OZ TAG

Queensland

# CHILD AND YOUTH RISK MANAGEMENT STRATEGY

2025

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# 1. About this Manual

## 1.1. Statement of Commitment

Qld Oztag is committed to providing for a safe, ordered, secure and caring environment which is conducive to playing and/or other levels of involvement (such as refereeing) of the sport of Oztag for all our child and youth participants. All practical measures will be taken to ensure that all Oztag related areas (including tournaments, individual venues, and fields) under the control of Qld Oztag is safe and that the behaviour of all persons under the control of the Qld Oztag is safe, however responsibility for implementation of this manual lies with all stakeholders involved.

The Qld Oztag Child and Youth Risk Management is a set of consistent guidelines for an acceptable standard of professional conduct within Qld Oztag. The policies contained within the manual also address the broader issues of ethical responsibility and encourage greater transparency and accountability in our organisation.

## 1.2. Who is covered by the Policies?

All interested parties of Oztag are covered by the policies including (but not limited to):

- Coaches
- Venue staff
- Tournament staff
- Players including children and young people
- Parents and carers
- Spectators

## 1.3. Related Policy

For related Child and Youth manuals/documents please refer to the:

- Qld Oztag Policy Manual
- Qld Oztag Internal Policy and Procedure Manual
- Qld Oztag Reporting Incidents and Writing Effective Reports Manual
- Qld Oztag Tournaments Policy Manual
- Qld Oztag Internal Tournaments Policy and Procedure Manual
- Tournament Risk Assessment document
- Venue Risk Assessment document
- Schools Program Risk Assessment form (as per the Qld Oztag Internal Policy and Procedure manual)

Related Policies include (but not limited to):

- Anti-Social Behaviour Policy
    - Anti Bullying Policy
    - Referee Dissent Policy
    - Code of Conduct

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- Health and Safety Policy
    - Incident Management
    - Incident Avoidance
    - Concussion Policy
    - Sun Smart Policy
    - Severe Weather Policy
- Equity and Harassment Policy
    - Anti-Discrimination and Harassment Policy
    - Sexual Abuse / Misconduct Policy
    - Equal Opportunity and Equity Policy
- Junior Players Policy
    - Tournament Indemnity
    - Child Protection Policy
    - Administering Medication Policy
    - Long Term Involvement
    - Getting Youth Involved
    - Physical Growth and Maturation
    - Quality Coaching
- Privacy Policy
    - Photography policy
- Social Media Policy
- Tournaments Child and Youth Risk Assessment
- Venue Child and Youth Risk Assessment
- School Programs Risk Assessment

# 2. Child/Youth Code of Conduct

In addition to the Qld Oztag Codes of Conduct (as per Qld oztag Policy Manual) the following Code of Conduct applies to Child and Youth participation specifically.

## 2.1. Youth Players Code of Conduct

1. I will play for fun!
2. I will work hard to improve my skills.
3. I will follow and learn from my coach's directions and suggestions.
4. I will learn and play by the rules of the game.
5. I will play fair and try hard during the game and remember that winning isn't everything.
6. I will always respect my teammates, opponents, coaches, and officials.

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7. I will not boo, taunt, or yell negative comments about my team, my coach, the opponents, or the officials.
8. I will support my teammates and tell them when they are playing well.
9. I will never argue with an official's decision.
10. I will always shake hands with my opponents after the game.

## 2.2. Coach's and Manager's Code of Conduct

1. I will make skill development, sportsmanship, teamwork, fun, and learning the rules of the game the goals of my team.
2. I will be a positive role model by respecting my team, our opponent, and the officials.
3. I will learn and play by the rules of the game and never argue with the official's decision.
4. I will be generous with my praise, emphasising the players' effort and not the outcome of the game.
5. I will be fair, honest, and consistent in my coaching philosophies and practices.
6. I will ensure that all children have an equitable playing experience consistent with the rules and regulations of the Scarsdale Department of Recreation, Parks, and Conservation guidelines for each sport.
7. I will strive to hold regularly scheduled organized practices throughout the season.
8. I will recognize that children learn differently and adapt my practices to the needs of each child.
9. I will not use inappropriate language such as swearing or boo / taunt any player, coach, or official.
10. I will ask my assistant coaches, my players, and my parents to refrain from booing, taunting, and yelling negative comments regarding either team.
11. I will not encourage any behaviours or practices that would endanger the health and well-being of the players.
12. I will not display any favouritism to any players through either my interactions with them, or through time spent on the field. All Players are to get equal time on the field.
13. I will not intentionally have contact with any unrelated players outside of the coaching sessions and games days unless under permission of players parents.
14. I will attempt to avoid one-on-one contact with players. However, if it is required, I will ensure that all one-on-one contact is in view of other players, parents or coaching staff.
15. I will not make inappropriate physical contact with any players such as sexual advances.

## 2.3. Parent's and Spectator's Code of Conduct

1. I will not force my child to participate in a sport.
2. I will remember that children participate in athletics to have fun, and that the game is for children and not adults.
3. I will let the coach coach and will refrain from yelling direction to the players.
4. I will speak to the coach after the game and not in front of the children if I have any concerns.
5. I will respect the rules of the game and never argue with the officials.

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6. I will be a positive role model by supporting and respecting the players, coaches, spectators, and officials at every game and practice.
7. I will not use inappropriate language such as swearing or boo / taunt any player, coach, or official.
8. I will recognise all players' efforts and encourage everyone's best performance over the outcome of the game.
9. I will cheer for all the children on the team, not just my own.
10. I will value skill development, fair competition, and effort.
11. I will have my child arrive on time for all games and practices and let the coach know in advance if my child will be absent, arriving late, or leaving early.
12. I will try to support the team and my child by attending his or her game/s.
13. I will not encourage any behaviours or practices that would endanger the health and well-being of the players.

# 3. Recruitment, Selection, Training and Management

## 3.1. Recruitment and Selection

There are different levels of employment that have varied Blue Card requirements for roles within Qld Oztag:

- Coaches
- Referees
- HQ Staff and Venue Managers

**Coaches**

Coaches are volunteers that meet requirements for NOT requiring a Blue Card.

**Referees**

Referees over the age of 18 must have a Valid Blue card or in the process of applying for one. The Blue Card can be a volunteer card.

**HQ Staff and Venue Managers**

All HQ Staff must have a valid Blue Card if their role requires them to work with children and youth. All Venue Managers must have a valid Blue Card.

Position Descriptions

All Positions Descriptions must state that the role requires a valid Blue Card where applicable.

Selection Criteria

All applicable selection criteria must include addressing questions that identify the prospective employee's ability to work with children and youth. This includes:

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1. Detailing any prior experience working with children and youth.
2. Detailing experiences in communicating with parents/care givers.
3. Detailing experiences in handling conflict situations with children and youth.
4. Detailing experiences in handling conflict situations with parents/care givers.

Interviews

All applicable interviews must onclude questions about working with children. For example:

1. Can you describe how you would encourage a child or young person to participate in activities?
2. What would you do if you were about to leave the venue and saw a child alone in the car park?
3. What would you do if a child was crying on the field at your venue?
4. What would you do if you witnessed a parent yelling abuse during a game?

Reference Checks

Any applicant who applies for a role must agree to undergo pre-employment reference check to confirm their identity. During the reference check questions regarding their ability to work with chiuldren and youth must be asked, such as:

1. Have they witnessed the applicant dealing with children?
2. Do they believe the applicant is suitbale to work with children and youth?
3. Would they employ them again?

## 3.2. Training and Management

Once employed it the responsibility of Qld Oztag HQ to provide suitable training and ongoing management specifically related to child and youth risk management. This includes but not limited to:

- Induction – The induction is to include the Child and Youth Risk Management Strategy, its importance and the expectation of the employee to implement policies and practices within in.
- Probation period – The probation period to include sufficient time to witness and assess the suitability of the employee in working with child and youth. This may include having to wait a significant period of time for example if a Venue Manager is employed for Season 1, then the probation period will need to be 9 months so that they can be witnessed working with children in season 3.
- Training and Professional Development – Provide ongoing training and development in the area of working with children and youth. This includes:
    - Delivering school clinics
    - Refereeing junior games

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# 4. Reporting Disclosures and Suspicions of Harm

## 4.1. Defining Harm

Harm is defined as 'any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing' (section 9 of the Child Protection Act 1999).

Consideration when forming a reasonable suspicion about harm to a child include (section 13C of the Child Protection Act 1999):

- whether there are detrimental effects of the child's body or the psychological state of emotional state
    - That are evident to the person, or
    - That the person considers are likely to become evident in the future, and
- in relation to any detrimental effects mentioned above
    - Their nature and severity, and
    - The likelihood that they will continue, and
- the child's age

It is also important to remember that harm can be cussed by a single act or omission or a series of acts or omissions.

### 4.1.1. Forms of Harm

Harm may come in many forms and includes, but not limited to:

- Physical Abuse
    - Hitting, shaking, burning, biting
    - Giving children alcohol, drugs or inappropriate medication
- Emotional or Psychological abuse
    - Persistent rejection or hostility
    - Constant yelling, insults or criticism
    - Exposure to domestic and family violence.
- Neglect
    - Insufficient food
    - Unhygienic living conditions
    - Failure to provide health care
    - Leaving children unattended
- Sexual abuse or exploitation
    - Kissing or touching a child in a sexual manner
    - Exposure to pornography
    - Engaging in sexual relations with a child or young person under 16 years of age

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## 4.2. Identifying Harm

### 4.2.1. Signs to Help Identify Harm

Some general indicators of child abuse include:

- Showing wariness and distrust in adults
- Rocking, sucking or biting excessively
- Bedwetting or soiling
- Demanding or aggressive behaviour
- Sleeping difficulties, often being tired and falling asleep
- Low self esteem
- Difficulty relating to adults and pers
- Abusing alcohol or drugs
- Being seemingly accident prone
- Having broken bones or unexplained bruising, burns or welts in different stages of healing
- Being unable to explain an injury, or providing explanations that are inconsistent, vague or unbelievable
- Feeling suicidal or attempting suicide
- Having difficulty concentrating
- Being withdrawn or overly obedient
- Being reluctant to go home
- Creating stories, poems or artwork about abuse

Some general indicators of neglect include:

- Malnutrition, begging, stealing or hoarding food
- Poor hygiene, matted hair, dirty skin or body odour
- Unattended physical or medical problems
- Comments from a child that no one is home to provide care
- Being constantly tired
- Frequent lateness or absence from school
- Inappropriate clothing, especially inadequate clothing in winter
- Frequent illness, infections or sores
- Being left unsupervised for long periods

### 4.2.2. What is a 'disclosure' of harm?

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen to a child.

Disclosures of harm may start with:

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- *I think I saw…*
- *Somebody told me that…*
- *Just think you should know…*
- *I'm not sure what I want you to do, but…*

It is important to act quickly and in the nest interest of the child or young person after a disclosure of harm is received, irrespective of the alleged source of harm.

### 4.2.3. What is a 'suspicion' of harm?

A suspicion of harm is when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm. This includes circumstances which relate to an unborn child who may be in need of protections after he or she is born. A child who has seen, or may be experiencing, abuse may show behavioural, emotional and physical signs of stress or abuse.

There may also be other circumstances where there is concern for a child's welfare, but it does not reach the threshold to be considered a disclosure or suspicion of harm.

All Qld Oztag staff and volunteers have a duty of care to follow up any suspicions of harm or potential risk of harm to children and young people in our care. Tou can do this by observing and recording actions of children who might be at risk, and reporting your concerns to the relevant authority.

You can suspect harm if:

- A child or young person tells you they have been harmed
- Someone else, for example, another child, a parent, or an employee, tells you that harm has occurred or likely to occur
- A child or young person tells you they know someone who has been harmed (it is possible they may be referring to themselves)
- You are concerned about significant changes in the behaviour of a child or young person, or the presence of new, unexplained and suspicious injuries
- You see the harm happening

## 4.3. Managing and Recording

### 4.3.1. Disclosure of Harm

If any Qld Oztag volunteer or employees receives a disclosure of harm the following guidelines should be applied to manage and record the information:

- Remain calm and listen attentively, actively and non-judgmentally
- Ensure there is a private place to talk
- Encourage the person to talk in their own words and ensure just open-ended questions are asked to act protectively (e.g. 'can you tell me what happened'). Don't ask leading questions which tend to suggest an answer.
- Ensure the person is advised that the disclosure cannot remain a secret, and it is necessary to tell someone in order to get help.
- Reassure the person they have done the right thing by telling you.
- Advise the child that you need to tell someone else who can help.

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- Document the disclosure clearly and accurately using the Disclosure of Harm Template (Appendix 1), including a detailed description of:
    - The relevant dates, times, locations and who was present
    - Exactly what the person disclosing said, using "I said", "they said" statements.
    - The questions you asked
    - Any comments you made
    - Your actions following disclosure
- Do not attempt to mediate and outcome
- Follow any relevant process for reporting a disclosure of harm and consider whether there are requirements to report matters to the Queensland Policy Service or Child Safety.

Note: Refer to the Qld Oztag Incident Reports and Writing Effective Reports for tips on how to complete the Disclosure of Harm template.

### 4.3.2. Suspicion of Harm

If any Qld Oztag volunteer or employees has a suspicion of harm the following guidelines should be applied:

- Remain alert to any warning signs or indicators.
- Pay close attention to changes in the child's behaviour, ideas, feelings and words they use.
- Using the Suspicion of Harm Template (Appendix 2) make written notes of observations in a non-judgmental and accurate manner.
- Assure the child that they can come and talk when they need to, and listen to then and believe them when they do.
- Follow any relevant process for reporting a suspicion of harm and consider whether there are requirements to report matters to the Queensland Police Service or Child Safety, or consider what support services could be offered to the family if the concern does not meet the relevant threshold to make a report.

Note: Refer to the Qld Oztag Incident Reports and Writing Effective Reports for tips on how to complete the Suspicion of Harm template.

## 4.4. Reporting

It is the responsibility of all Qld Oztag volunteers and staff to report any disclosure or suspicion of harm. The following information will assist with what procedures to use in doing so.

Reporting a disclosure or suspicion of harm can/should be done to 1 or both of 2 primary groups:

- Outside Authorities
- Within Qld Oztag

### 4.4.1. Outside Authorities

Reporting a disclosure or suspicion of harm involves a 3-step process:

1. Consider whether the disclosure or suspicion needs to be reported to the Queensland Police Service

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2. Consider whether the disclosure or reasonable suspicion needs to be reported to Child Safety
3. Consider whether a referral is required to other support services, including Family and Child Connect

**Does the Disclosure or Suspicion need to be reported to Queensland Police Service?**

There are circumstances in which a report should be made immediately to the Queensland Police Service. For example, these include:

- Where a child is at imminent risk of harm
- Where a child has been a victim of a criminal offence

In all cases your best judgement should be used, and always consider it is better to report and get it wrong, than not report at all. However, all reporting should be made using sound evidence as per your written notes made using the Disclosure of Harm Template (Appendix 1), or Suspicion of Harm template (Appendix 2).

Under the Criminal Code Act 1899 it is an offence for any adult not to report to police a sexual offence against a child made by another adult and it is an offence to fail to protect a child from sexual offences in and institutional setting, unless they have a reasonable excuse for not doing so.

If you believe a child is in immediate danger or a life-threatening situation, call Triple Zero (000).

If you reasonably suspect a child has been, or is likely to become, a victim of a criminal offence, you should contact PoliceLink of 131 444.

**Does the Disclosure or Reasonable Suspicion need to be reported to Child Safety?**

There are 2 types of reporters:

1. Mandatory reporters
2. Non-Mandatory reporters

<u>Mandatory Reporters</u>

Mandatory reporters come from very specific occupations and include:

- Doctors
- Registered nurses
- Early childhood education and care professionals
- Approved teachers employed at a schools
- A person performing a child advocate function
- Police officers with child protection responsibilities

Given there are no such roles within Qld Oztag, all volunteers and staff are considered non-mandatory reporters UNLESS as a volunteer for Qld Oztag their primary role lies within those mentioned above.

As a mandatory reporter these individuals MUST report to Child Safety a reasonable suspicion that:

1. a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm caused by physical or sexual abuse, AND
2. does not have a parent able and willing to protect them from the harm

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Mandatory reporters should also report to Child Safety a reasonable suspicion that a child or unborn child may be in need of protection where harm or risk of harm relates to any other type of abuse or neglects under the s13A of the Child Protection Act 1999.

Please see section 4.5 for Child Safety contact details.

*1. How to determine if there is significant harm*

Section 13C of the Child Protection Act 1999 provides guidance when forming a reasonable suspicion about whether a child has suffered significant harm, is suffering significant harm or is at an unacceptable risk of suffering significant harm. The matters a person may consider include:

- whether there are detrimental effects of the child's body or the psychological state of emotional state
    - That are evident to the person, or
    - That the person considers are likely to become evident in the future, and
- in relation to any detrimental effects mentioned above
    - Their nature and severity, and
    - The likelihood that they will continue, and
- the child's age

The person's consideration may be informed by an observation of the child, other knowledge about the child or any other relevant knowledge, training or experience the person may have.

*2. How to determine if there is a parent willing and able to protect the child*

A parent may be willing to protect a child, but not have capacity to do so and therefore they are not considered 'able'. This may include parents suffering from a severe mental health condition or physical illness/injury.

Alternatively, a parent may have the capacity to protect a child (i.e. they may be able), but may choose not to do so (i.e. they are not willing). This may include a parent continuing a relationship with a person who is sexually abusing their child.

In some circumstances, a parent me be both not able and not willing to protect a child from harm. Is some cases, the circumstances in which the harm occurred will be so serious that it can be presumed there is not parent able or willing to protect the child.

If there is considered to be at least one parent both able and willing to protect the child, the child is considered to not be in need of protection.

*The information which must be provided to Child Safety*

Under Section 13G(2) of the Child Protection Act 1999, the written report about a 'reportable suspicion' must contain the following details:

- The basis on which the person has formed the reportable suspicion, and
- The information prescribed by regulation, to the extent of the person's knowledge

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Non-Mandatory Reporters

Non-Mandatory reporters will make up the vast majority of the Qld Oztag stakeholders. Although non-mandatory child protection is everyone responsibility and every person SHOULD report to Child Safety (and Queensland Police Service if warranted) if that person forms a reasonable suspicion that:

1. a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm caused by physical or sexual abuse, AND
2. does not have a parent able and willing to protect them from the harm

Making report as a non-mandatory reporter should follow the same guidelines above for mandatory reporters.

**Does the referral require other support services?**

If you believe that evidence of child harm collected does not amount to reasonable suspicion, you may consider offering information on other support services to the family. For example a Family and Child Connect Services can provide information and advice about families with support services and the circumstances in which a referral can and should be made to one of those services.

Please see section 4.5 for contact details of support services.

### 4.4.2. Within Qld Oztag

**Procedure for Reporting**

To make a report of a disclosure of harm or suspicion of harm with Qld Oztag the report is made to either Director. In making this report all the above guidelines for making a report to outside authorities must be observed and taken when reporting to the Qld Oztag Directors. For example, sufficient evidence is taken for either a disclosure or suspicion of harm.

To make a report call head office on 1300 469 824.

**Confidentiality**

At all times in the reporting process will confidentiality be observed and practiced. At no time should the person making the report nor head office staff divulge any information until the matter has bee cleared and we have received advice from Child Safety, and/or Queensland Police Service.

To assist in this matter, all evidence taken by the person report, including use of the templates within Appendix 1 and 2, will be retained by the Head Office Directors until required for reporting to outside authorities is undertaken.

Media Attention

A disclosure or suspicion of harm may attract media attention. It is critical to avoid giving out protected or potential damaging information. Limited contact with the media must be observed, and if warranted all media attention should be directed to head office, who may direct to the Qld Oztag legal team.

**Actions Taken**

To maintain the integrity of the evidence and to ensure that information provided is not '2nd hand', it is the responsibility of the person making the report to take further action as required including notifying outside authorities. However, Qld Oztag Head Office will be the for support throughout this process.

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Advice from outside authorities will be taken including the Qld Oztag Legal team, Child Safety and Queensland Police Service as to what actions are requited of the alleged person undertaking the harm. This may include immediate suspension until further notice.

## 4.5. Key Contacts

### 4.5.1. Queensland Police Service

If you believe a child is in immediate danger or a life-threatening situation, call Triple Zero (000).

If you reasonably suspect a child has been, or is likely to become, a victim of a criminal offence, you should contact PoliceLink of 131 444.

### 4.5.2. Child Safety

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm or being neglected, contact Child Safety Services Centres (Child safety service centres | Department of Families, Seniors, Disability Services and Child Safety) and talk to someone about your concerns:

- During normal business hours - contact the Regional Intake Service (Regional Intake Services | Department of Families, Seniors, Disability Services and Child Safety).
- After hours and on weekends - contact the Child Safety After Hours Service Centre on 1800 177 135. The service operates 24 hours a day, 7 days a week.

If you aren't sure who to call, or for assistance to locate your nearest child safety service centre, contact Child Safety Services' Enquiries Unit on 1800 811 810.

### 4.5.3. Family and Child Connect

Phone: 13 FAMILY (13 32 64)

Website: https://www.familychildconnect.org.au/

### 4.5.4. Other Support Services

- Victims Assist Queensland
  - Phone: 1300 546 587
- Kids Helpline
  - Phone: 1800 551 800
- Lifeline
  - Phone: 13 11 14
- Aboriginal and Torres Strait Islander family wellbeing services
  - Phone: 1300 117 095
- Legal Aid Queensland
  - Phone: 1300 651 188

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## 4.6. Reviewing Policies

If a disclosure of harm or suspicion of harm should occur, it is the responsibility of the Qld Oztag head office to review current operation of related policies and procedures to:

- Consider the application of the policies whether three are any changes necessary, for example whether they are suitable for:
    - Responding to a child or young person when a disclosure is made
    - Protecting children and young people from harm
    - Assisting involved parties within our organisation
- Identifying and additional training requirements needed

The above will include:

- Consultation with the Qld Oztag legal team.
- Review of current information and process released by Blue Card Services.
- Consultation with Qld Oztag Venue Managers and other staff on what information they believe is needed and how it is to be presented.

# 5. Managing Breaches

All stakeholders of Qld Oztag as must comply with all aspects of the Strategy. Qld Oztag considers any action or inaction that fails to comply with any part of this Strategy and/or that results or could result in harm to a child or young person to be a breach of this Strategy.

Breaches of the Strategy will be documented, reported, investigated, and managed according to the Qld Oztag Policy Manual in a lawful, fair and reasonable manner. Stakeholders found to have breached the Strategy will be subject to disciplinary action. Where criminal activity is observed, suspected or alleged, Queensland Police Service will be notified.

Acknowledging the vulnerability of children who have been harmed, Qld Oztag ensures appropriate action is taken in cooperation with the Department of Families, Seniors, Disability Services and Child Safety and the Queensland Police Service to assess and investigate allegations of harm.

## 5.1. Definition of a Breach

A definition of a breach of policy is contained within the Qld Oztag Policy manual. However, for the purposes of the Child and Youth Risk Management Strategy a breach is defined as…

> Any action or inaction by any member of Qld Oztag (included parents, senior and junior players, and spectators) that fail to comply with any part of this strategy.

## 5.2. Responsibilities and Delegations

It is the responsibility of anyone that witnesses a breach to take further action.

A breach of policies or procedures made by a Qld Oztag Venue employee (e.g. Referee or Admin staff) will:

- First be addressed by the Venue Manager
- If required that breach can then be elevated to the Qld Oztag Head Office.

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For persons other than paid employees (for example players, coaches and parents), breaches will be managed by the Venue Manager at the local level, with support and guidance provided by the Qld Oztag Head Office.

A breach of policies or procedures made by a Qld Oztag Tournament stakeholder of any sort (paid employee or not) during an Oztag Tournament will be addressed by the Tournaments Executive Team lead by the Head Official.

A breach of policies or procedures made by a Qld Oztag Venue Manager at local venue level will be addressed by the Qld Oztag Head Office.

## 5.3. Process for Reporting Breaches Internally

Please refer to section 4.4.2. All guidelines and procedures applicable to the reporting of a disclosure or suspicion of harm are applicable to the internal reporting of a breach of related policy.

## 5.4. Recording Breaches and Potential Outcomes

Details of each breach reported are to be recorded using the Qld Oztag Breach of Policy Report template (as per the Qld Oztag Incidents Reports and Writing Effective Reports Manual).

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

- emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct
- providing closer supervision
- further education and training
- mediating between those involved in the incident (where appropriate)
- disciplinary procedures if necessary; or
- reviewing current policies and procedures and developing new policies and procedures if necessary.

# 6. Risk Management Plan for High-Risk Activities

All activities conducted by Qld Oztag (including those considered high risk) at venues and tournaments are addressed in the:

- Qld Oztag Tournament Risk Assessment document
- Qld Oztag Venue Risk Assessment document
- Qld Oztag Schools Program Risk Assessment form

Annual reviews of the risk assessment documents identified above are conducted, including all child/youth specific strategies. Please refer to these documents for the child/youth specific risk assessment strategies.

As a result, this section does not need to be addressed as part of this document.

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# 7. Managing Compliance with the Blue Card System

## 7.1. Child and Youth Risk Management Strategy Review

Qld Oztag head office will review the Child and Youth Risk Management Strategy annually. As part of the review, we will consider:

- whether our policies and procedures were followed.
- whether any incidents relating to children and young people's risk management occurred.
- the actual process used to manage any incidents.
- the effectiveness of our organisations policies and procedures in preventing or minimising harm to children and young people.
- the content and frequency of training in relation to our Child and Youth Risk Management Strategy.

Should each review result in changes being made, a new iteration of this Strategy will be saved and made available to staff.

## 7.2. Blue Card Compliance and Screening

Should a position require a blue card, employment at Qld Oztag is conditional upon employee's possessing and maintaining a valid blue card should a position require a Blue Card. The below table identifies stakeholders of Qld Oztag and their Blue Card requirements.

| Role | Blue Card Requirements | Comment |
|---|---|---|
| **Head Office** | | |
| Directors | Not required | Do not deal directly with children / youth |
| Head Development Officer | Not required | Do not deal directly with children / youth |
| Sports Development Officers | Paid blue card | |
| **Tournaments Staff** | | |
| Executive team | Not required | Do not deal directly with children / youth |
| Referees – over 18 | Volunteer blue card | Considered a hobby and are over 18 |
| Referees – U18 | Not required | Considered a hobby and are under 18 |
| Field Officials | Volunteer blue card | |
| **Venue Staff** | | |
| Venue Managers | Paid blue card | Considered a hobby and are over 18 |
| Administration Staff | Volunteer blue card | Considered a hobby and are over 18 |
| Referees – over 18 | Volunteer blue card | Why volunteer and not paid |

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| | | |
|---|---|---|
| Referees – U18 | Not required | Considered a hobby and are under 18 |
| Development Officers | Volunteer blue card | Considered a hobby and are over 18 |
| **Volunteers** | | |
| Coaches | Not required | Parents volunteering don't require blue cards |
| Managers | Not required | Parents volunteering don't require blue cards |

A register of the status of staff is maintained and monitored by Head Office. If an employee that requires a blue card receives a negative notice (deemed not suitable to work in regulated child-related employment) or their blue card is cancelled or withdrawn, they will be immediately suspended and/or possibly terminated without notice.

### 7.2.1. New Staff Requirements

When a new staff member is employed, Qld Oztag will:

- Check they have or are in the process of obtaining a blue card
- Update and link any new staff members on our Organizational Portal prior to engaging in child-regulated work
- Update and maintain our employee register

Venue Managers are responsible for providing information on new referees and development officers to head office.

# 8. Communication and Support

## 8.1. Communication

The Strategy is communicated through the following means:

- To existing staff, via upload to our intranet system and emailed to all Venue Managers
- To new staff, during induction
- To participants and the public, via the Qld Oztag website
- Providing relevant individuals with information to understand their obligations as a blue card holder.

## 8.2. Support

Staff may require support to deal with issues such as behaviour management, stress, conflict, bullying, and child protection concerns, breaches of the risk management strategy and dealing with disclosures or suspicions of harm. If staff concerns are not addressed effectively, Qld Oztag's ability to provide a safe and supportive environment for children and young people may be affected.

Qld Oztag offers support to all people involved in our organisation, as per the following methods:

- Regular supervision and line management

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- Regular training and professional development is provided to staff including the provision of Tier 4 Referee trainers at each venue
- Qld Oztag has processes in place to provide support to individuals impacted by a critical incident
- Qld Oztag provides support to clients, parents, families or other stakeholders by making internal and external referrals to an appropriate support service.

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# Appendices

## Appendix 1 – Disclosure of Harm Template

**Details of the Disclosure**

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|---|---|
| **Name of the Person Completing the Form** | |
| **Contact telephone number** | |
| **Signature** | |
| **Date** | |
| **Authority disclosure reported to** | |
| **Name of person reported to** | |

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## Appendix 2 – Suspicion of Harm Template

**Reasons/Evidence of the Suspicion**

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**Action Taken**

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|---|---|
| **Name of the Person Completing the Form** | |
| **Contact telephone number** | |
| **Signature** | |
| **Date** | |

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