

## KDV Sport Child and Youth Risk Management Strategy

### Purpose

KDV Sport is committed to ensuring the safety and wellbeing of all children and young people participating in our programs. Our Child and Youth Risk Management Strategy provides practical guidance on mitigating risks and creating a safe, supportive environment in compliance with the Working with Children (Risk Management and Screening) Act 2000.

Addresses the legislative compliance requirements of the Working with Children (Risk Management and Screening) Act 2000, Working with Children (Risk Management and Screening) Regulation 2011, and Public Service Act 2008 (Chapter 5 Staffing generally, Division 3 Child-related duties), requiring organisations regulated by the blue card system to develop, implement and review annually a child and youth risk management strategy.

Aligns with the National Principles for Child Safe Organisations and is compliant with the Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020 and Human Rights Act 2019.

Addresses the eight matters as required by the Working with Children (Risk Management and Screening) Act 2000, as listed below;

### 1. Statement of Commitment

At KDV Sport, we are committed to providing a safe, inclusive and supportive environment where children and young people can thrive physically, socially and emotionally.

We prioritise the wellbeing and protection of all children in our programs by fostering a culture of safety, respect and empowerment. Our commitment is reflected in our Child and Youth Risk Management Strategy (RMS), ensuring that all activities and interactions align with the highest standards of care and protection.

At KDV Sport, we:

- Promote a child-safe environment where young people feel valued, heard, and protected.
- Implement comprehensive risk management practices to prevent harm and respond effectively to concerns.
- Ensure all staff and volunteers receive specialised training to uphold child safety standards.
- Act in accordance with our Child Safety Policy, Code of Conduct, and Safeguarding Guidelines, addressing any breaches with urgency and accountability.
- Protect the human rights of children and young people by ensuring they are treated with dignity, respect, and fairness, in line with the Human Rights Act 2019.
- Foster a culture of inclusion and non-discrimination, ensuring all children, regardless of gender, ability, cultural background, or identity, have equal access to opportunities.
- Empower children to express their views and participate in decisions that affect them within our programs.

Our Responsible Person for the development and implementation of our RMS is [Paul Yoo | Operations](#)

Manager, ensuring that all policies are effectively applied to safeguard the rights and wellbeing of children and young people in our care.

KDV Sport is unwavering in its commitment to maintaining a safe and positive sporting environment where every child has the opportunity to grow and excel.

## 2. **Code of Conduct**

At KDV Sport, we are committed to maintaining a safe, respectful and inclusive environment for all children and young people who participate in our programs. Our staff and volunteers uphold the highest standards of professional conduct, ensuring that all interactions are fair, considerate and in the best interests of the child.

All conduct and behaviour align with the following:

- KDV Sport Child and Youth Risk Management Strategy (RMS)
- KDV Sport Code of Conduct
- Queensland Child Protection Legislation and Guidelines
- Work Health and Safety (WHS) Regulations
- Privacy and Confidentiality Policies

### Appropriate and Inappropriate Language

All staff, volunteers and participants must use respectful and encouraging language, maintaining open and honest communication. The following language standards apply:

#### Appropriate Language:

- Encouraging, positive, and respectful communication.
- Clear instructions that promote learning and engagement.
- Honest and open conversations with children, ensuring they feel heard and supported.

#### Inappropriate Language:

- Swearing, racial slurs, or offensive remarks.
- Yelling, insults, or belittling comments.
- Sexually suggestive comments or inappropriate jokes.

### Behaviour Management Strategies

- Clear behavioural expectations are communicated to children at the beginning of each program.
- A structured warning and escalation process for unacceptable behaviour (e.g., verbal warning, time-out, parental involvement).
- No tolerance for bullying, harassment, or physical aggression.
- Coaching and support-based approaches to help children manage their emotions and actions.

### Supervision of Children and Young People

- Staff-to-child ratio must align with industry standards (e.g., 1:10 for general activities, 1:5 for water-based activities).
- Parents' role in supervision: Specify if parents must stay for certain age groups or activities.
- Drop-off and collection procedures:
  - Parents must sign children in and out.
  - If a parent is late, at least one staff member must remain with the child until pickup.
  - Procedures for uncollected children, including emergency contacts.
- Managing collection issues: If an intoxicated or aggressive adult arrives, staff must follow safety protocols and escalate concerns to management.

### Physical Contact with Children

- Physical contact is only allowed when necessary (e.g., skill demonstrations, first aid).
  - Before any contact, staff must explain its purpose and obtain the child's consent when possible.
  - Contact must be professional and appropriate, avoiding sensitive areas.
  - All first aid incidents must be documented, and parental notification may be required.

#### One-on-One Contact and Relationships

- Staff must always interact with children in visible areas (e.g., avoid isolated rooms or unsupervised areas).
- Staff should not engage in personal relationships with children outside of the program (e.g., child-minding, social meet-ups).
- Communication via personal social media or private messaging is not allowed.
- Gift-giving restrictions: Any gifts from staff must be pre-approved.

#### Transportation of Children

- Transportation should only occur with parental consent and for approved activities.
- All drivers must hold a valid licence, and vehicles must be registered, insured, and meet safety standards.
- Children should be seated with appropriate restraints in compliance with road laws.

#### Change Rooms and Toilets

- Supervision while respecting privacy: Staff should announce entry into change rooms and only enter, if necessary, with another adult present.
- Children should travel to the toilet in pairs or groups, with supervision from a distance.
- Staff should check toilet areas before allowing children to enter but should not accompany them inside unless in an emergency.

#### Health and Safety

##### Managing Fatigue in Children:

- Monitor signs of exhaustion and encourage children to take breaks when needed.
- Provide shaded and quiet areas for rest during long activities.
- Ensure proper hydration and nutrition to support energy levels.
- Communicate with parents if a child appears overly fatigued or unwell.
- Adjust activities based on weather conditions (e.g., reducing high-intensity training in extreme heat).

##### Managing Hygiene in Children:

- Ensure all children have access to handwashing stations with soap and sanitiser.
- Encourage regular hand hygiene before and after activities, meals, and restroom use.
- Provide support in accessing hygiene products (e.g., tissues, wipes, sanitary products) if needed.
- Maintain clean and sanitised equipment and facilities, following strict hygiene protocols.
- Educate children on personal hygiene practices, reinforcing the importance of cleanliness in sports.

##### Managing Sun Safety in Children:

- Enforce a sunscreen policy, ensuring children apply SPF 30+ sunscreen before outdoor activities and reapply every two hours.
- Provide shaded areas for rest and hydration during outdoor sessions.
- Monitor children for signs of heat exhaustion, heat stroke, and dehydration, such as dizziness, excessive sweating, or confusion.
- Ensure all children have access to water stations and encourage frequent hydration.
- Adjust activities based on weather conditions, reducing outdoor intensity during extreme heat.

##### Managing Water Safety in Children:

- Maintain strict child-to-staff ratios for water activities, ensuring adequate supervision (e.g., 1:5 for young children, 1:10 for older participants).

- Require flotation devices for non-swimmers and enforce swim skill assessments before deep-water activities.
- Ensure lifeguards and staff are CPR-certified, with visible CPR signage and emergency procedures in all water areas.
- Implement privacy protocols for changing after water activities, including designated changing areas and supervised entry/exit procedures.
- Assess water safety conditions at external locations before visits, ensuring controlled access and staff supervision.

**Regular Premises and Equipment Safety Checks:**

- Conduct daily inspections of sports equipment, playgrounds, fences, and activity areas to identify hazards.
- Ensure all sports and gym equipment is properly maintained, with damaged items removed immediately.
- Perform routine safety audits on playing surfaces, lighting, and ventilation to maintain safe conditions.
- Maintain a preventative maintenance schedule for facility infrastructure, including doors, gates, and security measures.
- Document all safety checks and repairs, ensuring compliance with industry standards and regulations.

**Emergency and Evacuation Procedures:**

- Establish clearly marked evacuation routes and meeting points, visible throughout the facility.
- Conduct regular emergency drills to ensure staff and participants are familiar with evacuation procedures.
- Provide multi-language emergency signage and instructions to accommodate diverse stakeholders.
- Ensure emergency exits remain unobstructed, with clear access at all times.
- Train staff in emergency response protocols, including fire, medical, and security incidents, with designated roles for crisis management.

**Management of illness and injury****Managing Illness and Injury:**

- First aid is administered only by staff with current First Aid and CPR certification, with at least one trained staff member on-site at all times.
- Maintaining fully stocked first aid kits in all activity areas, including ice packs, bandages, antiseptics, and defibrillators (AEDs).
- Record all incidents in an official log, detailing the injury, treatment provided, and staff involved, with records securely stored.
- Notify parents/guardians immediately if a child sustains an injury or falls ill during activities.
- Conduct annual staff training on first aid protocols, injury response, and emergency medical procedures.

**Managing Infectious Diseases and Allergic Reactions:**

- Enforce COVID-safe policies, including hand hygiene, sanitisation of equipment, and isolation of symptomatic individuals.
- Require parents to disclose allergies and medical conditions upon registration, ensuring staff are aware of individual needs.
- Store EpiPens and other emergency medications in designated, easily accessible locations, with staff trained in their administration.
- Follow strict sanitisation protocols for shared equipment and facilities to minimise infection risks.

- Implement clear reporting and response procedures for infectious disease outbreaks, following public health guidelines for quarantine and return-to-play policies.

**Staff Knowledge on Medical Conditions:**

- KDV sport require staff and volunteers to complete training on managing medical conditions such as asthma, anaphylaxis, and epilepsy.
- KDV sport provide staff with medical conditions register, ensuring they are aware of children's specific health needs.
- KDV sport conduct regular refresher sessions on emergency response procedures, including the use of EpiPens, asthma inhalers, and seizure management.
- KDV sport ensures medical action plans are accessible in designated areas, outlining step-by-step responses for medical emergencies.

**Organisational behaviour standards****Meeting the Requirements of the Human Rights Act 2019:**

- KDV Sport uphold cultural rights by ensuring an inclusive environment that respects diverse backgrounds, including Aboriginal and Torres Strait Islander communities.
- KDV Sport protect privacy by securely storing personal information and limiting access to authorised personnel only.
- KDV Sport ensure non-discrimination in all programs, promoting equal participation regardless of gender, ability, or cultural background.
- KDV Sport provide accessible facilities and services to support individuals with disabilities or special needs.
- KDV Sport regularly review policies to align with the Human Rights Act 2019 and ensure compliance with legal and ethical standards.

**Cultural Inclusivity**

- Foster an inclusive and respectful atmosphere where all cultural backgrounds are valued.
- Provide cultural awareness training for staff to enhance understanding and sensitivity.
- Promote multicultural representation in programs, events, and leadership roles.
- Regularly assess and update policies to ensure they align with cultural safety standards.
- Engage with diverse community members to incorporate feedback on inclusivity practices.
- Implement collaborative initiatives with cultural groups to strengthen representation and participation.
- Acknowledge and respect Aboriginal and Torres Strait Islander cultures, traditions, and histories.
- Incorporate Welcome to Country or Acknowledgment of Country at events and activities.
- Support Indigenous participation through scholarships, employment opportunities, and partnerships with local communities.
- Align with the Human Rights Act 2019 (Section 28) by ensuring the cultural rights of Aboriginal and Torres Strait Islander peoples are upheld in all programs and policies.

**Photography and Social Media**

- Parental consent must be obtained and documented before any photographs of children are taken.
- Photos must be age-appropriate, ensuring dignity and respect for the child.
- Photography is only permitted in approved areas and during authorised activities.
- Children's full names, school names, or personal details will not be published alongside images.
- Group photos are preferred over individual shots to minimise personal identification risks.
- All photographs are securely stored in a password-protected system or encrypted database.
- Access is restricted to authorised staff only.

- Photos are retained only for the necessary period and securely deleted once no longer required.
- Photos are only used for approved promotional materials, newsletters, and social media platforms with prior consent.
- Mechanisms, such as watermarks or restricted downloads, are implemented to prevent unauthorised reproduction.
- Any misuse of images will be investigated, and appropriate action will be taken.

**Technology and social media**

- Photographs of children may only be posted on private, secure platforms with prior parental consent.
- No images will be shared on public social media accounts without explicit approval.
- Photos used in marketing materials must adhere to privacy policies and exclude identifying information.
- Mobile phones, computers, and other devices should be used only for professional purposes.
- Staff and volunteers are prohibited from using personal devices to take photos or communicate with children.
- Organisational devices must be secured and monitored to prevent misuse.
- Only authorised personnel may post, comment, or engage with content on KDV Sport's website and social media accounts.
- Social media content must reflect the organisation's values and be free from offensive or discriminatory language.
- Staff and volunteers are trained to identify and report cyberbullying incidents affecting children.
- Clear reporting mechanisms are in place for children and parents to report online concerns.
- Zero tolerance for online harassment, with appropriate disciplinary actions taken for violations.
- Staff and volunteers receive training on emerging social media risks, including cyberbullying and digital mental health awareness.
- Training includes how to identify mental health changes in children due to social media exposure.
- Live-streaming of children's activities is strictly prohibited unless pre-approved and supervised.
- All digital content must follow privacy and child safety guidelines.
- Staff may only use organisation-approved devices for capturing and storing images or videos.
- Personal device use for work-related photography or communication is not permitted.
- Staff and volunteers must not engage in private messaging, friend requests, or social media interactions with children.
- Organisational accounts must be used only for professional communication and monitored regularly.
- Parents and children receive guidance on digital safety, including privacy settings, responsible online behaviour, and reporting concerns.
- Resources are provided to help families recognise and respond to online risks.

**Substance Use (Tobacco, Alcohol, Drugs and Medications)**

- Smoking and vaping are prohibited in all indoor areas and child activity zones.
- Designated smoking/vaping areas are located away from children and clearly marked on facility maps.
- Staff and volunteers must follow smoke-free regulations during working hours and child-related events.
- Staff and volunteers must not be under the influence of alcohol, drugs, or impairing prescription medication while supervising children.
- Random drug and alcohol testing may be conducted in compliance with workplace safety policies.
- Any staff member suspected of being under the influence will be immediately removed from duty and subject to disciplinary action.

- For fundraising or awards nights where alcohol is served, consumption is permitted only in designated areas, separate from children's activities.
- Event policies ensure that responsible service of alcohol (RSA) guidelines are followed at all times.
- Parents/guardians must provide written consent for any medication to be administered to a child.
- All medications must be labelled and securely stored in a designated medical area.
- Staff are trained to administer medication safely, following documented instructions.
- Emergency medications (e.g., EpiPens, asthma inhalers) must be readily accessible and administered only by trained personnel.
- A medication log is maintained, documenting doses, times, and administering staff.

**Visitors and Spectators**

- Public areas (e.g., courts, gym, café) remain open for casual visitors, but restricted areas require authorisation (e.g., children's programs, coaching zones, staff-only areas).
- Signage clearly indicates restricted areas and access rules to differentiate general public spaces from supervised activity zones.
- Any visitor entering child-supervised areas (e.g., children's training sessions, camps, or events) must sign in at KDV kids club and also have pre-approved one of the child's parents consent for the visit.
- Parents/guardians dropping off or observing children's activities are required to remain in designated spectator areas.
- Contractors and external service providers must register at reception and state the length of time of stay and must sign out upon exit
- CCTV cameras monitor public spaces, high-traffic areas, and facility entry points for added security.
- Staff and security personnel conduct routine walk-throughs to observe visitor behaviour and address concerns.
- Respectful and positive behaviour is required at all times during events and activities.
- Parents and spectators must refrain from aggressive, offensive, or disruptive behaviour towards children, staff, or other visitors.
- Spectators are expected to support fair play and sportsmanship, avoiding interference in coaching or officiating.
- Any individual engaging in verbal abuse, physical aggression, or disruptive conduct will receive a verbal warning.
- Repeated or serious breaches may result in immediate removal from the premises.
- In severe cases, visitors may be banned from future events or reported to authorities if necessary.
- All incidents will be documented and reviewed to ensure appropriate follow-up actions.

**Confidentiality and Privacy**

- Confidential documents are to be all stored via third party provider to limit the risk of exposure.
- Electronic records are stored in encrypted, password-protected network folders with security controls in place.
- Only authorised staff can access confidential records, with tiered user levels to restrict access based on job roles.
- Staff must follow password security protocols, including regular updates and multi-factor authentication where applicable.
- Sensitive information is only accessed through third party provider software to ensure the protection.
- Confidential records are retained only through third party that provides security and records and securely disposed of when no longer needed.
- Paper records are shredded before disposal, and electronic files are permanently deleted following data protection policies.

- Only non-sensitive, approved information may be shared externally, with data protection policies in place.
- Any requests for confidential information from external stakeholders must be formally submitted and reviewed before approval.
- Personal information of children, staff, or members is never shared without proper consent.
- Only designated spokespersons (e.g., management or media representatives) are permitted to provide official comments on behalf of KDV Sport.
- Staff and volunteers are prohibited from making unauthorised statements about internal policies to external parties.
- Any public or media inquiries must be redirected to the appropriate department for response.

### **3. Recruitment, Selection, Training, and Management**

#### Recruitment processes

- All job descriptions clearly outline roles, levels of supervision, and responsibilities in working with children.
- Required qualifications, experience, and skills are specified for each role (e.g., coaching, child supervision, first aid certification).
- Mandatory checks include:
  - Blue Card.
  - National Police Check for all staff and volunteers.
  - First Aid and CPR certification for relevant roles.
- All job postings explicitly state KDV Sport's commitment to child safety and protection.
- Applicants are informed that employment is conditional on passing child protection and background checks.
- Advertisements include a statement on Restricted Persons and Restricted Employment, ensuring compliance with child safety regulations.
- Position descriptions highlight KDV Sport's values, inclusive work environment, and commitment to safeguarding children.
- Expectations around ethical behaviour, supervision, and risk management are clearly outlined.
- Applications must include reference checks and verification of previous experience in working with children.

#### Screening processes

- Each role at KDV Sport has clear selection criteria based on:
  - Relevant qualifications and certifications (e.g., coaching licenses, first aid, WWCC).
  - Experience in child supervision and sports coaching.
  - Understanding of child safety policies and commitment to safeguarding children.
  - Alignment with KDV Sport's values and ability to contribute to a positive, inclusive environment.
- Candidates are shortlisted based on a structured review of their:
  - Skills, experience, and qualifications relevant to the role.
  - Knowledge of child safety procedures and risk management.
  - Demonstrated ability to uphold KDV Sport's Code of Conduct.
- Interviews include standardised open-ended questions and real-life child safety scenarios to assess:
  - Ethical decision-making in working with children.
  - Ability to handle child supervision, injuries, and behavioural management.
  - Understanding of professional boundaries and appropriate conduct.
- Candidates are asked about:

- Their experience managing children's behaviour in a sports setting.
- How they would handle a suspected child safety concern.
- Their approach to creating an inclusive and safe environment for all participants.
- At least two reference checks are required before hiring.
- A standardised checklist includes questions such as:
  - "Has the candidate ever had any suspicions or reports made about their behaviour toward children?"
  - "Can you describe a time when you observed the candidate managing a child with challenging behaviours?"
  - "Would you confidently recommend this person for a role involving child supervision?"

#### Selection processes

- Maintain detailed records of all interviewed candidates, including:
  - Completed selection criteria assessments.
  - Referee check reports, documenting responses to key questions.
  - Verification of mandatory checks (e.g., Working with Children Check, National Police Check, first aid certification).
- All records are stored securely and retained for the legally required period to ensure transparency and compliance.
- All new employees undergo a probationary period 6 months to evaluate their performance, conduct, and cultural fit within KDV Sport.
- Probation assessments include:
  - Observations of interactions with children, parents, and staff.
  - Adherence to KDV Sport's child safety policies and Code of Conduct.
  - Feedback from supervisors and peers on work ethic, professionalism, and suitability.
- If concerns arise, performance support plans or termination processes are implemented following fair work guidelines.

#### Staff training

- All staff and volunteers are legally required to report any reasonable suspicion of child sexual abuse to the police.
- Reports must be made immediately and directly to authorities (000 or Crime Stoppers), ensuring compliance with Section 229BB of the Criminal Code.
- Failure to report is a criminal offence, and all staff are informed of this obligation during induction and ongoing training.
- If an adult associated with KDV Sport poses a known risk of sexual offending against a child, staff must take immediate action to remove or minimise the risk.
- This includes restricting the individual's access to children, escalating concerns to management and authorities, and following KDV Sport's child protection policies.
- Failure to take action is a criminal offence, and all staff are trained in recognising and responding to risks.
- All new staff and volunteers undergo a formal induction, covering:
  - Legal obligations, including Restricted Persons and Restricted Employment under child protection laws.
  - KDV Sport's Code of Conduct, Child Protection Policy, and Mandatory Reporting Responsibilities.
  - Procedures for managing disclosures and suspicions of harm.
- Documentation of induction completion is recorded and securely stored.
- Staff receive continuous training to stay updated on:

- Emerging risks such as new social media trends, cyberbullying, and grooming tactics.
- Child protection laws and reporting obligations.
- Recognising signs of abuse and responding appropriately.
- Child Protection Training is mandatory and must be completed annually.
- Cyber Safety and Social Media Awareness training is conducted bi-annually.
- First Aid & CPR Certification must be renewed every two years for the staff that applies to.
- Staff and volunteers are trained on:
  - How to identify signs of harm or abuse (physical, emotional, sexual, neglect).
  - Who to report concerns to internally (e.g., Child Safety Officer, Management).
  - External reporting obligations (e.g., Police, Child Protection Services).
  - Maintaining confidentiality while ensuring the child's safety.
- Training records are maintained, and refresher sessions are conducted to ensure staff remain compliant and confident in managing disclosures.

**Management of Staff**

- Management has open discussion policy to allow staff to discuss concerns, seek guidance, and improve skills.
- Supervisors provide structured support, ensuring staff feel equipped to manage challenges, particularly in child safety.
- Staff are encouraged to participate in external workshops, training, and industry events to enhance expertise.
- Annual performance reviews assess staff based on:
  - Adherence to child safety policies and professional conduct.
  - Job-specific competencies and contribution to organisational goals.
  - Feedback from peers, supervisors, and self-assessments.
- Mid-year check-ins ensure continuous progress and provide opportunities for support and goal adjustments.
- Strengthen staff accountability and ensure compliance with KDV Sport's child protection and safety policies.
- Provide constructive feedback and professional growth opportunities.
- Identify areas for improvement and create tailored development plans.
- All appraisal records are securely stored in HR files, with access restricted to authorised personnel only.
- Performance documentation is maintained per legal retention guidelines and disposed of securely when no longer required.
- Clear, accessible procedures for parents, staff, and stakeholders to report concerns or complaints.
- Complaints can be made in person, via email, or through a formal written process, ensuring accessibility for all.
- A designated complaints officer reviews all issues promptly and follows a structured resolution process.
- Complaints related to child safety are escalated immediately to management and external authorities if required.
- Minor breaches result in verbal warnings, retraining, or supervision adjustments.
- Serious breaches (e.g., child safety violations, misconduct) trigger formal investigations, potentially leading to suspension or termination.
- All disciplinary actions follow fair work guidelines and are documented securely.

#### **4. Handling of disclosures or suspicious of harm**

##### What constitutes abuse and harm

- Physical Harm: Any non-accidental injury caused by hitting, shaking, burning, or other forceful actions that result in bruises, fractures, or other injuries.
- Psychological or Emotional Harm: Persistent behaviours such as verbal abuse, threats, rejection, isolation, or exposure to domestic violence, leading to anxiety, depression, or low self-esteem in a child.
- Neglect: The failure to provide basic needs, including food, shelter, supervision, healthcare, and emotional support, impacting a child's development and safety.
- Cultural Abuse: Actions that disrespect or deny a child's cultural identity, language, traditions, or community connections, particularly affecting Aboriginal and Torres Strait Islander children.
- Sexual Abuse or Exploitation: Any form of inappropriate sexual behaviour towards a child, including unwanted touching, exposure to explicit content, grooming, or coercion into sexual activities.
- Physical Harm:
  - Unexplained bruises, burns, fractures, or injuries.
  - Fear of going home or being around certain individuals.
  - Flinching when approached or touched.
- Psychological or Emotional Harm:
  - Extreme withdrawal, aggression, or excessive fearfulness.
  - Low self-worth, self-harm tendencies, or depression.
  - Sudden loss of interest in activities they previously enjoyed.
- Neglect:
  - Poor hygiene, constant hunger, or untreated medical conditions.
  - Regularly left unsupervised or lacking proper clothing for the weather.
  - Frequent absences from school or sports activities.
- Cultural Abuse:
  - Being discouraged or prevented from engaging in cultural practices.
  - Racial discrimination or being made to feel ashamed of their identity.
  - Lack of access to culturally safe environments or support.
- Sexual Abuse or Exploitation:
  - Age-inappropriate sexual knowledge or behaviours.
  - Avoidance of a specific person or place.
  - Sudden changes in mood, eating, or sleeping patterns.

##### Reporting Processes for a suspicious or disclosure of harm

- Multiple reporting options are available for children, parents, staff, and community members, including:
  - Verbal reports to trusted staff members.
  - Written incident reports (staff-assisted if necessary).
  - Anonymous reporting avenues via designated suggestion boxes or online forms.
- Children who may be unable to complete an incident report can disclose concerns verbally to a staff member, who will document the information and take appropriate action.
- Criminal Code (Section 229BB & 229BC):
  - All staff are legally required to report sexual offences against a child by an adult to the police.
  - If an adult associated with KDV Sport poses a known risk, staff must take immediate action to remove or reduce the risk and report concerns.
- Child Protection Act 1999 & Civil Liability and Other Legislation Amendment Act 2019:

- Certain professionals (e.g., teachers, doctors, nurses, child advocates, police) have additional mandatory reporting duties under child protection laws.
- KDV Sport aligns with these laws to ensure child safety concerns are escalated appropriately.
- Immediate action is required for any disclosure of harm or abuse.
- Reports must be submitted and escalated to management within 24 hours.
- Urgent concerns (e.g., suspected sexual abuse, immediate danger) must be reported to police or child protection authorities immediately.
- Queensland Police Service:  000 (Emergency) | 131 444 (Non-Emergency)
- Department of Child Safety, Youth & Women:  1800 177 135 (Child Protection Hotline)
- Crime Stoppers:  1800 333 000 (Anonymous Reports)
- Child Safety Officer: Receives reports, provides initial response, and ensures compliance with legal reporting requirements.
- Operations Manager: Oversees investigations, liaises with authorities, and ensures risk management procedures are followed.
- All Staff & Volunteers: Are responsible for reporting concerns, maintaining confidentiality, and following child protection protocols.
- All reports and investigation documents are securely stored and accessible only to authorised personnel.
- Names and details of individuals involved remain strictly confidential, except where disclosure is required by law.
- Staff are prohibited from discussing cases outside of the designated reporting and investigation team.
- Children, staff, or families affected by a disclosure receive access to appropriate support services, including:
  - On-site debriefing and support from trained child safety officers.
  - Referral to external counselling and trauma support services.
  - Additional training and guidance for staff involved in handling disclosures.

#### Managing suspicions or disclosures of harm

- Stay calm and listen carefully—allow the child to speak freely without interruption.
- Reassure the child that they are safe and did the right thing by speaking up.
- Do not make promises of confidentiality—explain that you must report the concern to keep them safe.
- Avoid asking leading questions—use open-ended prompts like "Can you tell me more about that?"
- Record the disclosure accurately using the incident report template (see below).
- Report immediately to the Child Safety Officer or Operations Manager, who will escalate to the appropriate authorities.
- For staff members who make a report and children who make a disclosure, the following support services are available:
  - Victims Assist Queensland (Support for those impacted by harm)  1300 546 587
  - Kids Helpline (Confidential support for children)  1800 551 800
  - Lifeline Australia (Crisis support for staff/volunteers)  13 11 14
  - Aboriginal and Torres Strait Islander Family Wellbeing Services  13 QGOV (13 74 68)
-  Child Safety Incident Report | This form is readily available at reception at all times.

#### 1. Child's Details

Full Name: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

2. Date, Time & Location of Disclosure

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time: \_\_\_\_ AM/PM

Location: \_\_\_\_\_

3. Details of the Disclosure

(Use the child's exact words where possible—do not add opinions or assumptions.)

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4. Observations (if applicable)

(Any visible injuries, emotional state, behaviour, etc.)

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5. Actions Taken

Who was the disclosure reported to? (Name & role) \_\_\_\_\_

Time & date reported: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ AM/PM

External agencies contacted? (Police, Child Safety, etc.)

Yes (Specify): \_\_\_\_\_

No (If no, why?): \_\_\_\_\_

6. Staff Member Completing Report

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

 **Note: This report must be kept confidential and submitted to the Child Safety Officer or Operations Manager immediately.**

## 5. Managing breaches

### Conducting a review of your policies and procedures after an incident

#### Post-Disclosure Review Requirement

- After any disclosure or suspicion of harm is actioned, KDV Sport must conduct a formal review of its Risk Management Strategy (RMS) to evaluate its effectiveness.
- The review must assess:
  - How the incident was handled (timeliness, appropriateness, compliance with policies).
  - Whether the current RMS policies and procedures were effective in protecting the child.
  - Any gaps or weaknesses in the reporting and response process.

#### Follow-Up Actions Based on Review Findings

- If policy gaps or inefficiencies are identified, KDV Sport must:
  - Update RMS policies and procedures to address weaknesses.
  - Implement additional training for staff on child protection and mandatory reporting.
  - Improve reporting mechanisms (e.g., easier access to reporting tools, anonymous reporting options).
  - Strengthen communication with external authorities to ensure smoother collaboration in future cases.
- All corrective actions must be documented, and policy updates should be communicated to staff.

#### Periodic RMS Evaluation & Continuous Improvement

- The RMS must be reviewed at least annually or immediately following any serious incident.
- Staff feedback on policy effectiveness, training, and incident handling should be incorporated into the review.
- Results from post-incident reviews should be reported to senior management to ensure organisational accountability.

#### Actions which breach your RMS

- A breach of the Risk Management Strategy (RMS) occurs when a staff member, volunteer, or stakeholder fails to comply with child safety policies, reporting obligations, or professional conduct standards. Breaches may include:
  - **Failure to Report**
    - Not reporting a disclosure or suspicion of harm to the appropriate authorities.
    - Delaying or obstructing a mandatory report under Sections 229BB & 229BC of the Criminal Code.
  - **Failure to Supervise or Protect Children**
    - Leaving children unsupervised in high-risk areas.
    - Allowing unauthorised adults access to child-only spaces.
    - Not taking appropriate action when a child is exposed to harm or danger.
  - **Inappropriate Behaviour or Misconduct**
    - Engaging in bullying, discrimination, or harassment.
    - Using inappropriate language, physical force, or intimidation towards children.
    - Violating professional boundaries (e.g., private messaging, favouritism, gift-giving, or inappropriate physical contact).
  - **Breach of Confidentiality**
    - Sharing confidential child protection information with unauthorised individuals.
    - Discussing sensitive incident details in public or informal settings.
  - **Failure to Comply with RMS Training & Policies**
    - Refusing to complete mandatory child safety training.
    - Ignoring KDV Sport's Code of Conduct, Safeguarding Guidelines, or organisational policies.

#### 1. Reporting & Recording a Breach

- Any suspected or observed breach must be reported immediately to management.
- Reports can be submitted in writing, via email, or through a confidential reporting system.
- An incident report must be completed, including:
  - The nature of the breach.
  - The staff member/individual involved.
  - Time, date, and location of the incident.
  - Any witnesses or supporting evidence.

#### 2. Investigation & Assessment

- The Operations Manager or Child Safety Officer will conduct a formal review of the breach.
- The investigation will include:
  - Interviews with involved parties (e.g., staff, children, witnesses).
  - Review of CCTV footage, documents, or electronic communications if relevant.
  - Consultation with external authorities (Police, Child Protection Services) if required.

#### 3. Action & Consequences

- **Minor Breach** (e.g., failure to follow supervision policies):
  - Verbal or written warning.
  - Additional training on RMS policies.
- **Serious Breach** (e.g., failure to report harm, misconduct with children):

- Formal disciplinary action, suspension, or dismissal.
- Mandatory reporting to external authorities (e.g., Queensland Police, Department of Child Safety).

#### 4. Finalisation & Record Keeping

- A formal decision is made, and the outcome is communicated to relevant parties.
- Records of all investigations, actions, and disciplinary outcomes are securely stored.
- Follow-up training or policy updates may be required to prevent future breaches.

#### Processes for managing breaches

##### 1. Responsibility for Managing Different Types of Breaches

- Minor breaches (e.g., failure to follow supervision policies, neglecting training requirements) → **Managed by Supervisors or Line Managers.**
- Moderate breaches (e.g., inappropriate behaviour, failure to report concerns promptly, breach of confidentiality) → **Managed by Operations Manager.**
- Serious breaches (e.g., misconduct with children, child safety violations, failure to report harm as required by law) → **Managed by the Operations Manager, Child Safety Officer, and external authorities (e.g., Queensland Police, Department of Child Safety, or regulatory bodies, if required).**

##### 2. Process for Reporting Breaches

- Staff, parents, and volunteers must be informed of the reporting process during induction, training, and via policy documentation.
- Breaches can be reported:
  - Internally → Directly to a Supervisor, Child Safety Officer, or Operations Manager.
  - Confidentially → Through a secure internal reporting system (e.g., written report or confidential email).
  - Externally → To authorities (Queensland Police, Department of Child Safety) if necessary.

##### 3. Process for Managing Different Types of Breaches

- Report Received → Staff logs the breach in an Incident Report Form, detailing:
  - Nature of the breach.
  - People involved.
  - Date, time, and location.
  - Any witnesses or supporting evidence.
- Initial Review & Assessment →
  - Minor breaches: Reviewed by supervisors within 48 hours, corrective action taken.
  - Moderate breaches: Reviewed by Operations Manager with interviews and further investigation.
  - Serious breaches: Immediate escalation to external authorities (Police, Child Safety, etc.).
- Investigation & Resolution →
  - Interviews conducted.
  - Evidence reviewed (CCTV, reports, communications, etc.).
  - Decision made based on findings.

##### 4. Potential Outcomes for a Breach

- Minor Breach (e.g., late reporting, neglecting supervision duties):
  - Verbal warning or additional training.
  - Written warning and performance improvement plan if repeated.
- Moderate Breach (e.g., inappropriate conduct, breach of confidentiality):
  - Formal disciplinary action (written warning, suspension, retraining).

- Referral to internal HR or child protection management team.
- Serious Breach (e.g., child safety violation, failure to report harm, abuse of a child):
  - Immediate suspension or termination of employment.
  - Formal report to Queensland Police, Department of Child Safety, or regulatory bodies.

#### 5. Recording and Documentation of Breaches

- All breaches are recorded in a secure, confidential incident log.
- Records must include:
  - Details of the breach.
  - Investigation findings.
  - Actions taken.
  - Final outcomes and resolutions.
- Records are stored securely and retained as per legal and organisational requirements.

#### 6. Confidentiality in Handling Breaches

- All reports and investigations are strictly confidential.
- Only authorised personnel have access to breach records.
- Discussions about breaches must only occur with relevant parties (e.g., investigators, authorities).
- Breaches involving children or staff misconduct must be handled with the utmost discretion, ensuring privacy protections are upheld.

### **6. Compliance with the blue card system**

#### Annual review of your RMS

##### 1. Annual Review to Reflect Current Legislation & Blue Card Obligations

- KDV Sport will conduct an annual review of the RMS to ensure compliance with all current child safety laws, including obligations for Blue Card holders.
- The review will assess:
  - Any legislative updates impacting child safety policies.
  - Blue Card screening requirements, ensuring all staff and volunteers maintain valid checks.
  - Updates to mandatory reporting laws, including sections 229BB & 229BC of the Criminal Code.
- The Child Safety Officer and Operations Manager are responsible for ensuring all policy updates are reflected in training and procedures.

##### 2. Annual Review to Assess Effectiveness in Addressing Risks of Harm

- The effectiveness of the RMS in preventing and responding to risks will be evaluated.
- The review will include:
  - Feedback from staff, children, and parents on child safety measures.
  - Assessment of training effectiveness, ensuring staff understand reporting obligations and risk management.
  - Evaluation of risk management strategies to address emerging child safety concerns.
- Updates and improvements will be made as needed to ensure the RMS continues to mitigate risks effectively.

##### 3. Annual Review to Assess Incidents, Compliance & Necessary Changes

- A full review of all reported incidents from the previous year will be conducted to determine:
  - How effectively policies and procedures were followed.
  - Whether gaps in response times, reporting processes, or staff actions were identified.
  - If additional training, policy adjustments, or procedural updates are required.

- Any policy revisions based on past incidents must be implemented immediately following the review.
- Results of the review will be documented and reported to senior management, with a plan for ongoing improvements.

**Blue card requirements****1. Maintaining an Up-to-Date Employee Register**

- KDV Sport maintains a secure “Employee Register” listing:
  - Full name of each staff member or volunteer.
  - Blue Card or exemption card number.
  - Blue Card status (current, expired, pending renewal, or negative notice issued).
  - Expiry date of each Blue Card to track renewal deadlines.
- The blue card register is used to manage Blue Card compliance

**2. Maintaining an Exemption Register**

- A separate Exemption Register lists staff or volunteers not required to hold a Blue Card, including:
  - Full name and role within KDV Sport.
  - The reason they are exempt (e.g., not engaged in child-related work, parent volunteer exemption).
- The Exemption Register is updated regularly and stored securely for compliance checks.

**3. Managing Blue Card Applications & New Employee Notifications**

- The HR team and Operations manager is responsible for:
  - Ensuring all new employees apply for a Blue Card before commencing child-related duties.
  - Verifying new Blue Cards through the Organisation Portal.
  - Notifying Blue Card Services when a new employee is engaged, ensuring compliance with legislative requirements.

**4. Ensuring Timely Blue Card Renewals**

- Automatic tracking of Blue Card expiry dates with reminders sent to staff at least 3 months before expiry.
- Employees are required to submit renewal applications well in advance, ensuring no gaps in compliance.
- Staff who fail to renew before expiry are immediately removed from child-related work until clearance is granted.

**5. Managing Changes in Police Information**

- Employees must notify Blue Card Services directly if there is any change in their police information.
- KDV Sport regularly reminds staff of their obligation to report changes under updated Blue Card legislation.

**6. Managing High-Risk Notifications**

- If an employee or volunteer:
  - Receives a negative notice.
  - Has their Blue Card suspended or cancelled.
  - Withdraws their Blue Card application.
- Immediate action is taken, including:
  - Suspending the individual from child-related duties.
  - Notifying HR and senior management.
  - Reviewing the risk posed to children and young people.
  - Terminating employment or reassigning duties, depending on legal and risk assessments.

**7. High risk activities and special events**

**How to identify high risk activities and special events****1. Transportation**

- Children must only be transported with written parental consent.
- Staff must hold a valid driver's licence if transporting children in organisational vehicles.
- Seatbelts and child safety restraints must be used as per legal requirements.
- A minimum of two staff members should be present during transportation whenever possible.
- All transport arrangements must be documented, including pick-up/drop-off times and responsible drivers.

**2. Toileting & Change Room Procedures**

- Staff should never be alone with a child in a change room or toilet.
- Supervision must be non-invasive—staff should wait outside and enter only if necessary for safety reasons.
- Children should use change rooms in designated gender-appropriate areas, or private areas if required.
- For young children or children with special needs, assistance must be provided with parental knowledge and consent.

**3. Appropriate Supervision & Child-to-Adult Ratios**

- Ratios vary depending on the activity and age group:
- 1:5 for water-based activities.
- 1:10 for general sports and recreational activities.
- 1:15 for classroom-style settings or low-risk activities.
- Supervision must be active and continuous—staff should move around the area and engage with children.
- At least two adults must be present for all activities where possible.

**4. Photography & Media Policy**

- Parental consent is required before taking or publishing any child's photograph.
- No identifying information (e.g., names, schools) will be shared with images.
- Photography is only permitted in designated areas and during approved activities.
- Live-streaming and unauthorised social media uploads are strictly prohibited.

**5. Managing Medications & Allergies**

- Medication can only be administered with parental consent and must be stored securely.
- EpiPens, inhalers, and emergency medications must be easily accessible and administered by trained staff.
- Allergy action plans must be followed, and staff must be aware of children with severe allergies.
- No food-sharing policies should be enforced to minimise allergic reactions.

**6. Managing Illness & Injury**

- First aid can only be administered by trained staff and must be recorded in an incident report.
- Parents must be notified of any illness or injury immediately.
- If a serious injury occurs, emergency services must be called and an incident report must be completed.
- Sick children should be isolated in a safe, supervised area until a parent/guardian arrives.

**7. Procedures for Visitors**

- All visitors must sign in at reception and wear a visitor pass at all times.
- Visitors are not permitted in child-supervised areas unless pre-approved.
- Parents and guardians must remain in designated viewing areas during sessions.
- Contractors and external service providers must be accompanied by staff in child-accessible areas.

**8. Addressing Risks in the Physical Environment**

- Daily safety inspections should be conducted on equipment, playgrounds, and activity areas.
- Wet surfaces must be marked to prevent slips and falls.
- Sports equipment must be regularly checked for damage or hazards.
- Fire exits and emergency routes must remain clear and well-marked.
- CCTV monitoring and security personnel should be active in high-traffic areas to ensure safety.

#### Establishing the context and identifying potential risks

##### 1. Determining the Nature of the Activity

- Each activity must be assessed based on risk level, considering factors such as:
  - Physical contact (e.g., contact sports vs. non-contact sports).
  - Intensity level (e.g., high-risk activities like swimming, rock climbing, or gymnastics).
  - Duration (e.g., short sessions vs. full-day programs).
  - Age group (younger children require closer supervision and lower staff-to-child ratios).
- Activities should align with KDV Sport's child safety policies and risk management procedures.

##### 2. Evaluating the Environment & Location

- Indoor vs. outdoor risks:
  - Indoor risks: Slippery floors, equipment hazards, fire safety, ventilation.
  - Outdoor risks: Weather exposure, uneven surfaces, public access risks.
- Location-specific risk assessment:
  - If the activity is held at an external venue, staff must conduct a pre-event site inspection.
  - Ensure first aid access, emergency exits, and adequate facilities (e.g., toilets, shaded areas).
  - Identify any public access risks if the event is held in an open space.

##### 3. Identifying Stakeholders Involved

- Children & Young People:
  - Age, skill level, and physical capabilities must be considered in planning activities.
- Staff & Volunteers:
  - Must have appropriate training, supervision responsibilities, and emergency response knowledge.
- Parents & Guardians:
  - Must be informed of activity details, risks, and safety measures before participation.
- External Contractors & Service Providers:
  - If external coaches, trainers, or event staff are involved, working with children clearance (Blue Card) is mandatory.
- By establishing the context, assessing environmental risks, and identifying all involved stakeholders, KDV Sport ensures proactive risk management and safe participation in all activities.

##### 1. Identifying Potential Risks of Harm

Each activity must be assessed for specific risks that could harm children and young people, including:

Category	Potential Risks
Physical Injury	Falls, collisions, equipment malfunctions, heat exhaustion, drowning.
Emotional or Psychological Harm	Bullying, discrimination, exclusion, excessive pressure to perform.
Inappropriate Conduct	Grooming, inappropriate physical contact, verbal abuse, neglect.
Environmental Hazards	Unsafe surfaces, weather exposure (heatstroke, hypothermia), hazardous objects.
Medical Risks	Allergic reactions, asthma attacks, dehydration, undiagnosed medical conditions.

Supervision Failures	Unclear staff responsibilities, inadequate staff-to-child ratios, unsupervised access to high-risk areas.
Public Access & External Threats	Unauthorised individuals entering activity spaces, children leaving designated areas.

## 2. Assessing Likelihood & Consequences of Identified Risks

Each risk is assessed based on likelihood (how often it could happen) and consequences (potential impact on a child's safety).

Risk Level	Likelihood	Consequences
Low	Unlikely	Minor inconvenience, no lasting impact.
Moderate	Possible	Minor injury or short-term emotional impact.
High	Likely	Serious injury, distress, or safety breach requiring intervention.
Extreme	Very likely	Life-threatening injury, trauma, legal consequences.

## 3. Implementing Risk Mitigation Strategies

To reduce the likelihood and impact of risks, the following preventative strategies must be in place:

Risk Type	Mitigation Strategies
Physical Injury	Ensure equipment safety checks, enforce protective gear use, implement clear safety rules.
Emotional & Psychological Safety	Enforce anti-bullying policies, train staff in emotional support techniques, foster an inclusive environment.
Inappropriate Conduct & Abuse Prevention	Require staff to complete child protection training, enforce no one-on-one unsupervised contact, establish clear reporting protocols.
Environmental Hazards	Conduct safety inspections, ensure shaded areas for heat protection, mark hazardous zones clearly.
Medical & Allergy Risks	Maintain a medical register, require parental disclosure of allergies/conditions, train staff in first aid and EpiPen use.
Supervision & Staff Ratios	Adhere to strict staff-to-child ratios, designate responsibility areas, conduct headcounts regularly.
Public Access Risks	Use sign-in procedures for visitors, restrict access to child-only areas, implement ID badge requirements.

## 4. Monitoring and Reviewing Risk Management Strategies

- Staff must actively monitor risks during activities and adjust strategies as needed.
- Post-activity reviews should be conducted to assess effectiveness and identify areas for improvement.
- Annual RMS reviews must incorporate feedback from incidents, near-misses, and stakeholder input.

## 8. Communication and support strategies

### Access to RMS

#### 1. Making the RMS Easily Accessible to All Stakeholders

- The Risk Management Strategy (RMS) is available in multiple formats:
  - Printed copies in the main office/reception area.
  - Digital version on the KDV Sport website under the "Child Safety & Compliance" section.
- All staff, volunteers, parents, and external contractors are informed during induction or onboarding about where to access the RMS.

#### 2. Communicating the RMS to Stakeholders

- Staff & Volunteers:
  - Receive a copy of the RMS during induction.

- Attend mandatory training on RMS policies and procedures.
  - Are required to acknowledge understanding of the RMS by signing a compliance form.
- Parents & Guardians:
  - Are informed about the RMS in welcome packs, enrolment documents, and information sessions.
  - Can request physical or digital copies at any time.
- Children & Young People:
  - Receive age-appropriate explanations of key policies (e.g., behaviour expectations, safety procedures).
  - Have access to visual guides and posters summarising their rights and reporting processes.
- External Contractors & Visitors:
  - Are provided a summary of the RMS relevant to their work.
  - Must sign an agreement acknowledging compliance with child safety policies.

3. Regularly Updating and Reviewing RMS Accessibility

- The RMS is reviewed annually, and any updates are communicated to stakeholders via:
  - Email notifications for staff and parents.
  - Team meetings and training sessions.
  - Website updates to reflect any policy changes.
- Feedback is encouraged from stakeholders to ensure the RMS remains clear, accessible, and effective.

#### Development of RMS

##### 1. Involving Children & Young People in RMS Development

- Consultation sessions with children and young people are held to gather their perspectives on safety and wellbeing.
- Child-friendly discussions are conducted to understand their concerns and suggestions regarding supervision, behaviour expectations, and safety measures.
- Codes of conduct and safety policies incorporate their language and ideas, ensuring accessibility and relevance.
- Posters and visual guides are created using simple, age-appropriate language to reinforce child safety messages.

##### 2. Engaging Staff & Volunteers in RMS Review

- Annual RMS feedback sessions allow staff to share insights based on their experiences in child safety management.
- Regular training workshops ensure staff understand new risks and changes in legislation.
- Staff are encouraged to report gaps or inefficiencies in the RMS based on real-world scenarios.

##### 3. Consulting Parents & Guardians

- Surveys and parent forums are conducted to gather feedback on child safety concerns and risk management effectiveness.
- Open communication channels (emails, meetings, suggestion boxes) allow parents to provide input on safety policies.
- Regular updates are shared with parents regarding RMS changes, ensuring transparency.

##### 4. Formal Review & Continuous Improvement

- The Operations Manager and Child Safety Officer lead an annual review of the RMS, incorporating feedback from all stakeholders.
- Key changes and improvements are communicated to staff, parents, and children through meetings, newsletters, and policy updates.

**Communication of RMS****1. Information Sessions on the RMS for Stakeholders**

- Regular information sessions are held for parents, staff, and volunteers to explain the Risk Management Strategy (RMS) and child safety policies.
- New employees and volunteers receive RMS training as part of their onboarding and induction process.
- Special child-friendly sessions help young participants understand safety rules, behaviour expectations, and how to report concerns.

**2. RMS Policies & Procedures in Newsletters & Publications**

- Monthly newsletters include updates on child safety policies, staff training, and reminders about reporting obligations.
- RMS updates are shared in email bulletins, social media posts, and printed handouts for easy access.
- Parent handbooks and welcome packs provide an overview of child safety procedures and reporting processes.

**3. Strategies to Engage Children & Help Them Stay Safe**

- Age-appropriate safety workshops teach children how to recognise unsafe situations and report concerns.
- Interactive role-playing activities help children practice what to do if they feel unsafe.
- A child-friendly version of the Code of Conduct is created using simple language and visuals.
- Staff encourage open conversations with children about their feelings and concerns.

**4. Visual Promotion of KDV Sport's Commitment to Child Safety**

- Bulletin boards, posters, and banners are displayed throughout the facility, promoting child safety messages and reporting procedures.
- Posters include clear steps on who to talk to if a child feels unsafe, using friendly and accessible language.
- "Child Safety Champions" (staff members children can approach) are identified with badges or posters.

**5. RMS Incorporated into Staff Training & Performance Plans**

- Child safety responsibilities are embedded into staff performance reviews and professional development plans.
- All staff and volunteers undergo annual RMS training, covering:
- Recognising and responding to risks.
- Mandatory reporting requirements.
- Handling disclosures of harm.
- Staff receive additional refresher courses when legislative updates occur.

**6. Training Materials Available for Staff & Stakeholders**

- Training manuals, online resources, and video modules are provided for staff, parents, and volunteers.
- Child safety guidelines and reporting procedures are available in multiple formats (print, online, and visual aids).
- Parents and guardians are invited to attend training sessions to understand KDV Sport's child protection policies.

**Support processes****1. Employee Assistance & Wellbeing Programs**

- Confidential Employee Assistance Program (EAP) available for all staff, offering:
- Counselling services for emotional support and stress management.
- Professional guidance on handling child safety concerns and disclosures.

- Mental health resources to support staff dealing with challenging situations.
- Workplace Health & Safety (WHS) programs include:
- Regular wellbeing check-ins with staff.
- Access to occupational health services for work-related stress or trauma.
- De-escalation training for handling difficult situations with children or parents.

## 2. Support Services for Children & Families

- Children and young people involved in incidents are referred to professional support services, including:
- Kids Helpline –  1800 551 800 (24/7 confidential support).
- Lifeline Australia –  13 11 14 (crisis support).
- Local child protection services for intervention if needed.
- Parents are provided with guidance and resources to support their child's wellbeing following an incident.

## 3. Internal Staff Support & Debriefing

- Post-incident debriefing sessions allow staff to process difficult experiences and receive peer support.
- Designated Child Safety Officers or HR representatives are available to assist staff who experience distress from handling sensitive cases.
- Staff are encouraged to seek assistance without fear of judgment or retaliation.

## 4. Legal & Professional Support

- Staff involved in formal investigations or legal matters related to child safety receive guidance from HR and legal advisors.
- Policies ensure fair treatment and confidentiality throughout any inquiry process.

At KDV Sport, we are committed to ensuring the safety, wellbeing, and protection of all children and young people in our programs. Our Child and Youth Risk Management Strategy (RMS) serves as a comprehensive framework to identify, assess, and mitigate risks while fostering a safe, supportive, and inclusive environment for all participants.

Through robust policies and procedures, we address essential areas such as supervision, behaviour management, risk assessment, reporting of concerns, recruitment processes, training requirements, emergency response, and stakeholder engagement. Our strategy aligns with legal obligations under the Working with Children (Risk Management and Screening) Act 2000, the Human Rights Act 2019, and the Criminal Code, ensuring compliance with all child protection laws and best practices.

Key elements of our RMS include:

- ✓ Strict staff-to-child supervision ratios and clear guidelines on safe interactions with children.
- ✓ Comprehensive risk assessment protocols for activities, facilities, and high-risk events.
- ✓ Mandatory reporting obligations and confidential incident response procedures.
- ✓ Annual RMS reviews to ensure policies reflect current legislation and remain effective.
- ✓ Ongoing staff training, professional development, and well-being support.
- ✓ Clear expectations for visitor management, social media use, and child privacy protections.
- ✓ Collaboration with parents, staff, and children to create a culture of child safety and empowerment.

By implementing proactive risk management measures and continuous improvement strategies, KDV Sport upholds its commitment to child protection, inclusivity, and accountability. We remain dedicated to providing a safe and enjoyable sporting experience where every child has the opportunity to grow, thrive, and feel secure.