

BRISBANE & DISTRICT LADIES GOLF ASSOCIATION

Child and Youth Protection Risk Management

Statement of Commitment

In preventing foreseeable risks of harm, all Brisbane and District Ladies Golf Association (herein known as BDLGA) members who interact with children and youth will be assessed for their suitability in roles which instruct or supervise children and youth. To do this, the BDLGA will implement policy and procedures for interacting with children and youth. The BDLGA will support its members by providing education and training to manage complaints and concerns.

The BDLGA will ensure that all of its members who interact with children under the age of 18 will undergo the Working With Children check and will hold a positive notice Blue Card (unless exempted to do so).

The BDLGA will review any allegations of breaches of the Child Protection Policy. The Child Protection Policy will be reviewed annually and will be evaluated for any changes to procedure and practices in accordance with compliance of the Commission for Children and Youth People and Child Guardian Act 2000 (Qld).

2. Code of Conduct for Interacting with Children and Youth

The BDLGA has adopted the following Code of Conduct for engaging and interacting with children and youth.

Volunteers, coaches, members, players and participants, Committee members, officials, parents, spectators, sponsors, visitors and invited guests will:

- Use appropriate language when engaging and/or interacting with children and youth.
- Not make inappropriate physical contact with any children or youth.
- If coaching, instructing or officiating, maintain professional relationships with children and youth and treat them with the same respect as would be given to adults.
- Not tolerate bullying, either between or amongst children and youth, or from adults towards children and youth.
- Place the safety and wellbeing of children and youth above all else.
- Set a good example for children and youth by demonstrating appropriate conduct and behaviour.

3. Procedures for handling disclosures and suspicions of harm

With a disclosure or suspicion of harm, the BDLGA will respond professionally and in the best interests of the child or youth. The disclosure or suspicion of harm will be dealt with promptly, seriously, sensitively and confidentially. Upon receiving a disclosure or suspicion of harm the expected response is to:

- Stay calm; not react critically.
- Believe the child or youth.

- Reassure the child or youth that the disclosure or suspicion will be dealt with properly and professionally.
- Ask non-leading questions to gather adequate information.
- Following a disclosure or suspicion of harm, the BDLGA will ask only enough questions determine whether the allegation should be reported to the Department of Communities, Child Safety Services or the Police. All alleged incidents should be responded to by the BDLGA Management Committee within 24 hours. If the alleged incident is of an illegal or criminal nature, the BDLGA will respond immediately by reporting the alleged incident/disclosure immediately to the Police and/or the Department of Communities and Child Safety Services.
- Strict confidentiality, impartiality, fair and due process will be maintained and adhered to at all times. At no time, and under no circumstances, will the BDLGA conduct its own investigation into criminal or illegal allegations.

4. Managing breaches of the Child and Youth Protection Risk Management Strategy

The BDLGA will review any allegations of breaches of the Child and Youth Protection Risk Management Strategy and will take action to minimise the risk of further breaches. If, or when, a breach occurs the BDLGA will:

- Advise all persons concerned what to expect and outline the process that will take place.
- Provide all persons concerned with the opportunity to give an account of the event.
- Record the details of the breach and the statements of all parties concerned.
- Ensure that the matters of the breach, discussions of the breach and the outcome are kept confidential.
- Ensure an appropriate and suitable outcome.

The BDLGA will review current policies and procedures to determine necessary potential amendments to the Policy. When all information has been gathered, the BDLGA Management Committee will decide the outcome, using one, or more, of the following:

- Persons having been identified as breaching the Risk Management Strategy will be supported, advised and guided through the relevant risk management protocol and procedure for thorough understanding.
- Provision of closer supervision.
- Further education and training.
- Mediation between all persons involved in the breach.
- Disciplinary actions if deemed necessary as a result of the breach review.
- Development of new procedures and protocols if necessary.

5. Compliance with Blue Card legislation

The BDLGA will comply with Blue Card legislation by ensuring that all members working with children and youth will undergo the Working With Children Check and obtain a positive notice Blue Card (unless exempt to do so). BDLGA members who do not undergo a Working With Children Check or hold a current positive notice Blue Card will not be permitted to work with children under the age of 18.

Applications for a positive notice Blue Card will be made through the BDLGA and recorded on the Blue Card register. If an application for a positive notice Blue Card is rejected, the BDLGA is legally obligated to refuse the applicant involvement with children and youth. Current positive notice Blue Card's are to be held prior to working with children and youth. The BDLGA will maintain a confidential register containing the personal details and Blue Card details of its members. This register includes details regarding:

- When the person applied and/or the date of issue of the positive notice and Blue Card
- The expiry date of the Blue Card, and
- The renewal date (this will be set at least 30 business days before expiry to allow staff and volunteers to continue in their roles).

BDLGA members must submit a renewal application before the expiry date of their Blue Card to continue working with children and youth.

The BDLGA will also maintain a written record of the following information for all members who have been issued with a Blue Card:

- Whether a negative Notice has been issued
- Any change in status to a Blue Card (e.g. a change in Police information, the cancellation or suspension of a Blue Card, etc)
- Any changes of personal information of a member, including the date that Blue Card Services was informed
- Where a BDLGA member ceases to be engaged.

6. High risk activities and special events

The BDLGA, in its intent to welcome children and youth in inclusive participation, acknowledges certain environmental factors that are considered high risk for young people. The BDLGA extends its culture of inclusion and protection to its youths and children who may be engaged in competition outside the Brisbane and District area. The BDLGA will manage risks through:

- Ensuring that parents and carers are well informed to enable decisions regarding travel and attendance.
- Developing standard Set Procedures to identify risks associated with travel and attendance at venues other than within the Brisbane and District area.
- Ensuring that event organisers understand the required commitment to providing a safe environment through risk management and assessment procedures and practices.
- Ensuring that transport used when travelling, either private, public or hire transport, is roadworthy and safe.
- Providing a minimum of two adults with positive notice Blue Cards to travel with the children and youth. A minimum of one adult will hold current first aid accreditation.
- A travel plan and contact information and procedures will be communicated to everyone involved, including parents/carers

7. Strategies for communication and support

A copy of the BDLGA's Child and Youth Protection and Risk Management Strategy will be made available to all BDLGA members. A hard copy will be made available, if required by a BDLGA member.

The Management Committee will appoint one of its Committee members from the Junior Sub-Committee as Protection Information Officer (herein known as PIO). The role of the PIO will be to communicate to parents and caregivers, coaches and officials, information regarding Blue Card legislation and the BDLGA Child Protection Strategy.

The PIO will act as a first point of contact for advice, support, information and enquiries concerning procedures, policy and protocol for disclosures of harm or potential for risk. The BDLGA will ensure that, immediately upon commencement of the role, the PIO will receive adequate and appropriate training and education.

8. Rights and expectations of parents and caregivers

Parents and caregivers place their children into sport and sporting activities to build character, develop skills, learn teamwork and sportsmanship and to have fun. Parents and caregivers assume, and should expect, their children will be provided with a safe, friendly and welcoming environment.

Parents and caregivers have an awareness of the potential for harassment and abuse in sport and understand that their children can potentially be exposed to risk of unsafe practices. The BDLGA understands this and acknowledges its role in a professional capacity to be responsible for minimising and limiting the potential for harm. The BDLGA aims and intends to work in partnership with parents and caregivers to ensure children and youth experience a positive sport environment free from risk and/or harm.

The BDLGA, will do this by:

- Maintaining open and transparent communication.
- Communicating freely with parents and caregivers and coaches and officials, without prejudice and/or recriminations.
- Using language and behaviour which contributes to a positive and safe environment and which sets a positive example to children and youth.
- Communicating and giving feedback, as appropriate, to those parents and caregivers concerned in the investigation of disclosure or suspicion of harm to a youth or child.
- Treating all persons with respect and courtesy.

9. Responsibilities of parents and caregivers

Parents and caregivers also have a responsibility to ensure that their child is in a safe, friendly and welcoming environment, when she is representing the BDLGA.

The BDLGA expects that parents and caregivers will:

- Maintain open and transparent communication.
- Report any incident of aggression, offensive language or inappropriate actions to the PIO.
- Communicate freely to the PIO, without prejudice and/or recriminations.

- Treat the PIO with respect and courtesy.
- Use language and behaviour which contributes to a safe environment and which sets a positive example to children and youth.
- Encourage their child to learn, train and compete to their personal best, and to obey the Rules of Golf.

10. Examples of behaviour and conduct to minimise harm

Physical contact should only be made to aid coaching and/or instruction after a verbal explanation is provided first. Permission for contact must be gained in advance.

Coaching and/or instruction should always be conducted in an open environment in sight of at least one other adult.

Congratulating a child or youth and positive encouragement should be provided verbally, not physically, and in a group environment.

Comforting a child or youth should use positive language.

A designated safe area for the arrival and collection of youths or children should be pre-arranged. If a parent/carer is not present at the designated collection time, then two adults are to wait with the child or youth until the parent/carer arrives.

Parents and carers are required to provide written consent for their children to be photographed and/or filmed, or if the BDLGA is using social media to promote Junior events and happenings. are to use prescribed club consent forms.

Strict adherence to smoking, alcohol and banned substances legislation is to be practised and promoted at all times.