

SBG GOLF



SUNSHINE BURNETT GLASSHOUSE

CHILD & YOUTH PROTECTION RISK MANAGEMENT POLICY

JUNIOR POLICY SERIES

1. Statement of Commitment

Sunshine Burnett Glasshouse District (SBG Golf) is committed to the safety and wellbeing of children and young people under the age of 18 who participate in events and activities conducted by us. SBG Golf delegates, volunteer workers, parents, paid professionals and any other adults called upon by SBG Golf to be involved with our junior golfers are expected to treat them with respect and understanding at all times.

This policy aims to ensure that our juniors are playing sport in an environment that is safe and inclusive. For junior golfers and their respective parents or guardians, this policy serves as an assurance that SBG GOLF has the well-being of the individual child and young person as its major priority.

For Council Delegates, volunteers and coaches it provides good practice guidelines about appropriate adult behaviour when dealing with juniors. It outlines your responsibilities in reporting an incident involving a child at an event and/or disclosure of abuse by a junior or where you may suspect harm is occurring.

This policy applies to junior events that are the responsibility of the District. Clubs, other golf organisations and coaches are required under law to have their own policy.

2. SBG GOLF Management & Adult Participation

SBG GOLF is responsible for ensuring that adults involved with the junior golf program and District sanctioned events are aware of, and have read this policy. Adults who have direct and frequent contact with children and young people in the junior program need to:

- Comply with Blue Card legislation (regulated by Queensland's *Working with Children (Risk Management & Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* and undergo the Working with Children Check and obtain a positive notice **Blue Card** (unless exempt to do so).
- Agree to abide by the **Code of Conduct** and **reporting requirements** in this policy (see section 4).
- Be aware of your responsibilities in the event of **suspicion of serious harm** or **disclosure of abuse** by a junior as outlined in this policy (see section 5).

A range of people including parents, relatives, caddies and club members may attend a district sanctioned event. Many will not hold Blue Cards yet they will interact with juniors. SBG GOLF will make every effort to communicate the expectations as set out in our *Child & Youth Protection Risk Management Policy* by:

- giving a copy to those parents whose children are regular participants in the junior program
- displaying the policy in a public place at a district sanctioned event
- enabling access to the policy at the District Website - www.SBGGolf.com.au.

Compliance with Blue Card legislation & Blue Card Holder Register

SBG GOLF will comply with Blue Card legislation by ensuring that relevant adults, undergo the *Working with Children Check* and obtain a positive notice Blue Card. Blue Cards are needed if you provide services to children and youth and/or conduct activities with them. If you only work or volunteer 7 or fewer days in a calendar year, a Blue Card may not be required.

Applications to *Blue Card Services* can be made through the SBG GOLF Secretary (a signatory to the application) and must be recorded on the Blue Card Holders register which is maintained by the Secretary. If an application for a positive notice Blue Card is rejected, the SBG GOLF is legally obligated to refuse the applicant involvement with children and youth.

Current positive notice Blue Cards are to be held prior to anyone working with children and youth under the age of 18 as per the **No Card, No Start** laws (31 August 2020). Under this law, if your card is not renewed by the expiry date, you cannot volunteer.

SBG GOLF's confidential register of Blue Card Holders includes their personal details and:

- When the person applied and/or the date of issue of the positive notice Blue Card
- Expiry and renewal dates (this is set at least 30 business days before expiry to allow adults to continue in their roles). A renewal application must be submitted before the expiry date to continue working with children and youth
- Whether a negative notice has been issued or any change in status of a Blue Card (e.g., changes in police information, the Blue Card is cancelled or suspended)
- When there is a change in police information and/or changes of personal information, and the date that SBG GOLF informed *Blue Card Services*
- Where a person ceases to be engaged by the District.

Member Protection Information Officer

SBG GOLF appoints a SBG GOLF Delegate as the **Member Protection Information Officer (MPIO)**, usually a member of the SBG GOLF Junior Committee. SBG GOLF Executive ensures that MPIO receives adequate and appropriate training and education to carry out this role.

The MPIO acts as a first point of contact for advice, support, information and enquiries concerning procedures, policy and protocol for disclosures of harm or potential for risk. The MPIO has overall responsibility for this policy, ensuring that:

- appropriate adults have a Blue Card and attend an induction program regarding this policy
- adherence to this policy when delivering the junior program and District sanctioned events
- a Team Manager is appointed for each District junior event, taking responsibility for all procedures
- records/completed forms for events (as per this policy) are forwarded to the SCBDGW Secretary once the event is over
- SBG GOLF reviews the policy annually.

3. Parental Consents

SBG GOLF encourages the participation of parents and guardians, but it is often the case **that parents are not in attendance** at junior events, particularly 'away' events which can include overnight stays.

'Away' events may include risks outside of normal operations which need to be mitigated against. The Team Manager is required to consider and complete a risk management plan for these events (as per the template at Appendix 5). This includes asking parents to: complete the *Player Personal Medical Details* form (Appendix 2); and approve transport and accommodation arrangements for their child by signing the *Record of Transport and/or Accommodation for Juniors* form (appendix 3). The Team Manager provides parents with a copy of this policy.

Furthermore, the Team Manager undertakes the following checks prior to transporting a child: a minimum of two Blue Card Holders are travelling with the children; one adult holds a current first aid accreditation and a first aid kit is available; the driver of a commercial vehicle has a current driver's licence and insurance; the driver of a private vehicle is licensed and the car registration is current.

At 'District day' events situations may arise that require clear responses:

- Junior sustains an injury and needs to go to hospital: the team manager will attempt to contact the parent, explain the situation and agree to an appropriate course of action. If the parent cannot be contacted, the team manager decides what action to take, in the child's best interest taking into account the extent of the injury.
- Parent fails to collect a child - the team manager and one other adult will remain with the child until the parent collects them. This allows the child an added degree of safety, allows one of the adults to make contact with the parent and also protects a lone adult from allegations. The Team Manager (or her delegate) must ensure all children have been collected before leaving the venue.

4. Code of Conduct

Adults interacting with juniors are asked to treat them with respect and dignity and to always put their welfare first. We aim to build balanced relationships with juniors based on mutual trust and to empower them in decision making. It is important to make sport fun, enjoyable and to promote fair play.

When dealing with juniors, adults should demonstrate exemplary behaviour. This is an important preventative measure which can protect adults against false allegations. The following are good practice and common-sense ways to create a positive culture and climate.

Relationships

- Always work in an open environment avoiding private or unobserved situations
- Encourage open communication and respond to concerns expressed by a junior
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognise their developmental needs and capacity, avoiding excessive training or competition and not pushing them against their will
- Bullying behaviour by adults or other juniors is not acceptable, including behaviour that attempts to intimidate, belittle or ridicule
- Be an excellent role model including not smoking or consuming excessive amounts of alcohol in their company.

Language

- Communicate in a respectful way
- Never swear, use aggressive language or allow juniors to use inappropriate language unchallenged
- Never make sexually suggestive comments to a child, even in fun

- Do not yell at or reduce a child to tears as a form of control or use language that humiliates and destroys their confidence.

Physical Contact

- Maintain a safe and appropriate distance with players
- No hugging or allowing juniors to sit on your lap
- Never allow or engage in any form of inappropriate touching, in rough physical or sexually provocative games, including horseplay
- Ensure that at 'away' events adults never share a room with a child nor enter children's rooms without another adult or permit children in their rooms.

No unnecessary physical contact should be made. In some circumstances a coach/team manager must make contact in order to instruct. In this circumstance, permission should be obtained from the child e.g. explain to the child that contact will be made in order to correct their stroke or stance and ask them if this is ok. Likewise, if there was an accident/injury then contact must be made to administer first aid. In this case explain to the child what action you need to take.

Images of children can be used inappropriately or illegally. Wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used.

Managing the Conduct Code & Breaches

SBG GOLF's **Incident Report** (appendix 4) is a formal mechanism for reporting to the MPIO and SBG GOLF Executive, any 'on the golf course' situations and non-compliance with the Code of Conduct. Reports will be assessed by the MPIO/Executive and either filed with no action required, or used to resolve an issue.

General 'on the golf course' Incidents

If any of the following occur whilst you are at an event you should report this immediately to another colleague who is on hand:

- you accidentally hurt a player
- the junior seems distressed in any manner
- she misunderstands or misinterprets something you have done or said.

Inform the parents of the junior, complete the Incident Report and forward it to the MPIO.

Non-Compliance Process

If you observe an adult who is not complying with the Code of Conduct discuss this with the adult concerned out of ear shot of others (you may be on the golf course) or in a private place. Where possible, less serious complaints should be resolved informally at the level they occur.

If an adult continues in breach of the Code of Conduct inform the event organiser or, if present, the MPIO/Executive member who will approach the adult concerned and formally request that they comply. The adult is to be provided with the option to lodge a formal complaint. Should the adult still persist in the breach the event organizer/MPIO/Executive can request that the adult leave.

Whatever the outcome at the event itself, follow up after the event by completing the **Incident Form** and forwarding it to the MPIO. The President (with or without the MPIO and/or Executive member) is responsible for dealing with formal complaints fairly and promptly. They will:

- Advise all persons concerned what to expect and the process to take place
- Provide all persons concerned the opportunity to give an account of the event
- Ensure a record of the details of the breach and the statements of all parties concerned
- Ensure the matters of the breach, discussions and the outcome are kept confidential
- Review current policies and procedures to determine necessary amendments to this Policy.

When all information has been gathered, the President will ensure a suitable outcome which may include:

1. a verbal warning **OR**
2. a written warning from the President **OR**
3. a written statement from the President which prohibits an adult from participating in junior events.

5. Suspicion of Harm and Disclosure

An allegation or 'disclosure' of child abuse is a very serious matter and must be handled with a high degree of sensitivity. It is not the responsibility of anyone involved in junior events and activities to decide whether or not child abuse has taken place. There is a responsibility, however, to act on any **disclosure** or **suspicion** of abuse by reporting these to the appropriate authorities.

There are four different types of child abuse: physical abuse; sexual abuse; emotional abuse; and neglect. Child abuse can be a single incident, or can be a number of different incidents that take place over time. Under the *Child Protection Act 1999*, it does not matter how much a child is harmed, but whether a child:

- has suffered harm, is suffering harm, or is at risk of suffering harm
- does not have a parent able and willing to protect them from harm.

Harm is defined as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing (section 9 of the *Child Protection Act 1999*). For harm to be significant, the detrimental effect on a child's wellbeing must be substantial or serious, more than transitory and must be demonstrable in the child's presentation, functioning or behaviour.

6. Procedures for Handling Disclosures and Suspicions of Harm

Receiving a Disclosure

If a child or young person makes a disclosure involving harm or abuse to them or another child, then it is crucial that you:

- remain calm and find a suitable place to talk
- be honest and explain why you can't keep it a secret e.g. other people need know in order to stop what is happening
- listen, be supportive and do not challenge or undermine what the child says - reassure the child that what has occurred is not their fault and only ask enough questions to confirm the need to report the matter
- do not attempt to conduct your own investigation or offer an opinion to the child on what she has said
- do not discuss the details with any person other than the MPIO/SBG GOLF Executive.

The harm may have been caused by someone known or unknown to you, someone who is dealing with the junior in a golfing capacity or a person who has no role in the junior's golf. The alleged abuse may be recent or could have occurred some time ago. Reporting procedures are to be followed regardless of who the alleged offender is and timing of the incident.

Documenting a Disclosure

This is a Confidential Record of the Child Abuse Allegation. You need to act promptly and accurately record the discussion in writing to include:

- Time, date and place of the disclosure
- 'Word for word' what happened and what was said, including anything you said and any actions that you have taken
- Date of report and your signature.

Reporting a Disclosure

SBG GOLF's first responsibility is to ensure that any disclosure or suspicion of harm is reported. You can do this by directly reporting yourself (see below). If you are unsure what to do, report the disclosure as soon as possible to either the MPIO or a member of SBG GOLF's Executive. Together a course of action will be agreed and implemented within 24 hours of the disclosure.

If you report directly, alert the MPIO or Executive member afterwards, as they may need to take action whilst the disclosure is being investigated. For example, the alleged offender's involvement in the Junior Program may need to be suspended or terminated.

Report the disclosure to Child Safety Services:

- **During normal business hours** - contact the Regional Intake Service (North Coast Region) on 1300 703 921
- **After hours and on weekends** - contact the Child Safety After Hours Service Centre on **1800 177 135**.

You can also report your concerns to Child Safety by completing an **online report form** at www.communities.qld.gov.au/childsafety/protecting-children/reporting. If you aren't sure who to call, or for assistance to locate your nearest child safety service centre, contact Child Safety Services' Enquiries Unit on **1800 811 810**.

If you believe a child is in immediate danger or in a life-threatening situation, contact Queensland Police immediately by dialing **000**. Queensland Police Service has Child Protection and Investigation Units. Contact the Police District Communication Centre on 07 3364 6464 for your nearest service.

SBG GOLF aims to respond professionally and in the best interests of the junior. Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled promptly and disseminated on a 'need to know' basis only.

Following a Disclosure

SBG GOLF assures all adults that it will fully support anyone who in good faith reports his or her concern that another adult is, or may be, abusing a child. Support and counselling will be offered to all parties involved. Where an adult working on behalf of SBG GOLF is alleged to have committed harm to a child, their role will be reviewed by the SBG GOLF MPIO/Executive.

7. Policy Review

SBG GOLF will review this policy annually for any changes to procedure and practices in accordance with compliance of Queensland's *Working with Children (Risk Management & Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* and by using the following resource material:

1. For the Queensland Government Blue Card and requirements - www.bluecard.qld.gov.au or phone 1800 113 611
2. For Golf Australia's *Member Protection Policy 2018* (including child safeguarding/protection policy) - www.golf.org.au/policies
3. For codes of behaviour - Australian Sports Commission - *Junior Sport Codes of Behaviour* at www.playbytherules.net.au
4. For child protection - *Child Abuse what you need to know*, a resource at www.communities.qld.gov.au/childsafety

Policy Approved 4 March 2016
Amended & Approved 23 November 2018
Amended March 2021

CHILD & YOUTH PROTECTION RISK MANAGEMENT POLICY
CHILD PROTECTION DECLARATION

I, _____,

have been provided with copies of the following document:

The SBG GOLF's Child & Youth Protection Risk Management Policy

I have read this document, and have been provided with an opportunity to ask questions about sections of this document I may not have initially understood.

I agree to abide by this document, and uphold its principles.

I possess a current Blue Card Number _____,

which expires on

My Blue Card is registered on the SBG GOLF Blue Card Register or is attached.

I undertake to report any significant criminal charges laid against me to the SBG GOLF within 48 hrs of such charge.

Signed:

Date: _____

Return to: SBG GOLF Secretary at secretary.SBG Golf@outlook.com

OFFICE USE

Received by:

Date: _____

Copy to Date File: _____

**SUNSHINE BURNETT GLASSHOUSE DISTRICT GOLF
JUNIOR PLAYER PERSONAL MEDICAL DETAILS**

To be completed by player participating and signed by parent/guardian.
All information provided is confidential.

EMERGENCY MEDICAL TREATMENT in cases where a golfer requires urgent medical attention in the course of the Junior Jug tournament, it is normal practice of the District Management Team to notify parents promptly and await instructions from them. In certain emergency situations, medical treatment may be required before a parent can be informed and authorisation for medical assistance obtained. Parents are therefore asked to complete the form below.

Team Member Name:	DOB:
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EMERGENCY CONTACTS

1. NAME:		
Home Ph	Work Ph	Mobile
2. NAME		
Home Ph	Work Ph	Mobile
Family Doctor	Phone:	
PRIVATE MEDICAL/HOSPITAL INSURANCE	YES	NO
Health Insurance Company		
Medicare Number used by player		
Has your child had a tetanus injection? Date:	YES	NO
Does your child have special dietary requirements e.g. celiac, gluten free? If yes, specify	YES	NO
Does your child suffer from any of the following? (Please circle)		
Travel Sickness	Heart Condition	Asthma
Migraine	Allergies	Other (specify)

Details of Medication if necessary

Any other details we need to know

Signed **(Parent/Guardian)**

Dated **SBG**

CHILD & YOUTH PROTECTION RISK MANAGEMENT POLICY RECORD OF TRANSPORT AND/OR ACCOMMODATION FOR JUNIORS

The following transport and/or accommodation have been arranged by the Team Manager. Parents are asked to approve these arrangements prior to the event by signing below.

NAME OF JUNIOR:

PURPOSE OF TRIP:

ACCOMPANYING SBG GOLF REPRESENTATIVE/S:

TRANSPORT:

(details including name of driver)

MEETING POINT (if appropriate):

ACCOMMODATION:

VENUE:

DATES: Check-in Checkout

ROOM ALLOCATIONS/SHARING OF ROOMS:

I approve the transport and/or accommodation arrangements for my child as outlined above and understand that photos of my child may be taken and used for reporting event results.

Signed (Parent/Guardian):

Date:

Note to Parents: The Team Manager has undertaken the following checks: a Blue Card Holder is travelling with the children; a first aid kit is available; the driver of a commercial vehicle has a current driver's licence and insurance; the driver of a private vehicle is licensed and the car registration is current.

This form is kept and filed by the SBG GOLF MPIO or Delegate for the Junior Event & then sent to
SBG GOLF Secretary

CHILD & YOUTH PROTECTION RISK MANAGEMENT POLICY INCIDENT REPORT

Your name:	Name of Association:
Your role:	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Parent's /carer's name (s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's/carer's been notify of this incident?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns	
<input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information</i>	
<i>Name:</i>	
<i>Position within the sport or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Date and time of incident:	
Details of the incident or concerns:	
<i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident:	

Please provide any witness accounts of the incident:	
Please provide details of any witnesses to the incident: <i>Name:</i> <i>Position within the club or relationship to the child:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i> <i>Position within the club or relationship to the child:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>	
Please provide details of action taken to date:	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes (Who?) <input type="checkbox"/> No	
If YES please provide further details: <i>Name of club/association:</i> <i>Contact person:</i> <i>Telephone numbers:</i> <i>Email address:</i> <i>Agreed action or advice given:</i>	
Your Signature:	Print name:
Date:	

Contact your Member Protection Officer in line with SBG GOLF reporting procedures.

Report to be sent to: the MPIO

Date Received:

Risk Management Plan for High Risk Activity

In addition to occupational health and safety concerns, a child and youth risk management strategy should analyse the risk of ‘harm’ to children and young people.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<p>Describe the activity <i>Identify all elements of the event from beginning to end</i></p>	<p>Identify Risks <i>Something that could happen that results in harm to a child or young person</i></p>	<p>Analyse the Risk <i>Likelihood/Consequences</i></p>	<p>Evaluate the Risk <i>The level of risk</i></p>	<p>Manage the Risk <i>Assess the options</i></p>	<p>Review <i>Nominate who will review after the event/activity</i></p>