



CHILD AND YOUTH RISK MANAGEMENT STRATEGY

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| Review Due | Annually |
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Amendment History

| Approval Date | Author | Amendment |
|---------------|-----------------|--|
| 2/4/2012 | Project Officer | First Draft |
| 10/1/2013 | Project Officer | Appendix 5 & 6 Codes of Conduct added P4 – Standards of Behaviour amended |
| 25/03/2021 | THA Secretary | Full amendment |
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Authorisation


BOM Delegate Signature


BOM Delegate Signature

12 April 2021
Date

Contact Details

Townsville Hockey Association
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Annual Review

To ensure that the child and youth risk management strategy remains current and effective in identifying and minimising risks of harm to children, the Child and Youth Risk Management Strategy will be reviewed annually in accordance with the legislation.

The Child and Youth Risk Management Strategy will be reviewed in its entirety. The date of the review, where the review took place, persons present and what was discussed will be recorded.

Introduction

Employers and Businesses regulated by the *Commission for Children and Young People and Child Guardian Act 2000* (the Commission's Act) and the *Commission for Children and Young People and Child Guardian Regulation 2001* are required to develop and implement risk management strategies to identify and minimise the risk of harm to children and young people in their service environment.

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 this risk. Safe environments require ongoing planning, commitment, and maintenance.

Townsville Hockey adopts the policies of Hockey Australia and Hockey Queensland.

HA Policy References:

[Member Protection Policy](#)

[Safe Hockey Framework](#)

[Safe Hockey Code of Behaviour](#)

[Safe Hockey Policy](#)

Statement of Commitment

Townsville Hockey Association supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing during their participation in activities run by the Townsville Hockey Association.

In order to support this commitment, we are dedicated to our Child and Youth Risk Management Strategy which has policies and procedures in place to effectively address the safety and wellbeing of children and young people.

Townsville Hockey Association aims to promote a safe environment for all children and young people and to assist all employees, volunteers, officials, coaches, managers and members to treat children and young people with respect and understanding.

HA Policy References:

[Safe Hockey Statement of Commitment](#)

Code of Conduct

To ensure children and young people are kept safe from harm, Townsville Hockey Association has adopted a series of Codes of Conduct that individuals must adhere to when interacting with children and young people. These codes of conduct apply to all paid employees, volunteers and visitors who enter our sporting facility.

General Code of Conduct ([Appendix 1](#))

Coaches, Spectators, Players, Officials, Team Administration, and Selectors Codes of Conduct (refer [HQ Codes of Conduct](#))

Players, coaches and supporters need to be mindful of their conduct during all games. This does not only include the technical aspect of the game. "Abuse" of fellow players, spectators or umpires will not be tolerated.

The Standards of appropriate behaviour

| Behaviour | Appropriate | Inappropriate |
|---------------|---|--|
| Language | <ul style="list-style-type: none"> Using encouraging/positive words and pleasant tone of voice. Open and honest communication | <ul style="list-style-type: none"> Insults, criticisms or name calling Bullying, swearing and yelling Sexually suggestive comments/jokes |
| Relationships | <ul style="list-style-type: none"> Being a positive role model Build relationships based on trust Empowering children to share in decision making. | <ul style="list-style-type: none"> Favouritism or giving gifts Spending excessive amounts of time alone with children Bullying, harassment 'Grooming' children or young people |
| Language | <ul style="list-style-type: none"> Allowing for personal space Touching due to medical emergency or protecting from physical harm Non-threatening | <ul style="list-style-type: none"> Violent or aggressive behaviour including hitting, kicking, slapping or pushing Kissing or touching of a sexual nature consistent with 'grooming' |
| Other | <ul style="list-style-type: none"> Appropriate attire/clothing for role Use of internet/mobile phone for work related purposes only | <ul style="list-style-type: none"> Inappropriate clothing Sending inappropriate emails |

Source: Child and Youth Risk Management Strategy Toolkit. Commission for children and young people and child guardian

Any breaches of the codes can be made to the Judicial Secretary. It is then reviewed by the Judiciary Committee to determine if further action is warranted.

Breaches, or suspected breaches must be reported to the Member Protection Information Officer (MPIO). mpio@townsvillehockey.com

Recruitment, Selection, Training and Management of Persons

HA Policy References:

[1.1 Safe Leadership](#)

[1.2 Safe People](#)

[2.1 Safe Behaviours](#)

Confirmation of employment by the Townsville Hockey Association is conditional upon the preferred applicant being issued with a Suitability Card from the Commission for Children and Young People and Child Guardian.

All volunteers will be required to obtain a Blue Card in accordance with the Commission's Act and comply with the Townsville Hockey Association Blue Card Policy ([Appendix 2](#))

Opportunities for training that enhance the skills and knowledge of employees and volunteers, and reduce exposure to risks will be promoted by the Townsville Hockey Association.

Handling Disclosures and Suspicions of Harm

HA Policy References:

[1.3 Safe Responses](#)

[2.6 Safe Responses](#)

Children and young people can only be protected from harm if it is reported and dealt with quickly and effectively. Therefore, Townsville Hockey Association has policies and procedures in place to ensure staff respond as quickly as possible to an allegation or suspicion of harm.

Documenting a suspicion of harm

Record all concerns about the safety of a child in a non-judgmental and accurate manner as soon as possible. If an employee sees unsafe or harmful actions towards a child in your care, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance.

When receiving a disclosure of harm:

- Remain calm and find a private place to talk
- Don't promise that you'll keep a secret; tell them they have done the right thing in telling you but that you'll need to tell someone who can help keep them safe
- only ask enough questions to confirm the need to report the matter; probing questions could cause distress, confusion and interfere with any later enquiries, and
- Do not attempt to conduct your own investigation or mediate an outcome between the parties involved.

Documenting a disclosure of harm

Complete an incident report form ([HA Child Abuse Incident Report Form](#)). Record the details as soon as possible so that they are accurately captured. Ensuring the following details are included:

- Time, date and place of the disclosure
- 'word for word' what happened and what was said, including anything you said and any actions that have been taken, and

- date of report and signature

Reporting the disclosure or suspicion of harm to authorities

The Townsville Hockey Association will not conduct its own enquiries in relation to the disclosure or suspicion of harm or try to come to an agreement between the parties involved. The person who receives a disclosure or suspects harm is to contact:

- Member Protection Information Officer (mpio@townsvillehockey.com), and
- Department of Communities (Child Safety Services) on Freecall 1800 811 810, and/or
- Queensland Police Service

Plan for Managing Breaches of Risk Management Strategy

A breach is any action or inaction by any member of the Townsville Hockey Association, including children and young people, that fails to comply with any part of the Townsville Hockey Association's child and youth risk management strategy. Breaches will be managed in a fair, unbiased and supportive manner.

The following will occur:

- All people concerned will be advised of the process.
- All people concerned will be able to provide their version of events.
- The details of the breach, including the versions of all parties and the outcome will be recorded.
- Matters discussed in relation to the breach will be kept confidential, and
- An appropriate outcome will be decided.

Risk Management Plans for High Risk Activities and Special Events

HA Policy References:

[2.3 Safe Environments](#)

[2.4 Safe and Healthy](#)

[2.7 Safe Information](#)

When Townsville Hockey Association engages in high risk activities or special events a Risk Management Plan will be developed prior to the activity or event.

The six steps that will be considered in the development of an effective risk management plan are set out below in a summary table.

| Step 1 Describe the activity Identify all elements of the event from beginning to end. | Step 2 Identify Risks Something that could happen that may result in harm to a child or young person. | Step 3 Analyse the Risk Likelihood/ consequences | Step 4 Evaluate the Risk The level of risk | Step 5 Manage the Risks and reassess Assess the options | Step 6 Review Nominate who will review after the event/activity |
|--|---|--|--|---|---|
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Policies and Procedures for Blue Card Compliance

Townsville Hockey Association will keep and maintain an employee register that meets the requirements of the Commission's Act.

The Register includes the following details:

- Name and Date of Birth
- Whether or not the person requires a Blue Card
- The type of application (paid or volunteer)
- The status of the Blue Card
- If a negative notice or change of status has been issued and any action taken
- The Blue Card number
- The expiry date of the Blue Card
- The renewal date (this should be at least 30 days before expiry)

Strategies for Communication and Support

HA Policy References:

[2.2 Safe Communication](#)

The Townsville Hockey Association will inform all staff and volunteers of their obligations under the Commission's Act and provide access to the relevant forms.

Appendix 1 – THA General Code of Conduct

General Code of Behaviour

As a member of the Townsville Hockey Association or an affiliated club or a person required to comply with THA you must meet the following requirements in regard to your conduct during any activity held or sanctioned by THA, a member association or an affiliated club and in any role you hold within hockey, a member association or an affiliated club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, hockey's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern hockey, the member associations and the affiliated clubs.
7. Do not use your involvement with hockey, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of hockey, a member association or an affiliated club.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons Under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons Under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring hockey, a member association or an affiliated club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

Appendix 2 – THA Blue Card Policy

Blue Card Policy approved by the THA BOM

[POL-005 Blue Card Policy](#)