

## Port Curtis Sailing Club Child Protection Policy

### Rationale

- Since the usual activities Port Curtis Sailing Club include sport and recreational activities directed mainly towards or involving children and young people, the Club is a regulated business under the Act. Consequently, Port Curtis Sailing Club is required to articulate and implement a policy to protect those children or young people on its premises and/or taking part in activities organized by the club.

### References

- This policy has been developed under s.99G of the *Commission for Children and Young People and Child Guardian Act 2000 (Qld)*.

### Definitions

- **Act** means the *Commission for Children and Young People and Child Guardian Act 2000 (Qld)*.
- **Club** means Port Curtis Sailing Club.
- For definitions of other terms used in this policy, see the dictionary in Appendix 1.

### Scope

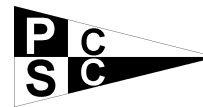
- All officers who have decision making responsibilities (eg members of the Executive and Sailing committees) are covered by this policy.
- Unless exempt (see Appendix 2), employees and volunteers whose usual functions of employment include or are likely to include providing services or conducting activities directed mainly towards children and young people are covered by this policy. Employees and volunteers covered by this policy may include, but are not restricted to:
  - Coach and/or Training Officer
  - Sailing Administrator and/or Sailing Liaison Officer
  - Start, Rescue and Buoy Laying Boat Drivers & crew
  - Canteen Workers
  - Members of Junior, Sailing and Executive Committees

### Policy Realization: Statement of Commitment

- The Club will ensure that employees or volunteers who are covered by this policy subscribe to the following Statement of Commitment:

|  |
|--|
| Port Curtis Sailing Club is committed to providing a safe and supportive environment for children and young people while they are on the premises of the club or engaging in activities organized by the Club. |
|--|

- Employees or volunteers who are covered by this policy must sign-off on this Statement of Commitment.



### **Policy Realization: Code of Conduct**

- The Club will ensure that employees or volunteers who are covered by this policy adhere to the following Code of Conduct in their interaction with children and young people:

- I will put as paramount the welfare and best interests of children and young people and their right to protection from harm.
- I will exercise a satisfactory level of care and diligence when working with or supervising children and young people and will not expose them to unacceptable levels of risk.
- I will report an incident relating to harm or potential or suspected harm to children and young people and will cooperate with the relevant statutory and regulatory authorities involved in child protection.
- I will support a child who is a victim of harm or potential or suspected victim of harm and safeguard their privacy and dignity.

- Employees or volunteers who are covered by this policy must sign-off on this Code of Conduct.

### **Policy Realization: Declaration of Care**

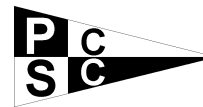
- The Club will ensure that employees or volunteers covered by this policy observe the following Declaration of Care:

- I will not cause harm to children and young people in my care.
- I will eliminate or minimize harm to children or young people in my care.
- I will support children and young people who are victims or potential or suspected victims of harm
- I will report harm to children and young people to relevant authorities, regardless of who has caused the harm.

- Employees or volunteers who are covered by this policy must sign-off on this Declaration of Care.

### **Implementation: Risk Management**

- The Club recognizes that harm can occur to children in the form of physical, emotional or sexual harm, neglect, or a combination of these. (See Dictionary, Appendix 1)
- The Club will evaluate and manage risks leading to or potentially leading to these and other forms of harm through a Risk Management matrix. (See Appendix 3)
- While this matrix focuses specifically on identifying and managing risks relevant to children and young people, it is an important part of the broader risk

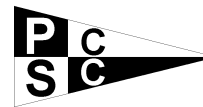


management strategies of the club. This matrix complements the overall risk management regime of the Club.

- Employees and volunteers who are covered by this policy must use the matrix to evaluate and manage all risks, including high risk activities and special events.
- The Club recognises that sometimes it may be difficult to ascertain whether or not an action or measure may cause harm to children and young people. In these circumstances it is imperative that the guidelines listed below are followed:
  - The action must be explained to the child or young person prior to the action taking place
  - The action must only take place with the permission of the child or young person
  - The action must be in the best interests of the child or young person
  - The action was necessary and for the benefit of the child or young person
  - The action was appropriate and reasonable in the circumstances in which it occurred
  - The action would be what a reasonable person would take in similar circumstances
  - The action does not invoke connotations of harm such as inappropriate touching
  - The action was unintentional or accidental
- The club will, as far as reasonably practicable, support employees and volunteers who are subject to unfounded allegations of improper conduct.

### **Implementation: Recruitment and Training**

- The Club will make appropriate background and reference checks on employees and volunteers who are covered by this policy as part of the recruitment and selection process.
- Unless exempt, new and existing employees or volunteers who are covered by this policy will be required to hold a blue card. The Club will apply for the blue card on their behalf.
- The Club will provide training on this policy on a regular basis and unless exempt, employees or volunteers who are covered by this policy will be required to sign the Acknowledgement in Appendix 5 as part of the training process. Other employees and volunteers will be informed about this policy in an appropriate way.
- The Club will record relevant information such as blue card status and training requirements in a Register (Appendix 4). This register will be kept at the Club in a secure place and will only be accessed by authorized personnel.
- Overall, the Club recognizes that while employment screening is a vital child protection measure, the blue card itself is not a guarantee of a person's suitability to work with children and young people and there is no substitute for an appropriate range of risk management strategies such as outlined in this policy.



### **Implementation: Communicating**

- The Club will communicate the Policy to relevant stakeholders including parents/guardians.
- This communication can take a number of forms, including:
  - Staff and parents meetings
  - Internal publications (eg StrapHanger)
  - Orientation, induction and training of employees and volunteers
  - Information on the clubs website
  - Signage that the policy is available upon request.
- The Club will also display the Statement of Commitment in areas where children or young people are present.

### **Implementation: Incident Reporting**

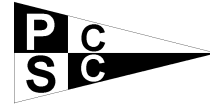
- The Club will appoint a person (the 'nominated person') to handle incidents involving children and young people.
- All incidents (actual or perceived) are to be reported directly to the nominated person either verbally or in writing and the nominated person must ensure the confidentiality of the complainant and the other parties.
- The nominated person will evaluate the incident and respond accordingly in consultation with the Club Manager or the Chair of the Management Committee
- The nominated person will record incidents reported to him/her, the action taken and other relevant details in the Incident Register. This Incident Register will be kept at the Club in a secure place and will only be accessed by authorized personnel. (See Appendix 7 for sample pages.) This Register will be used solely for incident relating to child protection.
- The Club will notify the parents/guardians of the children and young people about the incident and where practicable, extend to them the appropriate level of support.
- The Club will act fairly and reasonably towards all parties involved and will cooperate with relevant statutory or regulatory authorities in the event of an investigation
- The Club will put in place mechanisms to ensure the incident does not recur.

### **Implementation: Monitoring**

- The club will monitor implementation of and compliance with this policy according to the timeline in Appendix 6.

### **Implementation: Breaches**

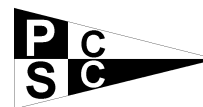
- The Club recognizes that minor breaches of this Policy could be handled internally through remedial measures such as education, training or review of existing policies and procedures. However a major breach will be reported to external authorities such as the Department of Child Safety or the Queensland Police Service.



- The Club will strive to keep the relevant parties, including the parents/guardians of the children and young people, informed about the incident and as far as reasonably practicable, extend to them the appropriate of support.
- Depending on circumstances, a breach of this policy may result in actions such as:
  - suspension or termination of employment (employees) or service (volunteers)
  - partial withdrawal of privileges or suspension or termination of membership (members)
  - criminal charges
- In the event of media attention, the Club will:
  - authorize a person to liaise with the media
  - protect the interests, wellbeing and privacy of the parties involved

### **Evaluation & Review**

- The Club will proactively monitor and review this Policy on a continuing basis.

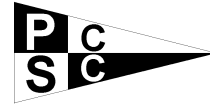


## Appendix 1 Dictionary

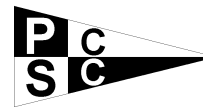
- **Act** means the *Commission for Children and Young People and Child Guardian Act 2000 (Qld)*.
- **Authorised personnel** means volunteers and employees approved of by the Club Manager or the Management Committee.
- **Blue Card** means the card issued by the *Commission for Young People and Child Guardian* to signify a satisfactory background check. It is only part of the consideration of an employees or volunteers suitability to work with young people.
- **Children and Young People** means persons who are under the age of 18 years.
- **Club** means Port Curtis Sailing Club.
- **Employee** means a person who is employed by the club either directly or indirectly (eg via a contractor) for financial reward.
- **Harm** means any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused, for instance harm can be caused by physical, psychological or emotional abuse, or neglect or sexual abuse or exploitation. The following table lists some forms of harm that can occur to children or young people.

| Categories of Harm   | Examples   |
|----------------------|--|
| Physical             | Bruising, broken bones, burns, bleeding, internal injuries.  |
| Emotional            | Low self esteem, eating disorder, depression, anxiety, isolation   |
| Sexual               | Sexual jokes, exposure to pornography, inappropriate touching, child abuse, prostitution.                    |
| Neglect              | Lack of supervision, denial or non-provision of basic necessities such as food, unhygienic living conditions |
| Combination of above | Bullying, assault, death.  |

- **Improper conduct** means an action or behaviour that may potentially cause harm.
- **Major breach** means an incident which results in harm.
- **Minor breach** means an incident which does not result in harm.
- **Nominated Person** means a person appointed by the club to handle incidents involving children or young people. The duties of the nominated person are to receive reports of actual or perceived incidents and to consult with the manager or executive committee to evaluate and respond to any incident.
- **Risk** means a potential indicator of harm.
- **Sport** means a form of human activity capable of achieving a result requiring physical exertion or physical skill that, because of its nature or organisation, is competitive and is generally recognised as sport.



- ***Volunteer*** means a person who is employed by the club either directly not for financial reward but who may receive reimbursement for out of pocket expenses.



## Appendix 2

### Exemptions – Employees and Volunteers

Note that all committee members with decision making responsibilities must hold a valid Blue Card.

#### Volunteers

All volunteers need a blue card if the usual function of their employment as part of sport and active recreation includes or is likely to include:

- providing services directed mainly towards children or
- conducting activities mainly involving children

Volunteers do not need a blue card if:

- the employment takes place at an amusement park
- the service is provided or the activity is conducted in their capacity as an employee of a government entity
- they are a volunteer parent of a child to whom the services are provided
- the service is provided or the activity is conducted by or within a church, club, association or similar entity; or a guest of a school or recognized body:
  - for the purpose of supplying information or entertainment to 10 or more people, and
  - the activity is for 10 days or less on no more than two occasions per year, and
  - the person is unlikely to be physically present with a child without another adult being present, or
- performing the function of employment at a national or state event organized by a school or recognized body (operating at a state or national level):
  - for a sporting, cultural or skill based activity, and
  - the event is attended by more than 100 people, and
  - the work is for 10 days or less on no more than two occasions per year the person is unlikely to be physically present with a child without another adult being present.
- A child under 18 years of age volunteering (except trainee students undertaking a course of study with an education provider).

#### Paid Employees

Paid employees need a blue card if, over the course of 12 months, the usual functions of their employment as part of sport and active recreation, includes or is likely to include

- providing services directed mainly towards children or
- conducting activities mainly involving children

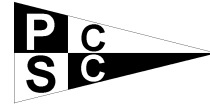
for at least

- eight consecutive days, or
- once a week, each week, over four weeks, or
- once a fortnight, each fortnight, over eight weeks, or
- once a month, each month, over six months.

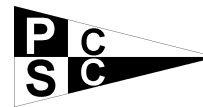
Paid employees do not need a blue card if:

- the employment takes place at an amusement park





- the service is provided or the activity is conducted in their capacity as an employee of a government entity



### Appendix 3 **Risk Assessment and Management**

| Risk Management Matrix   | Activity, Service or Location: |        |        |
|--|--------------------------------|--------|--------|
|  | Risk 1                         | Risk 2 | Risk 3 |
| 1. Establish Context<br>Clarify objectives of the activity or service and areas of operation where risk may occur. |                                |        |        |
| 2. Identify the Risk<br>Establish what the risks are and how they may happen.                                      |                                |        |        |
| 3. Analyse the Risks<br>Determine the likelihood of the risk occurring and the magnitude of the consequences.      |                                |        |        |
| 4. Evaluate the Risks<br>Decide whether the risk is acceptable or unacceptable.                                    |                                |        |        |
| 5. Treat the Risks<br>Determine risk-reducing strategies and who is responsible for them                           |                                |        |        |
| 6. Ongoing Review of risks and controls<br>Monitoring the risks as well as detect and manage associated risks.     |                                |        |        |
| 7. Commitment to risk management reduction<br>Build commitment for compliance                                      |                                |        |        |

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

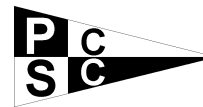
Comments: \_\_\_\_\_

**AUTHORITY TO PROCEED**

Activity or service to :  Proceed  Not proceed

Authorised by (name): \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Appendix 4 Blue Card Information and Training Register

**Name:** \_\_\_\_\_ **Employee/Volunteer** (strike out)  
**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
\_\_\_\_\_ **Email:** \_\_\_\_\_  
**Commenced:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Summary of background checks:** \_\_\_\_\_

**Responsibilities involving children and young people:** \_\_\_\_\_

#### Blue Card Status:

- Is this employee/volunteer required to hold a Blue Card? Yes / No
  - Date Blue Card application lodged: \_\_\_\_\_
- Outcome of the Application: Positive Notice / Negative Notice
  - Positive Notice: Card No: \_\_\_\_\_ Expiry: \_\_\_\_\_
  - Copy of Positive Notice Letter made and filed: Yes / No
  - Negative Notice: Date employee/volunteer ceased working with young people: \_\_\_\_\_

#### Orientation and Induction

- Employee/volunteer made aware of the Child Protection Policy? Yes / No
- If employee/volunteer not exempt was training requirement communicated? Yes / No

#### Training

- Date of training: \_\_\_\_\_
- Date Acknowledgement signed: \_\_\_\_\_

#### General Comments:

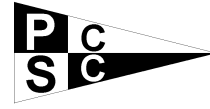
\_\_\_\_\_  
Signature  
Employee or Volunteer

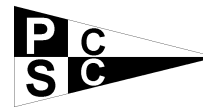
\_\_\_\_\_  
Signature  
Manager or Volunteer Coordinator

\_\_\_\_\_  
Date

Port Curtis Sailing Club  
P O Box 1070  
Gladstone Q 4680

Port Curtis Sailing Club  
Child Protection Policy





## Appendix 5 Acknowledgement

I declare that I have read and understood the Child Protection Policy and agree to abide by its provisions during my time of service to the club.

I explicitly agree to observe and comply with the following:

### Statement of Commitment

Port Curtis Sailing Club is committed to providing a safe and supportive environment for children and young people while they are on the premises of the club or engaging in activities organized by the Club.

### Code of Conduct

- I will put as paramount the welfare and best interests of children and young people and their right to protection from harm.
- I will exercise a satisfactory level of care and diligence when working with or supervising children and young people and will not expose them to unacceptable levels of risk.
- I will report an incident relating to harm or potential or suspected harm to children and young people and will cooperate with the relevant statutory and regulatory authorities involved in child protection.
- I will support a child who is a victim of harm or potential or suspected victim of harm and safeguard their privacy and dignity.

### Declaration of Care

- I will not cause harm to children and young people in my care.
- I will eliminate or minimize harm to children or young people in my care.
- I will support children and young people who are victims or potential or suspected victims of harm
- I will report harm to children and young people to relevant authorities, regardless of who has caused the harm.

### Consequences of Non-Compliance

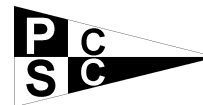
I understand a significant breach of this policy may result in disciplinary action including:

- Partial withdrawal of privileges
- Suspension of membership
- Termination of employment
- Criminal charges.

\_\_\_\_\_  
Name

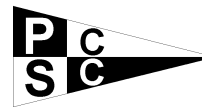
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Signature

\_\_\_\_\_  
Date



## Appendix 6 Monitoring Timeline

| Month               | Event                   | Action   | By   |
|---------------------|-------------------------|--|--|
| May/June            | Planning Learn to Sail  | <ul style="list-style-type: none"> <li>▪ Risk analysis</li> <li>▪ Establish currency of volunteer Blue Cards</li> <li>▪ Appointment of <i>nominated person</i>.</li> </ul>   | Sailing & junior committees<br>Volunteer coordinator<br>Exec & junior committees |
| June/July           | Starting Learn to Sail  | New young sailors meeting: <ul style="list-style-type: none"> <li>▪ Discuss personal safety</li> <li>▪ It's OK to question</li> <li>▪ Introduce <i>nominated person</i>.</li> </ul><br>Parent meeting & volunteer induction <ul style="list-style-type: none"> <li>▪ Discuss Child Protection Policy</li> <li>▪ Introduce <i>nominated person</i>.</li> <li>▪ Encourage Blue Card applications</li> <li>▪ Encourage signing of Acknowledgement.</li> </ul> | Volunteer coordinator<br><br><br>Volunteer coordinator                           |
| June/July           | Pre AGM                 | Succession planning: <ul style="list-style-type: none"> <li>▪ New volunteer coordinator</li> <li>▪ Check that potential committee members have Blue Cards</li> </ul>   | Exec committee & manager   |
| July/Aug            | Post AGM                | Committee Induction (Exec & Sailing) <ul style="list-style-type: none"> <li>▪ Discuss governance responsibilities</li> <li>▪ Discuss Child Protection Policy</li> <li>▪ Committee members sign Acknowledgements</li> <li>▪ Up date Blue Card register.</li> </ul>  | Volunteer Coordinator  |
| Nov 2008            | Learn to Sail complete. | Evaluate this policy <ul style="list-style-type: none"> <li>▪ Workability of policy</li> <li>▪ Appropriateness of timeline</li> </ul>  | All: junior, sailing & exec committees, manager & sailing liaison officer        |
| Ongoing             |                         | <ul style="list-style-type: none"> <li>▪ Volunteers to attend as many relevant workshops as possible.</li> <li>▪ Monitoring of Blue Card register.</li> </ul>  | Volunteer coordinator<br>/Sailing Liaison Officer<br>/Manager                    |
| Ashley pick a month | Staff Meeting           | <ul style="list-style-type: none"> <li>▪ Discuss Child Protection Policy with staff.</li> <li>▪ Review Blue Card requirements of staff.</li> </ul>   | Manager  |



## INCIDENT REPORT FORM

For incidents involving people less than 18 years of age.

Date:

Details of person completing this form:

Name \_\_\_\_\_ Tel(H) \_\_\_\_\_  
Address \_\_\_\_\_ Tel(B) \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_ Mobile \_\_\_\_\_

Details of person involved in incident:  
(Use a separate form for each person involved.)

Name \_\_\_\_\_ Tel(H) \_\_\_\_\_  
Address \_\_\_\_\_ Tel(B) \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_ Mobile \_\_\_\_\_

In what capacity was this person in the club or its grounds?  
(eg manager, bar staff, kitchen staff, contractor, customer, member, visitor, volunteer, other – give details.)

\_\_\_\_\_

Description of the incident:

Date:

Time:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other relevant details:

\_\_\_\_\_

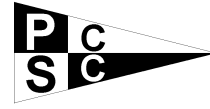
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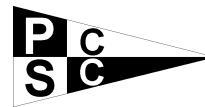
Port Curtis Sailing Club  
P O Box 1070  
Gladstone Q 4680

Port Curtis Sailing Club  
Child Protection Policy



(Do not include details of damage or injuries here. Use the separate section over.)





### INCIDENT REPORT FORM (continued)

Details of damage to property or injuries to person:

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Action taken, including details of medical/emergency personnel called:

Police  Ambulance  Doctor \_\_\_\_\_  
Name

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Details of witnesses:

|               |                |
|---------------|----------------|
| Name _____    | Tel (H) _____  |
| Address _____ | Tel (B) _____  |
|               | Postcode _____ |
| Email _____   | Mobile _____   |
| Name _____    | Tel (H) _____  |
| Address _____ | Tel (B) _____  |
|               | Postcode _____ |
| Email _____   | Mobile _____   |

Club review of incident and any action taken:

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For and on behalf of Port Curtis Sailing Club:

|       |           |          |       |
|-------|-----------|----------|-------|
| _____ | _____     | _____    | _____ |
| Name  | Signature | Position | Date  |

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Gladstone Q 4680

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Child Protection Policy

