

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: Flinders Club Sports Board	Reference Code: PRO-101-COM-003
Date Approved:	Next Review Due:

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
<p>1. Statement of commitment</p>	<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><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></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>Student Protection Policy</i></p> <p><i>Student Protection Procedures</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>2. Code of Conduct for interacting with Students</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 & Screening) Act 2000</i></p>	<p>Principal</p>	<p>The <i>College Community Code of Conduct</i> was adopted by the Flinders Club Sports Board of Directors in February 2022.</p> <p>The <i>College Community Code of Conduct</i> is published on the Flinders Club Sports website and is part of the volunteer registration process.</p> <p>The <i>Complaints Management Policy</i> is published on the MyFlinders Staff, Parent portals and on the College website.</p>
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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>3. Written processes for recruitment, selection, training and managing Staff and volunteers</p>	<p>VOLUNTEERS Policies and procedures are being developed for implementation in 2022 to enable fair and inclusive recruitment, selection and development practices. This will include:</p> <ul style="list-style-type: none"> • Pre appointment procedures and guidelines; • Mandatory compliance training for volunteers; • Ongoing development, training, and support • Post-appointment offboarding procedures 	<p><i>Working with Children (Risk Management & 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"> • Volunteer Register accessible through Flinders Club Sports website page. • All volunteers registered in IntelliHR for compliance purposes. This includes oversight and management of: <ul style="list-style-type: none"> ○ Blue Cards ○ Student Protection policy acknowledgment ○ Student Protection Training ○ Mandatory qualifications eg First Aid and CPR ○ COVID-19 vaccination requirements

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>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</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"> ▪ Sexual abuse/likely sexual abuse of students; ▪ Harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and ▪ Inappropriate behaviour of staff, players or volunteers to students. <p>Flinders Club Sports volunteers and/or players should report allegations or suspicions to the Principal.</p> <p>Reporting obligations are outlined in Student Protection Policies and Procedures and reinforced during the volunteer induction and onboarding process.</p>	<p><i>Working with Children (Risk Management & 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>	Principal	<p>Reporting requirements are communicated in:</p> <ul style="list-style-type: none"> • The Flinders Club Sports online Volunteer Registration Form • Flinders Club Sports Handbook <p>Volunteer Blue Cards are managed through IntelliHR and the Queensland Government Blue Card Organisation Portal.</p> <p>Student Protection policies and procedures are available on MyFlinders and the College website. These documents provide instructions on handling disclosures, or suspicions of harm, including reporting guidelines. Reporting Forms are available on request from Student Protection Officers, the Head of Sport, and the Flinders Club Administrator.</p>

<p>5. A plan for managing breaches of the Risk Management Strategy.</p>	<p>Flinders Club Sports is committed to managing breaches of the <i>Child & Youth Risk Management Strategy</i> in a consistent, fair, and reasonable manner.</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. This may include a breach which relates to the validity of a current Blue Card. Volunteers who do not maintain a valid, positive working with children check, will not be permitted to undertake volunteer activities. Where a negative notice is received or a breach is reported, the volunteer may be immediately suspended until the matter is investigated and/or a positive notice is obtained.</p> <p>The <i>Managing Breaches of the Child and Youth Risk Management Strategy</i> Procedure will be communicated to volunteers through IntelliHR during the induction and onboarding process to ensure volunteers understand their rights and responsibilities.</p>	<p><i>Code of Conduct</i></p> <p><i>Working with Children Policy</i></p> <p><i>Managing Breaches of the Child and Youth Risk Management Strategy Procedure</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</i> Procedure. 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>6. Risk management plans for high risk activities and special events.</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 & Screening) Act 2000</i></p> <p><i>Child Protection Act 1999</i></p> <p><i>The Work, Health & Safety Act 2011</i></p> <p><i>Work Health and Safety Regulation 2011 (Qld)</i></p>	<p>Principal</p> <p>Flinders Club Sports Board of Directors</p>	<p>The Flinders Club Sports Volunteer Registration Form.</p>
<p>7. Cyber Safety</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</p>			<ul style="list-style-type: none"> • <i>Flinders Club Sports Social Media Guidelines</i> have been developed and will be available in the Flinders Club Sports Handbook. • The <i>College's Social Media Policy</i> is available through the MyFlinders intranet portal.

	<p>platforms to ensure professional, ethical and respectful communications at all times.</p> <p>The Guidelines will be reviewed in 2022 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 2022.</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"> • Approved <i>Flinders Club Sports Social Media Guidelines</i> • Acknowledgement and acceptance of the policy and guidelines will be managed in IntelliHR.
<p>8. Policies and Procedures for managing compliance with the Blue Card System.</p>	<p>Volunteer Blue Cards are managed through IntelliHR and the Queensland Government Blue Card Organisation Portal.</p> <p>Flinders Club Sports utilises the College's Blue Card policies and procedures.</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p> <p><i>Working with Children Policy</i></p>	<p>Principal</p> <p>HR Manager</p> <p>Flinders Club Sports Administration Assistant</p>	<p>In addition to volunteers being registered on the Queensland Government Blue Card organisation portal, they are registered in IntelliHR for broader compliance purposes. This includes oversight and management of:</p> <ul style="list-style-type: none"> • Blue Card expiry dates • Student Protection policy acknowledgment • Student Protection Training • Communication and acknowledgement of other compliance-based policies and guidelines • Mandatory qualifications eg First Aid and CPR • COVID-19 vaccination requirements

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
9. Strategies for communication and support.	Flinders Club Sports is committed to ensuring the <i>Child and Youth Risk Management Strategy</i> is available to all children, parents and volunteers involved in Flinders Club Sports, and to effectively communicating child protection activities and supporting documents to all stakeholders.	<i>Working with Children (Risk Management & Screening) Act 2000</i>	Principal	Information is made available through: <ul style="list-style-type: none"> • The Flinders Club Sports website for parents, players, community partners, volunteers and the wider community • The College website • Club meetings • IntelliHR (volunteer compliance portal) • Flinders Club Sports handbook.

Communication and support strategies

Target Group	Processes
Volunteers	<ul style="list-style-type: none"> • Information is made available to volunteers via the MyFlinders portal and regular reminders of responsibilities in safeguarding our children made at Club meetings. • Induction programs for newly appointed volunteers. • Refresher training provided to all volunteers annually • Policies and procedures placed on MyFlinders • Inclusion of Statement of Commitment in Flinders Club Sports Volunteer Handbook.
Flinders Club Sports Board of Directors	<ul style="list-style-type: none"> • All Policies and Procedures relating to Student Protection, including this Strategy, are made available to Board members and reviewed annually
Parents	<ul style="list-style-type: none"> • Information is made available to parents via the College website https://www.mfac.edu.au/community/flinders-club-sports/



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>

