



Child & Youth Risk Management Strategy

The Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011 require regulated organisations, such as Basketball Queensland, to develop and implement a Child and Youth Risk Management Strategy (CYRMS).

Our Commitment

Basketball Queensland is committed to creating a safe and supportive environment for all, as such the organization has embedded a culture of child and member protection in all we do.

Basketball Queensland, as a member of Basketball Australia, is bound by the [Basketball Australia Member Protection By-Law](#) which details our commitment to child and member protection. The Basketball Australia Member Protection By-Law contains Position Statements and [Codes of Behaviour](#) outlining the expected standards for all stakeholders.

Our Capability

We demonstrate our capability to enact our commitment to child and member protection by having rigorous human resource policies enabling us to recruit staff who will contribute to a creating a safe and supportive environment and manage staff to ensure expected standards of behaviour are upheld.

This capability is evidenced within the following policies:

[HR0011: Recruitment and Selection Policy](#)

[HR0010: Induction Policy](#)

[HR0007: Performance Management Policy](#)

[HR0006: Counseling and Discipline Policy](#)

[HR0008: Termination and Redundancy Policy](#)

[Contractor and Volunteer Policy](#)

[POLTD3: State and Emerging Team Coach Selection Policy](#)

[Position Descriptions – paid & voluntary staff](#)

Managing Concerns

Disclosures or Suspicions of Harm

Our organisation has procedures in place for staff to assist them to identify and report a disclosure or suspicion of harm.

Identifying Harm Factsheet

Procedure for Handling Disclosures or Suspicions of Harm

Referral Resources Factsheet

Breaches & Complaints

Those who breach the BA Member Protection By-Law and/or the Basketball Queensland Child & Youth Risk Management Strategy will be subject to disciplinary measures as detailed within the BA Member Protection By-Law.

Those who wish to make a complaint in regard to a breach will do according to the Complaints Handling Policy.

Risk Management

Basketball Queensland has in place an organization wide risk management plan which encompasses high risk activities and special events.

Consistency

Compliance with the blue card system

- In order to ensure compliance with the blue card system and this Child & Youth Risk Management Strategy the organization has a Blue Card Policy & Procedure in place and maintains an employee register.

Strategies for Communication & Support

Paid staff within Basketball Queensland office receive training on the CYRMS at their Induction (refer Induction Checklist) & annual training day. Reference to the CYRMS is also included within staff position descriptions and employment contracts.

Team staff (including state and emerging team coaches and managers) receive training on the CYRMS on appointment (refer State Team Induction) and at the time of application (refer State Team Selection Policy).

Children and young people within the organisation are made aware of their rights and obligations via team/squad member agreements (for those in state and emerging teams) and via Basketball Queensland's range of digital communication (website/social/newsletters).

Affiliated Associations as members of Basketball Queensland are bound by the Basketball Australia Member Protection By-Law and this CYRMS (refer Affiliation Agreements) and annual training is provided for representatives of affiliated organisations via the annual training day.

Host Associations for State & National Events are made aware of their obligations to uphold the Basketball Australia Member Protection Policy via the tender process for championship events (refer Championship Tender documentation).

Parents, Members, and the general public are made aware of our commitment to child and member protection via Basketball Queensland's range of digital communication (website/social/newsletters) and upon annual renewal of membership (refer Membership Agreement).

Support mechanisms

Staff are encouraged to immediately direct all matters to the Basketball Queensland CEO who will manage the recording and reporting process in conjunction with legal counsel. This is to ensure integrity and minimise potential trauma to staff. If required, external counselling will be made available for staff affected.

Referral Resources



1800 55 1800

kidshelpline.com.au



1300 22 4636

youthbeyondblue.com



eheadspace.org.au

Bluecard Policy & Procedures

Who needs a bluecard?

It is Basketball Queensland policy that the following persons must hold a Bluecard/exemption card:

- All office staff (whose position description identifies the likelihood of working with children)
- All Basketball Queensland Directors
- All State Team Coaches & Managers
- All other Basketball Queensland volunteers
- Referees

Who is responsible?

The Bluecard policy is implemented by the Administration Manager, and along with the CEO, is an authorised contact persons for Bluecard Services who can discuss a person's blue card status.

The Bluecard process

Staff Members

At staff induction, all new staff members are familiarized with the Child & Youth Risk Management Strategy.

- If the staff member does not currently hold a blue/exemption card they will be requested to complete the [Blue card application \(BC\) form](#).
- If the staff member holds a current blue/exemption card they will be requested to complete the [Link an applicant/cardholder to this organisation form](#)
- If the staff member holds a volunteer blue/exemption card they will be requested to complete the [Volunteer to paid employment transfer form](#) and the [Link an applicant/cardholder to this organisation form](#).

The Administration Manager will note the details of the blue/exemption card and the details of the forms completed in the employee register.

Board Directors

New Basketball Queensland Directors are familiarized with the Child & Youth Risk Management Strategy as part of the Board Induction and complete the appropriate forms as described in the Board Director Position Description.

- If the Board Director does not currently hold a blue/exemption card they will be requested to complete the [Blue card application \(BC\) form](#).
- If the Board Director holds a current blue/exemption card they will be requested to complete the [Link an applicant/cardholder to this organisation form](#).

The Administration Manager will note the details of the blue/exemption card and the details of the forms completed in the employee register.

State Team Staff

All State Team Staff (coaches & managers) are appointed on an annual basis. As part of the application process, potential state team staff are required to supply details of their blue/exemption card (including number and expiry date). If successfully appointed to a role, they are familiarized with the Child & Youth Risk Management Strategy as part of the Induction Process and are expected complete the [Link an applicant/cardholder to this organisation form](#) before they commence duties.

The Administration Manager will note the details of the blue/exemption card and the details of the forms completed in the employee register.

Referees

We received a call in relation to Blue Cards for referees who may be classified as a child (i.e. they are under the age of 18), but as they receive a payment, the officers managing the Blue Card system are deeming these young referees as employees, consequently, insisting that they should have a Blue Card which they have to pay for.

This did raise its head earlier this year at which time I sought legal advice. I have attached the Information Sheet in relation to this (2nd attachment) which states that, for example, a **referee** or **umpire** engaged to regularly adjudicate at junior games, e.g. a junior rugby league referee, must have a Blue Card as a paid employee which means that each card issued is paid for. Forcing young referees to pay \$84.25 for a Blue Card so they can officiate at local fixtures seemed to us to be ludicrous. We take the position that as referees complete a "Hobby Form" and pay no tax, this is treated as a past-time and would be exempt. This is an interpretation which is backed up by the advice provided below.

The Administration Manager, or delegated person, will:

- Advise each applicant that by signing the application form they are consenting to the screening process;
- Warn each applicant that it is an offense for a disqualified person to sign a bluecard application form or a renewal form;
- Advise each applicant of their responsibility to complete the [Update contact details form](#) within 14 days of a change to their contact details; and
- Ensure each applicant understands their obligation to advise the Basketball Queensland Administration Manager or CEO of a change in their police information.

The Administration Manger, or delegated person, will:

- Sight all required identity documents
- Ensure all parts of the form are fully and accurately completed;
- Submit a [Change in police information notification form](#) if advised by a bluecard holder or the CEO of a change to their police information; and
- Submit [Applicant/cardholder no longer with organisation \(for organisations\) form](#) when a person resigns from a paid role or the term of their voluntary appointment ends.

Should the Administration Manager receive notices from Bluecard services that an applicant:

- Receives a negative notice or is a known disqualified person; or
- Has their blue/exemption card cancelled or suspended; or
- Has their blue card application withdrawn; or
- Has had a serious change in criminal history

They will immediately notify the CEO who will in conjunction with legal counsel decide on a course of action in regard to the persons employment with Basketball Queensland.

Processes for Disclosures or Suspicions of Harm

Harm is defined as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. Harm can be caused by physical or emotional abuse or neglect or sexual abuse or exploitation. Staff should familiarise themselves with Identifying Harm factsheet, which provides guidance on observable harm as a result of abuse, and other indicators of abuse and neglect.

Disclosures of Harm

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen to a child.

Members of the Basketball Queensland staff (including volunteers) may have a child (squad/team member, coaching/refereeing clinic participant, club member, non-participant) disclose harm to them at any time. The concerns could relate to physical, emotional or sexual abuse or neglect and may start with phrases such as:

- I think I saw....
- Somebody just told me
- I think you should know...
- I'm know sure what I want you to do but..

The disclosure may refer to an offender who may (or may not) be from the basketball community. The disclosure could be made face-to-face, by phone or by email. It could be a direct and intentional request for assistance or arise in the course of a conversation. The issues of concern could have happened within or outside of the basketball community, recently or in the past.

In every case, the Basketball Queensland wants to assist the child, and a staff member's initial response is important.

Staff response in every case of disclosure:

1. Remain calm and listen actively, without interruption or judgement, and be supportive
2. make it clear you believe them, and that Basketball Queensland wants to assist them
3. Be careful not to question the seriousness of the harassment/assault, criticise their choices or take sides.
4. Do not talk about your own or others' experiences of sexual assault or harassment.
5. Affirm that disclosure is an important step to take and praise them for taking it.
6. Don't disempower the child – be guided by what they want and need
7. Advise the child that you need to tell someone else who can help the child
8. Document the disclosure clearly and accurately, including time, date, location, persons present, and what the person disclosing said.
9. Do not attempt to investigate or mediate an outcome
10. If the staff member believes the child is in immediate danger or a life-threatening situation they should immediately contact the Queensland Police Service by dialling 000.
11. Ensure the child is safe and provide them with referral resources.

Staff should contact the Chief Executive Officer or another manager with the disclosure of harm immediately after receiving the disclosure. The CEO will seek legal advice and act accordingly.

Staff who received the disclosure of harm will be offered the opportunity to debrief with the CEO or another manager and access external support services should they be required.

Suspicious of Harm

A suspicion of harm is when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm.

Members of the Basketball Queensland staff (including volunteers) may suspect a child (squad/team member, coaching/refereeing clinic participant, club member, non-participant) has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm. A staff member would suspect harm if:

- A child or young person tells you they have been harmed;
- Someone else, for example, another child, a parent or an employee tells you that harm has occurred or is likely to occur;
- A child or young person tells you they know someone who has been harmed (they may be referring to themselves)
- You are concerned at significant changes in the behaviour of a child or young person or the presence of new, unexplained or suspicious injuries; or
- You see the harm happening

If a staff member suspects harm they should:

- Remain alert to warning signs or indicators
- Pay close attention to changes in the child's behaviour, ideas, feelings
- Make written notes of observations in a non-judgemental and accurate manner
- Assure the child they can come to talk whenever they need to
- Advise the CEO or another manager, of their suspicions in a timely manner.

Upon receiving a disclosure or a suspicion of harm, the CEO will, in conjunction with legal advice:

- Consider whether the disclosure or suspicion needs to be reported to the Queensland Police Service;
- Consider whether the disclosure or reasonable suspicion of harm needs to be reported to Child Safety; or
- Consider whether referral is required to other support services include Family & Child Connect.

Any additional investigation required to reach a decision on the appropriate reporting action will be undertaken by the CEO (or a delegate) and legal counsel.

TYPES OF ABUSE: *Actions/behaviours by perpetrator*

Physical abuse	Psychological or Emotional abuse	Neglect	Sexual abuse or exploitation
<ul style="list-style-type: none"> • Hitting, • Shaking, • Biting • Burning/scalding • Causing bruise or fractures by excessive discipline • Poisoning • Giving children alcohol, illegal drugs or inappropriate medication • Domestic and family violence 	<ul style="list-style-type: none"> • Scapegoating • Persistent rejection or hostility • Constant yelling, insults or criticism • Cultural affronts • Teasing/bullying 	<ul style="list-style-type: none"> • Not giving a child sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care and adequate supervision • Leaving children unattended • Children missing school 	<ul style="list-style-type: none"> • Kissing or holding a child in a sexual manner • Exposing a sexual body part to a child • Exposing children to sexual acts or pornography • Making obscene phone calls or remarks to a child • Having sexual relations with a child or young person under 16 years of age

RESULTING HARM: *Impact experienced by the child*

Physical: <i>Refers to the body</i>	Psychological: <i>Refers to the mind and cognitive processes</i>	Emotional: <i>Refers to the ability to express emotions</i>
Bruising Fractures Internal injuries Burns	Learning and developmental delays Impaired self-image	Depression Hypervigilance Poor self esteem Self-harm Fear/anxiety

GENERAL INDICATORS OF CHILD ABUSE	GENERAL INDICATORS OF NEGLECT
<ul style="list-style-type: none"> • showing wariness and distrust of adults • rocking, sucking or biting excessively • bedwetting or soiling • demanding or aggressive behaviour • sleeping difficulties, often being tired and falling asleep • low self-esteem • difficulty relating to adults and peers • abusing alcohol or drugs • being seemingly accident prone • having broken bones or unexplained bruising, burns or welts in different stages of healing • being unable to explain an injury, or providing explanations that are inconsistent, vague or unbelievable • feeling suicidal or attempting suicide • having difficulty concentrating • being withdrawn or overly obedient • being reluctant to go home • creating stories, poems or artwork about abuse. 	<ul style="list-style-type: none"> • malnutrition, begging, stealing or hoarding food • poor hygiene, matted hair, dirty skin or body odour • unattended physical or medical problems • comments from a child that no one is home to provide care • being constantly tired • frequent lateness or absence from school • inappropriate clothing, especially inadequate clothing in winter • frequent illness, infections or sores • being left unsupervised for long periods.

This is not a complete list of the types of abuse and resulting harm that may be experienced by children and young people, however it is to be used as a predictive tool for potential signs of harm. Each child's experience is different and depends on a range of factors including the child or younger person's age, the nature of harm, how long the abuse has been occurring, their relationship to the abuse and their support networks.