



Additional Documentation to accompany the Paddle Australia Member Protection Policy ByLaw

As at November 2018

Paddle Queensland

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Child Protection Policy and Procedure

Adopted from Queensland's Blue Card System (2017)

Child and Youth Risk Management Strategy Toolkit Document

Retrieved from <https://www.bluecard.qld.gov.au/pdf/rmst/201610-Child-and-youth-risk-management-strategy-toolkit.pdf>

Paddle Australia Member Protection Bylaw can be found here: <http://canoe.org.au/wp-content/uploads/2016/08/bl-04-Member-Protection-Policy-V4-160620.pdf>

Reviewed 26 September 2018

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1. Overview of Requirements for Paddle Queensland Clubs

The *Working with Children (Risk Management and Screening) Act 2000* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011* require regulated organisations to develop and implement a child and youth risk management strategy which aims to keep children and young people safe.

To comply with the legislative framework, a child and youth risk management strategy must include eight minimum requirements:

The eight requirements are:

Commitment

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm, and
2. A code of conduct for interacting with children.

Capability

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

Concerns

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
5. A plan for managing breaches of your risk management strategy, and
6. Risk management plans for high risk activities and special events.

Consistency

7. Policies and procedures for managing compliance with the blue card system, and
8. Strategies for communication and support.

The following documentation are provided to assist clubs to create and implement required policy and procedures to comply with Working with Children requirements. The follow sections accompany the Paddle Australia Member Protection Policy ByLaw.

Further information is provided in the Queensland Government Child and Youth Risk Management Strategy toolkit available here: <https://www.bluecard.qld.gov.au/pdf/rmst/201610-Child-and-youth-risk-management-strategy-toolkit.pdf>

2. Risk Management Plan for High Risk Activities (Template only)

Example Risk Assessment for Kayaking/Canoeing

This is not a complete Risk Assessment. Clubs should customise this template to satisfy the risks involved in the specific activity.

Description of Activity	Risks	Likelihood	Consequence	Risk Level	Causal Factors		Risk Management Strategy	Review Person
e.g. Children attend a flatwater recreational canoeing activity where all equipment is provided and is run by a qualified instructor	Drowning	Rare	Critical	Mod	People	Capsize Staff not able to rescue Not able to swim Medical Condition.	Participants briefed in Capsize procedures. Instructors qualified with Australian Canoeing including rescue training. Swimming ability and medical a verbally checked by instructor.	
					Equipment	No PFD. Incorrect fitting PFD.	Type 2 PFD must be worn by all participants at all times while on water. PFDs supplied and checked by Instructors Instructors carry phone and radio communication at all times during activity.	
					Environment	Strong current Deep water Strainers	Instructor aware of tide times and weather for the day and how it may affect program. Location well used by QC and instructors. Close proximity to land at all times.	

	Dehydration	Possible	Mod	Mod	People	Not Drinking. Over exertion Incorrect clothing	Regular drink break. Towlines carried by instructors. Clothing list sent to participants prior to day of activity. Clothing checked, and spare collared shirt and hat available. Sunscreen available for all participants.	
					Equipment	No water	Spare water available for participants.	
					Environment	Very hot day.	Weather report checked, seek shade when possible	
	Hypothermia	Possible	Mod	Mod	People	Wet Clothing	Participants briefed not to capsize	
					Equipment	Incorrect clothing	Required clothing information sent to participants prior to day of activity. Clothing checked and spare shirt and jacket available. Short time on water.	
					Environment	Very cold, windy conditions. Extended exposure to the cold	Weather forecast checked prior Program max of 3 hours. Instructor to shorten duration of activity if conditions warrant.	
	Hyperthermia	Possible	Mod	Mod	People	Not enough water Over exertion	Drink breaks Spare water carried. Regular breaks Group moves at pace of slowest paddler.	

							One instructor to stay at back of group.	
					Equipment	Incorrect clothing	Clothing checked, spare carried	
					Environment	Hot Day Too long in Sun	Weather forecast checked Seek shade when possible 3 hour programs	
	Cut and Bruises, Sprains	Unlikely	Minor	Low	People	Incorrect paddling technique Fitness Poor carrying technique Unloading trailer	Instructor briefs and checks technique throughout activity. Regular breaks Canoes to be carried by a minimum of 4-6 persons per canoe and 2-4 persons per kayak. Both instructors load and unload trailer.	
					Equipment	Incorrect / faulty equipment	Equipment checked by instructor	
					Environment	Slippery landing and launching	Landing and Launching checked prior by Instructor	
	Separation	Unlikely	Mod	Mod	People	Poor briefing Poor ratio	Instructors skilled in briefing groups Ratio based on Australian Canoeing Guidelines	
					Equipment	Unfamiliar kayak. Incorrect gear	Pace is set at that of the slowest paddler Gear supplied by QC. Instructors carry radios to ensure communication.	

					Environment	Strong winds, rips, tides.	Weather and tides checked by instructor	
	Fatigue	Unlikely	Minor	Low	People	Fitness level. Poor technique	Regular breaks. Instructor skilled in teaching correct technique	
					Equipment	Incorrect gear	Canoes, paddles, PFD's and clothing checked by instructors Instructors carry Towline	
					Environment	Strong winds, waves, tide. Large distance	Weather forecast checked prior and during trip. 3 hour program, Instructor to shorten duration of activity if conditions warrant.	
	Psychological	Unlikely	Minor	L	People	Lack of confidence. Lack of knowledge	Instructor skilled in briefing, to include wet exit, information how to paddle and craft	
					Equipment	Incorrect gear	Gear checked by instructor	
					Environment	Strong winds, waves, tides	Weather forecast checked by instructor Conditions explained to participants prior	
	Sun Burn	Possible	Minor	M	People	Not applying sun screen	Spare sunscreen available Application time of sunscreen given	
					Equipment	No hat Inappropriate clothing. No sun screen	Equipment list sent to participants prior to day of activity Spare hat available Clothing checked	

							Spare sun screen available	
					Environment	Strong sun.	Weather forecast checked. Seek shade when possible	
	Lost Equipment	Unlikely	Minor	Low	People	Carelessness Left at stop points	Gear counted and checked at end of each activity Locations checked by instructor prior to departure	
					Equipment	No water proof	Participants advised if it can't get wet, don't bring it	
	Collision	Likely	Minor	Med	People	Lack of craft control Lack of group control	Participants briefed on how to paddle Ratios to AC guidelines. Qualified Instructors	
					Environment	Too many craft in water ways	Quite parts of the river used Group kept together on crossing	

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Critical	Moderate	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	Moderate
	Insignificant	Low	Low	Low	Moderate	Moderate

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3. Risk management requirements

Your organisation must have clear procedures for implementing and reviewing your child and youth risk management strategy. Continually reviewing your strategy will ensure that it remains up-to-date with any legislative changes and continues to be effective in addressing the risks to children and young people in your service environment. Your child and youth risk management strategy must be reviewed at least annually and you should ensure that you include input from your stakeholders, including children and young people, within your policies and procedures. Your annual review of your child and youth risk management strategy should consider:

- whether your policies and procedures were followed
- whether any incidents relating to children and young people's risk management issues occurred
- the actual process used to manage any incidents
- the effectiveness of your organisation's policies and procedures in preventing or minimising harm to children and young people, and
- the content and frequency of training in relation to your child and youth risk management strategy.

To ensure your blue card system is consistently up to date, your organisation must keep a register of adult blue card expiry dates, as well as consider reviewing and recording:

- whether your policies and procedures were followed
- whether any incidents relating to children and young people's risk management issues occurred
- the actual process used to manage any incidents
- the effectiveness of your organisation's policies and procedures in preventing or minimising harm to children and young people, and
- the content and frequency of training in relation to your child and youth risk management strategy.

You should document your review and ensure that any relevant changes to your policies and procedures are appropriately communicated to staff.

Blue card screening requirements

Your child and youth risk management strategy should contain clear procedures for compliance with blue card screening requirements.

To assist you to comply with the Act, your organisation should specifically address:

- **Identification of who requires a blue card or exemption card**

It is important to recognise that blue card screening requirements do not apply to every environment a child may be present. The blue card system is structured so that organisations providing services which are essential to children’s development and wellbeing, such as child care, education, sport, and cultural activities are captured. Further information to assist you in determining whether people in your organisation require a blue card or exemption card can be accessed on the Blue Card Services website. Please note that you cannot make it a compulsory requirement for employees or volunteers to hold either card unless they are providing child-related services that are regulated by the Act.

- **Nomination of a contact person/s**

You should clearly identify a designated contact person/s who will be responsible for managing blue cards and exemption cards within your organisation. Each blue card or exemption card application form for a paid employee or volunteer has a space in the “Organisation details” section for a “contact person”. This is the person who Blue Card Services will send all notifications to and this is the only person who Blue Card Services can discuss the person’s blue card status with unless additional authorisation is provided.

- **Following the blue card processes**

There are a number of important blue card system processes which must be followed and you should have clear guidelines in place to guide relevant staff in completing these processes:

Managing blue card applications

You must consider the need to make a blue card application for every person you engage in a regulated employment that does not already have a blue card.

4. Communication and Support

Communication

Your organisation must have strategies for communication of your risk management strategy and support. Strategies for communication and support must include:

- written information for parents, employees and volunteers that includes details of your organisation's risk management strategy or where the strategy can be accessed; and
- training materials for employees and volunteers which
 - help identify risks of harm and how to handle disclosures or suspicions of harm; and
 - outline your organisation's risk management strategy.

An effective strategy for communication and support will:

- ensure that all people in your organisation are aware of their responsibilities and understand what is acceptable behaviour for interacting with children;
- enable people to feel comfortable addressing issues of concern;
- highlight the importance of your organisation's commitment to protecting the safety and wellbeing of children in your service environment, and
- reduce the likelihood of breaches of your risk management strategy.

Support

Staff may require support to deal with issues such as behaviour management, stress, conflict, bullying, child protection concerns, breaches of the risk management strategy and dealing with disclosures or suspicions of harm. If staff concerns are not addressed effectively, your organisation's ability to provide a safe and supportive environment for children and young people may be affected. Therefore, it is extremely important to consider how your organisation will support staff when they are experiencing difficulties. You should then actively communicate the types of support services you offer.

Other people involved in your organisation such as volunteers, parents and children and young people may also require support to assist with managing concerns. Your organisation should ensure that it is prepared to provide or facilitate required support services to all people involved with your organisation.

5. Employee Register

As part of your child and youth risk management strategy, your organisation is required to establish and maintain an employee register which is a written record or register of all business operators, paid employees and volunteers involved in child-related activities within your organisation.

EMPLOYEE REGISTER

Organisations are advised that if an employee or volunteer advises that they have already applied for, or hold a blue card through another employer, they must notify Blue Card Services by submitting an Authorisation to confirm a valid card/application form.

Name of organisation: _____

Determine if a blue card is required							Record blue card information							
Name on blue card														
Date updated	Applicant's First Name/s	Applicant's Middle Name/s	Applicant's Family Name	Date of Birth	Card Type (paid, volunteer, student, business)	Is a blue card required? (if no, state reason)	Blue card status (valid card or application in progress)	Date of application submitted	Blue card number (____/____)	Expiry date of blue card	Date renewal form to be submitted (4 months prior to expiry date)	Have you sighted ID for the blue card holder / applicant?	Have you registered this blue card holder with Blue Card Services to receive updates?	Have you received confirmation of the valid card / application from Blue Card Services?