



Child and Youth Risk Management Strategy KILCOY ART SOCIETY INC (KASI)

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1. Overview

The Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2001 require regulated organisations and businesses to develop and implement a child and youth risk management strategy which aims to keep children and young people safe.

2. Purpose of Risk Management Strategy

- **To** help to identify potential risks of harm to children and young people (youths) and to implement strategies to minimise this risk.

3. Statement of commitment to children and youths

The Kilcoy Art Society Incorporated (KASI) is committed to ensuring that the safety, welfare and wellbeing of children and youths is maintained at all times during their participation in activities run by KASI.

KASI aims to promote a safe environment for all children and youths and to assist all members and volunteers to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

KASI members, volunteers and invited persons will conduct activities in accordance with the following risk management strategies:

1. foster mutual respect between ourselves and children and youths regardless of cultural identity and cultural practices/behaviour;
2. understand children and youths, their ages, stages of development, special circumstances, special needs;
3. gain consent from parents or carers before photographing or videoing any child or youth;
4. gain consent from parents or carers before communicating by phone or email with any child or youth;
5. not support bullying or harassment by anyone to anyone, including amongst children or youths;
6. listen to parent/child suggestions, feedback and complaints;
7. ensure that no visitors or outsiders have contact with the children or youths whilst involved in a KASI activity; and
8. notify parents or carers if KASI members or volunteers are unable to provide services/conduct activities with any child or youth.

All KASI members, volunteers and invited persons must agree to and sign KASI's '**Code of conduct**' prior to their participation in a KASI organised child or youth activity (refer Appendix 3).

4. Rights and expectations

4.1 KASI's rights and expectations

As a not for profit / community based organisation, KASI has the right to:

1. cease any activity with a child or youth who is consistently non-compliant or obstructive, in which case the parent/carer will be contacted immediately;
2. raise any concerns with the child /youth and/or parent/carer;
3. allow only a parent / carer or other nominated person to pick up a child or youth from the place of the KASI activity; and
4. report disclosures and suspicions of harm, as detailed in this risk management strategy.

Any child or youth participating in a KASI organised activity are expected to demonstrate:

1. a willingness to learn;
2. a willingness to listen and receive instructions;
3. respect for other children, young people and adults present;
4. safe and responsible behaviour at all times; and
5. responsibility in reporting inappropriate behaviour and unsafe situations or harm.

4.2 Parents and carers rights and expectations

Parents / carers of children or youths involved in a KASI organised activity should:

1. feel welcome to stay and observe their child or youth's progress;
2. immediately raise any issues or concerns with a KASI member, volunteer or invited person so that the matter can be resolved;
3. drop off and pick up their child or youth in a timely fashion, leaving the child or youth in KASI's care only for the time allocated;
4. receive or request regular feedback regarding their child or youth's progress;
5. provide or purchase the necessary resources/materials relevant to the activity as requested;
6. give constructive feedback on KASI's policies and procedures; and
7. be aware that personal information will be treated confidentially and privacy will be respected.

4.3 Children and youth rights

Children and young people have the right to:

1. feel safe;
2. be listened to;
3. be involved in decisions that affect them;
4. have their cultural values respected;
5. have their best interests considered;

6. be respected;
7. be understood;
8. be free from harassment, bullying or abuse of any kind; and
9. ask if they don't understand.

5. Recruitment, training and management of members, volunteers or invited persons in child /youth based activities

KASI's business objective (foremost) is to foster and promote local existing and emerging artists in their field of artistic medium. Artistic skills development is provided to members and non-members through workshops and other activities. Management training (eg. successful committees, constitution writing, recruitment processes etc) is usually undertaken by attending free courses and workshops facilitated by Somerset Regional Council.

When members and volunteers (or invited persons) are being selected to assist with child or youth related activities, services or special events, KASI will assess their suitability to work with children and ensure they are made aware of their obligations under this child and youth risk management strategy.

KASI's Management Committee understands that members and volunteers must manage their own behaviour, particularly if involved in any child or youth related activity. When in the planning phase of any such activity, KASI will:

1. review material on the Blue Card Services website;
2. review information provided by the Department of Communities, Child Safety and Disability Services and the Queensland Police in relation to child protection;
3. ensure those members and volunteers involved in child or youth related activity have a valid blue card (if required by legislation); and
4. be committed to developing skills in providing child safe practices through training in relation to the safety and wellbeing of children, and maintain a record of this training.

6. Reporting guidelines and directions - disclosures and suspicions

If confronted with a disclosure of harm from a child or youth, KASI will respond professionally and in the best interests of the child or youth subjected to the alleged harm. Reporting of disclosures and suspicions of harm will be made in accordance with recommended procedures. KASI will:

1. document the disclosure or suspicion of harm in a non-judgmental and accurate manner as soon as possible, and will not conduct any investigation into the matter;
2. notify the Department of Communities, Child Safety and Disability Services if we suspect or are told that a child or youth is being harmed **in the home**, and understand we are under no obligation to inform a parent, carer or guardian that we have done so;

3. notify the Queensland Police Service if we suspect or are told that a child or youth is being harmed **outside the home** and understand we are under no obligation to inform a parent, carer or guardian that we have done so;
4. notify the Department of Communities, Child Safety and Disability Services/Queensland Police Service if we are concerned that a child or youth is self-harming; and
5. liaise with the Department of Communities, Child Safety and Disability Services or Queensland Police Service if we are unsure as how to respond to any concerns we have about a child participating in our activity.

Any reports or documentation on disclosures of harm will be kept confidential and secure.

7. Policy for managing breaches of the risk management strategy

7.1 Procedure for making complaints

KASI is committed to conducting our business in an open and accountable way. We will actively encourage parents/ carers or children /youths to discuss any concerns they have with us, with a view to resolving any problems professionally and sensitively.

In the event open discussions do not effectively resolve the issue, KASI will provide them with information on where they can receive more information in relation to our practices and procedures. See table below for examples.

ISSUE	ACTION
1. Blue card matters 2. KASI Child and Youth Risk Management Strategy	Parents, carers, children or youths can contact Blue Card Services on 1800 113 611
3. Alleged criminal behaviour	Parents, carers, children or youths can contact the Queensland Police Service.
4. KASI practices and procedures	Parents or carers can contact (industry specialist/professional standards board....??)

7.2 Breaches of the Codes of Conduct by Children or Youths

All parties are expected to abide by the set codes of conduct. Breaches of these will be addressed promptly. Where a child or youth is misbehaving in an activity, in the first instance, the matter will be discussed with the child or youth involved and if the matter is not resolved, KASI will talk with the child or youth's parent or carer.

Breaches could result in:

1. changes to future activity arrangements, including a plan to assist the child or youth to participate in the activity in a safe and supportive way;
2. termination of further participation; or
3. notification to external authorities if a breach is considered critical or criminal.

8. Policies and procedures for compliance with requirements

8.1 Blue card currency/renewals and reporting requirements

When required by legislation, KASI will:

1. ensure all blue card screening requirements are complied with as outlined on the Blue Card Services Website www.bluecard.qld.gov.au (1800 113 611);
2. ensure relevant members and volunteers have a valid blue card or ensure that a renewal request is submitted at least 30 days prior to it expiring; or
3. advise Blue Card Services if we have a change in policy, address/contact details etc.

8.2 Annual review or review after an incident

KASI will review our child and youth risk management strategy annually as well as after any significant incident to:

1. check it remains up-to-date with any changes to the legislation, and make changes if necessary; and
2. ensure it continues to be effective in addressing the risks to children and young people that may participate in a KASI activity.

The review will consider:

1. whether the policies and procedures were followed;
2. whether any incidents relating to children and youth's risk management issues occurred;
3. the actual process used to manage any incidents;
4. the effectiveness of my policies and procedures in preventing or minimising harm to children and young people;
5. the content and frequency of training in relation to our child and youth risk management strategy.

KASI will document the outcome of the review and ensure that any necessary changes are made.

9. Risk management plans for high-risk activities and special events

Where a high risk activity (one that requires extra planning/supervision) or special activity takes place, KASI will provide parents/carers with the relevant information regarding:

1. the purpose of the event and its intended outcome for their child or youth;
2. the venue;
3. the organiser's risk management strategy where possible/relevant (if the activity is to take place at a venue other than KASI's premises);
4. any potential risks unique to the special activity and how they will be mitigated;
5. the venue's reputation for conducting special activities;

6. bathroom locations;
7. estimated attendance numbers;
8. supervision arrangements; and
9. transportation arrangements.

A 'risk register' for KASI's child or youth activities will be used to plan for/calculate the likelihood of unsafe situations for KASI's business and determine the necessary action if that situation were to eventuate.

A 'risk register' for high risk activities is attached with the corresponding 'risk analysis matrix' used for analysing and evaluating risk. This is based on the risk register and risk analysis matrix in the *Child and Youth Risk Management Toolkit*.

10. Strategies for communication and support

10.1 Communication

1. A copy of KASI's current risk management strategy will be displayed at the Kilcoy Courthouse Art Gallery.
2. A copy of this risk management strategy will be provided to each parent/carer (if requested).
3. Parents/carers will be notified of any changes and will be provided annually with a new copy of this risk management strategy (if requested).
4. Parents/carers will be kept informed of changes to risk management/blue card legislation, through written or verbal communication (if relevant).

10.2 Support

If a child or young person appears to be having any difficulties, the KASI member or volunteer (involved in the said activity) will discuss those concerns with their parent or carer with an aim to support the child or youth to participate in a safe and supportive manner.

Appendix 1: Reporting disclosures and suspicions of harm flowchart

RECEIVING A DISCLOSURE

Remain calm and find a private place to talk

Explain why you can't keep it a secret

Only ask enough questions to confirm the need to report the matter

Do not attempt to conduct your own investigation

DOCUMENTING A DISCLOSURE OR SUSPICION

Complete an incident report form and include:

Time, date and place of the disclosure

'Word for word' what happened and what was said, including anything you said and any actions that have been taken

Date of report and signature

REPORTING A DISCLOSURE OR SUSPICION

Department of Communities, Child Safety and Disability Services - 1800 811 810

Queensland Police Service (enter local police station details here)

FOLLOWING A DISCLOSURE

Support and counselling will be offered to all parties involved.

The policies and procedures for handling disclosures or suspicions of harm are to be reviewed.

Appendix 2: Risk Analysis Matrix and Risk Register

Risk Analysis Matrix Determine **likelihood** of the risk by using the left hand column of the **Risk Analysis Matrix** (below). Use the impact information to determine the **consequences** level.

Combine the Consequence and Likelihood ratings to arrive at the **Risk Level** (i.e. *Low, Medium, High* or *Critical*).

	CONSEQUENCES				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Extreme
Very likely Expected to occur in most circumstances	Medium	Medium	High	Critical	Critical
Likely Will probably occur in most circumstances	Low	Medium	High	High	Critical
Possible Might occur at some time	Low	Medium	Medium	High	High
Unlikely Not expected to occur	Low	Low	Medium	Medium	High
Rare Occurs in exceptional circumstances only	Low	Low	Low	Medium	Medium

Appendix 3: Code of conduct

This code of conduct applies to all members, volunteers and invited persons involved in a KASI activity, whether conducted at the Kilcoy Courthouse Art Gallery or offsite.

Standards of behaviour

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> Using encouraging/positive words and a pleasant tone of voice Open / honest communication 	<ul style="list-style-type: none"> Insults, criticisms or name calling Bullying, swearing or yelling Sexually suggestive comments/jokes
Relationships	<ul style="list-style-type: none"> Being a positive role model Building relationships based on trust Empowering children and youths to share in decision making 	<ul style="list-style-type: none"> Favouritism or giving gifts Spending excessive amounts of time alone with a child or youth Contact outside of KASI business hours (either physical or via email/phone etc) Bullying or harassment Grooming children or youths
Physical contact	<ul style="list-style-type: none"> Allowing for personal space Touching as a result of medical emergency or protection from physical harm Non threatening 	<ul style="list-style-type: none"> Violent or aggressive behaviour including hitting, slapping, kicking or pushing Kissing or touching of a sexual nature, consistent with 'grooming'.
Other	<ul style="list-style-type: none"> Appropriate/suitable clothing for organisation's activities Use of internet/mobile phone for KASI activity only Personal information will be kept confidential 	<ul style="list-style-type: none"> Being under the influence of alcohol or drugs before attending or whilst participating in KASI activities Inappropriate clothing Inappropriate use of mobile or internet Disclosure of personal information unless consent is given by parent/carer.

In the event that the code of conduct for interacting with children and youths is breached, actions will be taken in accordance with our organisation's plan for managing breaches of the child and youth risk management strategy.

"I have read, understood, and will act in accordance with the above code of conduct."

Name: _____ **Signature:** _____ **Date:** _____

For Event: _____ **Held:** _____