



Child & Youth Risk Management Strategy

Reviewed and updated: April 2025

This significant document has been approved by the 2024-25 NYRC Management Committee to comply with its requirements under Commission for Children and Young People and Child Guardian Act 2000 and Commission for Children and Young People and Child Guardian Regulations 2001 and Another Act Amendment Act (Qld. 2008). It has also been prepared with particular reference to guidelines provided by Sports Integrity Australia.

Contents

| | Page |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Statement | |
| 1. NYRC Code of Conduct for Inter-Acting with Child & Youth..... | 2 |
| 2. Anti-Discrimination and Harassment | 4 |
| 3. Risk Management Strategies - <i>Communicating & Supporting</i> | 4 |
| 4. Recruiting, Selecting, Training and Managing Volunteers..... | 9 |
| 5. Breaches of Strategy (a) & (b) | 10 |
| 6. Compliance Procedures (<i>as per Part 6 of the Commission for and Young People and Child Guardian Act 2000 and Another Act Amendment Act (Qld 2008)</i>)..... | 12 |
| Attachments | |
| – <i>Incident Report Form</i> | |
| – <i>Volunteer Induction Form Checklist</i> | |
| – <i>Child Safeguarding Action Plan (Sports Integrity Australia)</i> | |
| – <i>List of current NYRC Contacts (2025)</i> | |
| <i>Commodore</i> | |
| <i>Sailing Coordinator</i> | |
| <i>Rowing Captain</i> | |
| <i>Club Manager</i> | |
| – <i>Emergency Contacts</i> | |
| <i>Police</i> | |
| <i>MSQ</i> | |
| <i>Child Safety</i> | |
| <i>Sports Integrity</i> | |

1. NYRC Code of Conduct for Inter-Acting with Children & Youth

The *Noosa Yacht and Rowing Club* is committed to the safety and wellbeing of children and youth who use our services. All participants will be treated with respect and understanding at all times. To ensure children and youth are kept safe from harm, the following Code of Conduct has been developed.

This Code of Conduct applies to all volunteers and persons working with children and youth in our organisation. The standards of appropriate behavior include:

1. Be ethical, fair and honest in all dealings with others
2. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations
3. Always place the safety and welfare of children/youth above other considerations
4. Comply with *Noosa Yacht and Rowing Club's* Constitution, rules and policies including this Child and Youth Risk Management Strategy
5. Operate within the rules and spirit of the sport
6. Comply with all relevant Australian Laws (Federal and State) particularly anti-discrimination and child protection laws
7. Be responsible and accountable for your own conduct
8. Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background
9. Language – no swearing, derogatory terms, sexual jokes or innuendos
10. Relationships – no special favours /relationships, act in accordance with role
11. Physical contact – only if necessary and with regard to the nature of activities and age/abilities of children/youth. Rowing and sailing are close proximity sports which may require, an appropriate level of contact between people and where light clothing may also be warranted. This is inevitable due to the nature of these sports.
12. Cultural Diversity – respect for all people regardless of cultural identity and cultural practices/behavior.

13. Bullying and harassment – The *Noosa Yacht and Rowing Club* does not tolerate bullying or harassment by anyone, including amongst children/youth;
14. Behaviour management and discipline – corrective practices cannot be punitive, humiliating or aggressive.
15. Drugs, alcohol and illicit substances – staff, volunteers and all other persons shall not use or be affected by the use of drugs or alcohol while in the presence of, engagement with or caring for children and young people from the time they are dropped off to the time they are picked up. This includes prescription medications that affect mental alertness and capacity. This is to be considered a first and final warning.
16. Photography/visual media used by any persons of authority shall be strictly in context with and directly related to participation in the sport. It must always include subjects being appropriately dressed and posed. This should be done with the full knowledge and consent of the child/youth and/or their parent or guardian. Any distribution of visual media should be checked for content and ensure that it is presented in a manner which is not potentially detrimental.

Staff, volunteers and all other persons shall not, for any personal reason film, publish or distribute photographs of children and youth. *(Refer to Clause 6 of NYRC Privacy Policy)*
17. Electronic communication – emails, telephone, and internet communication :

All staff, volunteers and any persons of authority shall restrict such communication to issues directly associated with delivering our services, activities or programmes. It is a requirement to limit the personal or social content in such communications with young people, and wherever possible, emails and messaging should be copied in to the parent/guardian/carer/organization /school, and with their prior knowledge and consent. *(Refer esp. Clause 5 of NYRC Privacy Policy)*

In the event that the Code of Content for interacting with children/youth is breached, actions will be taken in accordance with our organisation's procedures for managing such breaches. See 5(a) Breach of Policy 5(b) Plan for Managing Breaches of this Policy.

2. Anti-Discrimination and Harassment

Noosa Yacht and Rowing Club aims to provide a club environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

Noosa Yacht and Rowing Club recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, and/or discriminated against or harassed. This includes, but may not be limited to a person's age, race, disability, family responsibilities, gender identity and/or sexual orientation, race, religion or social origins. Other factors may include irrelevant medical or criminal record, marital status, political beliefs, pregnancy or breastfeeding, and/or trade union membership/activities. *Noosa Yacht and Rowing Club* prohibits all forms of harassment and discrimination.

3. NYRC Risk Management Strategies - Communicating and Supporting

Making Contact with the Parent/Guardian

- a. If you have a club room where there will be other people, have a club policy that latecomers are to collect their children/youth from the club room. Wait with the child/youth if possible, and make contact with the parent/guardian if necessary
- b. If there are other people at the ground or facility, wait close to the instructors. In the meantime try to make contact with the parent/guardian and avoid separation
- c. Avoid the risk of being alone with a child/youth by having a parent/guardian or support person assist you with training. Require that person to wait until all children have left
- d. Have a club policy that there is a "sign on" and "sign off" procedure.

Transport of Children/Youth

Ideally all children/youth (i.e. via parents) should have their own transportation to and from sporting events.

Transportation will be provided only when:

- i. the driver is properly licensed
- ii. other children/youth parents/guardians are in the vehicle
- iii. the ride has been approved by parents/guardians
- iv. the ride is directly to/from sports or recreational activities
- v. you should also call someone and tell them what you are doing, the exact time you are leaving, so that you are accountable for your time

Overnight Trips

More than one adult will accompany children/youth on any overnight trips/camps and do not separate yourself and children from other adult/s. There will always be more than one adult with a group of children/youth, even if the number of children is small. Mixed gender is preferable. Options that will be considered on an overnight trip/camp include:

- a. Obtaining separate sleeping accommodation from the children/youth with adults in separate rooms
- b. Emergency procedures in place to enable supervising adults to be able to respond to any alarm raised by a child/youth
- c. If an alarm is raised by a child/youth, more than one adult should respond

Injuries and illness

Only personnel who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Other considerations include:

- a. the comfort level and dignity of the child/youth should always be the priority
- b. only uncover the injured area, or drape private parts of the child/youth body
- c. always report injuries and any treatment provided to parents and document an incident (see Incident Report Form)
- d. if necessary seek medical attention as soon as possible

- e. policies regarding “blood rules” are in place to ensure coaches and officials know to remove any child/youth that is bleeding from a game and to stop the flow of blood before being allowed to again join in the activity.

Children and Youth with Disabilities

It is important that children/youth with disabilities have the same opportunities to be involved in sport and recreational activities. This may require, where reasonable, the provision of specialist support, appropriate transport and training for those assisting with matters such as lifting and toileting. At all times children/youth with disabilities should be treated with dignity and respect. Because children/youth with disabilities may be more vulnerable to abuse or neglect, the clubs and may need to take additional steps to ensure their safety.

All physical contact by personnel should fulfill the following criteria:

- a. physical contact should be appropriate for the development of a sport skills
- b. permission from the children should be sought
- c. children/youth should be congratulated or comforted in public not in an isolated setting.

Supervision for Children/ Youth

The number of staff needed will depend on the age and number of children/youth involved, and whether there are disability considerations.

Being alone with a Child/Youth

- a. Do not isolate yourself and a child/youth and avoid being alone with any particular child/youth
- b. If a child/youth approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. other coaches, officials or parents/guardians)
- c. Ideally advise another coach or official and ask them to stay within sight while you have the discussion and to come to your assistance if the child/youth becomes emotional and/or you indicate support is required in dealing with the child

- d. Avoid unaccompanied and unobserved activities with children/youth
- e. Adopt positive language and behavior
- f. Adopt positive language when talking with children/youth and in the presence of children/youth; this includes avoiding bad or aggressive language that could intimidate a child or set a poor example

Change Rooms (refer to Code of Conduct document and Club By-laws)

- a. Before going into change rooms knock or announce that you will be coming in and try to have at least one adult with you in a change room with children/youth
- b. Do not isolate yourself and a child/youth from others in the change room
- c. Ensure there is adequate lighting throughout; any dim or areas where lighting is not adequate should be reported as soon as possible for rectification and maintenance. No one should enter an area which is not adequately lit.
- d. Mixing of gender is not permitted under any circumstances

Collection by Parents/Guardians

- a. Inform parents/guardians about the policy on the collection of children/youth. This includes:
 - i. Letting children/ youth and parents/guardians know the times of activities when they can expect to collect their children and that it is not the responsibility of others to transport children/ youth home if parents are delayed
 - ii. The second to last child and their parent/guardian will wait with them until the last have been picked up by their parents/guardians

Maintain Control – Avoid Losing Your Temper

1. Try not to lose your temper with a child (verbally or physically). If you find that you regularly lose your temper with children/youth you should seek support on *behavior management strategies, anger management, or consider whether you have the patience to work with children/youth.*

2. Some ideas to assist with maintaining control include:
 - a. Set up some basic rules at the beginning of the season such as “be nice”
“follow instructions” “have a go” “no put downs” - make sure children/youth are aware of these rules
 - b. Give positive messages
 - c. Have a time out area for children and young people who are not behaving. This should be simple such as an agreed T sign with the hands that children know means to go to time out for two minutes
 - d. Adopt a card system to express concerns with a child's/youth's behaviour rather than becoming verbally agitated.

Individual Responsibilities

Individuals bound by this *Child and Youth Risk Management Strategy* are responsible for:

- a. Making themselves aware of *Child and Youth Risk Management Strategy* and complying with the standards of conduct outlined in the document
- b. Consenting to a National Police check if deemed appropriate by the Club
- c. Complying with all other requirements of the *NYRC Child and Youth Risk Management Strategy* which may include completing a volunteer “Induction Checklist” and obtaining or providing a “Blue Card”
- d. Co-operating in providing a non-discriminatory, child abuse-free and harassment-free sporting environment
- e. Understanding the possible consequences of breaching the *Child and Youth Risk Management Strategy*.

4. Procedures for Recruiting, Selecting, Training and Managing Volunteers

The nature of Noosa Yacht and Rowing Club as a volunteer organisation limits the options for selecting and recruiting volunteers. To honour our commitment to safety, welfare and wellbeing of children and youth, the Noosa Yacht and Rowing Club shall *screen* the suitability of all volunteers who work with children and youth.

Suitability of a volunteer is established by considering:

- a. personal references
- b. volunteer's profession
- c. volunteer's motivation (for example does he/she have a child involved in the activity)
- d. requesting the volunteer apply for a "Blue Card" unless exempt
- e. volunteers with "Blue Cards" will complete "authorisation to confirm a valid blue card"
- f. Complete an "Induction Checklist"

5. Breaches of Strategy

5(a) Breach of Policy

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have:

- a. done anything contrary to this policy
- b. disclosed to any unauthorised person or organisation any information pertaining to *Noosa Yacht and Rowing Club* that is of a private, confidential or privileged nature
- c. made a complaint they knew to be untrue, vexatious, malicious or improper
- d. failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy
- e. failed to comply with a direction given to the individual or organisation during the discipline process.

5(b) A Plan for Managing Breaches of the Child and Youth Risk Management Strategy

This plan outlines the steps to be taken following a breach of the Child and Youth Risk Management Strategy in order to address the breach in a fair and supportive manner.

A breach is any action or inaction by any member of the organisation, including children and youth, that fails to comply with any part of the strategy.

The first and most immediate consideration must always be “is the child/youth at risk of immediate harm?” and if so, carefully adopt an immediate and common-sense approach to the situation.

All members, volunteers and committee members shall comply with the plan. When a breach is reported the following will occur:

1. The subject of the alleged breach will immediately discontinue involvement in any club activity involving children/youth, until the alleged breach is resolved
2. Unless the reported breach involves the Commodore it will be managed by the Commodore or the Commodore’s nominated representative
3. If the reported breach involves the Commodore, it will be managed by the Vice Commodore or the Vice Commodore’s nominated representative

4. The nominated representative need not be a member of the Management Committee
5. All people involved in the alleged breach shall be advised of the process
6. All people involved in the alleged breach shall be given the opportunity to provide their version of events. These people shall include as a minimum the reporter, reportee, young person (if appropriate due to age or ability), the young person's parent or guardian and any person having witnessed the alleged breach
7. All details of the alleged breach shall be recorded. Please reference the prescribed "Incident Report Form" attached. All parties to the alleged breach shall maintain the strictest confidence unless such confidentiality places a child at risk of harm
8. The person managing the alleged breach shall decide an appropriate outcome, and shall report the outcome to the Management Committee;
9. Depending on the nature of the breach the outcome may include:
 - a. dismissing the allegation as unfounded
 - b. emphasising the relevant component of this Child and Youth Risk Management Strategy
 - c. further education and training
 - d. mediation between those involved in the incident
 - e. review of current procedures and policies
 - f. recommendation to the Management Committee that the member be stopped from volunteering with children/youth at the club
 - g. recommendation to the Management Committee that the member be subject to disciplinary procedures as allowed by the Code of Conduct and the Constitution of the Club
 - h. reporting the incident to the Police or Department of Child Safety and or Sports Integrity Australia.

6. Compliance Procedures – as per Part 6 of the Commission for Children and Young People and Child Guardian Act 2000 and another Act Amendment Act (Qld 2008)

In accordance with Part 6 of the Commission for Children and Young People and Child Guardian Act 2000 and Another Act Amendment Act of Qld 2008 the strategy should be reviewed at least annually or following any incidents. Review shall be initiated at the first meeting of the Management Committee after the Annual General Meeting each year.

The NYRC Commodore shall initiate a review of the Child and Youth Risk Management Strategy by appointment of a delegate to manage and oversee the review process. The review shall take the form of a meeting of stakeholders. Any changes, additions, or deletions to the Child & Youth Risk Management Strategy shall be made by majority vote of those attending the meeting. The stakeholders invited to the meeting may include any members of Noosa Yacht and Rowing Club. A minimum of three stakeholders including the Commodore's delegate are required for the meeting.

Minutes from the stakeholders meeting shall be read and accepted or amended as required in the next Management Committee Meeting after the stakeholders review and all present at this meeting shall sign off on the amended Child and Youth Risk Management Strategy.

Annual reviews shall consider all aspects of the Child and Youth Risk Management Strategy. Each annual review will include direct reference to the current Child Safeguarding Action Plan provided by Sports Integrity Australia.

Reviews as a result of incidents shall focus on that area of the Child and Youth Risk Management Strategy related to the incident. In addition issues to be considered in the review include:

- a. whether policies and procedures were followed
- b. the number of incidents relating to the protection of children or youth from harm and the outcome of these incidents

- c. the effectiveness of policies and procedures in preventing or minimizing harm to children and youth;
- d. the frequency of any training for the strategy.

Following the review all club members (stakeholders) will be advised of the changes and provided with access to copy of the revised document.

A register of blue card holders shall be maintained by the administrative office. The register shall be maintained in the strictest confidence available only to club members as required.

Volunteers who applied for Blue Card through other organisations are required to complete an "Authorisation to Confirm a Valid Blue Card" Form and lodge it with the Commission.

