



SAILABILITY SHORNCLIFFE Inc

## Child and Youth Risk Management Strategy

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## Overview

This strategy has been prepared by the Management Committee of Sailability Shorncliffe Inc. (we or us) to comply with our requirements under:

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

Our strategy is to protect the children and young people visiting us, from harm. While this strategy refers to children and young people, the same commitments, strategies and procedures apply to all our clients, regardless of age and vulnerability. Screening volunteers through the blue card system forms part of the strategy. Our strategy addresses these elements:

- a statement of our commitment
- a code of conduct for interacting with children
- procedures for training and managing volunteers
- policies and procedures for handling disclosures of/or suspicions of harm, including reporting guidelines
- a plan for managing breaches of the strategy
- policies and procedures for implementing, reviewing and maintaining a volunteer register for blue cards
- risk management plans for high-risk activities and special events, and
- strategies for communication and support.

### 1. Statement of commitment

We are committed to the safety and wellbeing of all children who use services. Our volunteers will treat them with respect and understanding and address their concerns at all times. We are dedicated to this strategy that includes policies and procedures to address the safety and wellbeing of children visiting us.

### 2. Code of conduct for interaction with Children and young People

We, our Management Committee and members commit to the following principles, to:

1. Foster mutual respect between themselves and children and young people regardless of disability, cultural identity, cultural practices/behavior or age
2. Use language which is age/stage appropriate, clear, non-threatening and non-sexual
3. Use physical contact only where it is completely necessary
4. Willingly listen to a child or youth's concerns
5. Openly listen to Parent/Carer/Child suggestions, feedback and complaints
6. Take a preventative, proactive and participatory approach to child safety
7. Report suspected abuse, neglect or mistreatment promptly to the police or Department of Child Safety, Youth & Women, and
8. Focus on safety for volunteers, guests, clients and carers.

### 3. Policies for Recruiting, Training and Managing Volunteers

We have policies and procedures for recruiting, training and managing our volunteers as described below.

#### Recruiting

Brochures are placed in public places, for example, libraries and shopping centres. Articles regularly appear in various media calling for volunteers.

#### Training

New Volunteers are placed with a mentor who explains procedures and processes. Training is carried out by accredited trainers in each role.

#### Managing Volunteers

All prospective volunteers are,

- Provided with an in-depth overview of daily requirements
- Shown all safety procedures which they must follow, and
- Given a Volunteer Kit that contains: a Blue Card application form; a Sailability Shorncliffe membership form; a welcome letter with relevant information; and this policy.

### 4. Procedures for Handling, Disclosures and Suspicions of Harm

We will inform all volunteers about identifying risks of harm and handling disclosures or suspicions of harm as part of their induction. We will report disclosed or suspected harm to the police or Department of Child Safety, Youth & Women.

#### Documenting a disclosure of harm

The facts of a disclosure or suspicion of harm will be documented in a non-judgmental and accurate manner as soon as possible after the disclosure. Under no circumstances should any volunteer investigate or probe the child for additional information. A copy of the written account shall be given to the police or the Department of Child Safety, Youth & Women as appropriate. The original report is to be securely filed and the incident reported to the President.

### 5. Managing Breaches of our Child and Youth Risk Management Strategy

Processes to manage a breach of this strategy

Breaches will be managed in a fair, unbiased and supportive manner,

- Concerned parties will be advised of the process
- The police or Department of Child Safety, Youth & Women will be notified immediately if a serious breach is reported
- Witnesses will be invited to record what they evidenced
- The details of the alleged breach, including (where relevant) statements all parties involved and any decided outcome will be recorded
- Matters discussed in relation to the breach will be kept confidential, and
- An appropriate outcome will be decided
- Unless the reported breach involves the President, it will be managed by the President or the President's nominated representative, and
- If the breach involves a conflict of interest with the President, it will be managed by the Secretary or the Secretary's nominated representative.

## Suitable Breach resolutions and outcomes for breaches

Depending on the nature of the breach, outcomes may include:

- Further education and training and/or providing closer supervision
- Mediating between those involved in the incident (where appropriate)
- Reviewing our risk strategy and making appropriate changes if necessary
- If the alleged breach involves one of our volunteers, that volunteer will immediately discontinue involvement with us until the alleged breach is resolved
- Reporting the Breach to the police or the Department of Child Safety, Youth & Women, or
- Dismissing the allegation as unfounded.

## 6. Policies and Procedures for Compliance with Blue Card Screening Requirements

All of our volunteers must hold a valid Blue Card (or appropriate exemption) before they volunteer with us, regardless of their intended activities.

Blue Card applications will not be renewed for non-attending volunteers. If a volunteer has a blue card cancelled or suspended or receives a negative notice after a change in police information, that person will not be permitted to attend sailing days.

If a Blue Card has been revoked the affected member must apply for Blue Card reinstatement before returning to us.

We,

- Have appointed a 'contact person' who is responsible for managing blue cards
- Keep all information in relation to blue card applications confidential
- Maintain a blue card register of all volunteers, and

We review this policy annually and consider whether we need to change our strategy in consequence of any incidence(s).

## 7. Risk Management Plan for High Risk Activities and Special Events

This strategy applies to all of our sailing day operations and other relationships with our young clients, including sailing, cruising, registration, life jacket fitting, pontoon activities, and our bathroom facilities.

## 8. Strategies for Communication and Support:

It is important for individuals and/or organisations to understand the policies and procedures that form this policy. Copies of this document can be found on our website: [www.sailabilityshorncliffe.org.au](http://www.sailabilityshorncliffe.org.au) Hard copies will be provided on request.

## INCIDENT REPORT FORM



SHORNCLIFFE Inc

Name/s of the person or people involved in the incident:

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Description of the incident:

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Date incident occurred:

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Time incident occurred:

AM /  
PM

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Location where incident occurred:

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Immediate action taken:

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If no action taken - reason:

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Name of person completing form:

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Contact telephone number:

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Signature:

Date:

Time:

AM / PM

Authority disclosure reported to (if applicable):

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Name of person reported to:

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