



HERVEY BAY NETBALL ASSOCIATION

Hervey Bay Netball Association Child Protection Risk Management Policy

POLICY TITLE: Child Protection Risk Management Policy
DEVELOPED BY: Hervey Bay Netball Association
ADOPTED: 8th January 2018

AUTHORITY

Under the Working with Children (Risk Management and Screening) Act 2000, organisations regulated by the blue card system are legislatively required to develop, implement and maintain a child and youth risk management policy to promote the wellbeing of children and young people in our care and protect them from harm.

POLICY PURPOSE

The purpose of this policy is to provide guidelines for the protection of the health, safety and well-being of all Hervey Bay Netball Association members. This policy sets out the procedures to be followed in dealing with harassment and other forms of inappropriate behaviour.

POLICY STATEMENT OR COMMITMENT

Hervey Bay Netball Association is committed to ensuring that safety, welfare and wellbeing of children and young people is maintained at all times during their participation in activities in which Hervey Bay Netball Association run, or are represented in. Hervey Bay Netball Association aims to promote a safe environment to children and to assist members to recognise, report and prevent child abuse.

PROCEDURE

Hervey Bay Netball Association has a number of procedures and guidelines that relate to Child Protection, and are in addition to, and should be read in conjunction with, this policy. These procedures and guidelines include:

- Hervey Bay Netball Association Member Protection Policy
- Hervey Bay Netball Association Codes of Behaviour (Appendix A of Hervey Bay Netball Association Member Protection Policy)
- Hervey Bay Netball Association Working With Children (Blue Card) Check Procedure
- Hervey Bay Netball Association Complaint Management Policy

Hervey Bay Netball Association' objective with this Child Protection Risk Management Policy is to provide further guidelines regarding:

- Procedures and guidelines for recruiting, selecting, training and managing people
- Procedures for handling disclosures or suspicions of harm
- Procedures for managing breaches of this policy
- Procedures for communicating information contained in this policy to members



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In addition to this broad Child Protection Risk Management Policy, many of Hervey Bay Netball Association's specific policies (e.g. Social Media Policy etc) have child-related requirements or implications.

GUIDELINES FOR APPOINTMENTS AND/OR ELECTION

In compliance with The Act, Hervey Bay Netball Association recognises that any person who is not eligible for 'Blue Card' exemption, and is involved in the instruction, leadership, management and/or coaching of any member(s) under the age of 18 years will be required to complete a 'working with children check application' to determine a person's suitability to work with and around children and young people. This process is also known as applying to Blue Card Services for a 'Blue Card' (or in the case of Police Officers and Teachers – an 'Exemption Card').

Exempt Persons are:

- Children under eighteen (18) who are volunteers

Hervey Bay Netball Association is responsible for applying to Blue Card Services for 'Working With Children Checks' on all Hervey Bay Netball Association appointed committee, coaches, managers, umpires who work with children and young people.

People contracted by Hervey Bay Netball Association to conduct any courses, clinics, workshops etc., are responsible for applying for their own blue card.

All checks must be completed prior to the commencement of duties, and only those who receive a blue card from the commission may continue and / or commence duties with Hervey Bay Netball Association.

Process for appointing/electing:

1. Persons interested in taking on roles within Hervey Bay Netball Association, such as coaches, managers, umpires and committee members, nominate as follows:
 - In the case of committee members nominations are prior to AGM
 - In the case of team coaches and managers nominations are at the time of team nominations
 - In the case of umpires, nominations are taken throughout the season
2. Persons who nominate or indicate they are considering nominating for roles within Hervey Bay Netball Association are provided with the following information:
 - Position description and requirements
 - Code of Behaviour
3. Nominations are received and handled by the Hervey Bay Netball Association Committee as follows:
 - In the case of committee member nominations, these are publicised on the Hervey Bay Netball Association website prior to the AGM, and then presented at AGM for vote by membership
 - In the case of coach, manager or umpire nominations, these are considered in terms of suitability prior to appointment
 - In the event of an unsuitable candidate nominating for any position, except in the case of nominations that are managed through membership vote at an AGM, the Committee have responsibility and power to reject nomination, based on a majority vote.



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GUIDELINES FOR TRAINING AND MANAGING PERSONNEL

Hervey Bay Netball Association provides training opportunities for all members involved in the instruction, leadership, management and/or coaching of any member(s). The training of these Hervey Bay Netball Association members consists of the following:

- Induction handbooks for committee, coaches, managers and umpires
- Ongoing communication of policy and procedure as required
- Formal training for coaches through Netball Queensland courses

Hervey Bay Netball Association maintains a record of all members involved in the instruction, leadership, management and/or coaching of any member(s) in Hervey Bay Netball Association Employee Register, and also a record of related accreditation undertaken by its members in the netball management system (e.g. MyNetball).

HANDLING COMPLAINTS AND DISCLOSURES OR SUSPICIONS OF HARM

Hervey Bay Netball Association undertake to deal with any complaints brought to us concerning a breach of this Child Protection policy sensitively, promptly and respecting the privacy rights of individuals concerned. Complaints received by Hervey Bay Netball Association must be managed in accordance with the Hervey Bay Netball Association Complaint Management Policy, however complaints related to Child Protection must also be managed in accordance to this Child Protection policy.

Types of Allegations:

A member of Hervey Bay Netball Association may suspect abuse of a child on reasonable grounds when:

- A child tells them they have been abused
- Someone else tells them a child has been abused
- A child tells them they know someone who has been abused (they may be referring to themselves)
- They observe a child's behaviour and/or injuries, and their knowledge of children leads them to suspect abuse; or
- They observe an incident of abuse

A member of Hervey Bay Netball Association may also receive allegations that:

1. A person in Hervey Bay Netball Association (for example, a coach) has abused a child within Hervey Bay Netball Association
2. A person in Hervey Bay Netball Association (for example, a coach) has abused a child outside Hervey Bay Netball Association's jurisdiction (for example, a junior athlete he or she coaches for a state organisation)
3. A person outside Hervey Bay Netball Association (for example, a teacher or family member) has abused a young member of Hervey Bay Netball Association

Allegations of types 1 and 2 will generally be the only ones about which Hervey Bay Netball Association may have the right to make further inquiries in accordance with their rules and regulations. An allegation of type 3 should, in all cases, simply be reported to the relevant authority and Hervey Bay Netball Association should consider any steps it can reasonably take to prevent that abuse, or similar incidents, occurring again.



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Procedures:

Where allegations are made regarding child abuse or someone suspects a child has been abused, the person receiving the information must treat the matter with great sensitivity.

When dealing with allegations made by a child, the initial response of the person to whom the child confides is crucial to the wellbeing of the child.

It is important for the person receiving information to:

- Listen and pay attention to what the child says
- Reassure the child that what has occurred is not the fault of the child
- Ensure the child is safe
- Be honest with the child and explain that other people may need to be told in order to stop what is happening
- 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
- Follow the Hervey Bay Netball Association Flowchart for Handling Disclosures (Appendix B)
- Obtain and document the following information on the Hervey Bay Netball Association Incident Report form:
 1. The child's name, age and address
 2. The person's reason for suspecting abuse (that is, observation, injury or information)
 3. The person's assessment of danger posed to the child, including information relating to the alleged perpetrator
 4. What arrangements, if any, exist for the immediate protection of the child and
 5. What involvement, if any, other agencies have in dealing with the suspected incident
- Make direct and confidential contact with Hervey Bay Netball Association President. Consult with Hervey Bay Netball Association President on how to proceed and how to make a confidential and factual written report
- Ensure that there are procedures in place to protect the confidentiality of reports

Should a complaint related to Child Protection arise, Hervey Bay Netball Association encourages the complainant to consider the following options:

1. The complainant may wish to approach the person(s) causing the problem – and ask them to stop the behaviour
2. If the behaviour continues – or if it is not reasonable to approach the person – contact the Hervey Bay Netball Association member that is in the most direct position of authority (i.e. if it is a behaviour between players, the coach or manager would be the most direct position of authority in that instance)
3. The complainant may wish to approach the Hervey Bay Netball Association President for advice and support on procedures
4. The complainant may wish to seek advice from agencies outside of Hervey Bay Netball Association, such as Queensland Police Service

Complaints and disclosures or suspicions of harm will be recorded on a Register of Incidents, and accompanying reports will be stored as per guidelines specified by Blue Card Services at the time.



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MANAGING BREACHES OF THE CODES OF CONDUCT:

Persons in position of authority (such as coaches, managers and committee members) are responsible for managing breaches of the codes of conduct at the lowest level that is appropriate (as determined by the severity of the breach). Where there is uncertainty regarding how or who should manage the breach then it is to be referred to the Hervey Bay Netball Association Committee.

Action will be taken by Hervey Bay Netball Association against anyone who is found to be in breach of this policy, which includes the Codes of Conduct. This action will depend upon the severity of the case, and may involve:

- Training
- Counselling
- Suspension
- Dismissal
- Any other forms of action deemed appropriate

In most instances, child protection matters will have to be referred to the police or a family services authority.

Breaches that warrant suspension, dismissal or equally significant disciplinary action will be recorded in the Incident Register.

MANAGING HIGH RISK EVENTS/ACTIVITIES:

Hervey Bay Netball Association recognises that the identification and management of high risk events/activities is essential to the protection, safety and welfare of our young participants and believe that we must place the safety and welfare of children and youth above all other considerations.

Hervey Bay Netball Association evaluates the anticipated risk of events and activities conducted by the Association through the Hervey Bay Netball Association Risk Management Evaluation Document (Appendix A). Activities that are identified as high risk require the Hervey Bay Netball Association Committee to form specific strategies to manage that risk.

COMMUNICATION AND SUPPORTING OUR MEMBERS:

Hervey Bay Netball Association communicates many aspects of this policy to its members through notices, newsletters, and via website. These communications occur throughout the season and are part of the training of all members involved in the instruction, leadership, management and/or coaching of any member(s).

In particular, the Hervey Bay Netball Association Codes of Conduct provide clear guidelines of what behaviour is acceptable within our Association.



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Appendix A: Hervey Bay Netball Association Risk Management Evaluation

Hervey Bay Netball Association Risk Management Evaluation

All activities undertaken by Hervey Bay Netball Association are required to be evaluated in relation to risk management as per the Hervey Bay Netball Association Child Protection Risk Management Policy

Step 1		Step 2	Step 3		Step 4	Step 5	Step 6
Describe the activity	Identify all elements of the event from beginning to end	Identify Risks: What could happen	Analyse the Risk		Evaluate the level of risk	Manage the Risk	Who will review after the event
			Likelihood	Consequence			
Sign-On Day:	People filling in/handing in forms and payment Players trying on uniforms	Child separated from guardian and abused Child's body could be exposed while trying on uniforms.	This is unlikely to occur This may occur	This is likely to result in harm to the child This may result in harm to the child	Moderate Moderate	Sign-On Committee will provide a camping shower tent for trying on uniforms.	Secretary
Team Selections:	Children attend coaching sessions run by Rep Selection Panel	Child injured from a fall or collision	This may occur	This is likely to result in harm to the child	Moderate	Rep Selection Panel ensure environment is safe (put up post pads, remove obstacles & hazards from training area).	Secretary
	Children are assessed for suitability for Representative teams.	Child upset with outcome	This may occur	This may result in harm to the child	Moderate	Hervey Bay Netball Rep Selectors to show sensitivity when advising of outcome of team selection.	Secretary
	Team Coaches and Managers are identified and appointed.	Coaches and Managers may not be suitable/qualified.	This may occur	This may result in harm to the child	Moderate	Coaches and Managers undergo 'Working With Children Check'; receive induction training and coaches will be required to hold appropriate coaching qualification.	Secretary
Training Sessions:	Children attend coaching sessions run by Team Coach	Child injured from a fall or collision	This may occur	This is likely to result in harm to the child	Moderate	Coaches and Managers ensure environment is safe (put up post pads, remove obstacles & hazards from training area). Coaches consider risks of training exercises and reduce these risks where possible.	Secretary
		Child abused by other persons during training	This may occur	This may result in harm to the child	Moderate		
	Children collected by guardian at end of coaching session	Guardian fail to collect child at end of training and child abused	This may occur	This may result in harm to the child	Moderate		



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Game Day Matches:	Children attend game day matches organised by HBNA.	Child separated from guardian and abused	This is unlikely to occur	This is likely to result in harm to the child	Moderate	HBNA Committee ensure obvious environmental risks are removed (put up post pads, remove obstacles & hazards from playing area). HBNA Committee consider risks of matches and reduce these risks where possible.	Secretary
		Player injured from a fall or collision	This may occur	This is likely to result in harm to the child	Moderate		
	Children umpire matches	Child abused by other persons during match	This may occur	This may result in harm to the child	Moderate		
		Umpire injured from a fall or collision	This is unlikely to occur	This is likely to result in harm to the child	Moderate		Umpires trained to ensure environment safe.
		Umpire abused by other persons	This may occur	This may result in harm to the child	Moderate		
Game Day Organisation:	Members of Hervey Bay Netball Association set up facilities for Game Day. Members cook food and sell food and drinks	Child injured helping set up equipment	This is unlikely to occur	This is likely to result in harm to the child	Moderate	No children permitted to cook. Club on duty to ensure adult available at all time if help required. Committee ensure adult available at all time if help required.	
		Child injured cooking	This is unlikely to occur	This is likely to result in harm to the child	Moderate		Secretary
		Child abused by other persons	This is unlikely to occur	This may result in harm to the child	Moderate		Secretary
		child abused by other persons	This is unlikely to occur	This may result in harm to the child	Moderate		Secretary
Association Functions:	Members attend various club social functions	Child separated from guardian and abused	This is unlikely to occur	This is likely to result in harm to the child	Moderate	Committee ensure that environment is checked for possible risks and risks are removed (where possible) or communicated to attendees.	Secretary
		Child injured helping set up equipment	This is unlikely to occur	This is likely to result in harm to the child	Moderate		
		Child injured from a fall or collision	This may occur	This is likely to result in harm to the child	Moderate		
	Members set up facilities for function	Child harmed through unsafe food practices	This may occur	This is likely to result in harm to the child	Moderate		
		Child injured while helping serve food or drinks	This may occur	This is likely to result in harm to the child	Moderate		
	Members help serve food and drinks	Child distressed due to being asked to do something beyond their experience	This may occur	This is unlikely to result in harm to the child	Moderate		
		child abused by other persons	This is unlikely to occur	This may result in harm to the child	Moderate		Committee ensure adult available at all time if help required.
Members sell raffle tickets / fundraise							
Events away from Association	Members travel to and from event	Child injured in travel related incident	This may occur	This is likely to result in harm to the child	Moderate	Committee ensure that any HBNA arranged transport has suitably licenced drivers	Secretary



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Base (e.g. Rep Carnival)	Members stay in arranged accommodation	Child abused/harmed by other persons	This may occur	This is likely to result in harm to the child	Moderate	Committee ensure that personnel provide adequate supervision	Secretary
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Appendix B: Hervey Bay Netball Association Flowchart for Handling Disclosures

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RECEIVING A DISCLOSURE

*Remain calm and find a private place to talk
Explain why you can't keep it a secret
Only ask enough questions to confirm the need to report the matter
Do not attempt to conduct your own investigation*



DOCUMENTING A DISCLOSURE

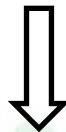
Complete an incident form and include:

- Time, date and place of disclosure
- 'word for word' what happened and what was said including anything you said
- Any actions that have been taken
- Date of report and signature



REPORTING A DISCLOSURE

Department of Communities (Child Safety Services) - 1800 811 810
Queensland Police Service (Hervey Bay: 4128 5333)
Hervey Bay Netball Association President



FOLLOWING A DISCLOSURE

The policies and procedures for handling disclosures or suspicions of harm are to be reviewed.