

BUNDABERG 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. Districts should develop and promote a culture and environment of understanding which values the importance of providing a safe environment. The first requirement in your 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

BUNDABERG GOLF CLUB INC is committed to the safety and wellbeing of all children and youth who use its services, and is dedicated to protecting them from harm. **BUNDABERG GOLF CLUB INC** is dedicated to ensuring a 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 for roles that instruct and/or supervise children and youth. To do this, policy and procedures will be implemented for staff and volunteers who interact with children and youth, and for the recruitment and management of staff and volunteers. We will support our staff and volunteers by providing education and training to manage complaints and concerns.

We will ensure that all volunteers and staff who interact with children under the age of 18 will undergo a Working with Children Check and will hold a positive notice Blue Card (unless exempted to do so).

We 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 Young People and Child Guardian Act 2000 (Qld).

In addition to general codes of conduct, your District Association 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 this code of conduct.

2. Code of Conduct for Interacting with Children and Youth

In addition to general Code/s of Conduct, the **Bundaberg Golf Club Inc** has adopted the following Code of Conduct for volunteers, coaches, staff, members, players, participants, committee members, officials, parents, spectators, sponsors, visitors, and invited guests engaging and interacting with children and youth.

- 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; and
- Set a good example for children and youth within the Association by the way you conduct yourself and by demonstrating appropriate behaviour.

Specific measures are necessary to engage staff and volunteers in child interactive roles. The District Association 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 **Bundaberg Golf Club Inc** will:

- Create awareness among its Members and its affiliated clubs the volunteering opportunities available, the benefits and personal satisfaction of volunteering.
- Promote volunteering opportunities through promotions, social media and personal interaction.
- Instruct individuals (who are undertaking recruitment activities) regarding conditions outlined in the Association's constitution.

The Bundaberg Golf Club Inc will ensure that new volunteers will be inducted through a clear 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 that help staff and volunteers to identify and manage risks, with ongoing training provided for all staff and volunteers. The Club aims to support and encourage improvement by promoting 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 is important to be able to identify what constitutes 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 a disclosure or suspicion of harm is received, the **Bundaberg Golf Club Inc** will respond professionally and in the best interests of the child or youth, and it 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 an 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, and fair and due process must be maintained and adhered to at all times. At no time and under no circumstances, will the Bundaberg Golf Club conduct its own investigation into allegations of a criminal or illegal nature.

Breaches in managing risks can occur and can range from slight to severe. Whilst diligence in identifying and responding to disclosures and suspicions of harm may be practised, 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 that will take place.
- o Provide all persons concerned with 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, a decision will be made on 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; and
- o Develop new procedures and protocols if necessary.

The Club must keep a record of all Blue Cards held, together with details of the people who hold them. Also, maintaining those records is necessary, as is the requirement to 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 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 Bundaberg golf 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 are to be held prior to working with children and youth.

The **Bundaberg Golf Club Inc** 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;
- o Any changes of personal information of staff member or volunteer, including the date they informed Blue Card Services; and
- o Where a staff member or volunteer ceases to be engaged.

To engage junior Members and/or participants, a risk management plan for activities and special events which are deemed high risk is required. Associations need to plan for, and implement, special controls and assessment checks for potential and possible high risks. If your Association 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

Through its intent to welcome children and youth in inclusive participation, the **Bundaberg Golf Club Inc** 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 affiliated clubs, and activities from external and community organisations. Risks will be managed through:

- o Ensuring that parents and carers are well informed to enable decisions regarding travel and attendance;
- o Developing set procedures to identify risks associated with travel and attendance at competition venues;
- o Ensuring that event organisers understand the required commitment to providing a safe environment through risk management and assessment procedures and practices;
- o Ensuring vehicles are licensed, registered and roadworthy when travelling – whether in private, public, or hire transport;
- o Ensuring 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; and
- o Communicating a travel plan, contact information, and procedures to everyone involved.

Communicating your Club's expected behaviours and conduct from its staff and volunteers when interacting with juniors requires everyone to act. Inclusion of everyone in implementing and practising child protection creates a whole-club culture, driven to protect 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 member of the Management Committee will perform the duties of a Member Protection Information Officer (MPIO)/Child Protection Office (CPO) to perform the function of communicating to Clubs information regarding Blue Card legislation, the monitoring of Member Protection Updates, maintaining a Blue Card register, and organising Blue Card applications.

The MPIO/CPO 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 District Management Committee will ensure that immediately upon commencement the MPIO/CPO 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.

9. 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 Establishing open communication among parents/caregivers, coaches, and club officials without prejudice and/or recriminations;
- o Voicing objections courteously using language and attitude which contribute to a positive and safe environment;
- o Reporting incidents of aggression, offensive language, and inappropriate actions to the Management Committee;
- o Engaging only in positive actions, language, and behaviour in order to set a positive example to children and youth;
- o Encouraging all children and youth to Play By The Rules;
- o Treating all persons with respect and courtesy;
- o Encouraging and support all attempts for children and youth to learn, train, and compete to their personal bests; and
- o Understanding and committing 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 be done using 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; 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.