



DRAFT

KENMORE CENTENARY RUGBY CLUB

Address:

Cubberla Creek Reserve

50 Hepworth Street, Kenmore Q 4069

Child Protection Policy

Draft as at 21 April 2012

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EMERGENCY
‘000’ DRAFT

In an emergency, dial ‘000’

Indooroopilly Police Station

Address: 343-347 Moggill Rd

City: Indooroopilly

State: QLD

Postcode: 4068

Telephone: 07 3878 5077

Commission for Children & Young People and Child Guardian

1800 113 611

wmaster@ccypcg.qld.gov.au

www.ccypcg.qld.gov.au/index.html.

KENMORE Centenary Rugby Union Child Protection Policy

PURPOSE

- ⌘ To prevent foreseeable harm to children and young people in Kenmore Centenary Rugby Union's care
- ⌘ To ensure that all staff and volunteers that work within Kenmore Centenary Rugby Union are assessed for their suitability to work with children under the Commission for Children and Young People Act 2000 (Qld) (where exemptions do not apply)
- ⌘ To ensure that all people involved with the operations of the club are aware of their responsibilities in relation to the above

WHO MUST COMPLY WITH THIS POLICY?

- ⌘ Volunteers, staff, coaches, officials, committee members
- ⌘ Players, members
- ⌘ Parents, guardians, spectators and sponsors
- ⌘ Children and young people

STATEMENT OF COMMITMENT

Kenmore Centenary Rugby Union is committed to the safety and wellbeing of all children and young people who use its services, and is dedicated to protecting them from harm. The club aims to ensure this dedication continues and as such, will:

- ⌘ Ensure that all workers treat children and young people with respect and understanding at all times
- ⌘ Ensure that those who regularly deal with children and young people within the organisation undergo the Working with Children Check and hold a positive notice blue card (where exemptions do not apply)
- ⌘ Prohibit any forms of abuse against children
- ⌘ Carefully select, screen and monitor people whose roles require them to have regular contact with children
- ⌘ Ensure the club's Code of Conduct for Interacting with Children and Young People is promoted, enforced and reviewed
- ⌘ Provide clear procedures for raising concerns or complaints
- ⌘ Provide education and/or information on child abuse and child protection to those involved in rugby union

POLICY

All volunteers and staff within Kenmore Centenary Rugby Union, who directly and individually deal with children under the age of 18 on a regular basis¹, will undergo the Working with Children Check and will hold a positive notice blue card (where exemptions do not apply).

Volunteers working on a short-term or one-off basis are not required to undergo the Working with Children Check or hold a blue card. However, if there are doubts about the length of service, Kenmore Centenary Rugby Union will require the person in question to undergo the Working with Children Check and hold a blue card (where an exemption does not apply).

Club volunteers are not required to undertake a Working with Children Check or hold a blue card where exemptions apply (as defined by the Commission for Young People and Child Guardian), which includes the following circumstances:

- ⌘ Children under the age of 18 years who are volunteers
- ⌘ Parent volunteers who provide services or conduct activities in the club and where the volunteer parent and child are involved in the same or similar service or activity

Where there is evidence, disclosure or reasonable suspicion of harm or abuse to a child or young person within Kenmore Centenary Rugby Union, the Commission for Children and Young People and Child Guardian, the police or the relevant government department is to be notified immediately. All disclosures and allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

IMPLEMENTING THE POLICY

This policy will be effective from the date upon which it is accepted and adopted by the Management Committee of Kenmore Centenary Rugby Union. All committee members, volunteers and staff who work with children and young people are to receive a copy of the policy upon its adoption, and are expected to familiarise themselves with the document.

MONITORING COMPLIANCE

Compliance with this policy will be monitored by Kenmore Centenary Rugby Union's Management Committee via regular liaison with club volunteers and members.

BREACHES

The club will review any allegations of breaches of this policy and take steps to minimise the risk of any further breaches. Non-compliance with the Commission for Children and Young People Act 2000 (Qld) will result in penalties imposed under the Act. Refer to the Act for information regarding failure to comply.

EVALUATION AND REVIEW

This policy will be reviewed annually, in line with the club's review of its entire Child Protection Risk Management Strategy. The policy will be reviewed with regard given to any aspects of the document that require changes. This review shall be carried out by the Kenmore Centenary Rugby Union Management Committee.

¹A 'regular basis' is defined as at least once a week over the course of 1 month; or at least once a fortnight over the course of 2 months; or at least once a month over the course of 6 months.

Code of Conduct for Interacting with Children and Young People

WHO MUST COMPLY WITH THIS CODE?

- ⌘ Volunteers, staff, coaches, officials, committee members
- ⌘ Players, members
- ⌘ Parents, guardians, spectators and sponsors
- ⌘ Children and young people

This Code of Conduct complements the Codes of Behaviour for relevant positions within the organisation.

CODE OF CONDUCT:

- ⌘ Use appropriate language when dealing with children and young people
- ⌘ Do not make inappropriate physical contact with any children or young people
- ⌘ If coaching or officiating, maintain professional relationships with children and young people within the club and treat them with the same respect you would offer an adult
- ⌘ Do not tolerate bullying within the club, either amongst children and young people, or from adults towards children and young people
- ⌘ Place the safety and welfare of children and young people above all else
- ⌘ Report all violent and illegal acts
- ⌘ Set a good example for children and young people within the club by the way you dress, speak and act

If anyone within the club is faced with an ethical dilemma, they should ask themselves:

- ⌘ Is this action legal?
- ⌘ Will the decision be in the best interest of the child or young person?
- ⌘ Do I have all relevant information to make an informed, responsible decision?
- ⌘ Is it consistent with the organisation and its policies?
- ⌘ Do I think it is the right thing to do - if not, why not?
- ⌘ Would other people think it was the right thing to do? If not, why not?
- ⌘ What will the consequences be for our organisation, for my colleagues and for me?
- ⌘ Can I justify my actions?
- ⌘ What will happen if this matter becomes public, for example, in the media?

Recruitment, Training and Management Procedures for Volunteers who Work with Children and Young People

To assist with effective child protection, Kenmore Centenary Rugby Union will implement appropriate recruitment, selection, screening, induction, monitoring and management of volunteers and staff who work with children and young people within the club.

Any person nominated by the Management Committee to recruit volunteers and staff will implement this Child Protection Risk Management Strategy in all recruiting activities. In particular, applicants for positions regularly dealing with children will be required to demonstrate an ability to comply with child safety requirements and will be informed that it will be mandatory for them to hold and maintain a Blue Card while working for the club (where an exemption does not apply).

Once identified, volunteers and staff will be screened to ensure that they fit with the organisation and with the positions to be filled. In screening volunteers and staff, the club recognises the importance of assessing the skills, experience and availability of potential workers, or their willingness to learn the required skills through training. Volunteers and staff should then be matched to the needs of the club.

Once new volunteers and staff have been successfully recruited and screened, the club will ensure their effective induction. Induction will include making workers aware of the following:

- ⌘ The club's commitment to an environment which is safe and friendly to children and young people
- ⌘ The club's child and youth friendly policies, Codes of Conduct and procedures
- ⌘ Procedures to follow when harm is disclosed or suspected
- ⌘ Their rights and responsibilities
- ⌘ What is expected of them
- ⌘ What they can and can't do - the boundaries of their roles
- ⌘ The roles of the key people in the club
- ⌘ What to expect if there is an allegation of harm made against them or to them
- ⌘ Reporting procedures
- ⌘ Grievance procedures

Once selected, volunteers and staff regularly working with children and young people will be required to obtain a blue card (where an exemption does not apply). The club's Blue Card Register will be utilised to monitor who within the club holds a current blue card, as well as blue card numbers and expiry dates.

Training will be provided to volunteers and staff to outline their responsibilities under the club's Codes of Conduct and other organisational policies. Training will also be provided that alerts workers to the nature of harm which can occur to children and young people, and how to respond to disclosures or suspicions of harm.

Training for volunteers and staff will aim to:

- ⌘ Enhance the skills and knowledge of workers, enabling them to do their job effectively
- ⌘ Reduce exposure to risks
- ⌘ Support friendly environments for children and young people

The club may use information sheets, training materials and strategies to help volunteers, staff and parents identify and manage risks of harm.

Handling Disclosures and Suspicions of Harm

RECEIVING A DISCLOSURE:

When club volunteers or staff are confronted with disclosures of harm or suspect harm to children and young people, they will respond professionally and in the best interests of the child or young person subjected to the alleged harm. Complaints will be dealt with promptly, seriously, sensitively and confidentially.

In the event that a volunteer or employee is confronted with disclosures of harm, that person will:

- ⌘ Not react in a shocked or critical way
- ⌘ Reassure the child or young person they have done the right thing in telling
- ⌘ Say they need to tell someone else who can help the child or young person
- ⌘ Reassure the child or young person that they will only tell someone who will make them safe
- ⌘ Ultimately believe the child or young person and assume that they are telling the truth
- ⌘ Not ask leading questions such as “Did ‘X’ touch you?”, but ask non-leading questions such as “Tell me what happened next”
- ⌘ Only ask the child or young person enough questions to determine the need to report the matter to the Queensland Police Service or the Commission for Children and Young People and Child Guardian

DEALING WITH A DISCLOSURE:

Following a disclosure of harm from a child or young person, the club will investigate whether the allegation should be reported to either the Queensland Police Service or the Commission for Children and Young People and Child Guardian. If the incident(s) are serious or criminal in nature, the club's response should be immediate. All other allegations should be actioned as soon as possible, preferably within 24 hours.

For allegations of a serious or criminal nature, the club will follow these guidelines:

- ⌘ If the allegation involves a child at risk of harm, the incident should immediately be reported to the police or other appropriate authority. Some allegations may need to be reported to both the police and relevant government agency
- ⌘ The club will contact the Commission for Children and Young People and Child Guardian for advice if there is any doubt whether the complaint should be reported
- ⌘ If the child's parent(s) or guardian is suspected of committing the abuse, the club will report the allegation to the Police or the Commission for Children and Young People and Child Guardian immediately

Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

Under no circumstances will Kenmore Centenary Union conduct its own investigations into any serious allegations or allegations of a criminal nature.

Managing Breaches of the Risk Management Strategy

The club will review any allegations of breaches of the Child Protection Risk Management Strategy and take steps to minimise the risk of any further breaches.

Non-compliance with the Commission for Children and Young People Act 2000 (Qld) will result in penalties imposed under the Act. Refer to the Act for information regarding failure to comply.

Compliance with Blue Card Legislation

Kenmore Centenary Rugby Union will comply with blue card legislation by ensuring that all relevant volunteers and staff within the club undergo the Working with Children Check and obtain a positive notice blue card. The club's Management Committee will assist relevant workers in seeking approval to work with children from the Commission for Children and Young People and Child Guardian. Compliance with the Child Protection Policy included within this Risk Management Strategy will help ensure that the club complies with blue card legislation.

The club will respect the confidentiality of information relating to applications by volunteers and staff for Blue Cards and will maintain appropriate systems to protect the privacy of applicants.

High Risk Activities and Special Events

Club volunteers and employees have less control over events and activities which are conducted away from the club's home grounds at Akuna Ovals. Volunteers and staff must therefore ensure that participating in 'away' events or activities will not compromise Kenmore Centenary Rugby Union's commitment to providing a safe environment for children and young people by:

- ⌘ Ensuring that enough information has been provided to parents or carers so they can make an informed decision about whether they want their children to attend
- ⌘ Evaluating any risks involved with attending the event and developing procedures to minimise those risks
- ⌘ Ensuring that event organisers are committed to an environment which is safe and friendly for children and young people and that they have developed policies and procedures supporting such an environment

Rights and Expectations of Parents and Guardians

Parents and guardians often turn to sport as a safe place for children to build character, develop skills, learn valuable lessons and to have fun. While involvement in sport remains a positive experience for most participants, parents are now aware that children can face the risk of being harassed and abused in sport. In addition to the club's workers, parents can play a key role in creating a safe environment for children in sport.

The following actions will help parents contribute to providing a safe environment:

- ✂ Get involved and get to know your child's coach. Maintain open and frank communication. If things occur that disturb you, talk to the coach about them
- ✂ Speak out when you hear language or attitudes that contribute to a negative or unsafe environment. You may wish to pursue your issues with the Management Committee
- ✂ Be careful not to put coaches on pedestals. Tell your children it's okay to say 'no' if the coach is doing something that makes them feel uncomfortable
- ✂ Make an effort to attend training and games whenever you can
- ✂ Be wary of private, closed training sessions. If they occur on a regular basis ask the coach for an explanation
- ✂ Be wary of any increases in the amount of time the coach spends with your children beyond the training session
- ✂ If you volunteer in sport and are asked to take part in screening, accept this as a positive step to keep children safe
- ✂ Make sure you are not part of the problem. Don't engage in verbal abuse of officials, coaches or others
- ✂ Know and abide by the Parents Code of Behaviour and encourage others to do the same
- ✂ Encourage your child to play by the rules
- ✂ Never ridicule your child for making a mistake

Strategies for Communication and Support

Copies of this Child Protection Risk Management Strategy will be made available to all volunteers and staff that regularly deal with children and young people within Kenmore Centenary Rugby Union. This will ensure that all the club's relevant workers understand what is expected of them with regard to providing a safe and friendly environment for children and young people. A copy of the strategy will also remain available and easily accessible in the clubhouse.

Further Information and Assistance

For more information regarding the protection of children and young people, please contact the

Commission for Children & Young People and Child Guardian on 1800 113 611, email wmaster@ccypcg.qld.gov.au or visit website www.ccypcg.qld.gov.au/index.html.

The Queensland Police Service can be contacted as below:

www.police.qld.gov.au

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