

Child & Youth Risk Management Strategy

Sailability Mackay Inc.

Table of Contents

	Introduction
1	Statement of commitment to the safety and wellbeing of children, and protecting children from harm
2	Code of conduct for interaction with children
3	Requirements for volunteers working with children
4	Procedures for handling disclosures or suspicions of harm
	a. Documenting and reporting a disclosure
	b. Managing breaches of the child protection risk management
5	Strategies for communication and maintaining relevance

Introduction

This strategy has been prepared by the Management Committee of Sailability Mackay Inc. to comply with its requirements under:

- the *Working with Children (Risk Management and Screening) Act 2000*; and
- the *Working with Children (Risk Management and Screening) Regulation 2011*

In this strategy children includes youths and all other S Mackay clients, regardless of age or capacity.

The Strategy is intended to cover all of our activities and will be reviewed annually, in the light of operational experience and feedback. Our activities require volunteers to have a positive blue card before working with us and children, including sailing, registration and storage areas; and movements between areas.

We do not conduct special events.

1. Statement of commitment to the safety and wellbeing of children, and protecting children from harm

We are committed to providing a safe and supportive environment for all children. To support this commitment our policies and procedures are designed to effectively address the safety and welfare of children in our care.

We believe that children have the right to:

- feel safe
- be listened to
- be involved in decisions that affect them
- have their cultural values respected
- have their best interests considered
- be respected
- be free from harassment, bullying or abuse of any kind, and
- ask if they don't understand something.

2. Code of conduct for interaction with children

S Mackay members:

- Foster mutual respect between themselves and children regardless of ability, cultural identity and cultural practices/behaviour
- Use language which is age/stage appropriate, clear, non-threatening and non-sexual
- Use physical contact only where it is completely necessary
- Openly listen to parent/child suggestions, feedback and complaints.
- Take a preventative and participatory approach to child safety.

Children also have responsibilities. They should:

- Have respect for others.
- Behave responsibly and act in a safe manner when in our care, both on and off the water
- Where possible report inappropriate behaviour and unsafe situations or harm.

3. Requirements for volunteers working with children

All of our volunteers must hold a current positive notice blue card issued by the Queensland Government Blue Card Services unless their employment with us falls into a blue card exemption category, (for example, administrative duties performed at home).

Also, all volunteers will be informed (during their induction and training) of our code of conduct when working with our clients, including acting with appropriate respect to our clients.

4. Procedures for handling disclosures or suspicions of harm

These procedures apply to disclosures of suspicions of harm to children and young people, irrespective whether connected with us or whether the harm occurred internal or external to Sailability.

a. Documenting and reporting a disclosure

As soon as is convenient after a disclosure, the recipient of the disclosure:

- Should document the facts of the disclosure, in a non-judgemental and accurate manner. This should be done in an 'incident report' ([ATTACHMENT](#)).
- Apart from taking the facts of the disclosure, should not further probe or in any way seek out anyone for additional information.
- Should report the disclosure to the Department of Child Safety if the suspicion or allegation of harm occurred at home.
- Should report the disclosure to the Queensland Police Service if the suspicion or allegation of harm occurred outside the home.
- Should, if requested, give a copy of the incident report to the responsible police or child safety officer.
- Keep the original incident report in a safe place and not disclose the contents of the report other than to our president or their delegate, or as required by law.

b. Managing breaches of the child protection risk management

A breach is any action or inaction by any of our members, or a visitor, including children, that fails to comply with this strategy. All of our members must comply.

Process for managing a breach

- Unless the reported breach involves the president it will be managed by the resident or the President's delegate.
- If the reported breach involves the president, it will be managed by the Secretary or the Secretary's delegate.
- A member subject of the alleged breach will immediately be required to discontinue involvement in any S Mackay activity requiring a positive blue card notice, until the alleged breach is resolved.
- All people involved in the alleged breach shall be advised of the process to the extent appropriate to their role in the matter. For example, it may be inappropriate to advise a mere witness of the name of a person alleged to have committed a breach.
- All people involved in the alleged breach shall be given the opportunity to provide facts relevant to the compiling of the incident report. This may include people other than the parties directly referred to.
- The person managing the alleged breach shall decide an appropriate outcome and shall report the outcome to the Management Committee.

Depending on the nature of the breach the outcome may include:

- Dismissing the allegation.
- Emphasising the relevant component of the child protection risk management strategy.
- Further education and training
- Mediation involving those in the incident
- Reviewing current procedures and policies
- Recommendation to the Management Committee that the member cease involvement with any S Mackay activity requiring a positive blue card
- Recommendation to the Management Committee that the member be subject to disciplinary procedures as allowed by the Code of Conduct and our rules
- Reporting the incident to the Police or Department of Child Safety.

5. Strategies for communication and maintaining relevance

On recommendation from our president or our committee, we will appoint a member to take responsibility for this strategy and to maintain its relevance to our operations and current laws. If a member is not appointed the Secretary will be responsible.

The member's responsibilities are:

- To manage regular policy review and review consequent upon any incident relating to child safety. The review(s) will consider all aspects of child protection relevant to us (such as the impact of any change in the law)
- Liaise with members about the strategy (including giving all members the opportunity to contribute on things such as content and operational impact)
- Having considered all views, present an annual report and/or updated Strategy with recommendations to our committee (regardless of whether any changes are recommended)
- Move a motion at our committee to approve the strategy and circulate the approved strategy (whether or not amended) to members

- Liaise with the secretary to ensure a hard copy of the strategy is kept with our records

A review consequent upon an incident shall focus on areas of the Strategy related to the incident. The review should also consider:

- Whether policies and procedures were effective and if followed
 - Any other relevant incident
 - The frequency of training for the strategy
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Location where incident occurred:

Immediate action taken:

If no action taken - reason:

Name of person completing form:

Contact telephone number:

Signature:

Date:

Time:

AM / PM

Authority disclosure reported to
(if applicable):

Name of person reported to:

Contact Numbers *Enter the contact numbers for the authorities in your local area*