



# Sailability Shorncliffe

## Child and Youth

### Risk Management Strategy

#### **Document Information**

Version	Date	Person/s	Comments
1		Writer: Kent Sawyer, Sailability Qld	
2 DRAFT	Sep 24	Owner: Peter Tyrell, President Writer: Donna Wenham Approval:	Updated to align with total organisation Risk Management Strategy

## **OVERVIEW**

This strategy has been prepared by the Sailability Shorncliffe Management Committee to comply with requirements under:

- the Working with Children (Risk Management and Screening) Act 2000; and
- the Working with Children (Risk Management and Screening) Regulation 2011

Our strategy is to protect the children and young people visiting us from harm. While this strategy refers to children and young people, the same commitments, strategies and procedures apply to all our clients, regardless of age and vulnerability.

Therefore, for this point forward the strategy document will refer to 'clients' rather than 'children and young people'.

This strategy applies to all Sailability Shorncliffe events and dealings, including other relationships with our clients.

This strategy can be found on the Sailability Shorncliffe website and should be read in conjunction with the [Sailability Shorncliffe Risk Management](#) document and additional risk management documents also found on the website – [www.sailabilityshorncliffe.org.au/information/risk-management](http://www.sailabilityshorncliffe.org.au/information/risk-management)

Our strategy addresses these elements:

- a statement of our commitment;
- a code of conduct for interacting with clients;
- procedures for recruiting, inducting and managing volunteers;
- procedures for handling disclosures of/or suspicions of harm, including reporting guidelines; and
- a plan for managing breaches of the strategy.

## **STATEMENT OF COMMITMENT**

Sailability Shorncliffe are committed to the safety and wellbeing of all clients who participate in our event. Our volunteers will treat them with respect and understanding and address their concerns at all times. We are dedicated to this strategy that includes policies and procedures to address the safety and wellbeing of clients visiting us as a not-for-profit charity with the Australian Charities and Not-for-profits Commission (ACNC).

## **CODE OF CONDUCT**

Sailability Shorncliffe Management Committee and members commit to the following principles re code of conduct for interaction with clients, to:

1. Foster mutual respect between themselves and clients regardless of disability, cultural identity, cultural practices/behaviour or age
2. Use language which is age/stage appropriate, clear, non-threatening and non-sexual
3. Use physical contact only where it is welcome or completely necessary
4. Willingly listen to a client's concerns
5. Openly listen to carer and client suggestions, feedback and complaints
6. Take a preventative, proactive and participatory approach to client safety
7. Report suspected abuse, neglect or mistreatment promptly to the police or Department of Child Safety, Youth & Women, or other appropriate authority
8. Focus on safety for volunteers, guests, clients and carers.

## **VOLUNTEERS**

Sailability is run by volunteers who wish to support and care for the community and its members. We have policies and procedures for recruiting, inducting and managing our volunteers, including compliance with Blue Card Services Qld – the Working with Children Check . Refer in particular to [Sailability Shorncliffe Risk Management](#), [Organisation Safety and Operational Guidelines](#) and [Blue Card Policy and Process](#) documents.

## **DISCLOSURE AND SUSPICIONS OF HARM**

Sailability Shorncliffe will inform all volunteers about identifying risks of harm and handling disclosures or suspicions of harm as part of their induction. We will report disclosed or suspected harm to the police or Department of Child Safety, Youth & Women.

### **Documenting a disclosure of harm**

The facts of a disclosure or suspicion of harm will be documented in a non-judgmental and accurate manner in an [Incident Report](#) as soon as possible after the disclosure. Under no circumstances should any volunteer investigate or probe the child for additional information. A copy of the written account shall be given to the police or the Department of Child Safety, Youth & Women as appropriate. The original report is to be securely filed and the incident reported to the President.

## **BREACHES OF STRATEGY**

Breaches of the Sailability Shorncliffe Child and Youth Risk Management Strategy will be managed in a fair, unbiased and supportive manner.

- Concerned parties will be advised of the process.
- The police or Department of Child Safety, Youth & Women will be notified immediately if a serious breach is reported.
- Witnesses will be invited to record what they evidenced.
- The details of the alleged breach, including (where relevant) statements from all parties involved and any decided outcome will be recorded.
- Matters discussed in relation to the breach will be kept confidential.
- An appropriate outcome will be decided.
- Unless the reported breach involves the President, it will be managed by the President or the President's nominated representative.
- If the breach involves a conflict of interest with the President, it will be managed by
  - the Secretary or the Secretary's nominated representative.

### **Resolutions and Outcomes**

Depending on the nature of the breach, suitable breach resolutions and outcomes may include:

- Further education and training and/or providing closer supervision.
- Mediating between those involved in the incident (where appropriate).
- Reviewing our risk strategy and making appropriate changes if necessary.
- If the alleged breach involves one of our volunteers, that volunteer will immediately
  - discontinue involvement with us until the alleged breach is resolved.
  - Reporting the breach to the police or the Department of Child Safety, Youth & Women.
  - Dismissing the allegation as unfounded.