

Child and Youth Risk Management Strategy Policy

Organisation Name: Bald Hills Aikido Goshinkai

Effective Date: 17-5-2025

Review Date: 18-5-2025

Purpose

1. This policy outlines our commitment to the safety and wellbeing of children and young people involved in our martial arts programs. It ensures compliance with the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2020.
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2. Scope

This policy applies to all staff, volunteers, instructors, and contractors engaged in activities involving children under the age of 18 within our organisation.

3. Policy Statement

Our organisation is committed to:

- Promoting the wellbeing of children and young people.
 - Protecting children from harm.
 - Ensuring compliance with Blue Card requirements.
 - Implementing and reviewing risk management strategies annually.
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4. Key Components

This strategy includes the following components:

Code of Conduct - outlining appropriate standards of behaviour.

Recruitment, Selection, and Training - ensuring only suitable people work with children.

Handling Disclosures and Suspicions of Harm - clear procedures for reporting and responding.

Managing Breaches - how breaches of the strategy will be addressed.

Risk Management for High-Risk Activities - identifying and mitigating risks in martial arts training.

Communication and Support - ensuring all stakeholders are informed and supported.

5. Review and Evaluation

This strategy will be reviewed annually or following any significant incident or legislative change. Feedback from children, parents, and staff will be incorporated into the review process.

- **Code of Conduct for Working with Children**
Organisation Name: Bald Hills Aikido Goshinkai
Effective Date: 2006
Review Date: 18-5-2025
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1. Purpose

- This Code of Conduct outlines the expected standards of behaviour for all individuals involved in the organisation when interacting with children and young people. It aims to ensure a safe, respectful, and supportive environment.
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2. Scope

- This Code applies to all staff, volunteers, instructors, and contractors engaged in activities involving children under the age of 18.
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3. Principles

- The welfare and best interests of children are paramount.
 - Children have the right to feel safe, respected, and valued.
 - Adults have a responsibility to act as role models and uphold child safety standards.
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4. Acceptable Behaviour

- All personnel must:
 - Treat children and young people with respect and dignity.
 - Act as positive role models in their conduct with children.
 - Use appropriate language and tone of voice.
 - Maintain appropriate physical boundaries.
 - Avoid one-on-one unsupervised situations with children.
 - Listen to and value children's ideas and opinions.
 - Report any concerns or breaches of this Code to the appropriate authority.
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5. Unacceptable Behaviour

- Personnel must not:
 - Engage in rough or inappropriate physical contact.
 - Use discriminatory, demeaning, or abusive language.
 - Develop relationships with children that could be seen as exploitative or abusive.
 - Ignore or fail to report disclosures or suspicions of harm.
 - Photograph or video children without consent.

- Use social media to communicate privately with children.
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6. Breach of Code

- Breaches of this Code will be taken seriously and may result in disciplinary action, including termination of employment or volunteer engagement, and reporting to external authorities where required.
 - **Recruitment, Selection, and Training Policy**
Organisation Name: Bald Hills Aikido Goshinkai
Effective Date: 17-5-2025
Review Date: 18-5-2025
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1. Purpose

- To ensure that all individuals working with children in our organisation are appropriately screened, selected, and trained to uphold child safety standards and comply with the Working with Children (Risk Management and Screening) Act 2000.
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2. Scope

- This policy applies to all staff, volunteers, instructors, and contractors engaged in activities involving children under the age of 18.
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3. Screening Requirements

- All personnel working with children must:
 - Hold a current Blue Card issued by Blue Card Services.
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5. Induction and Training

- All new Instructors will receive an induction that includes:
 - Overview of the Child and Youth Risk Management Strategy.
 - Review of the Code of Conduct.
 - Procedures for reporting harm or misconduct.
 - Ongoing training will be provided as needed to ensure continued awareness and compliance.
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6. Record Keeping

- Records of training will be securely stored.
- Access to these records will be limited to authorised personnel.

Handling Disclosures and Suspicions of Harm Policy

Organisation Name: Bald Hills Aikido Goshinkai

Effective Date: 17-5-2025

Review Date: 18-5-2025

1. Purpose

To provide clear procedures for responding to disclosures or suspicions of harm involving children and young people, ensuring their safety and wellbeing are prioritised.

2. Scope

This policy applies to all staff, volunteers, instructors, and contractors engaged in activities involving children under the age of 18.

3. Definitions

- **Harm:** Any detrimental effect of a significant nature on a child's physical, psychological, or emotional wellbeing.
 - **Disclosure:** When a child tells someone they are being harmed.
 - **Suspicion:** When someone has reasonable grounds to believe a child is being harmed.
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4. Responsibilities

All personnel must:

- Act immediately if a child discloses harm or if harm is suspected.
 - Report concerns to the appropriate authorities.
 - Maintain confidentiality and support the child.
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5. Procedures

- **a. Immediate Safety**
 - Ensure the child is safe and supported.
 - Remain calm and listen without judgment.
 - Do not promise confidentiality—explain the need to report.
- **b. Reporting**
 - Report to Queensland Police or Child Safety Services immediately if harm is suspected.
 - Notify the principal trainer or designated child safety officer.

- **c. Documentation**
 - Record the disclosure or suspicion factually and accurately.
 - Include date, time, people involved, and actions taken.
 - Store records securely and confidentially.
- **d. Follow-Up**
 - Cooperate with authorities during investigations.
 - Provide ongoing support to the child and family as appropriate.
 - Review internal procedures to prevent future incidents.

- **Managing Breaches of the Risk Management Strategy**

Organisation Name: Bald Hills Aikido Goshinkai

Effective Date: 17-5-2025

Review Date: 18-5-2025

1. Purpose

- To outline the procedures for identifying, reporting, and responding to breaches of the Child and Youth Risk Management Strategy to ensure the safety and wellbeing of children and young people.

2. Scope

- This policy applies to all staff, volunteers, instructors, and contractors engaged in activities involving children under the age of 18.

3. Definition of a Breach

- A breach occurs when an individual fails to comply with:
 - The Code of Conduct
 - Child protection policies and procedures
 - Blue Card requirements
 - Any part of the Risk Management Strategy

4. Examples of Breaches

- Failing to hold or renew a valid Blue Card
- Inappropriate behaviour towards children
- Not reporting a disclosure or suspicion of harm

- Breaching confidentiality or privacy
 - Failing to follow supervision or safety protocols
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5. Reporting a Breach

- Any person may report a suspected breach to the principal trainer or committee.
 - Reports can be made verbally or in writing and will be treated confidentially.
 - Anonymous reports will be considered if sufficient information is provided.
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6. Investigation Process

- The principal trainer or designated officer will assess the report promptly.
 - The individual involved will be given an opportunity to respond.
 - The matter may be escalated to external authorities if required.
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7. Outcomes and Consequences

- Additional training or supervision
 - Suspension or termination of involvement
 - Notification to Blue Card Services or police if necessary
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8. Review and Record Keeping

- All breaches and outcomes will be documented and stored securely.
- Breach trends will be reviewed annually to inform improvements to the strategy.

- **Risk Management Plan for High-Risk Activities**
Organisation Name: Bald Hills Aikido Goshinkai
Effective Date: 17-5-2025
Review Date: 18-5-2025
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1. Purpose

- To identify, assess, and manage risks associated with high-risk activities in martial arts training involving children and young people, ensuring their safety and wellbeing.
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- This plan applies to all martial arts classes, events, camps, and demonstrations involving children under the age of 18.
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3. Risk Assessment Table

Activity	Potential Risk	Control Measures
Sparring	Physical injury	Mandatory protective gear, supervision, first aid kit
One-on-one instruction	Inappropriate contact or misconduct	Conduct in open spaces, ensure visibility, parental presence
Changing rooms	Privacy concerns, inappropriate behaviour	Supervised access, separate facilities for children
Off-site events	Lost child, transport issues	Permission slips, headcounts, designated supervisors
Use of weapons (e.g. bo staff)	Accidental injury	Age-appropriate training, safety demonstrations, supervision

4. Risk Management Procedures

- All high-risk activities must be pre-approved by the principal trainer.
- Risk assessments must be completed and documented before each event.
- Supervisors must be briefed on safety protocols and emergency procedures.
- First aid kits must be readily available at all training and event locations.

5. Monitoring and Review

- Risk assessments are reviewed after any incident.
- Feedback from staff, parents, and children is encouraged.
- Updates to procedures are communicated to all stakeholders.

- **Communication and Support Strategy**

Organisation Name: Bald Hills Aikido Goshinkai

Effective Date: 17-5-2025

Review Date: 18-5-2025

1. Purpose

2. To ensure that all stakeholders—including children, parents, staff, and volunteers—are informed, supported, and engaged in the implementation of the Child and Youth Risk Management Strategy.

2. Scope

- This strategy applies to all communication and engagement activities related to child safety within the organisation.

3. Communication Methods

- **Induction and Training:**
All new Instructors receive training on child safety policies and procedures during induction.
- **Parent Engagement:**
Parents and carers are provided with access to the Risk Management Strategy and invited to provide feedback.
- **Child-Friendly Communication:**
Children are informed of their rights and how to report concerns in age-appropriate ways, including posters, discussions, and child-safe language.
- **Noticeboards and Newsletters:**
Key policies, updates, and contact details for reporting concerns are displayed and shared regularly via website.

4. Support Mechanisms

- **Feedback Channels:**
Open-door policies encourage reporting and suggestions.
- **Regular Reviews:**
Annual review of policies with input from children, parents, and staff to ensure relevance and effectiveness.

5. Continuous Improvement

- Feedback is used to improve practices and communication.
- Updates to legislation or best practices are incorporated promptly.
- All changes are communicated clearly to stakeholders.