

Child Protection and Risk Management Policy

QUEENSLAND LIVING HISTORY FEDERATION



QUEENSLAND
LIVING
HISTORY
FEDERATION

Policy must be:

- **formally incorporated by the QLHF into its by-laws as prescribed in the Constitution and ratified by an EGM**
- **provided to new and existing members, volunteers and employees**
- **available on all websites.**

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Child Protection Policy

1. Introduction

Description of organisation

This Child Protection Policy has been accepted by the Management Committee of **THE QUEENSLAND LIVING HISTORY FEDERATION** (“QLHF”) and is mandatory for all **QLHF** members, volunteers and employees.

This policy has been adopted following:

- An initial period of consultation with QLHF members;
- Discussion of child protection as an issue at the QLHF’s 2016 Annual General Meeting;
- A presentation at the 2017 QLHF Office Bearers’ Workshop by Bravehearts;
- Consultation by the QLHF Management Committee with Bravehearts on this policy document; and
- Consideration by members at an Extraordinary General Meeting at the QLHF Conference in May 2017.

Adopting this policy will help to safeguard children and young people within **QLHF** from potential sexual harm and abuse, ensure appropriate responses when harm is disclosed or suspected.

This document is binding for our entire organisation and provides procedures and guidance to everyone in **QLHF**, whether working in a voluntary or professional capacity. This policy should be read in conjunction with other policies and codes available through **QLHF**

2. Statement of Intent

QLHF recognises the need to make provision for the protection of children and young persons, and acknowledges its moral responsibility to ensure that:

- The protection and welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of sexual harm or abuse will be taken seriously and responded to swiftly and appropriately
- All members, volunteers and employees operating within our organisation have a responsibility to report concerns to the Child Protection Officer

QLHF wants to ensure the protection and wellbeing of all children and young people who are members, or who are involved in the activities of **QLHF**. This Child Protection Policy has been endorsed by the **QLHF** as part of our commitment to proactively ensure the rights of children and young people to safety and to act without hesitation in the maintenance of a child safe environment.

3. Purpose of the Child Protection Policy

The main objective of the Child Protection Policy is to promote the protection and wellbeing of all children and young people who are members, or who are involved in the activities of the **QLHF** and to ensure responsible behaviour by all members, staff, volunteers and visitors.

This Policy outlines the moral rights and responsibilities and the standards of behaviour that are expected, as they relate to the protection and wellbeing of children and young people participating in the **QLHF**.

4. Extent of this Policy

QLHF Child Protection Policy includes all behaviour across all levels of the structure of the Association and all events and functions. The Policy applies to all members, employees, volunteers and Management Committee members.

In addition the Policy also applies to personal behaviour by individuals where that behaviour involves the suspicion or act of sexual harm or abuse against a child or young person which may be seen as bringing the **QLHF** into disrepute.

5. Definitions

The following definitions apply in this Policy.

5.1 Child, and young person

A **child** or a young person is any person who has not yet reached the age of 18.

This definition is consistent with Section 8 of the *Child Protection Act 1999* (Qld) ("the Act"), which states that a child is an individual under 18 years.

5.2 Child Abuse

Child abuse is defined as any act of omission or commission that endangers or impairs a child's physical/psychological/emotional health and development.

This definition is consistent with Section 9 of the Act, which states that:

- (1) *Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being.*
- (2) *It is immaterial how the harm is caused.*
- (3) *Harm can be caused by--*
 - (a) *physical, psychological or emotional abuse or neglect; or*
 - (b) *sexual abuse or exploitation.*

5.3 Child Sexual Assault

Child sexual assault is any form of sexual behaviour that is imposed upon a child by an adult.

This definition is consistent with Section 9 of the Act, which states that:

- (1) *Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being.*
- (2) *It is immaterial how the harm is caused.*
- (3) *Harm can be caused by--*
 - (a) *physical, psychological or emotional abuse or neglect; or*
 - (b) *sexual abuse or exploitation.*

5.4 Blue Card

A Blue Card is a suitability to work with children check under the *Working with Children (Risk Management and Screening) Act 2000* (Qld), or a similar check under legislation which is similar to or amends that Act.

6. Association Responsibilities

The QLHF believes that children need to know and believe that they have the right to be safe and feel safe at all times. Children are among the most vulnerable members of our society. This policy has been developed to promote and enhance the safety and welfare of children are members, or who are involved in the activities.

The QLHF regards the interests of children as paramount and acknowledges that it is the adults in our society who have the responsibility for protecting children. This policy highlights the need for understanding the complexity of child abuse and emphasises that members, employees and volunteers must take action when harm to a child is suspected

6.1 External Oversight of Management of Child Protection Disclosures and Concerns

The QLHF, in addressing child protection disclosures or concerns, will nominate an external child protection expert to act in an advisory capacity to the **QLHF**.

This role will be purely of an advisory nature to ensure transparency and appropriateness of responses to any child protection disclosures or concerns. The role of the external child protection expert will be to provide advice and assistance to the Child Protection Officer (appointed under clause 6.4) and to the Management Committee.

6.2 Develop and Maintain Appropriate Codes of Conduct

The QLHF will develop and maintain appropriate Codes of Conduct, inclusive of a Code of Conduct specific to child protection. The Child Protection Code of Conduct (See Appendix A) sets out behaviours that are considered appropriate and inappropriate in relation to interacting with children and young people.

6.3 Choose Suitable Employees and Volunteers

The QLHF recognises that anyone may have the potential to sexually harm or abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with/ having contact with children through the **QLHF**.

The QLHF will take all reasonable steps to ensuring that it engages suitable employees and volunteers. **The QLHF** will employ a range of screening measures to reduce the opportunity of engaging unsuitable employees and a range of risk management strategies to ensure suitability of volunteers.

As part of those screening measures for employees and volunteers, **the QLHF** will ensure that appropriate checks will include a suitability to work with children check such as a Blue Card issued under the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

6.4 Use of Blue Cards

The QLHF notes that under current legislation, the organisation is not a regulated business under the *Working with Children (Risk Management and Screening) Act 2000* (Qld) and it is therefore not an organisation for which it is mandatory for members to obtain a Blue Card. **The QLHF** also notes that it has received expert advice that a requirement for the holding of a Blue Card is not of itself a guarantee of protection of children from sexual harm and assault.

The QLHF invites its member organisations to, in addition to compliance with this Child Protection Policy, consider as part of their own risk management strategies whether they wish to adopt any additional measures. For example, member groups may choose to adopt their own policy on the requirement of Blue Cards for the member group's own committee and members.

QLHF Committee Members will apply for a Blue Card within one month of their election or appointment to the QLHF Committee and advise the secretary of the QLHF Committee upon its receipt.

6.5 Appointment of a Child Protection Officer

The QLHF will appoint a Child Protection Officer. The individual appointed will be provided with specific training in child protection issues and will be responsible for ensuring the dissemination of any information in respect to child protection issues, and will be the central point for breaches of the Child Protection Code of Conduct and any child protection notifications. Appendix A - Responding to Disclosures and Concerns, sets out the QLHF's process that will be followed for any child protection notifications.

6.6 Develop Appropriate Procedures for Responding to Complaints and Concerns

The QLHF will ensure that appropriate procedures for responding to child protection complaints and concerns are in place (See section "Responding to Disclosures and Concerns"). Responsibilities of individuals and the procedures will be made available to all members, employees, volunteers, and Committee members.

6.7 Identify and Manage Risk of Harm

The QLHF recognises that management of risk is an integral part of good organisational practice and management. **The QLHF** will develop, maintain and regularly review strategies, techniques, and an approach to recognising and dealing with child protection issues.

QLHF's Risk Management Strategy is set out at Appendix B.

6.8 Provide Child Protection Training and professional Development to members and employees

The QLHF will provide regular access to specialised child protection training for members and employees. QLHF will consider its training program annually.

7. Individual Responsibilities

All members, employees, volunteers and Management Committee members will:

- adhere to the policies and codes of conduct outlined in the **QLHF** Child Protection and Risk Management Policy.
- take all reasonable steps to ensure that all actions and behaviours are conducted in the best interests of the protection and safety of children and young people.
- ensure that their personal behaviour is conducted in the best interests of the protection and safety children and young people.
- report concerns about suspicions and allegations of sexual harm or abuse towards children and young people to the Child Protection Officer.

- remain informed of the policies and codes of conduct as determined by the **QLHF**.

8. Code of Conduct – Child Protection

A Child Protection Code of Conduct (Code) for child-safe organisations promotes positive practices and establishes boundaries concerning acceptable and unacceptable behaviour in relation to children with whom the organisation has contact. A Code provides guidance about the behaviour, relationships, attitudes and responsibilities expected of employees and volunteers, and outlines the process that will be followed if the Code is not observed.

The QLHF has developed a Child Protection Code of Conduct (See Appendix C) that provides guidance to members, volunteers, employees and Committee Members for maintaining appropriate boundaries that serve to protect everyone from misunderstandings, by promoting transparency and accountability. It also includes guidelines around acquiring and displaying images of children.

New members and employees to the QLHF will be provided with access to a copy of the Code. **The QLHF** expects all members to comply with the Code and be aware of the penalties associated with breaches of the Code.

9. Review and revision

The QLHF will annually review this Policy and the Appendices to it. The QLHF will assess if there is any significant change in the organisation or its risks, and if there are any new activities or programs introduced.

In the annual review of this Policy, the QLHF will consider matters such as:

- changes to legislation and government policy,
- reports and outcomes of the Royal Commission into Institutional Responses to Child Sexual Abuse or other official enquiries,

and amend this Policy as necessary to reflect those matters.

Any proposed amendments to the Policy and Appendices must be ratified by an Extraordinary General meeting of the QLHF's membership.

Appendix A - Responding to Disclosure and Concerns

10. Responding to Disclosure or Concerns

It is not the responsibility of anyone in the **QLHF**, in a paid or unpaid capacity to take responsibility or to decide whether or not sexual harm or abuse has occurred. This is the role of the police and/or child protection agencies. However, there is a responsibility for all involved in the **QLHF** to act on any complaints or concerns through contact with the appropriate authorities.

The QLHF assures all members, employees and volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague/member is, or may be, abusing a child.

The QLHF members, employees and volunteers and Committee members are required to report any disclosures or concerns that a child has been sexually assaulted or has been abused or neglected to the nominated Child Protection Officer for the **QLHF** (see 6.5 above). The responsibilities include:

- **The QLHF** members, employees and volunteers and Committee members are obliged to report any disclosures made to them, or concerns based on reasonable grounds, that a child has been sexually assaulted or has been abused or neglected.
- **The QLHF** members, employees and volunteers and Committee members are obliged to make a notification if they believe on reasonable grounds that child is in need of protection.
- **The QLHF** members, employees and volunteers and Committee members are obliged to make a notification if they believe they have acted or said something that may be interpreted as sexual or harmful.
- **The QLHF** members, employees and volunteers and Committee members do not have to prove that the abuse has occurred.

The Complaints handling process is outlined below under 12.6. In the case of a child being in danger, or another criminal matter, the relevant law enforcement body will be notified immediately.

11.1 When should you report

All disclosures and concerns are to be reported to the **QLHF** Child Protection Officer as soon as practically possible.

The QLHF acknowledges that the initial response to any disclosure of child sexual assault or form of abuse can be the first step in stopping the harm and protecting the child from further harm. It is the first step to protect the child's safety and well-being.

11.2 What should you report?

Also see following “Management of Disclosure or Concerns” for specific processes.

In line with this policy, some of the circumstances under which a report should be made include:

- If a child discloses sexual, physical, psychological or emotional harm or neglect.
- If a third party, such as a parent, relative or friend of a child tells you that a child has been sexually, physically, psychologically or emotionally harmed or neglected.
- If you have directly observed harmful behaviour perpetrated on a child.
- If there are any clear signs of physical or sexual harm.

Information that should be reported includes:

- **Details** - the child's or young person's name, age and address.
- **Indicators of harm** - the reason for believing that the injury or behaviour is the result of sexual assault, abuse or neglect.
- **Safety assessment** - assessment of immediate danger to the child or children.
- **Description** - description of the injury or behaviour observed.
- **Other services** - your knowledge of other services involved with the family.
- **Family information** - any other information about the family.
- **Social/Cultural characteristics** - any specific cultural or other details that will help to care for the child - for example, Aboriginality, interpreter or disability needs.
- **Please note** - a notification should still be made, even if you don't have all the information listed above.

Reports should be made each time you become aware of any further grounds for concern.

11. Management of Disclosure or Concerns

In all disclosures or notifications it must be explained to the complainant that it may be necessary to inform a statutory agency and that their cooperation may be sought. The **QLHF** must reassure and support the person making the complaint as this can be a stressful time (See 13. Support Mechanisms). See also “*12.6 Management of Notifications Flowchart*”, for specific processes

12.1 Disclosures

Once a child makes a direct disclosure or allegation regarding their safety or well-being, or an adult makes a disclosure regarding a child's safety and well-being, **QLHF** staff, volunteers and Committee members should take immediate action.

The person to whom the child has disclosed should:

- Listen carefully to all they say.
- Tell them it is not their fault.
- Let them know you will do everything in your power to ensure that something is done.
- Document all – use the child's exact words as best you can.
- Do not force them to talk about it, you are there to listen to what they want to tell you.
- Do not use direct questions.
- Do what you need to do to make the child feel safe.
- Importantly: follow their obligation to report as soon as practically possible to the **QLHF** Child Protection Officer

12.2 Observations or Concerns

If a **QLHF** member, employee, volunteer or Committee member observes or has reasonable grounds for suspicion about the actions or behaviours (including verbal behaviours) of another member, employee, volunteer or Committee member, they are to take immediate action.

Concerns must be taken seriously and reported directly to the **QLHF** Child Protection Officer. Information regarding the concerns should be recorded on the "Child Protection Incident Report Form" (See Appendix D).

12.3 Notifications involving members, employees, volunteers or committee members

If there is a disclosure or complaint in respect to the behaviours or actions of a member, employee, volunteer or Committee member, the **QLHF** needs to protect the rights of the children and young people who are members, as well as the interests of the **QLHF** and its membership. On receipt of a notification, the **QLHF** Child Protection Officer will:

- Ensure that the notifier has completed the *Child Protection Incident Reporting Form* (See Appendix D)
- Ensure the notifier is aware of confidentiality requirements and is assured that the notification will be treated seriously.
- Ensure the immediate safety and protection of the child.

In serious matters the **QLHF** may seek advice from the external child protection expert, or such aother advice as it considers appropriate.

If it is deemed that there is any risk or threat to children in the organisation, suspension of membership or employment can occur as soon as practicable and be authorised by the **QLHF** Committee. The person will also be asked not to contact the child or discuss the allegations until any investigation is

complete and an outcome reached. A decision will then be made as to whether the person is reinstated or dismissed. The rights of the person subject to allegations must also be protected.

Any disclosures or concerns received by the **QLHF** Child Protection Officer must be reported as soon as is practicable to the President, who is responsible for ensuring that the Management Committee is kept informed. If the matter involves a potential criminal matter, the **QLHF** Child Protection Officer will also refer the matter to the Police and inform the management committee via the President of actions taken.

All actions taken must be reported on the *Child Protection Incident Report Form* (Appendix D).

12.4 Disclosures not involving members, employees, volunteers or committee members

If the disclosure or complaint is in respect to a child being sexually harmed or abused by an individual outside of the **QLHF** the disclosure must be passed on to the **QLHF** Child Protection Officer who will:

- Ensure the notifier is aware of confidentiality requirements and is assured that the notification will be treated seriously.
- Ensure the immediate safety and protection of the child.

Any disclosures or concerns received by the **QLHF** Child Protection Officer must be reported as soon as is practicable to the President, where the President is responsible for ensuring that the Management Committee is informed. If the matter involves a potential criminal matter, the **QLHF** Child Protection Officer will also refer the matter to the Police and inform the management committee of actions taken.

All actions taken must be reported on the *Child Protection Incident Report Form* (Appendix D).

12.5 Confidentiality

Confidentiality is crucial to a fair and effective reporting procedure. It is unacceptable, and potentially defamatory, for concerns of sexual harm and abuse (and abusers) to be spread throughout an organisation. All members, employees, volunteers and Committee members must understand the importance of following the set reporting guidelines when concerns arise. Confidentiality protects the child, the notifier, the alleged offender and the organisation. Ultimately this ensures a fair and proper process.

In all matters the best interests of the child will be paramount.

12.6 Management of identifying information

The **QLHF** acknowledges that the size and composition of the Management Committee is not fixed under the Constitution and that the Management Committee can be expanded as necessary to fulfil the roles and responsibilities of the **QLHF**.

So as to place a reasonable constraint on the number of individuals who are required to retain information which may identify the child, the notifier and/or the person the subject of the allegation, then depending upon the nature and seriousness of the allegations, the President (in consultation with

the QLHF Child Protection Officer) may at their discretion elect to limit the release of identifying information to the following Committee members:

- The President
- The Vice President
- The QLHF Child Protection Officer and
- The Marshall, in their role as QLHF Safety Officer.

The President and the QLHF Child Protection Officer will otherwise inform the remainder of the Management Committee of the details of the notification and of the progress of any investigation.

12.7 Management of Disclosure and Concern Flowchart

The **QLHF** will ensure that all members, employees, volunteers and Committee members are informed on the organisation's procedures.

Steps involved in the management of concerns or notifications should include:

- Ensuring that the person making the notification is aware of the limitations and requirements of confidentiality;
- Ensuring that the complaint is treated seriously;
- Ensuring, as much as possible, the immediate safety of the child;
- Ensuring all documentation is received and stored;
- If the allegation is against a member, employee or volunteer of the organisation, ensure that consideration is given to their rights to due process and privacy are met; and
- Ensuring that the matter is referred to the appropriate authority for investigation.

Documentation will be kept on each step taken through the process and of the outcome of the notification. This documentation should be filed securely and confidentially with copies available to the Management Committee. At each stage of the following process (Figure 1 and 2), the **QLHF** Child Protection Officer will ensure transparency of process, safe storage of documents and provision of information to the Management Committee through the President.

Figure 1: Organisation Governance Structure

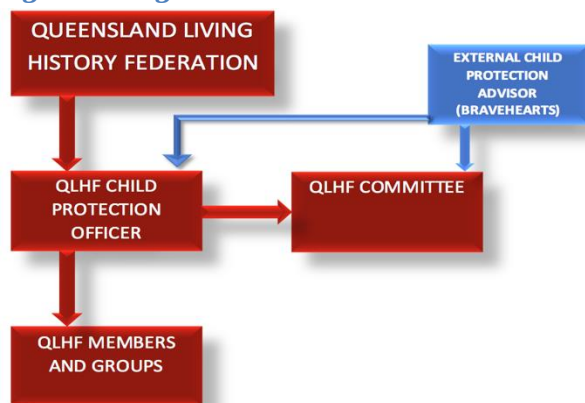


Figure 2: Management of Disclosures and Concerns Flowchart



12. Support Mechanisms

Once all the necessary steps have been taken to respond to the allegations or disclosure and the immediate safety and well-being of all concerned has been established, consideration needs to be given to the emotional response or reactions that will follow. Allegations of child abuse, in particular sexual assault, have adverse effects on the victim, the person against whom the allegations are made, and their families. When the allegation has been made against a member, employee, volunteer or Committee member it can precipitate an acute crisis in the organisation which needs to be managed.

13.1 Child

Information needs to be given as soon as possible to the child about the steps being taken to ensure their ongoing safety. They may also want to know what is happening in regard to the alleged perpetrator. All questions asked by the child should be answered honestly. An offer (or referral) can then be made for the child to speak with a specialist counsellor.

The long-term effects of any harm suffered by the child can be reduced by a timely and empathetic response. It is important that the child is reassured that their safety is taken seriously, that they have a right to be protected and that they will be protected.

13.2 Parents/Carers

The child's parents/carers will be experiencing many emotions and may also require external professional counselling. The QLHF Child Protection Officer can support them by keeping in regular contact and advising them of each step that is being taken and answering their questions honestly.

The QLHF Child Protection Officer will spend time with parents/carers to ensure that they are satisfied that the organisation has responded appropriately and they are not being excluded from the process. If appropriate, the Child protection Officer may provide an appropriate referral for the family to find support (e.g. Bravehearts' Information and Support Line, 1800 272 831)

13.3 Employees and Committee Members

Whilst due care will be paid to confidentiality, staff, volunteers and Committee members directly involved in the reporting or the information gathering need to be advised of the process in place and possible outcomes. Information is only to be shared on a need to know basis with the best interests of the child being the primary consideration.

13.2 Person Against Whom Allegation has been made

The person about whom the allegation has been made will be under enormous pressure. They are entitled to a fair process and also to be kept informed of the steps to be taken. The QLHF Child Protection Officer will maintain communication with the person until a decision or an outcome has been reached. The QLHF Child Protection Officer will also suggest external counselling to support the person through the process.

Appendix B - Risk Management

The **QLHF** will ensure that the organisation has a Risk Management Strategy in place. Copies of completed Risk Management Strategies will be stored by the **QLHF** Child Protection Officer and copies made available to the Management Committee to ensure transparency of process. This will form a separate document, but the template and information pertaining to the development of the organisation's Risk Management Strategy is below.

1. Statement of Intent

The **QLHF** is committed to the protection and wellbeing of all children and young people who are members of **QLHF** The Organisation/Association supports the rights of children and will act without hesitation to ensure a child-safe environment

2. Philosophy

This Risk Management Policy is based on the following principles

- The safety of children is the paramount consideration.
- Children are the most vulnerable members of our society.
- Children need to know and believe that they have the right to be safe at all times.
- Children are entitled to basic human rights regardless of special needs, cultural, or socioeconomic factors.
- Children are people in their own right deserving of respect, care and protection.
- Children are entitled to the support of a person to act as an advocate on their behalf.

The purpose of this document is to promote and enhance the safety and welfare of children. **QLHF** members, employees, volunteers and Committee members will regard the interests of children as paramount.

The **QLHF** will act in a positive way to develop a safe environment for children.

The **QLHF** will review and revise the risk assessment and strategies annually and reassess if there is any significant change in the organisation or if there are any new activities or programs introduced.

3. Legislation

The *Commission for Children and Young People and Child Guardian Act 2000* (Qld) requires regulated businesses and employers screened by the Commission to put an annual written risk management strategy in place to protect children in their care from the risk of harm. As at May 2017, the **QLHF** is not a regulated business but the **QLHF** chooses voluntarily to annually prepare a written risk management strategy to implement practices and procedures to promote the wellbeing of a child affected by the **QLHF** and to protect the child from harm.

4. Risk Assessment Criteria

4.1 Identifying Risks

Risk audits should be conducted through consultation with staff, Committee members and volunteers.

Risks are defined into 6 categories:

- Policy & Procedures (Organisational policies and procedures can support or limit opportunities for child sexual assault or other forms of abuse)
- Organisational Culture (Child sexual assault and abuse thrives in cultures of secrecy and denial, cultures can be either open or closed, aware or unaware, participatory or undemocratic)
- Employees, and Management Committee (Potential to recruit a child sex offender)
- Training & Information (Lack of awareness and training of child sexual assault and abuse, policies and procedures can hide or expose offences)
- Physical Environment (The physical layout for or location of organisation's activities or the service setting can hide or expose child sexual assault and abuse)
- Activities & Programs (Particular activities can limit or increase opportunities for child sexual assault and abuse).

4.2 Calculating Risks

Risks are to be assessed as being low, medium, high or extreme. To calculate level of risk:

- (1) Evaluate likelihood (almost certain to occur, likely to occur, possible, unlikely to occur, rare)
- (2) Evaluate consequences if incident occurred (insignificant, minor consequence, moderate consequence, major consequence, catastrophic consequence)
- (3) Calculate the level of risk by finding intersection of (1) & (2):

Likelihood	<u>Consequences</u>				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

4.3 Responding to Identified Risks

As a rough guide:

- Low risks: Treat a low level risk with routine procedures

- Moderate risks: Allocate specific responsibility to a moderate risk and implement monitoring or response procedures
- High risks: Requires action, as it has the potential to be extremely damaging and harmful
- Extreme: Requires immediate action as the potential could be devastating.

Risks can be responded to a number of ways:

- **Control** the risk by reducing the likelihood of the risk occurring, the consequences of the risk or both (might include: quality assurance, training, supervision, process controls, preventative measures)
- **Avoid** the risk by deciding not to proceed with the activity or finding another way to achieve the same outcome.
- **Transfer** the risk by shifting all or part of the responsibility of the risk to another party who is best able to control it (eg. by arranging insurance, contracting an activity to another organisation, including an exemption of liability clause in documentation).
- **Retain** the risk after accepting that it cannot be avoided, controlled or transferred, you may decide to retain and monitor the risk over time.

4.4 Risk Audit and Strategy Plan

Description (Risk of harm to children/young people by source)	Consequences (see 15.2)	Likelihood (see 15.2)	Priority Level (see 15.2)	Risk Management Strategy	Responsible Officer	Completion Date	Further Action
Policy and Procedures							
Not raising concerns/suspicious of child sexual assault							
Inadequate response to disclosures/suspicious							
Organisational Culture							
Staff not recognising signs of child sexual assault							
Staff working in isolation from one another							
Employees and Management Committee							
Appointment of a sex offender	Catas	Poss	Extreme	An aware culture, systematic recruitment and selection practices and careful screening and supervision			
Abuse of a child by a staff member							

Training and Information							
Lack of ongoing training for staff							
Lack of volunteer induction program							
Physical Environment							
Close contact with children							
Change rooms – unsupervised contact with children							
Activities & Programs							
Taking a child away from premises							

4.5 Review and revision

The QLHF undertakes to review and revise the risk assessment and strategies annually and reassess if there is any significant change in the organisation or if there are any new activities or programs introduced.

Appendix C: Child Protection Code of Conduct

The QLHF has developed this Child Protection Code of Conduct to provide guidance members, employees and volunteers for maintaining appropriate boundaries. A Code of Conduct for child-safe organisations promotes positive practices and establishes boundaries concerning acceptable and unacceptable behaviour in relation to children with whom the organisation has contact. The Code provides guidance about the behaviour, relationships, attitudes and responsibilities expected of members, employees and volunteers, and outlines the process that will be followed if the Code is not observed.

The QLHF expects all members to comply with the Code. The **QLHF** will ensure that all members, employees and volunteers have easy access to a copy of the Code and provide regular information sessions so that it is clearly understood.

As a member, employee and volunteer involved in the **QLHF**, I will:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- avoid situations that could be construed as compromising
- wherever possible, ensure that another adult is present when working in the proximity of children
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- hold a current Blue Card if required by the QLHF Child Protection Policy.
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- familiarise myself with the QLHF Child Protection Policy.

As a member, employee and volunteer involved in **QLHF**, I will:

- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not act in ways intended to shame, humiliate, belittle or degrade children
- not develop relationships with children that could in any way be deemed exploitative or abusive or act in ways that may be abusive or may place a child at risk of abuse
- as an adult, not engage children under the age of 18 in any form of sexual intercourse or sexual activity

Penalties for Breaching the Code of Conduct

A breach is any action or inaction by any member of the organisation that fails to comply with the Code. A breach resulting in significant harm to a child or young person needs to be considered in terms of an allegation or suspicion of harm in the first instance.

The principles of natural justice are to be observed when making decisions on breaches and any penalties for such breaches. Any penalties that are imposed are to be appropriate to the seriousness of the breach.

Breaches of the Child Protection Code of Conduct will be reported to the **QLHF**. The relevant office holder must keep a record of all incidents.

Appendix D: Internal Reporting Form Template

This report should be used for reporting concerns about inappropriate behaviour, which contravenes the Child Protection Code of Conduct. It may also be used for general complaints and concerns regarding the **QLHF**

Any information you provide will be kept confidential unless a criminal offence has occurred.

If a child is in danger, **do not** use this form – contact your local Police Service directly. Where a complaint indicates that a crime has been committed, the matter will be referred to the relevant law enforcement body. If you would prefer not to provide your details, you can report anonymously to [Crime Stoppers](#) by calling the toll free number **1800 333 000**.

Date of Report:

DD/MM/YYYY

- ☐ I have concerns that abuse or sexual assault may be occurring (complete Sections 2 & 3)
- ☐ A child has told me that they are being abused or sexually assaulted (complete Sections 2 & 4)
- ☐ I have received an allegation of abuse or sexual assault (complete Sections 2 & 4)
- ☐ I was a witness to an incident with a child (complete Sections 2 & 5)
- ☐ I was involved with an incident with a child (complete Sections 2 & 5)

No ☐ (if no, please explain why)

4. Allegation/Disclosure of Abuse:

Allegation received from:

Allegation received on (date):

Name of person about whom allegation has been made:

Please use the space below to record details of the allegation or disclosure you received. This should be a factual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information. If the disclosure has come from the child, the conversation should be recorded as much as possible in their words. Please also record any action you have already taken. Continue on a separate sheet if necessary.

5. Incident with a child:

Please tick which of the following has occurred:

- ☐ I have accidentally hurt a child
- ☐ I have said something to a child which could be misinterpreted
- ☐ I have done something that could be misinterpreted
- ☐ I have had to use reasonable physical restraint
- ☐ I was a witness to one of the above (please indicate which one)

Please provide further information, including any actions you may have taken so far and the reasons for doing so. Continue on a separate sheet if necessary

To be completed by Executive Director or President

6. Important Information:

Your name:

Your position:

Your contact details:

Name of person about whom allegation has been made:

Their contact details:

Their position in the **QLHF**:

7. Internal action Taken:

Please indicate which of the following have been completed:

- ☐ Spoke with the notifier Date completed: _____
- ☐ Ensured immediate safety of child Date completed: _____
- ☐ Spoke with child's parents/carers Date completed: _____
- ☐ Spoke with person subject to allegations Date completed: _____
- ☐ Gathered further information
Details:

Please any other information. Continue on a separate sheet if necessary

8. External action Taken:

☐ Concern confirmed – Reported to Police/Child Protection : Date completed: _____

☐ Concern taken to Committee: Date completed: _____

Committee Recommendations:

Please any other information. Continue on a separate sheet if necessary

9. Disciplinary Action Taken:

☐ Legal/industrial advice sought Date completed: _____

☐ Suspension Date completed: _____

☐ Change of duties Date completed: _____

☐ Other (include dates completed):

Please any other information. Continue on a separate sheet if necessary

10. Support:

☐ Provided for child

☐ Provided for family

☐ Employees, volunteers, Committee debriefed

☐ Provided to person subject to allegation

Please any other information. Continue on a separate sheet if necessary

11. Finalisation:

☐ Matter finalised Date completed: _____
Outcome:

Appendix E: Significant Contact Numbers

QLHF Child Protection Officer: Adrienne Alexander 0449 563 691

QLHF President 0404 093 655

Bravehearts Information and Support Line: 1800 272 831

Queensland Police Service Child Protection Unit:
(07) 3258 2533

https://www.mycommunitydirectory.com.au/Outlet/100362/Brisbane_Central_District_Child_Protection_Investigation_Unit

Queensland Family and Child Commission: <http://www.qfcc.qld.gov.au>

Kids Help Line:

ph: 1800 551 800

<https://kidshelpline.com.au>

Beyond Blue:

<https://www.beyondblue.org.au>

ph: 1300 224 636