination, harassment and vilification. The Royal Queensland Yacht Squadron's *Child and Youth Risk Management Strategy* aims to ensure that standards of appropriate and respectful behaviours are maintained at all times. It encourages members, employees and other personnel to comply with standards of conduct as promoted by the Royal Queensland Yacht Squadron. In essence, the Child and Youth Risk Management Strategy provide a proactive approach to promoting ethical behavior and a preventative approach to addressing inappropriate behavior. Key understandings and definitions are detailed, and procedures for addressing harassment, discrimination and child protection are provided. All members and employees are encouraged to read the document in full and to seek clarification from a member of the Management Committee, if required.

CODE OF CONDUCT

Refer Codes of Behaviour - RQYS Code of Conduct for interaction with children

Anti-Discrimination and Harassment

The Royal Queensland Yacht Squadron aims to provide a club environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination. The Royal Queensland Yacht Squadron recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their age, disability, family responsibilities, gender identity, homosexuality or sexual orientation, irrelevant medical or criminal record, marital status, political belief, pregnancy or breastfeeding, race, religion, sex, social origin and/or trade union membership/activity. The Royal Queensland Yacht Squadron prohibits all forms of harassment and discrimination.

Breach of this Policy

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have:

- a. done anything contrary to this policy;
- b. disclosed to any unauthorised person or organisation any information pertaining to the Royal Queensland Yacht Squadron that is of a private, confidential or privileged nature;
- c. made a complaint they knew to be untrue, vexatious, malicious or improper;
- d. failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- e. failed to comply with a direction given to the individual or organisation during the Discipline process.

Procedures for Recruiting, Selecting, Training and Managing Volunteers

The nature of The Royal Queensland Yacht Squadron as a volunteer organisation limits the options for selecting and recruiting volunteers. To honour our commitment to safety, welfare and wellbeing of children and youth, The Royal Queensland Yacht Squadron shall screen the suitability of all volunteers who work with children and youth.

Suitability of a volunteer is established by considering:

- a. personal references;
- b. volunteer's profession;
- c. requesting the volunteer apply for a "Blue Card" unless exempt;
- d. volunteers with "Blue Cards" will complete "authorisation to confirm a valid blue card";
- e. is the volunteer a parent;
- f. Volunteer's motivation (for example does he/she have a child involved in the activity).

Plan for Managing Breaches of the Child and Youth Risk Management Strategy

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.

A breach is any action or inaction by any member of the organisation, including children and youth, that fails to comply with any part of the strategy.

All members, volunteers and committee members shall comply with the plan. When a breach is reported the following will occur:

1. The subject of the alleged breach will immediately discontinue involvement any club activity involving children/youth, until the alleged breach is resolved;
2. Unless the reported breach involves the Commodore it will be managed by the Commodore or the Commodores nominated representative;
3. If the reported breach involves the Commodore, it will be managed by the vice Commodore or the vice Commodore's nominated representative;
4. The nominated representative need not be a member of the Management Committee;

5. All people involved in the alleged breach shall be advised of the process;
6. All people involved in the alleged breach shall be given the opportunity to provide their version of events. These people shall include as a minimum the reporter, reportee, young person (if appropriate due to age or ability), the young person's parent or guardian and any person having witnessed the alleged breach;
7. All details of the alleged breach shall be recorded, however all parties to the alleged breach shall maintain the strictest confidence unless such confidentiality places a child at risk of harm;
8. The person managing the alleged breach shall decide an appropriate outcome, and shall report the outcome to the Management Committee;
9. Depending on the nature of the breach the outcome may include:
 - a. Dismissing the allegation as unfounded;
 - b. Emphasising the relevant component of the child and youth risk management strategy;
 - c. Further education and training;
 - d. Mediation between those involve in the incident;
 - e. Review of current procedures and policies;
 - f. Recommendation to the Management Committee that the member be stopped from volunteering with children/youth at the club;
 - g. Recommendation to the Management Committee that the member be subject to disciplinary procedures as allowed by the Code of Conduct and Constitution of the club;
 - h. Reporting the incident to the Police or Department of Child Safety.

Policies and Procedures - Compliance with Part 6 of the Commission for Children and Young People and Child Guardian Act 2000

In accordance with Part 6 of the Commission for Children and Young People and Child Guardian Act 2000, the strategy shall be reviewed at least annually or following any incidents. Review shall be initiated at the first meeting of the Management Committee at after the Annual General Meeting each year.

The Commodore shall initiate a review of the Child and Youth Risk Management Strategy by appointment of a delegate to manage and oversee the review process. The review shall take the form of a meeting of stakeholders. Any changes, additions, or deletions to the Child Protection Risk Management Strategy shall be made by majority vote of those attending the meeting. The stakeholders invited to the meeting shall include all members of Royal Queensland Yacht Squadron. A minimum of three stakeholders including the Commodore's delegate are required for the meeting.

Minutes from the stakeholders meeting shall be read and accepted or amended as required in the next Management Committee Meeting after the stakeholders review and all present at this meeting shall sign off on the amended Child and Youth Risk Management Strategy.

Annual reviews shall consider the all aspects of the Child and Youth Risk Management Strategy. Reviews as a result of incidents shall focus on area of the Child and Youth Risk Management Strategy related to the incident in addition issues to be considered in the review includes:

- a. Whether policies and procedures were followed;
- b. The number of incidents relating to the protection of children or youth from harm and the outcome of these incidents;
- c. The effectiveness of policies and procedures in preventing or
- d. Minimising harm to children and youth;
- e. The frequency of training for the strategy.

Following the review all club members (stakeholders) will be advised of the changes and provided a copy of the revised document.

A register of blue card holders shall be maintained by the administrative office. The register shall be maintained in the strictest confidence available only to club members as required. Volunteers who applied for Blue Card through other organisations are required to complete an "Authorisation to Confirm a Valid Blue Card" Form and lodge it with the Commissions.

Risk Management Strategies - Communicating and Supporting

Making Contact with the Parent/Guardian

- a. If you have a club room where there will be other people, have a club policy that Latecomers are to collect their children/youth from the club room. Wait with the child/youth if possible, and make contact with the parent/guardian if necessary.
- b. If there are other people at the ground or facility, wait close to the instructors (see attached manual document). In the meantime try to make contact with the parent/guardian and avoid separation.
- c. Avoid the risk of being alone with a child/youth by having a parent/guardian or support person assist you with the training. Require that person to wait until all children have left.
- d. Have a club policy that there is a sign on and sign off procedures (see attached documents).

Transport of Children/Youth

- a. Ideally all children/youth (i.e. via parents) should have their own transportation to and from sporting events. Transportation will be provided only when:
 - I. the driver is properly licensed;
 - II. other children/youth parents/guardians are in the vehicle;
 - III. the ride has been approved by parents/guardians;
 - IV. the ride is directly to/from sports or recreational activities;
 - V. You should also call someone and tell them what you are doing, the exact time you are leaving –so that you are accountable for your time.

Overnight Trips

More than one adult will accompany children/youth on an overnight trip/ camp and do separate yourself and children from other adult/s. There will always be more than one adult with a group of children/youth, even if the number of children is small. Mixed gender is preferable. Options that will be considered on an overnight trip/camp include:

- a. Obtaining separate sleeping accommodation from the children/youth (adults in separate rooms); see travel disclaimer document.
- b. Emergency procedures in place to enable supervising adults to be able to respond to any alarm raised by a child/youth;
- c. If an alarm is raised by a child/youth, more than one adult should respond.

Injuries and illness

Only personnel who are qualified in administering first aid or treating sports injuries should Attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Other Considerations include:

- a. The comfort level and dignity of the child/youth should always be the priority;
- b. Only uncover the injured area, or drape private parts of the child/youth body.
- c. Always report injuries and any treatment provided to parents and document an Incident; (see incident report form).
- d. If necessary seek medical attention as soon as possible;
- e. Policies regarding “blood rules” are in place to ensure coaches and officials know to remove any child/youth that is bleeding from a game and to stop the flow of blood before being allowed to again join in the activity.

Children and Youth with Disabilities

It is important that children/youth with disabilities have the same opportunities to be involved in sport and recreation activities. This may require, where reasonable, the provision of specialist support, appropriate transport and training for those assisting with matters such as lifting and toileting. At all times children/youth with disabilities should be treated with dignity and respect. Because children / youth with disabilities may be more vulnerable to abuse or neglect, the clubs and may need to take additional steps to ensure their safety.

All physical contact by personnel should fulfill the following criteria:

- a. physical contact should be appropriate for the development of a sport skills
- b. permission from the children should be sought;
- c. Children/youth should be congratulated or comforted in public not in an isolated setting.

Supervision for Children/ Youth

The number of staff needed will depend on the age and number of children/youth involved, and whether there are disability considerations.

Being alone with a Child/Youth

- a. Do not isolate yourself and a child/youth and avoid being alone with any particular child/youth;
- b. If a child/youth approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. Other coaches, officials or parents/guardians);
- c. Ideally advise another coach or official and ask them to stay within sight while you have the discussion and to come to your assistance if the child/youth becomes emotional and/or you indicate support is required in dealing with the child;
- d. Avoid unaccompanied and unobserved activities with children/youth;
- e. Adopt positive language and behavior;
- f. Adopt positive language when talking with children/youth and in the presence of children/youth; this includes avoiding bad or aggressive language that could intimidate a child or set a poor example (see instructors guidelines document).

Change Rooms (refer to code of conduct document)

- a. Before going into change rooms knock or announce that you will be coming in and try to have at least one adult with you in a change room with children/youth;
- b. Do not isolate yourself and a child/youth from others in the change room.
- c. Ensure there is adequate lighting throughout; any dim or areas where lighting is not adequate should be reported as soon as possible for rectification and maintenance. No one is to enter an area which is not adequately lit.
- d. Mixing of gender is not permitted under any circumstance

Collection by Parents/Guardians

- a. Inform parents/guardians about the policy on the collection of children/youth.
This includes:
 - I. Letting children/ youth and parents/guardians know the times of activities when they can expect to collect their children and that it is not the responsibility of others to transport children and youth home if parents are delayed.
 - II. The second to last child and their parent/guardian will wait with them until they have been picked up by their parents/guardians.

Maintain Control –Avoid Losing Your Temper

1. Try not to lose your temper with a child (verbally or physically). If you find that you regularly lose your temper with children/youth you should seek support on behavior management strategies, anger management or consider whether you have the patience to work with children/youth.
2. Some ideas to assist with maintaining control include:
 - a. Set up some basic rules at the beginning of the season such as be nice, follow instructions, have a go, no put downs. Make sure children/youth are aware of these rules.
 - b. Give positive messages
 - c. Have a time out area for children and young people that are not behaving. This should be simple such as an agreed T sign with the hands that children know means to go to time out for two minutes.
 - d. Adopt a card system to express concerns with a child's/youth's behaviour rather than becoming verbally agitated.

Individual Responsibilities

Individuals bound by this Child and Youth Risk Management Strategy are responsible for:

- a. Making themselves aware of Child and Youth Risk Management Strategy and complying with the standards of conduct outlined within;
- b. Consenting to a national police check if deemed appropriate by the Club;
- c. Complying with all other requirements of the Child and Youth Risk Management
- d. Strategy;
- e. Co-operating in providing a discrimination, child abuse and harassment-free sporting environment;
- f. Understanding the possible consequences of breaching the Child and Youth Risk Management Strategy.