

# Flinders Club Sports Child and Youth Risk Management Strategy

## PURPOSE

The purpose of a Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks.

A well-developed strategy will help Flinders Club Sports achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, volunteers and visitors involved in the Club.

### 1. Introduction

The CYRMS is not only about compliance, but about working diligently to embrace a positive culture of safety and wellbeing and to actively encourage all students, parents and volunteers to report any suspected harm, inappropriate behavior or any actions negatively affecting the safety and wellbeing of any children involved in the Club in a timely manner. The Blue Card system aims to create safe and supportive environments where children and young people can participate in activities essential to their development and wellbeing. The Blue Card system has three key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring.

### 2. Coverage

This **Child and Youth Risk Management Strategy** covers the following eight requirements of the *Working with Children (Risk Management and Screening) Act 2000*:

#### Commitment

- 1) A *Statement of Commitment* to the safety and wellbeing of children and the protection of children from harm.
- 2) A *Code of Conduct* for interacting with children.

#### Capability

- 3) Written procedures for recruiting, selecting, training and managing staff and volunteers.

#### Concerns

- 4) Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
- 5) A plan for managing breaches of the Risk Management Strategy.
- 6) Risk management plans for high-risk activities and special events.

#### Consistency

- 7) Policies and procedures for managing compliance with the Blue Card system.
- 8) Strategies for communication and support.

### 3. Scope

This strategy applies to all children, parents, volunteers and visitors of Flinders Club Sports.

### 4. Structure

The following describes how the strategy document is to be structured:

#### Column A

Requirement: This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*.

#### Column B

Action/s: Intentional actions, programs and processes that have been developed and will be implemented. The Action/s must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

#### Column C

Reference: Describes the policy, procedures, protocols and other guidelines which form the authority for the particular Action/s.

#### Column D

Responsible Officer: This identifies the particular College employee who has responsibility for the development and/or implementation of a particular Action/s.

## Column E

Evidence: This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

### 5. The CYRMS Process, Review and Committee

The Principal is accountable for ensuring that the Flinders Club Sports Child and Youth Risk Management Strategy is developed, implemented and reviewed annually.

Flinders Club Sports is committed to review this Child & Youth Risk Management Strategy at least once every year. The review findings will inform the development of the new strategy document. Notwithstanding the scheduled review, should circumstances change significantly before the 12-month review period, the Strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

Flinders Club Sports was established in 2020. It was determined in November 2020 that The Matthew Flinders Anglican College Child and Youth Risk Management Strategy Committee (CYRMS or Committee) would include a representative from Flinders Club Sports. The Committee will ensure that the annual review process is timely, robust and captures the processes in place to manage the risk to children and ensure that the document is representative of the actions occurring across the whole Club.

The CYRMS Committee will comprise the following roles, which is determined by the Principal:

- Principal
- Head of Secondary School
- Head of Primary School
- Director of Business and Operations
- Human Resources Manager
- School Counsellors
- Flinders Club Sports Administration Assistant
- Director of Flinders Early Learning Centre
- Outside School Hours Care Co-ordinator

### Approval

Approved by the College Board of Directors and the Flinders Club Sports Board of Directors annually.

### Appendix A: National Principles for Child Safe Organisations

Approved By: Principal	Reference Code: PRO-101-COM-002
Date Approved: July 2021	Next Review Due: March 2022

This policy may be updated or revised from time-to-time.

Part 1: Commitment

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
1. <b>Statement of commitment</b>	<p>Flinders Club Sports has adopted the Working with Children Policy of Matthew Flinders Anglican College. The policy and procedures provide the written processes for how Flinders Club Sports will respond to allegations of sexual abuse, likely sexual abuse, harm or risk of harm of any under 18 player or volunteer by another person or inappropriate behaviour of a staff member or volunteer to any under 18 years of age player or volunteer.</p> <p>The following is the Statement of Commitment adopted by the College's Board of Directors and the Flinders Club Sports Board of Directors:</p> <p><b><i>Flinders Club Sports supports the rights of all players or volunteers under 18 years of age and is committed to ensuring their safety, welfare and wellbeing. Flinders Club Sports is therefore committed to responding to allegations of player/volunteer harm resulting from the conduct or actions of any person including that of players, parents, volunteers or any other persons associated with the Club. This commitment includes the provision of a safe and supportive living and learning environment for all players/volunteers and requires all volunteers, players and visitors associated with the Club to model and encourage behaviour that upholds the dignity and protection of under 18 years of age players and volunteers from harm. In support of this commitment Flinders Club Sports is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of under 18 years of age players and volunteers in our care.</i></b></p> <p>The Child and Youth Risk Management Committee will meet every six months to discuss relevant student protection issues and monitor the effectiveness of Flinders Club Sports' CYRMS.</p>	<p><i>Working With Children Policy by Matthew Flinders Anglican College</i></p>	Principal	<p>Strategy endorsed by the Flinders Club Sports Board of Directors and the College Board of Directors.</p> <p>Statement of Commitment is published on the Flinders Club Sports website (through the Matthew Flinders Anglican College website)</p> <p>Statement of commitment published on the MyFlinders Portal (the College intranet) and the Flinders Club Sports handbook.</p> <p>The CYRMS Committee met in November 2020 and endorsed the development of a separate Flinders Club Sports CYRMS to ensure the unique needs of Flinders Club Sports are met.</p> <p>The CYRMS Committee will continue to meet every six months to discuss relevant child protection issues and monitor the effectiveness of the Flinders Club Sports' CYRMS.</p>

<p><b>2. Code of Conduct for interacting with Students</b></p>	<p>Flinders Club Sports utilises the <i>College Community Code of Conduct</i>. This document will be provided to the Flinders Club Sports Board of Directors for approval/endorsement.</p> <p>The purpose of the <i>College Community Code of Conduct</i> is to outline the expected standards of behaviour for everyone involved when interacting with Flinders Club Sports children and young people involved in the Club.</p> <p>All volunteers are required to register with the online Club Sports Volunteer Register. This registration includes agreeing to be bound by the <i>College Community Code of Conduct</i>.</p> <p>Parents/guardians, players and students agree to be bound by the <i>College Community Code of Conduct</i> when they sign the Enrolment Agreement with the School.</p> <p>A <i>Complaints Management Policy</i> provides an accessible, fair, transparent and efficient mechanism for addressing complaints by students, parents, volunteers, visitors and members of the College and Club community. This policy supports the rights of all children and young people, and reflects the Club's responsibility for the safety, wellbeing and protection of its students.</p>	<p><i>Working with Children (Risk Management &amp; Screening) Act 2000</i></p>	<p>Principal</p>	<p>The <i>College Community Code of Conduct</i> will be adopted by the Flinders Club Sports Board of Directors in early 2021.</p> <p>The <i>College Community Code of Conduct</i> will be published on the Flinders Club Sports website when it is endorsed by the Flinders Club Sports Board of Directors in early 2021.</p> <p>The <i>College Community Code of Conduct</i> will become part of the volunteer registration process in 2021, following endorsement by the Flinders Club Sports Board of Directors.</p> <p>The <i>Complaints Management Policy</i> is published on the MyFlinders Staff, Parent portals and on the College website.</p>
--	---	--	------------------	---

Part 2: Capability

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p><b>3. Written processes for recruitment, selection, training and managing Staff and volunteers</b></p>	<p><b>VOLUNTEERS</b> Policies and procedures will be developed in 2021 to address the recruiting, selecting, training and managing of volunteers:</p> <p><b>Pre-Appointment</b></p> <ul style="list-style-type: none"> <li>• Recruitment of Volunteers Procedure to be developed. <i>College Community Code of Conduct</i> to be approved and embedded in the Volunteer Register application process.</li> <li>• Position Descriptions to be identified and created for relevant Club roles.               <ul style="list-style-type: none"> <li>○ Club Presidents will be required to provide the Flinders Club Sports Administration Assistant with a list of all current Coaches, Managers or other volunteers.</li> <li>○ Club Presidents manage the Blue Card frequency rule as it applies to the volunteers engaged with their sport.</li> </ul> </li> </ul> <p><b>Post-Appointment</b></p> <ul style="list-style-type: none"> <li>• Procedures to be developed for Club Presidents to provide relevant induction information; including               <ul style="list-style-type: none"> <li>○ Reporting obligations</li> <li>○ Who to report to, or who to speak to about concerns;</li> <li>○ How to report</li> </ul> </li> </ul>	<p><i>Working with Children (Risk Management &amp; Screening) Act 2000</i></p> <p><i>Working with Children (Risk Management and Screening) Regulation 2020</i></p>	<p>Club Sports Administration Assistant</p>	<ul style="list-style-type: none"> <li>• Volunteer Register accessible through Flinders Club Sports website page.</li> <li>• All <b>volunteers</b> are required to register online and this registration includes signed acknowledgement that they have read and understand the Student Protection requirements of the College.</li> <li>• This registration process currently incorporates the <i>College Community Code of Conduct</i>.</li> </ul> <p>Blue Card management procedures in place utilising the Volunteer Register, TASS Register and Flinders Club Sports Blue Card Organisation Portal.</p>

Part 3: Concerns

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p><b>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</b></p>	<p>Flinders Club Sports follows the College's <i>Working With Children Policies and Procedures</i>.</p> <p>To manage the risk within Flinders Club Sports all adult volunteers (including parents of Matthew Flinders Anglican College) are required to hold a Volunteer Blue Card which is linked to the Flinders Club Sports Organisation Portal.</p> <p>The <i>Working With Children Procedure</i> requires all Flinders Club Sports volunteers to recognise, respond and report allegations or suspicions of:</p> <ul style="list-style-type: none"> <li>▪ Sexual abuse/likely sexual abuse of students;</li> <li>▪ Harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and</li> <li>▪ Inappropriate behaviour of staff, players or volunteers to students.</li> </ul> <p>Flinders Club Sports volunteers and/or players should report allegations or suspicions to the Principal, through the Head of Sport.</p> <p>A statement relating to reporting obligations is to be included in the Flinders Club Sports online Volunteer Registration process and the Flinders Club Sports Handbook.</p>	<p><i>Working with Children (Risk Management &amp; Screening) Act 2000.</i></p> <p><i>Working with Children (Risk Management and Screening) Regulation 2020.</i></p> <p><i>Education (General Provisions) Act 2006</i></p> <p><i>Education (Accreditation of Non-State Schools) Regulation 2017</i></p> <p><i>Child Protection Act 1999</i></p>	<p>Principal</p>	<p>Reporting requirements are communicated in:</p> <ul style="list-style-type: none"> <li>• The Flinders Club Sports online Volunteer Registration Form</li> <li>• Flinders Club Sports Handbook</li> </ul> <p>Volunteer Blue Cards are managed through: The Flinders Blue Card Organisation Portal, the TASS Register and the Volunteer Register.</p> <p>The Student Protection processes and policies are available on the MyFlinders Staff Portal. This includes access to Student Protection reporting processes and tools. Reporting Forms 1-4 are available from the Student Protection Officers. The Head of Sport and the Flinders Club Administration Assistant are able to access these areas and documents.</p>

<p><b>5. A plan for managing breaches of the Risk Management Strategy.</b></p>	<p>Flinders Club Sports is committed to appropriately managing breaches of the <i>Child &amp; Youth Risk Management Strategy</i>.</p> <p>Flinders Club Sports recognises that the policies, procedures and systems put in place to prevent any harm to students may be breached through action or inaction by a person in our organisation.</p> <p>Flinders Club Sports has procedures in place to deal with any breaches in a consistent, fair and supportive manner.</p> <p>Flinders Club Sports will utilise the procedures for managing the responses of breaches of the <i>Child &amp; Youth Risk Management Strategy</i> that are outlined in the College's supporting document – <i>Managing Breaches of the Child and Youth Risk Management Strategy (CYRMS)</i>. This will be communicated to volunteers through the Flinders Club Sports Handbook.</p> <p>The process will involve identifying the levels of breach and actions for managing the response.</p> <p>A breach which relates to the validity of a current Blue Card may include the immediate suspension of volunteer activities of the person until the matter is investigated and action is determined. This is at the discretion of the Principal.</p> <p>The process includes communication processes where appropriate to Blue Card Services, Principal or Chairman of Flinders Club Sports Board of Directors.</p>	<p><i>Code of Conduct</i></p> <p><i>Working with Children (Blue Card) Check</i></p>	<p>Principal</p>	<p>Volunteers are made aware of their Blue Card requirements and of the <i>Child and Youth Risk Management Strategy</i> through the online volunteer registration process.</p> <p>The Flinders Club Sports Handbook refers to the <i>Managing Breaches of the Child and Youth Risk Management Strategy Policy</i>. The Head of Sport or the Flinders Club Sports Administration Assistant will provide volunteers with access to this document upon request. The document is available on the College website under Student Protection.</p>
<p><b>6. Risk management plans for high risk activities and special events.</b></p>	<p>All volunteers are made aware of their WHS obligations through the online Volunteer Registration Form.</p> <p>Review the use of risk assessment for high-risk activities and special events and assess the use of the College's current risk assessment policies and procedures as relevant to Flinders Club Sports.</p>	<p><i>Working with Children (Risk Management &amp; Screening) Act 2000</i></p> <p><i>Child Protection Act 1999</i></p> <p><i>The Work, Health &amp; Safety Act 2011</i></p>	<p>Principal</p> <p>Flinders Club Sports Board of Directors</p>	<p>The Flinders Club Sports Volunteer Registration Form.</p>

<p><b>7. Cyber Safety</b></p>	<p>Flinders Club Sports have developed an approved set of <i>Flinders Club Sports Social Media Guidelines</i>. This aims to provide clear guidance to all Club participants on appropriate social media platforms to ensure professional, ethical and respectful communications at all times.</p> <p>The Guidelines will be reviewed in 2021 and updated to include a recommendation that no adults should be communicating with children through social media platforms, especially closed one to one mediums.</p> <p>The <i>Flinders Club Sports Social Media Guidelines</i> will be published on the Flinders Club Sports website in 2021.</p> <p>The Guidelines are to be read in conjunction with the <i>Matthew Flinders Anglican College Social Media Policy</i>.</p>			<ul style="list-style-type: none"> <li>▪ <i>Flinders Club Sports Social Media Guidelines</i> have been developed and will be available in the Flinders Club Sports Handbook.</li> <li>▪ The <i>College's Social Media Policy</i> is available through the MyFlinders intranet portal.</li> <li>▪ Approved <i>Flinders Club Sports Social Media Guidelines</i></li> </ul>
<p><b>8. Policies and Procedures for managing compliance with the Blue Card System.</b></p>	<p>Flinders Club Sports has established its own Blue Card Organisation Portal to manage volunteer Blue Cards.</p> <p>The online Volunteer Register provides a crosscheck with the Organisation Portal to ensure all volunteers are recorded and Blue Card requirements met.</p> <p>Flinders Club Sports utilises the College's Blue Card policies and procedures.</p>	<p><i>Working with Children (Risk Management &amp; Screening) Act 2000.</i></p>	<p>Principal HR Manager Flinders Club Sports Administration Assistant</p>	<p>Flinders Club Sports Online Volunteer Registration Form.</p> <p>Flinders Club Sports Organisation Portal.</p>

Part 4: Consistency

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p><b>9. Strategies for communication and support.</b></p>	<p>Flinders Club Sports is committed to making this <i>Child and Youth Risk Management Strategy</i> available to all children, parents and volunteers involved in Flinders Club Sports and communicating child protection activities and documents in a number of ways:</p> <p><b>Internet</b> The following Student Protection related documents and information are available through the Flinders Club Sports website for parents, players, community partners, volunteers and the wider community:</p> <ul style="list-style-type: none"> <li>▪ <i>Flinders Club Sports Statement of Commitment.</i></li> <li>▪ <i>College Community Code of Conduct</i></li> <li>▪ <i>Complaints Management Policy</i></li> <li>▪ <i>Flinders Club Sports Child and Youth Risk Management Strategy</i></li> <li>▪ <i>Managing Breaches of the Risk Management Strategy</i></li> </ul> <p><b>Publications</b></p> <ul style="list-style-type: none"> <li>▪ Flinders Club Sports Handbook</li> </ul> <p>Processes for supporting and communicating with children, players, parents and volunteers will be developed through 2021. The table on the following page will be populated with the processes.</p>	<p><i>Working with Children (Risk Management &amp; Screening) Act 2000</i></p>	<p>Principal</p>	<p>Policies, as stated in Column B are located on the College's website.</p> <p>All hard copy documents are available on request.</p>

**Communication and support strategies (to be developed in 2021)**

<b>Target Group</b>	<b>Processes</b>
<b>Children</b>	
<b>Parents</b>	
<b>Volunteers</b>	
<b>Flinders Club Sports Board of Directors</b>	



# National Principles for Child Safe Organisations

- 1** Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3** Families and communities are informed, and involved in promoting child safety and wellbeing.
- 4** Equity is upheld and diverse needs respected in policy and practice.
- 5** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6** Processes to respond to complaints and concerns are child focused.
- 7** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9** Implementation of the national child safe principles is regularly reviewed and improved.
- 10** Policies and procedures document how the organisation is safe for children and young people.



For information and resources, go to <https://childsafe.humanrights.gov.au>

