

Child and Youth Risk Management Policy

Updated March 2017

PART 1: COMMITMENT

Statement of Commitment

Triathlon Queensland is committed to the maintaining the health and wellbeing of children and young people who participate in our sport of Triathlon. This is in all aspects of our business from events through to training. They are the future of our sport and will be provided with safe and supportive environments in which to participate in Triathlon through effective policy development and implementation by qualified and trained employees and volunteers.

PART 2: CAPABILITY

Policies for the recruitment, selection, training and management of employees (both paid and unpaid)

Employing of staff

- When recruiting staff for Triathlon Queensland holding a current Blue Card or eligible to receive a Blue Card is a requirement advertised as part of the position description for any role advertised.
- On the closure of the recruitment process all candidates are reviewed on merit
- Interviews are conducted with three staff/volunteers from the organisation
- Referees and Qualifications are checked prior to any offer being granted
- Triathlon Queensland offers staff a probationary period for the individual and organisation

Once appointed

- Blue card is checked or application is sent through to Blue Card Services (QLD) for processing
- All staff are required to hold a current blue card or have a pending application in process
- Induction Program which covers all aspects of the role and organisation policy and procedures including Children & Youth Risk Management Strategy for Triathlon Queensland.
- Staff are expected to attend workshops on Children & Youth Risk Management workshops and training sessions conducted by the department and Sport and Recreation Services. From time to time we conduct our own education and training workshops as required.
- All staff should have undergone this training or be scheduled to undertake this training so that they can provide advice to members, clubs and volunteers.

Volunteer employees

- When recruiting volunteers for Triathlon Queensland it is encouraged that all volunteers hold a current blue card or are eligible to receive a blue card.
- Being an organisation that deals with both Children & Youth and Adults there are roles that do not require a blue card.
- Any volunteer that is working with or making decisions on behalf of children is required to have a blue card.

Technical Officials

- All participants undertaking the free training provided to become a volunteer Technical Official. As part of the requirement of the course they complete the Application for a Blue card or Blue card validation form. This ensures that by the time the officials have completed all aspects of their training they will have a current and valid blue card.
- The Triathlon Queensland Technical Officials course runs through the Code of Conduct line by line to ensure that all volunteers understand their responsibilities to Children & Youth and all participants of our sport.
- Technical officials are then linked up with the presenters of their course all level 2 and above officials as mentors and they can seek clarification and support from these individuals in all areas including child & youth policies.
- Technical officials are required to maintain a current Blue Card to be appointed to represent Triathlon Queensland at an event.
- Any interstate based Technical Official who works in Queensland more than twice per season is required to hold a Queensland Blue Card.

Coaches

- While not directly working for Triathlon Queensland, Affiliated Triathlon Coaches operating in Queensland who coach Children & Youth are required to hold a valid Blue Card as required by the legislation.
- Coaches are to complete a Blue Card linking form to link their Blue Card to Triathlon Queensland so that they can be notified of any changes.
- It is the Coaches responsibility to ensure that their Blue Card is kept up to date.

Club Committee

Through their affiliation with Triathlon Queensland, member club agree to abide by the Child and Youth Risk Management Policy. For the purposes of this policy, the reference to Clubs includes both Clubs and Squads.

- Clubs that have junior members, or where the children of adult members are present at events including social functions need to have a working understanding this Policy.
- It is encouraged that all Executive members and all members who engage with children in any capacity hold a current Blue Card. This register can be maintained within the Club or through Triathlon Queensland.
- Clubs will appoint a Member Protection Information Officer (MPIO) who will be the first point of call for any queries relating to this policy.
- The role of the MPIO is to ensure a current awareness within the club of the Child and Youth Risk Management Policy, and where to seek advice and support. It is not the role of the MPIO to investigate or resolve any concerns.
- Clubs will ensure that any person they engage who has contact with children has a current Blue Card, including but not limited to external coaches, presenters, allied medical staff and volunteers.

PART 3: CONCERNS

Triathlon Australia provides a comprehensive Membership Protection Policy and Triathlon Queensland and all affiliated clubs and squads, coaches, volunteers and members must abide by this policy.

[Triathlon Australia Member Protection Policy](#)

Policy and procedures for Handling disclosures and suspicions of harm

All employees at Triathlon Queensland will receive training in identifying risks of harm and handling disclosures or suspicions of harm as soon as possible upon commencing employment.

Harm can be categorised in the following types:

- Physical abuse, emotional or physiological abuse, neglect and/or sexual abuse or exploitation.

How to receive a disclosure/suspicion of harm

- When receiving a disclosure it will be done so in a private place and remain calm
- Tell them that they have done the right thing by telling you but that you need to tell someone else who can keep them safe
- We will only ask questions to confirm the need to report the matter
- We will not attempt to conduct our own investigation or mediate an outcome between the two parties

Who a disclosure needs to be reported to

- A disclosure of harm can be reported to any Triathlon Queensland employee, provided that they have had the necessary training to deal with this kind of matter.
- Upon the reporting of this disclosure to a Triathlon Queensland Staff member, the matter will then be referred to either the Department of Communities or the Queensland Police Service.

Process of support for all people involved

- Triathlon Queensland will provide support and counselling to the children and young people involved
- The person who reports suspected child abuse is protected from civil or legal actions
- Triathlon Queensland will keep all details of the person whom made the report confidential and will not be made available to the family of the child or the person who the claim is against
- If the person responding to the allegation of harm is an employee of Triathlon Queensland their duties will be reviewed. Any further interaction with children will be supervised at all times.

Immediate actions your organisation will take following disclosure/suspicion of harm and documentation

The process in handling a complaint will be undertaken by Triathlon Queensland in accordance with the [Triathlon Australia Member Protection Policy](#) immediately following a disclosure or suspicion of harm (Part E - Attachments: Reporting Requirements and Documents).

Plan for managing breaches of your child and youth risk management strategy

This plan outlines the steps to be taken by Triathlon Queensland following a breach of the child and youth risk management strategy.

- All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.
- Employees, volunteers, contractors, committee members, work experience students, parents and carers, children and young people must all comply with this plan.

Process to manage a breach of strategy

- All people concerned will be advised of the process and be able to provide their version of events
- The details of the breach, including the versions of all parties and the outcome will be recorded
- Matters discussed will be kept confidential

Suitable outcomes for breaches

- Disciplinary procedures if necessary
- Further education and training
- Providing closer supervision
- Mediating between those involved, or
- Reviewing current policies and procedures and developing new ones

Risk Management Plan for high risk activities and special events

The Risk Management Plan can be provided upon request to admin@qld.triathlon.org.au

PART 4: CONSISTENCY

Compliance with the Commissions Act (Blue Card Compliance)

Contact people who are responsible for the management of the blue cards within the organisation are the Executive Director, Membership Officer (Staff/Volunteers, Club Officers & Coaches) and the Technical Officer (Technical Officials).

Currently all Technical Officials, Coaches and Volunteers who work with children and youth on behalf of Triathlon Queensland must hold a current blue card. Clubs are required to designate a Member Protection Information Officer to act as a liaison between Triathlon Queensland and the club.

A Blue card register is stored on our network along with the letters of notification in an alphabetical file with our organisations human resource documentation.

Forms are provided to all new volunteers at their initial training with our organisation. They are advised that by signing the application form, they are consenting to the screening process under the act.

The contact person must be in attendance to sight documents with proof of identity and forms are to be signed in front of the candidates. A thorough check is completed and then the documents are sent by Triathlon Queensland to Blue Card Services.

Volunteers may commence duties with adult races but they will not work with children or youth until they have received their Blue Card.

Strategies for communication and support

Stakeholders of Triathlon Queensland consist of; parents/carers, athletes, coaches, officials, employees and triathlon clubs and associated members. These stakeholders will be made aware of the child and youth risk management strategy through the following avenues;

- Policy and supporting material on Triathlon Queensland website
- Updates and reminders on child and youth risk management strategy through e-newsletters and club updates
- Training courses in coaching and officiating contain information sheets for policies and procedures and code of conduct including child and youth risk management strategy
- Clubs to appoint a Member Protection Information Officer.
- General communication of policies and strategies through
 - General meetings and AGM
 - E-newsletters
 - Club correspondence
 - Risk management templates
 - Clubs/squad information kits
- Triathlon Queensland employees and interested volunteers will be trained in the child and youth risk management and will be on hand to help/inform any stakeholders where assistance is required.