



Golf Club Incorporated

Child and Youth Protection Risk Management

A Club's first responsibility is to communicate to its members, services providers, volunteers and staff its ownership of its responsibilities in ensuring junior participants are protected against harm. A Club should develop a culture and environment of understanding which values the importance of providing a safe environment. The first requirement for your club's child protection policy is a Statement of Commitment. The statement should include a summary of the steps taken to ensure juniors are provided with a safe space.

## 1. Statement of Commitment

Golf Club is committed to the safety and wellbeing of all children and youth who use its services and is dedicated to protecting them from harm. The Club is dedicated to its culture of fun and development in a safe and inclusive environment.

In preventing foreseeable risks of harm, staff and volunteers 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 Club will implement policy and procedures for interacting with children and youth, recruiting and managing staff and volunteers. The Club will support its staff and volunteers in providing education and training to manage complaints and concerns.

The Club will ensure that all volunteers and staff 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 Club 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).

In addition to general club codes of conduct your Club is required to have a code of conduct specifically for people working with juniors. As juniors are more vulnerable than adults, minimum behaviour and conduct measures must be stated in the code of conduct for juniors.

## 2. Code of Conduct for Interacting with Children and Youth

In addition to the Club's Code/s of Conduct the Club has adopted the following Code of Conduct for engaging and interacting with children and youth.

Volunteers, coaches, staff, Members, players and participants, Committee Members, Officials, parents, spectators, sponsors, visitors and invited guests will...

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

Specific measures are necessary to engage staff and volunteers in child interactive roles. Your Club is required to detail how it will recruit, train and manage its staff and volunteers.

### **3. Recruitment, training and management of volunteers**

Any person nominated by the Management Committee to recruit volunteers, or any person engaging in volunteer recruitment activities, will implement the Club's Child and Youth Risk Protection Management Strategy in all recruitment activities. The Club will;

- o Create an awareness among Club Members and the wider community of the volunteering opportunities available, the benefits and personal satisfaction of volunteering.
- o Promote volunteering opportunities through promotions, social media and personal interaction.
- o Individuals undertaking recruitment activities are subject to conditions within the Club's constitution at all times.

The Club will ensure that new volunteers will be inducted into the Club through a clear induction process. The induction process will provide staff and volunteers with the tools needed to provide a safe, friendly and welcoming environment for children and youth, the Club's Child and Youth Protection Risk Management Policy, its procedures and code(s) of conduct, their rights and responsibilities, harm and disclosure procedures, reporting and grievance procedures and the roles of the Management Committee and other key personnel and staff.

Training for staff and volunteers is for the purpose of enhancing skills and knowledge to enable role effectiveness, reduce risks and the potential for exposure to risks together with ensuring a safe, friendly and welcoming environment for children and youth is supported and encouraged.

The Club may use online training materials which help staff and volunteers to identify and manage risks with ongoing training provided for all Club staff and volunteers. The Club aims to support and encourage improvement from continuous learning. Training will be planned and may be offered informally (through on-the-job supervision, a buddy system or self-paced learning) or formally (through Tafe, First Aid or industry accreditation).

To ensure children are protected against harm it's important to be able to identify what constitutes as harm and how to respond to disclosures and suspicions of harm. Children or adults disclosing incidents of harm, or communicating their suspicions, need to be dealt with consistently and professionally.

#### **4. Procedures for handling disclosures and suspicions of harm**

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

- o Stay calm; not react critically.
- o Believe the child or youth.
- o Reassure the child or youth that the disclosure or suspicion will be dealt with properly and professionally.
- o Ask non-leading questions to gather adequate information.
- o Ask only enough questions to determine the need to report the matter to the Dept. of Communities, Child Safety Services or the Police.
- o Follow Club procedure in reporting the disclosure or suspicion of harm to the Management Committee for appropriate action.

Following a disclosure or suspicion of harm the Club will 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 Management Committee within 24 hours. If the alleged incident is of a illegal or criminal nature the Club 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 must be maintained and adhered to at all times. At no time, and under no circumstances, will the Club conduct its own investigation into criminal or illegal allegations.

Breaches in managing risks can occur and can range from slight to severe. Whilst clubs may be diligent in identifying and responding to disclosures and suspicions of harm, an additional requirement is that breaches are addressed promptly and appropriately.

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

The Club 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 Club will:

- o Advise all persons concerned what to expect and the process to take place.
- o Provide all persons concerned the opportunity to give an account of the event.
- o Record the details of the breach and the statements of all parties concerned.
- o Ensure the matters of the breach, discussions of the breach and the outcome are kept confidential.
- o Ensure an appropriate and suitable outcome.
- o Review current policies and procedures to determine necessary potential amendments to the Policy.

When all information has been gathered, the Club will decide the outcome which can include:

- o 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.
- o Provision of closer supervision.
- o Further education and training.
- o Mediation between all persons involved in the breach.
- o Disciplinary actions if deemed necessary as a result of the breach review.
- o Develop new procedures and protocols if necessary.

Clubs must keep a record of all Blue Cards held together with details of the people who hold them. Clubs are also required to maintain their records and notify Blue Card Services when details change.

## 6. Compliance with Blue Card legislation

The Club will comply with Blue Card legislation by ensuring that all staff and volunteers working with children and youth will undergo the Working With Children Check and obtain a positive notice Blue Card (unless exempt to do so). Staff and volunteers engaged by the Club 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 Club and recorded on the Blue Card register. If an application for a positive notice Blue Card is rejected, the Club 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 Club will maintain a confidential register containing the personal details and Blue Card details of staff and volunteers. This register includes detail regarding:

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

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

The Club will maintain a written record of the following information for all staff and volunteers:

- o Whether a negative notice has been issued
- o Any change in status to a Blue Card (e.g. a change in police information, the positive notice and Blue Card is cancelled or suspended)
- o When there is a change in police information, when the Club informed Blue Card Services of the change, and
- o Any changes of personal information of s staff member or volunteer including the date they informed Blue Card Services.
- o Where a staff member or volunteer ceases to be engaged.

For Clubs to engage junior Members and/or participants, a risk management plan for activities and special events which are deemed high risk is required. Clubs need to plan for, and implement, special controls and assessment checks for potential and possible high risks. If your Club decides that no high risk activities or special events take place then a statement stipulating this is needed.

## 7. High risk activities and special events

The Club in its intent to welcome children and youth in inclusive participation acknowledges certain environmental factors that are considered high risk for young people. The Club extends its culture of inclusion and protection to participants engaged in competition from other Clubs and activities from external and community organisations. The Club will manage risks through:

- o Ensuring that parents and carers are well informed to enable decisions regarding travel and attendance.
- o Develop standard set procedures to identify risks associated with travel and attendance at venues other than our Club.
- o Ensuring that event organisers understand the required commitment to providing a safe environment through risk management and assessment procedures and practices.
- o When travelling, whether private, public or hire transport, the Club will ensure roadworthy etc
- o A minimum of two adults with positive notice Blue Cards will travel with the children and youth. A minimum of one adult will hold current first aid accreditation.
- o A travel plan and contact information and procedures will be communicated to everyone involved.



Communicating your Club's expected behaviours and conduct from its staff and volunteers when interacting with juniors requires everyone to act. A club which includes everyone in implementing and practising child protection creates a whole club culture driven to protecting juniors.

## **8. Strategies for communication and support**

A copy of the Club's Child and Youth Protection and Risk Management Strategy will be provided to all current volunteers and staff and to all new staff and volunteers upon commencement. A hard copy will be located on the noticeboard in the clubhouse.

The Management Committee will engage a volunteer to act as a Member Protection Information Officer (MPIO) to perform the function of communicating to volunteers, members, staff, parents and caregivers, coaches and officials information regarding Blue Card legislation, the monitoring of Member Protection Updates, maintaining a Blue Card register and organise Blue Card applications.

The MPIO 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 Club will ensure that immediately upon commencement the MPIO will receive adequate and appropriate training and education.

To maintain a healthy relationship between the Club and its community, clearly stating the clubs behaviour and conduct expectations of parents and carers communicates transparency and understanding.

### **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 their children can potentially be exposed to risk of unsafe practices. The Club understands this and acknowledges its role in a professional capacity to be responsible for minimising and limiting the potential for harm. The Club 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 Club, parents and caregivers will do this by:

- o Maintaining open and transparent communication.
- o Communication between parents and caregivers and coaches and club officials will be conducted freely, without prejudice and/or recriminations.
- o Voice objection courteously using language and attitude which contributes to a positive and safe environment.
- o Report incidents of aggression, offensive language and inappropriate actions to the Management Committee.
- o Engaging in positive actions, language and behaviour only to set a positive example to children and youth.
- o Encourage all children and youth to Play By The Rules.
- o Treat all persons with respect and courtesy.
- o Encourage and support all attempts for children and youth to learn, train and compete to their personal bests.
- o Understand and commit to the Club's code(s) of conduct.

## Examples of behaviour and conduct to minimise harm

Demonstrating a skill or technique	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.
Providing feedback	Congratulating a junior and positive encouragement should be provided verbally and in a group environment. Comforting a junior should use positive language.
Being alone with a junior	Coaching and/or instruction should always be conducted in an open environment in sight of at least one other adult.
Parent drop-off and collection	A designated safe area for the arrival and collection of juniors should be pre-arranged. If a parent/carer is not present at the designated collection time then 2 adults are to wait with the junior until the parent/carer arrives.
Photography and social media	Parents and carers are required to provide written consent for their children to be photographed and/or filmed, or clubs using social media to promote junior events and happenings, are to use prescribed club consent forms.
Smoking and alcohol	Strict adherence to smoking, alcohol and banned substances legislation is to be practised and promoted.