

Sport and Recreation

Child and Youth Risk Management Strategy

Purpose

The Sport and Recreation (SR) Child and Youth Risk Management Strategy (Strategy);

- Provides practical information and guidance concerning the risk mitigation strategies employed by SR to deliver safe and supportive service environments for children and young people accessing SR services. The strategy applies to all SR staff, unless specifically stated otherwise, and to any person involved in the organisation including children and their carers. Where reference is made to SR staff obligation or responsibility, contractors and other persons who perform work for or with the department have the same obligation or responsibility.
- Addresses the legislative compliance requirements of the Working with Children (Risk Management and Screening) Act 2000, Working with Children (Risk Management and Screening) Regulation 2011, and Public Service Act 2008 (Chapter 5 Staffing generally, Division 3 Child-related duties), requiring organisations regulated by the blue card system to develop, implement and review annually a child and youth risk management strategy.
- Aligns with the National Principles for Child Safe Organisations and is compliant with the Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020 and Human Rights Act 2019.
- Addresses the eight matters as required by the Working with Children (Risk Management and Screening) Act 2000, as listed below;

1. Statement of Commitment

Sport and Recreation is committed to providing safe and supportive environments where children and young people can develop physical literacy skills and enhance their social and emotional and physical wellbeing.

In our programs, children and young people are given agency to challenge themselves and support each other to improve themselves in a safe environment.

At Sport and Recreation, we value safety, and we are committed to managing risk at all levels, especially for young and vulnerable peoples.

Our highly trained staff operate under well-established policies and protocols in line with the Sport and Recreation Child and Youth Risk Management Strategy and Guideline and will deal with any breaches in a timely manner.



2. Code of Conduct for Interaction with Children and Young People

SR staff interact with children and young people in a fair, considerate and honest manner, act with integrity and ensure their behaviour is always professional. All conduct and behaviour is in accordance with the;

- Code of Conduct for the Queensland Public Service
- SR Child and Youth Risk Management Guideline, Section 'Code of Conduct for interacting with children and young people'
- Queensland Precincts and Venues Program Delivery Standards
- Following department policies and procedures
 - Information Privacy Policy (DTIS)
 - Privacy and Visual Recording Devices and Systems Procedure (DTIS)
 - Use of ICT services, Facilities and Device Policy (ICT and Information Management - Applies to DITID)
 - Customer Complaints Management Procedure (DTIS)
 - Managing Employee Complaints Policy (DITID)
 - Work Health, Safety and Wellbeing Policy (DTIS)

3. Recruitment, Selection, Training and Management of SR staff

To safeguard the wellbeing of children and young people interacting with SR staff the following documents and protocols are adhered to ensure SR staff are appropriately screened, accredited, trained, informed, and managed.

Recruitment and Selection

- Department employees and agency staff recruitment and appointment is in accordance with the;
 - Recruitment and selection (Directive 12/20)
 - Employment Screening (Directive 07/11)
 - SR Blue Card Screening Guideline.
- Recruitment process reflects SR's commitment to child safety in job advertising and in relevant job descriptions. This commitment demonstrates to all prospective staff that the safety and wellbeing of children is SR's highest priority.
- Contractor, student, and volunteer engagement will be in accordance with the;
 - Department's Contract Management Framework
 - SR Blue Card Screening Guideline.
- All persons employed or contracted by SR to perform;
 - Restricted employment must declare they are not a restricted person

- Prescribed duties (regulated employment and child-related duties) will be informed of and consent to the employment screening requirements.
- Child-related duties, as determined by the Director-General and identified in the SR Blue Card Screening Guideline, must hold a blue card or exemption card.

Induction and Training

- Department employees and agency staff performing prescribed duties undertake;
 - Mandatory corporate induction training and annual refresher training, including Code of Conduct, and SR Child and Youth Risk Management Training
 - A workplace induction including protocols for delivering services to children and young people (e.g. Activity Action Plans for the delivery of recreation activities)
 - Skills and knowledge training to perform their duties safely and competently, and meet the accreditation requirements of their role
 - Training in the SR Child and Youth Risk Management Guideline (annually).
- Contractors, students, and volunteers performing prescribed duties undertake;
 - A workplace induction training and annual refresher training, including Code of Conduct and protocols for delivering services to children and young people (e.g. Activity Action Plans for delivery of recreation activities)
 - Training in the Queensland Precincts and Venues – Contractor Factsheet (if applicable)

Management

- Department employees and agency staff are managed in accordance with the;
 - SR Child and Youth Risk Management Guideline
 - Relevant SR service delivery procedures and guidelines (e.g. Program Delivery Standards)
 - Relevant Department Human Resource Policies and Procedures (e.g. Code of Conduct, Work Health, Safety and Wellbeing Policy).
- Contractors, students, and volunteers are managed in accordance with the;
 - Departments Contract Management Framework
 - Service contract/agreement they are engaged under.

4. Handling Disclosures or Suspicion of and Actual Harm, Including Reporting Guidelines

SR is committed to supporting all children and young people who make disclosures or complaints. Protocols for handling disclosures or suspicion of and actual harm is undertaken in accordance with the SR Child and Youth Risk Management Guideline Section 'Handling disclosures or suspicions of and actual harm, including reporting guidelines', inclusive of process flow charts and forms for reporting suspected harm or abuse.

5. Managing Breaches of the Strategy

A breach is any action or inaction by any SR staff member that fails to comply with any part of this Strategy and may be considered and treated in terms of an allegation or suspicion of harm where the breach results in significant harm to a child or young person. Examples include; failure to report a suspicion of harm to a child or entering a bathroom facility for personal use that has been designated for child use only.

SR is committed to ensuring potential breaches are appropriately reported and dealt with in a fair, unbiased and professional manner. All alleged breaches and breaches are managed in accordance with the SR Child and Youth Risk Management Guideline, Section 'Managing Breaches of the Strategy' and the Public Service Act 2008.

6. High Risk Activities and Special Events

SR offers services to children and young people that can be perceived as high-risk activities, such as; the delivery of adventure based outdoor recreation activities, short-term residential accommodation, and large-scale public events.

To mitigate risks to an acceptable level all SR services and venue operations are delivered in accordance with the departments Enterprise Risk Management Framework which is based on AS/NZS ISO 3100:2018 Risk Management – Guidelines and the Human Rights Act 2019 and overseen by the Departments Audit and Risk Management Committee.

SR has established operational and compliance frameworks, inclusive of risk registers and standard work practices, that comply with Queensland workplace health and safety legislation and relevant Australian / industry standards.

SR services that fall outside of standard work practices, considered special events, are approved by SR management, and comply with the Queensland Venues Event Management Risk Management Framework, Queensland workplace health and safety legislation and relevant Australian / industry standards.

7. Compliance with requirements of the Blue Card System

To ensure compliance with the Blue Card System, specifically Blue Card screening and blue card register requirements, SR adhere to the;

- Employment Screening (Directive 07/11).
- SR Blue Card Screening Guideline.

8. Communication and Support

The following methods are employed to communicate the Strategy and provide support to all relevant SR stakeholders;

Communication

- An electronic copy of the Strategy can be accessed via the SR website and hard copies made available upon request.
- An electronic copy of the SR Child and Youth Risk Management Guideline, SR Blue Card Screening Guideline and reporting forms can be accessed from the SR intranet site and hard copies made available upon request.
- SR staff are;
 - Advised during recruitment/engagement process of the requirement to undertake employment screening
 - Required to read and successfully complete training in the Strategy and SR Child and Youth Risk Management Guideline as part of the workplace induction, and participate in refresher training as required
 - Afforded the opportunity, and encouraged, to raise and discuss child and youth related issues at regular team meetings
 - Consulted during the review of the Strategy and SR Child and Youth Risk Management Guideline.
- The Strategy and SR Child and Youth Risk Management Guideline is reviewed annually or in the event of a child or youth related incident. Review consultation process includes;
 - Collation and review of client, adult, and children alike, feedback / complaint forms
 - Collation and analysis of incident reporting data
 - Consultation with external child professional consultants (e.g. Blue Card Services, In-house Legal Services, Dept. Child, Youth Justice and Multicultural Affairs)
 - Consultation with SR staff.

Support

- SR staff requiring further support in interpreting or applying the Strategy are directed to contact their manager.
- All other stakeholders impacted by the Strategy requiring further support in interpreting or applying the Strategy are to direct queries to the following email: Kyle.Willmott@dtis.qld.gov.au

Key Definitions

Child-related duties, as defined in section 156 of the Public Service Act 2008, applies to duties to be performed in a department where the HR delegate (DG/ ADG) decides;

- a. the duties;
 - I. are to be performed at a place at which services are provided only or mainly to a child or children; or
 - II. are to be performed in a role involving providing services only or mainly to a child or children; or
 - III. involve contact with a child or children that is of a kind, or happens in a context, that may create an unacceptable level of risk for the child or children; and

- b. it is necessary to conduct child-related employment screening of a person engaged to perform the particular duties to ensure the person is suitable to perform them; and
- c. the particular duties are not likely to involve regulated employment.

Prescribed duties, as defined in section 165A of the Public Service Act 2008, means screening for child-related duties and regulated employment.

Restricted employment, as defined by Blue Card Services and with context to the Strategy, refers to the situations or exemptions that allow a person to work with children without a blue card, such as if they are:

- a. a volunteer parent
- b. a volunteer who is under 18
- c. paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year

Restricted Person, as defined by Blue Cards Services, is a person who either:

- a. has been issued a negative notice
- b. has a suspended blue card
- c. is a disqualified person
- d. has been charged with a disqualifying offence that has not been finalised.

Regulated employment, as defined in section 156 of the Working with Children (Risk Management and Screening) Act 2000 and with context of the Strategy, is employment whereby;

- a. the usual functions of the employment include, or are likely to include—
 - I. providing services directed mainly towards children; or
 - II. conducting activities mainly involving children; and
- b. the services are provided, or the activities are conducted, as part of sport or active recreation.