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CHILD RISK MANAGEMENT POLICY

# PURPOSE OF THIS STRATEGY

The purpose of this strategy is to eliminate and minimise the risk to child safety to ensure the safety and wellbeing of all students.

# SCOPE

Students and instructors, employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

# RESPONSIBILITY

Report to the Board of Directors.

# LEGISLATION AND REFERENCES

[*Working with Children (Risk Management and Screening) Act* 2000 (Qld)](https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSA00.pdf) [*Working with Children (Risk Management and Screening) Regulation* 2020 (Qld)](https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkwithChildrenRMSR11.pdf) [*Child Protection Act* 1999 (Qld)](https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChildProtectA99.pdf)

[*Education and Care Services National Law (Queensland) Act* and Regulation 2011 (Qld)](https://www.legislation.qld.gov.au/LEGISLTN/ACTS/2011/11AC038.pdf)

*Criminal Code Act 1899 (Qld)*

[*Child and Youth Risk Management Strategy Toolkit*](https://www.bluecard.qld.gov.au/pdf/rmst/RMS-toolkit.pdf)

# POLICY STATEMENT AND A STATEMENT OF COMMITMENT

Balance Foundation Ltd. is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled in martial arts training and their protection from foreseeable harm. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act* 2000 (Qld), Balance Foundation Ltd. is dedicated to eliminating and minimising risks to child safety through this strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the organisation’s care.

# RESPONSIBILITIES

Balance Foundation Ltd. is responsible for developing and implementing this *Child Risk Management Strategy* and related policies and procedures to ensure it fulfils its obligations.

All employees and volunteers at Balance Foundation Ltd. are responsible for acting in compliance with this *Child Risk Management Strategy* and related policies and procedures.

# IMPLEMENTATION

In practice, Balance Foundation Ltd.’s commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000 (QLD) (“the Act”)* to promote the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

## Interactions between staff and students – Code of Conduct

Balance Foundation Ltd.’s *Code of Conduct* is evidence of fulfilment of the requirements of Schedule 1 s.2(2) of the Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 (“Schedule 1”).

## Recruitment, Selection, Training and Management Procedures

Balance Foundation Ltd. is committed to recruiting, selecting, training and managing employees and volunteers in such a way that limits risks to children. In particular, Balance Foundation Ltd. will:

* 1. Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
* Accurate position descriptions, including whether the successful applicant must be a an accredited Dan Grade martial arts, police check requirements, whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant.
* Advertising the position with a clear statement about the organisation’s commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates’ eligibility to engage in activities including children.
* A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
* A probationary period of employment, which allows the organisation to further assess the suitability of the new employee and to act as a check on the selection process.
  1. Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
     + Management processes that are consistent, fair and supportive.
     + Performance management processes to help employees and volunteer instructors to improve their performance in a positive manner.
     + Supportive processes for organisational leaders and instructors when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
     + An induction program which thoroughly addresses the organisation’s policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
     + Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
       - The Organisation’s policies and procedures
       - Identifying, assessing and minimising risks to children
       - Handling a disclosure or suspicion of harm to a child
     + Keeping a record of the training provided to employees.
     + Exit interviews to assist the Organisation to identify broader issues of concern that may impact on the safety and welling of children at the Organisation.

This commitment is evidence of Balance Foundation Ltd.s fulfilment of the requirements of the Schedule 1 s.2(3).

## Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Balance Foundation Ltd. *Child Protection Policy* as follows:

* 1. Any person with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult;
  2. Teachers, instructors, nurses and early childhood education and care professionals with concerns of sexual or physical abuse; and
  3. All and any members of the community who have received a report of inappropriate behaviour by anther person.

## To report any type of harm, all instructors should complete a ‘Report of a Student Safety Concern’

Any report made under this section or the Organisation’s Child Protection Policy will fulfill the reporting obligations of all adults under the Criminal Code Act 1899.

This commitment is evidence of Balance Foundation Ltd.’s fulfilment of the requirements of the Schedule 1 s.2(4).

## Managing Breaches of this Child Risk Management Strategy

Balance Foundation Ltd. is committed to appropriately managing breaches of this *Child Risk Management Strategy* in accordance with its other relevant policies as appropriate in the circumstances, such as its *Child Protection Policy*, *Code of Conduct*, *Complaints Handling Policy* and this is evidence of fulfilment of the requirements of the Schedule 1 s.2(5).

## Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this *Child Risk Management Strategy* and the “Compliance and Monitoring” section below state Balance Foundation Ltd.’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to review.

## Blue Card Policies and Procedures

Balance Foundation Ltd. is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, Balance Foundation Ltd. will:

* 1. Require relevant prospective or current employees, volunteers, trainee students and board members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with Balance Foundation Ltd.’s position descriptions and the Act prior to the commencement of their engagement.
  2. Not allow a person to continue to work with children if their blue card or exemption notice is cancelled or suspended or a negative notice is received after a change of police information.
  3. Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a *Restricted Person Declaration Form* declaring they are not a restricted person, prior to commencing their engagement.
  4. Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
  5. Link and unlink individuals as they commence and conclude their engagement with the Organisation.
  6. Appoint a Organisation contact person who will be responsible for managing the working with children screening process and all related documentation and records.
  7. Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
  8. Ensure that all information in relation to working with children authority is kept confidential.
  9. Act to remind employees to keep their Blue Card or Exemption Notice up to date and apply for renewal prior to expiry.
  10. Take appropriate action if an employee, volunteer, trainee student or school board member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of Balance Foundation Ltd.’s fulfilment of the requirements of Schedule 1 s.2(6)(b).

## High Risk Management Plans

Balance Foundation Ltd. is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis.

Balance Foundation Ltd. will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of Balance Foundation Ltd.’s fulfilment of the requirements of the Schedule 1 s.2(7).

## Strategies of Communication and Support

Balance Foundation Ltd.’s commitment to making this *Child Risk Management Strategy* available to all and any relevant person, students, parents and employees via the Organisation portals (White Belt) is evidence of fulfilment of the requirements of the Schedule 1 s.2(8)(a).

Balance Foundation Ltd. is committed to training employees and volunteers in relation to risks to children and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of the Schedule 1 s.2(8)(b).

In instances where any relevant party makes a report under the Act, the reporting party will also notify the Board of Directors.

# COMPLIANCE AND MONITORING

Balance Foundation Ltd. is committed to the annual review of this Strategy. Balance Foundation Ltd. will also record, monitor and report to the Organisation Board and others as appropriate at the Organisation regarding any breaches of the Strategy.

In addition, Balance Foundation Ltd. is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.