

Child & Youth Risk Management Strategy

Sailability Mackay - updated 14 December 2018

Child and Youth Risk Management Strategy, Sailability Mackay Inc.

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(i) 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 S Mackay activities from inception. It is accepted that the policy will be reviewed in the light of operational experiences gauged from the early days. Regardless, our activities require a positive blue card, including sailing, cruises, registration and storage areas; and movements between areas.

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

S Mackay is 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.

S Mackay believes 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 the care of S Mackay, both on and off the water
- Where possible report inappropriate behaviour and unsafe situations or harm.

3. Requirements for volunteers working with children

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

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 S Mackay or whether the harm occurred internal or external to Sailability.

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'.
- 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 the S Mackay President or their delegate, or as required by law.

4. Managing breaches of the child protection risk management

A breach is any action or inaction by any S Mackay member or visitor, including children, that fails to comply with this strategy. All S Mackay 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 S Mackay rules
- Reporting the incident to the Police or Department of Child Safety.

5. Strategies for communication and maintaining relevance

On recommendation from the President the S Mackay committee will appoint a member to take responsibility for this strategy and to maintain its relevance to S Mackay 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 S Mackay (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 S Mackay committee (regardless of whether any changes are recommended)
- Move a motion at S Mackay committee to approve the strategy and circulate the approved strategy (whether or not amended) to members
- Arrange for the strategy to be placed on S Mackay's website (when operational)
- Liaise with the secretary to ensure a hard copy of the strategy is kept with S Mackay 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