



CHILD AND YOUTH RISK MANAGEMENT STRATEGY





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Author(s):	Sam Heath, Sport Operations Manager Greg Denny, Chief Executive Officer
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The QTF Child and Youth Risk Management Strategy will be reviewed annually and will consider:

- whether organisation policies and procedures were followed
- whether any incidents relating to children and young people's risk management issues occurred
- the actual process used to manage any incidents
- the effectiveness of your organisation's policies and procedures in preventing or minimising harm to children and young people, and
- the content and frequency of training in relation to your child and youth risk management strategy.

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1. STATEMENT OF COMMITMENT

Queensland Touch Football (QTF) is committed to the safety and wellbeing of all children and young people who participate in our sport and access our services. We support the rights of the child and will act at all times ensure a child safe environment is maintained.

The Child and Youth Risk Management Strategy (the CYRM Strategy) details the standards, requirements and practices that apply to all employees and volunteers of QTF, its Member and Affiliated Associations and their Clubs working with or within the delivery of touch football to children and young people under the age of 18 years.

In order to support this commitment, we outline a number of risk management strategies to effectively address the safety and wellbeing of children and young people in our care.

QTF implements the CYRM Strategy in conjunction with the Touch Football Australia [Member Protection Policy \(MPP\)](#). The MPP details the requirements relating to Child Protection (Section 6, Part D and Part E) which are implemented and applied in accordance with the Child Protection Position Statement (Section 2, Part A, 6).

QTF undertakes to regularly review the CYRM Strategy to consider changes in legislation, TFA Policy, activities and events. As a result of this review, changes may be made to this document from time to time and all employees and related bodies are required to comply with those changes.

2. CODE OF CONDUCT

Queensland Touch Football (QTF) complies with the Code of Conduct as detailed in Touch Football Australia's [Member Protection Policy \(Section 03 Part B\)](#).

The Touch Football Australia (TFA) Code of Conduct reflects the Touch Football community's support and implementation of the sport industry principles and values outlined in the Australian Sports Commission's 'The Essence of Australian Sport' – principles of fairness, respect, responsibility and safety.

This Code aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained and that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities. This Code of Conduct has been adopted by QTF and may be amended from time to time by the TFA Board of Management or members of TFA.

The Code of Conduct applies to all individuals and entities involved with Touch Football Australia. The Core Code must be observed by all without exception. The role specific Supplement Codes are to be applied as additional requirements to the Core Code to be observed by individuals depending on their role.

Copies of the Code can be obtained from Queensland Touch Football's website www.qldtouch.com.au or from QTF.

Further to the TFA Code of Conduct, the QTF Standards of Behaviour provide a framework of the minimum standards of behaviour expected of employees and volunteers in the organisation when working with children and young people. Employees and Volunteers engaged by QTF agree to uphold the Standards of Behaviour (see Appendix A) as a part of their engagement contract.





3. RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

Queensland Touch Football acknowledges the valuable contribution made by our staff, members and volunteers and acknowledges their active participation in providing a safe, fair and inclusive environment for all participants.

Through rigorous recruitment and selection of employees and volunteers, QTF is committed to providing a child safe environment. In determining suitability for positions, QTF prioritises the engagement of employees/volunteers who:

- meet the requirements for working with children in Queensland (MPP Section 4 Part C)
- have a keen desire to work with children
- display patience and enthusiasm
- value children's rights to feel safe and happy
- have prior experience with working with children
- have an understanding of physical and emotional needs of children
- possess excellent communication skills including rapport and trust building skills
- have leadership skills
- employ problem solving and conflict resolution skills
- utilise a positive reinforcement/strength-based approach in working with children

QTF is committed to providing induction and continued training for employees and volunteers as detailed in Section 8 - Communication and Support.

4. HANDLING DISCLOSURES AND SUSPICIONS OF HARM, INCLUDING REPORTING GUIDELINES

The MPP (Section 02 Part A) page 17 provides definitions of Child Abuse. Child Abuse is conduct which puts a child at risk of Harm.

In Queensland the Child Protection Act 1999 applies. This Act defines **Harm** as 'any detrimental effect of a *significant nature* on the child's physical, psychological or emotional wellbeing'. Harm can be caused by physical, psychological, or emotional abuse or neglect; or sexual abuse or exploitation (section 9 of the Child Protection Act 1999).

Section 13C of the Child Protection Act 1999 provides guidance when forming a reasonable suspicion about whether a child has suffered significant harm, is suffering significant harm, or is at an unacceptable risk of suffering significant harm. The matters a person may consider include:

- whether there are detrimental effects on the child's body or the child's psychological or emotional state:
 - that are evident to the person, or
 - that the person considers are likely to become evident in the future, and
- in relation to any detrimental effects to the child the reporter may consider:
 - their nature and severity, and
 - the likelihood that they will continue, and
- the child's age.

Suspicions of harm must be considered as important as disclosed instance of Child Abuse and must be reported to the relevant Child Protection Agency or police, as per the MPP Section 06 Part E. A





Suspicion of Harm is when someone has a reasonable suspicion that a child has suffered or is suffering or is at an unacceptable risk of suffering, significant harm.

The [TFA Member Protection Policy \(Section 06 Part E\)](#) page 42 details the Procedure for Handling Allegations of Child Abuse. All people working in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, as outlined in the MPP.

QTF acknowledges the strengthened child sexual offence reporting and protection laws come into effect on 5 July 2021 and highlights the two relevant changes to the law which affect sport and create new criminal offences. In Queensland it may be a criminal offence if you;

1. Fail to protect a child from a sexual offence, including by not taking steps to remove the risk; or
2. Fail to report a child sexual offence where you reasonably ought to believe that such an offence was committed (even if it occurred in the past).

5. BREACH OF STRATEGY

A breach is any action or inaction that fails to comply with the CYRM Strategy. This applies to everybody who is involved with QTF including staff, volunteers, children, parents, partners, contractors and all other people relevant to the organisation.

The process for reporting and managing breaches of this strategy are outlined in the [TFA Member Protection Policy, Section 5 Part D: Complaints Procedure and Documents](#) and forms for recording complaints are contained in the [TFA Member Protection Policy, Section 6 Part E: Reporting Requirements and Documents/ Forms](#).

Breaches should be reported directly to QTF. Appropriate confidentiality will be maintained at all times to protect the privacy of children and young people.

6. RISK MANAGEMENT FOR HIGH RISK ACTIVITIES AND SPECIAL EVENTS

All Risk Management Assessment documents for Activities and Events will ensure that appropriate control measures are implemented to manage identified risks of the specific activity or event. Activities or events that are classified as high risk include those that:

- involve the participation of volunteers or people who are external to your organisation;
- take place at an external venue or destination with a large amount of people and/or hazards (eg involving water hazards such as ponds, lakes or pools); and/or
- take place overnight or for a lengthy period of time

Risk Management for activities will be reviewed and updated both prior to and at the conclusion of activities and events.

Appendix B contains Child and Youth Risk Assessment and mitigation strategies that are to be added to each QTF Event Risk Management Plans.

A full competition/ event risk assessment template is available from QTF. The template is supplied as a guide only, QTF takes no responsibility for its use.





7. COMPLIANCE WITH THE REQUIREMENTS OF THE BLUE CARD SYSTEM

All paid employees and volunteers, including organisation Board members, Committee members, coaches, officials, administrators, players and parents, its Member and Affiliated Associations and their Clubs must comply with the current Blue Card / Working with Children Check requirements within their Organisations.

For the purpose of this section Organisation means QTF, Affiliated Associations and their Clubs.

Organisations manage Blue Cards and Exemption Cards through the Blue Card Services Organisation Portal.

7.1 Managing new staff/volunteers without a current Blue Card/Exemption Card

- 7.1.1 If a person joins an Organisation and **does not have a Current Blue Card (Paid or Volunteer)**, or their Blue Card is due to expire within 3 months of engagement, a [Blue Card Application](#) (New/Renewal) will be completed and lodged with Blue Card Services **prior to** the employee or volunteer undertaking any child or youth related activities. The employee/volunteer may commence child related activities once a positive notice is received by the Organisation.
- 7.1.2 For **Teachers and Police Officers** an [Exemption Card application](#) form will be completed and lodged with Blue Card Services **prior to** the employee or staff member undertaking any child or youth related activities. The employee/volunteer may commence child related activities once a positive notice is received by the Organisation.

7.2 Managing existing Blue Card holders

If a person joins the Organisation and already has a Blue Card or Exemption Card, the organisation will verify the validity of the Blue Card, AND

- 7.2.1 If the person joining the Organisation **holds a paid Blue Card** – the Blue Card will be linked with Blue Card Services through the Organisation's Blue Card Services Organisation Portal to ensure that important notifications are received in relation to the blue card holder, including that the card has been cancelled or suspended;
- 7.2.2 If the person **holds a volunteer Blue Card and will be undertaking paid employment** with the organisation - a volunteer to paid employment transfer form will be lodged with Blue Card Services through the Organisation's Blue Card Services Organisation Portal. This will transfer their card from volunteer to paid status and will ensure that important notifications are received in relation to the blue card holder, including that the card has been cancelled or suspended;
- 7.2.3 If the person **holds a volunteer blue card and will be undertaking voluntary employment** with the organisation, the Blue Card will be linked with Blue Card Services through the Organisation's Blue Card Services Organisation Portal. This will ensure that important notifications are received in relation to the blue card holder,





including that the card has been cancelled or suspended; or

- 7.2.4 If the person **holds an Exemption Card and will be undertaking paid or voluntary activities** with the Organisation, the Blue Card will be linked with Blue Card Services through the Organisation's Blue Card Services Organisation Portal. This will ensure that important notifications are received in relation to the exemption card holder, including that the card has been cancelled or suspended.

Employees/volunteers that have not completed the applicable Blue Card/ Exemption Card process in 6.1 or 6.2 will not be allowed to commence working with children until they have completed the application and are linked to the Organisation through their Blue Card Services Organisation Portal.

If a person ceases working with the Organisation the Blue Card will be delinked with Blue Card Services through the Organisation's Blue Card Services Organisation Portal immediately.

7.3 Managing changes in police information

A Change in police information notification form will be submitted to Blue Card Services if a notification that there is a change in the person's police information is received.

7.4 Managing high-risk individuals

If an employee or volunteer has had a Blue Card cancelled or suspended or receives a negative notice after a change in police information, the Organisation will:

- 7.4.1 Ensure the employee or volunteer does not continue to undertake child-related work within the Organisation (work that is regulated by the Act).
- 7.4.2 If employment continues, the person will perform work that is not child-related. The Organisation will ensure that appropriate policies and procedures are in place to manage any risks of harm to children and young people that may arise as a result of the person's ongoing employment within the organisation.
- 7.4.3 There are exemptions that allow people to engage in regulated child-related employment without a blue card in certain circumstances. Certain people are restricted from relying on these exemptions.

It is an offence for a restricted person to start or continue in restricted employment. It is also an offence for an employer to employ or continue to employ a restricted person to start or continue in restricted employment if they know (or should reasonably know) they are a restricted person.

A restricted person means a person who either:

- has been issued a negative notice
- has a suspended blue card
- is a disqualified person
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment refers to the situations that allow a person to work with children without a blue card, such as if they are:

- a volunteer parent





- a volunteer who is under 18
- paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year
- a person with disability who is employed at a place where the person also receives disability services or NDIS supports or services
- a secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a blue or exemption card.

7.5 Employee Register

The Organisation maintains an employee register which is a written record or register of paid employees and volunteers involved in child-related activities within the organisation through the Blue Card Services Organisation Portal.

8. COMMUNICATION AND SUPPORT

This part applies to all paid employees and volunteer, including organisation Board members, Committee members, coaches, officials, administrators, players and parents, its Member and Affiliated Associations and their Clubs must comply with the current Blue Card / Working with Children Check requirements within their Organisations.

For the purpose of this section Organisation means QTF, Affiliated Associations and their Clubs.

To ensure all employees and volunteers are aware of the commitment to the CYRM Strategy, the Organisation will:

- 8.1 Provide compulsory induction covering the risk management policies and procedures for all employees and volunteers;
- 8.2 Deliver regular information sessions for people involved with the organisation in relation to the risk management strategy (these could be incorporated into sessions held for staff and parents);
- 8.3 Implement specific strategies to encourage the participation of children and young people to make sure they understand how to keep themselves safe and what to do if they feel unsafe.
- 8.4 Provide information about the various policies and procedures in communications and seek input and feedback;
- 8.5 Utilise bulletin boards and posters (eg Code of Conduct) to visually promote the organisation's commitment to safe and supportive environments for children and young people;
- 8.6 Provide a copy of the risk management strategy (or information about where it can be accessed) as part of any resources provided to people (eg staff handbook / induction materials, parent / carer handbook, handbook for children and young people);
- 8.7 Schedule regular and mandatory training for staff in relation to the various policies and procedures in the strategy, with a particular focus on managing disclosures or suspicions of harm;
- 8.8 Consider if there are any aspects of the strategy which can be incorporated within professional development and performance plans;
- 8.9 Subscribe to relevant industry journals and training materials for staff.
- 8.10 Provide relevant individuals with information to understand their obligations as a blue card holder. A range of information sheets are available on the Blue Card Services website.





Support:

Blue Card Services Contact

1800 113 611 or 07 3211 6999

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/contacting/contact>

Member Protection Information Officer

Queensland Touch Football
Sam Heath
sam.heath@qldtouch.com.au

Touch Football Australia
James Sharp
james.sharp@touchfootball.com.au

9. RESOURCES

Blue Card Services Information

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card>

Blue Card forms

<https://www.publications.qld.gov.au/dataset?q=Blue+card+forms>

Play by the Rules

<https://www.playbytherules.net.au/>





APPENDIX A: STANDARDS OF BEHAVIOUR – STAFF AND VOLUNTEER WORKFORCE

Minimum Standard of Behaviour	QTF expectation
Maintain appropriate boundaries Staff, Coaches and other personnel in positions of authority should maintain clear:	
Physical boundaries	<ul style="list-style-type: none"> ➤ Use drills to develop fitness, not as punishment ➤ Only use physical contact that is appropriate for the development of a particular skill ➤ Work within sight of others at all times
Emotional/ verbal boundaries	<ul style="list-style-type: none"> ➤ Use positive feedback on performance, not negative feedback about the person ➤ Be encouraging and avoid put downs
Social boundaries	<ul style="list-style-type: none"> ➤ Attend sport related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions
Sexual boundaries	<ul style="list-style-type: none"> ➤ Do not have sexual relationships with athletes you are coaching ➤ Do not touch athletes in ways likely to make them feel uncomfortable
Minimise physical contact If physical contact is to occur, it should always be within clear guidelines to reduce the risk of inappropriate touching and to ensure people working with children eg coaches, officials etc are not placed in situations where they could be accused of abuse.	
Physical contact is appropriate if it:	<ul style="list-style-type: none"> ➤ is used to assist in skill development ➤ is required for the child's safety ➤ occurs with the player's understanding and permission ➤ is for the child's benefit, not adult gratification ➤ occurs in an open environment
Physical contact is inappropriate if it:	<ul style="list-style-type: none"> ➤ includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment frightens, distresses or embarrasses a child ➤ destroys their trust ➤ occurs in a private place
Guidelines for physical contact when demonstrating a skill	<ul style="list-style-type: none"> ➤ Give verbal instructions first and keep physical contact to a minimum. ➤ Ask the player's permission before performing a particular activity that may require contact and do not proceed if they feel uncomfortable. ➤ Be explicit about what you're going to do and why. ➤ Make sure that the physical contact is appropriate to the development of the skill required. Eg, teaching a child to swim will involve holding arms/feet to demonstrate appropriate movements and supporting the child in learning to float.





	<p>Holding the child under the breasts or around the groin is inappropriate.</p> <ul style="list-style-type: none"> ➤ Demonstrate the skill in a public place, in sight of other people, wherever possible. ➤ Do not touch genital areas, buttocks, breasts or any part of the body that might cause a child/young person distress or embarrassment. ➤ Adopt positive language and behaviour and treat all team members appropriately.
Physical contact in your coaching style	<p>Some coaches use physical contact as a way of relating to children and young people. This is not recommended. You need to be aware that:</p> <ul style="list-style-type: none"> ➤ legitimate contact that occurs during teaching a skill may be misunderstood or misconstrued by parents, observers and participants; ➤ touching young participants can result in suspicion and parental concern, particularly if the behaviour occurs repeatedly or appears to focus on particular children; ➤ gratuitous or unnecessary physical contact may prompt questions about your intentions.
Responding to success or distress	<ul style="list-style-type: none"> ➤ Ensure you congratulate children and young people in public, never in a private setting. ➤ Make any physical contact with children in a way that makes them feel comfortable (eg, shaking hands or a congratulatory pat on the back) ➤ Contact should be directly related to the event (e.g., winning a game) and not prolonged, unnecessary or targeted at a particular child or young person. ➤ Recognise that young people/children may be embarrassed by behaviours that are acceptable to adults. ➤ Understand that some cultures and religions disapprove of physical contact between adults and children, particularly if the coach is male and the young person female. ➤ Seek permission, where possible, from the child/young person before you touch them. ➤ Provide appropriate measures to treat or prevent an injury. If an injury occurs, draw upon the skills of a properly trained or qualified practitioner as soon as possible. ➤ Avoid situations where a child may feel uncomfortable, for example when applying first aid or ice to an injury. Ask the child first before applying first aid and ask the child to apply the ice if possible.
Avoid being alone with a child	
To protect yourself and the child from risk:	<ul style="list-style-type: none"> ➤ Adults and child/ youth participants are to be accommodated separately. Children are grouped with same age peers, and supervision is provided from rooms within close proximity. ➤ Do not isolate yourself and a child and avoid being alone with any one particular child





	<ul style="list-style-type: none"> ➤ If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (eg other coaches, officials or parents/guardians) ➤ If you have to enter a child's change room or other room, have at least one adult with you ➤ Before going into change rooms knock or announce that you will be coming in
Appropriate language and Behaviour Management	
Behaviour management	<ul style="list-style-type: none"> ➤ Behave in a calm and non-confrontational manner at all times. ➤ behaviour management strategies employed are not punitive, humiliating or aggressive. ➤ Set clear expectations for children and young people about what is acceptable behaviour ➤ behaviour management strategies which will be used should be clear for children, young people and their parents.
Communication with Children and Youth participants	
Language	<ul style="list-style-type: none"> ➤ Coach children to be 'good sports' and to 'play fair' and to recognise that they have a right to feel safe, and to know who to come to or tell if they do not feel safe. ➤ use positive and age-appropriate language when talking to and in the presence of young players ➤ Use positive reinforcement and acceptable language when providing feedback to players. ➤ do not abuse or harass players as a form of discipline or motivation ➤ unacceptable language - swear words, derogatory terms, sexual jokes and innuendo
U16 & U18 Participants	<ul style="list-style-type: none"> ➤ All communication, if not directed to a parent, should include a parent
U18 & U14 Participants	<ul style="list-style-type: none"> ➤ All communication should be directed to a parent
Text messages	<ul style="list-style-type: none"> ➤ At least one (1) parent should be included in all communication with minors via text messages
Social networking platforms eg Facebook, WhatsApp etc	<ul style="list-style-type: none"> ➤ At least one (1) parent contact and one organisation representative should be included in all communication with minors via social networking platforms
Transport and Travel	
	<ul style="list-style-type: none"> ➤ Make sure parents are clear about collection of their children ➤ Parents need to be responsible for the collection of their children from practice and games. A list of actions that could help include:





	<ul style="list-style-type: none">○ Have a register of parent/guardian emergency contact numbers and make sure coaches officials have access to a phone.➤ Letting children and parents/guardians know practice and game times, when parents/ guardians can expect to collect their children➤ It is not your responsibility to transport children home if parents are delayed.➤ Asking the second last child and their parent/ guardian to wait with the coach/official and the last child.➤ Getting parents to collect their children from the club room (that is, where there will be other people)➤ If there are other people at the ground or facility, wait for the parent/guardian closer to those people. In the meantime try to make contact with the parent/guardian.➤ Avoid the risk of being alone with a child by having a parent/guardian or support person assist you with the training. Require that person to wait with you until all children have left.
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Reporting and documentation

	<ul style="list-style-type: none">➤ If a child ever discloses to you that he or she is being abused by someone, ensure that you notify an appropriate person at the club and/or association and/or Qld Child Services. Remember a child may only ever feel comfortable telling someone about these things once in their lifetime, so take in what they are telling you and don't ignore or disregard the information.➤ Document all incidents involving physical restraint of children or violence involving children.➤ Document anything involving children that seem to be unusual or 'out of the ordinary'.
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APPENDIX B: RISK ASSESSMENT STATEMENTS

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

The following statements are to be added to existing Event and Activity Risk Management Assessments:

RISK SOURCE	LIKELIHOOD	CONSEQUENCE	RATING	CONTROL MEASURES	PERSON
<u>Child/ Youth participant exposed to harm</u>	3	5	H	- Tour/ Event leader manages environment to facilitate Standards of Behaviour for Staff and Volunteers	QTF Event Staff & Volunteers
<u>Grooming</u>	2	3	M	- Code of Conduct - QTF Social Media Policy - Training for all staff, volunteers, leaders etc. - Security and privacy settings on social media and devices used by organisation - Regular monitoring of any Social Media sites used for ministry to children by an appointed person	QTF Event Staff & Volunteers





<u>Inappropriate behaviour is not reported and addressed</u>	<p style="text-align: center;">3</p>	<p style="text-align: center;">4</p>	<p style="text-align: center;">H</p>	<ul style="list-style-type: none"> - Child safety code of conduct - Clear child safety reporting procedures - Performance management - Strategies to embed organisational culture of child safety are reviewed - Required training for staff volunteers, leaders etc. - Grievance procedures in place - Code of Conduct and Child & Youth Risk Management Strategy implemented - Procedures and protocols responding to misconduct - Understanding of expectations 	<p>QTF Event Staff & Volunteers</p>
<u>Recruitment of an inappropriate person</u>	<p style="text-align: center;">3</p>	<p style="text-align: center;">5</p>	<p style="text-align: center;">H</p>	<ul style="list-style-type: none"> - Compliance with Blue Card Services requirements - Pre-employment reference check includes asking about child safety 	<p>QTF Staff & HR</p>
<u>Unknown people and environments at events, tours and camps</u>	<p style="text-align: center;">4</p>	<p style="text-align: center;">3</p>	<p style="text-align: center;">H</p>	<ul style="list-style-type: none"> - Assessment of new or changed environments for child safety risks - Child safety code of conduct - Strategies developed to embed culture of child safety - Clear child safety reporting procedures - Adequate monitoring - Child and Youth participants are to be supervised by adults during competition & non-competition hours at all times 	<p>QTF Event Staff & Volunteers</p>

