



# Child & Youth Risk Management Strategy



## **Part 1: Commitment**

### **Statement of Commitment**

Triathlon Queensland is committed to 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.

### **Codes of Conduct**

The following are relevant Triathlon Australia/ Triathlon Queensland Code of conducts:

[Coaches Code of Conduct](#)

[Officials Code of Conduct](#)

[Volunteers Code of Conduct](#)

[Junior Program Code of Conduct for team officials](#)

[Junior Program Code of Conduct for athletes](#)

## **Part 2: Capability**

### **Policies for the recruitment, selection, training and management of employees**

#### *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 the Commission for Children and Young People 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.

# Child & Youth Risk Management Strategy

- All staff should have undergone this training or be scheduled to undertake this training so that they are able to 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 must have a blue card.

## *Technical Officials*

- Any participant 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.

## **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 Queensland must follow the process as stated in [Triathlon Australia's Membership Protection policy](#). See pages 6-13.

### **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 undertaken by Triathlon Queensland will be in accordance with the Triathlon Australia Limited Member protection by-law (updated in 2010) immediately following a disclosure or suspicion of harm. You can find this document [here](#)

<b>PART E – ATTACHMENTS - COMPLAINT HANDLING PROCEDURES .....</b>	<b>36</b>
E1. Complaints Procedure. ....	37
E2. Mediation.....	41
E3. Investigation Procedure.....	43
E4. Investigation Procedure - Child Abuse. ....	44
E5. Triathlon Australia's Disciplinary Rules & Procedures By-Law - Hearings and Appeals Procedure.....	47

### **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

Please click [here](#) for the Risk Management Plan for high risk activities and special events

## **Part 4: Consistency**

### **Compliance with Part 6 of the Commissions act (Blue Card Compliance)**

Contact person who is responsible for the management of the blue cards within the organisation is the CEO – Joanna Weaver and Administration staff member – Nicholas McGowan Christie.

Currently all officials and coaches and volunteers who work with children and youth on behalf of Triathlon Queensland must hold a current blue card.

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 the Commission.

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
- 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.

## Part 5: Coaches of U/18 Athletes

### Communication through Social Networking Sites & Personal Mobile Phones

Concerns are as follows:

- Communication tends to be social rather than professional in nature and it can involve the voluntary but often inadvertent 'lowering of professional boundaries'
- The coach may lose control of communication with athletes eg U18 athletes having the coach's mobile numbers/Facebook address - allows U18 athletes to initiate contact with coaches
- Can expose coaches of U18 athletes to extended and irrelevant information about students' personal lives
- There have been numerous cases where the ability to electronically communicate with U18 athletes has been abused exposing children to 'grooming' and harm

Basic messages from above are:

1. The issue of coach/U18 athlete communication using social networking is a professional boundary issue - not a technology issue
2. While convenient, communication with junior athletes electronically and via social networking sites may be very difficult to justify as necessary. It may lead to unintended consequences for coaches of U18 athletes, including disciplinary action and potential litigation
3. All communication to U18 athletes [email, text message] should be sent simultaneously to the athlete and the parent/guardian.



# Child & Youth Risk Management Strategy



4. There should be no communication through social networking sites