



CHILD AND YOUTH RISK MANAGEMENT STRATEGY

July 2025

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1. Purpose of Strategy

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

2. Our Commitment

The Association is committed to creating a safe and supportive environment for all, as such, the organisation has embedded a culture of child and member protection in all we do and commits to:

- Ensuring that all workers always treat children and young people with respect and understanding,
- Ensuring that those who regularly deal with children and young people within the Association undergo the Working with Children Check and hold a positive notice Blue Card (where exemptions do not apply),
- Prohibiting any form of abuse against children,
- Carefully selects, screens and monitors people whose roles require them to have regular contact with children,
- Ensures the Association's Codes of Conduct for interacting with children and young people is promoted, enforced and reviewed,
- Provides clear procedures for raising concerns or complaints, and
- Provides education and/or information on child abuse and child protection

The Association, as a member of Basketball Queensland, is bound by their Constitution and By-Laws. Basketball Queensland and the Association have adopted the [Basketball Australia Child Safeguarding Policy](#) which details our commitment to the protection of children and young people.

In addition to this, the Association has drafted this strategy and policy to ensure that there is an emphasis on providing a safe and supportive environment for children and young people.

3. Child and Youth Risk Management Policy

All classes of individuals who should comply and who directly and/or interact with children under the age of 18 on a regular basis will undergo the Working with Children Check and will hold a positive notice Blue Card or Exemption Card.

Those who should comply and who do not undergo a Working with Children Check or hold a Blue Card or Exemption Card will not be permitted to regularly interact with children or young people. If an individual's application for a Blue Card is refused, the Association has the duty to refuse that person's involvement with children and young people registered with the association.

Individuals are not required to undertake a Working with Children check or hold a Blue Card where exemptions apply (as defined by the Commission for Children and Young People and Child Guardian), namely, children under the age of 18 years who are volunteers, employees, referees and or casual staff (further information is available using this [LINK](#)). If there are doubts about the person in question; however, the person will be required to undergo the check and hold a Blue Card or Exemption Card (where the exemption does not apply).

An individual, unless exempt, must have a valid Blue Card or Exemption card **before** they start working with children and young people on a regular basis (as defined above). The Association Management Committee has determined that all adult volunteers regardless of any exceptions that may exist within the Blue Card Policy must hold a valid Blue Card or Exemption Card.

Where there is evidence, disclosure or reasonable suspicion of harm or abuse to a child or young person within the Association, the Department of Communities, Child Safety Service or the Police will be notified immediately.

All disclosures and allegations of child abuse must be referred to the Association General Manager or their delegate and will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and their privacy of all persons concerned will be respected.

Who should comply with this policy?

- | | | |
|--------------|---------------------|--------------|
| • Volunteers | • Referees | • Guardians |
| • Employees | • Committee members | • Spectators |
| • Coaches | • Sponsors | • Players |
| • Parents | • Officials | |

4. Commencement of this Policy

This Policy will commence on 1 July 2025. It replaces all earlier Child and Youth Risk Management Strategies (if any).

5. Code of Conduct

Everyone who must comply with the policy must adhere to the Code of Conduct which is set out below:

- Use appropriate language when dealing with children and young people,
- Do not make inappropriate physical contact with any children or young people,
- If coaching or officiating, maintain professional relationships with children and young people within the Association and treat them with the same respect you would offer an adult,
- Do not tolerate bullying within the association, either amongst children and young people, or from adults towards children and young people,
- Place the safety and welfare of children and young people above all else,
- Report all violent and illegal acts, and
- Set a good example for children and young people within the Association through the way your dress, speak and act.

If anyone is in doubt they should consider:

- Is this action legal?
- Will the decision be in the best interest of the child or young person?
- Do I have all relevant information to make an informed responsible decision?
- Is it consistent with the association and its policies?
- Do I think it is the right thing to do?
- Would other people think it was the right thing to do? If not, why not?

- What will the consequences be for our association, for my colleagues and for me?
- Can I justify my actions?
- What will happen if the matter becomes public, for example, in the media?

6. Our Capability

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

This capability is evidenced with the Employee Handbook which incorporates the following matters:

- Bullying and Harassment
- Anti-Discrimination
- Staff Leave
- Code of Conduct
- Drugs and Alcohol
- Email and Internet Usage
- Staff Social Media Use
- Workplace Grievance Processes

7. Recruitment, Selection, Training and Management

To enable the Association to recruit staff and volunteers, it is important to demonstrate our commitment to the provision of a safe and supportive environment for all. To assist in this endeavour the Association will implement appropriate recruitment, selection screening, induction, monitoring and management of volunteers and employees who work with children and young people within the association.

When recruiting volunteers and employees, they will be screened to ensure that they fit the Association's culture and the requirements of the position to be filled. In screening volunteers and employees, the Association recognises the importance of assessing the skills, experience and availability of potential volunteers and employees or their commitment to gathering the necessary skills and experience to match them to the needs of the Association. Making them aware of the following:

- The Association's commitment to the provision of an environment where children and young people feel safe,
- The Association's child and youth friendly policies. Codes of conduct and procedures,
- Procedures to follow when harm is disclosed or suspected,
- Their rights and responsibilities,
- What is expected of them,
- What they can and can't do – the boundaries of their roles,
- The roles of key people in the Association and to whom they should go to for help,
- What to expect if there is an allegation of harm made against them or to them, and
- Reporting and grievance procedures.

Once selected volunteers and employees regularly working with children and young people will be required to obtain a Blue Card (where an exemption does not apply) or Exemption card prior to the

commencement of working with children or young people. The Association's Blue Card register will be used to monitor who within the association holds a current Blue Card, as well as Blue Card numbers and expiry dates.

Training will be provided to volunteers and employees to outline their responsibilities under the Association's policies. Training will also be provided to assist them in being alerted to the nature of harm which can occur to children and young people and how to respond to disclosures or suspicions. All workers at the Association who deal with children and young people must complete the online Safeguarding Children and Young People Induction course available through the Sports Integrity Australia website using this [LINK](#). All workers must provide the completion certificate when applying for a position that involves working with children or young people.

8. Handling Disclosures and Suspicions of Harm

When those who should comply with this policy are confronted with disclosures of harm or suspect harm to children and young people they will respond professionally and in the best interest of the child or young person subjected to the alleged harm. Complaints are to be immediately referred to the Association General Manager or their delegate and will be dealt with promptly, seriously, sensitively and confidentially.

Anyone confronted with disclosures of harm must:

- Not react in a shocked or critical way,
- Reassure the child or young person that they have acted appropriately in bring the matter to their attention,
- Advise the child or young person they need to tell someone else who can help the child or young person,
- Reassure the child or young person that they will only tell someone who will make them safe, and
- Believe the child or young person and assume they are telling the truth.

Following a disclosure of harm from a child or young person the Association will investigate whether the allegation should be reported to the Queensland Police Service or the Department of Communities, Child Safety services. If the incident(s) are serious or criminal in nature, the Association's response should be immediate. All other allegations should be actioned as soon as possible, preferably within 24 hours. For allegations of a serious or criminal nature, the association will follow these guidelines:

- If the allegation involves a child at risk of harm, the incident should immediately be reported to the police and/or the Department of Communities, Child Safety Services,
- The Association will contact the Department of Communities, Child safety Services for advice if there is any doubt whether the complaint should be reported, and
- If the child's parent(s) or guardian are suspected of committing the abuse, the Association will report the allegation to the Police or the Department of Communities, Child Safety services immediately.

Strict confidentiality, impartiality, fairness and due process must be maintained throughout the process. Under no circumstances will the Association conduct its own investigations into any serious allegations or allegations of a criminal nature.

9. Breaches and Complaints

Those who breach the Basketball Australia Child Safeguarding Policy and/or the Association Child and Youth Risk Management Policy will be subject to disciplinary measures.

Any person (a complainant) may report a complaint about a person, people or organisation who are bound by the Association Constitution, its By-Laws and Policies (the respondent) if they feel they have been harassed, bullied or discriminated against.

Only matters that relate to, or which occurred while involved in activities under the auspices of the Association will be dealt with by The Association. Complaints that relate to activities or personnel under the auspices of another association must be referred to that association.

All complaints will be processed in the manner set out in the Association Child and Youth Risk Management Policy.

If the complainant decides to lodge a complaint with The Association, they can do this by contacting the Association General Manager or the Association President if the matter involved the Association General Manager.

Lodging a complaint with Basketball Queensland:

- If the complainant decides to lodge a complaint with Basketball Queensland, they can do this on-line using this [LINK](#).
- The complainant may also call Basketball Queensland to discuss the matter. This does not mean that the matter will be treated lightly, and it may be escalated if deemed necessary.
- Lodging a complaint with Basketball Australia anonymously through the Basketball Australia Stopline which is available using this [LINK](#).

10. High Risk Activities and Special Events

Volunteers and employees and others interested parties have less control over events and activities which are conducted away from the Association home courts. The Association volunteers and employees must, therefore, ensure that participating in away events or activities will not compromise the association's commitment to providing a safe environment for children and young people by:

- Ensuring that enough information has been provided to parents or carers so they can make an informed decision about whether they want their children to attend, and
- Evaluating any risks involved with attending the event and developing procedures to minimise those risks, and
- Ensuring that event organisers are committed to an environment which is safe and friendly for children and young people and that they have developed policies and procedures supporting such an environment.

Parents and guardians often turn to sport as a safe place for children to build character, develop skills, and learn valuable lessons and to have fun. While involvement in sport generally provides a positive experience for most participants, parents are now aware that children can face the risk of being harassed and abused in sport.

In addition to the Association's volunteers and employees, parents can play a key role in creating a safe environment for children in sport. The following actions will help parents contribute to providing a safe environment:

- Get involved and get to know your child's coach,
- Maintain open and frank communication with the coach and the Association,
- If things occur that disturb you, talk to the coach about them,
- Speak out when you hear language or attitudes that contribute to a negative or unsafe environment,
- Be careful not to put coaches on pedestals and believe that they can do no wrong,
- Tell your children it is okay to say **NO** if the coach is doing something that makes them feel uncomfortable,
- Try to attend training and games whenever you can,
- Be wary of private, closed training sessions, if they occur on a regular basis ask the coach for an explanation,
- Be wary of any increases in the amount of time the coach spends with your children beyond the training session,
- Be wary of letting your child travel alone to and from training or games with the coach,
- Make sure you are not part of the problem,
- Don't engage in verbal abuse of officials, umpires, coaches or others,
- Know and abide by the Association's codes of conduct and encourage others to do the same,
- Encourage your child to play by the rules, and
- Never ridicule a child for making mistakes.

11. Consistency

The Association will monitor the Blue Card Register available through the Blue Card Services Portal to ensure that all workers who are required to hold a Blue Card or Exemption Card have the requisite card and this is linked to the Association.

Paid staff of the Association receive training on the CYRMS at their Induction and regular ongoing training. Reference to the CYRMS is also included within staff position descriptions.

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

Parents/guardians, members, and the general public are made aware of our commitment to child and member protection via the Association's range of digital communication (website and social media).

12. Support Mechanisms

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

13. Blue Card Policy and Procedure

Who needs a Blue Card?

The Association is obligated under the blue card system:

- not start a person in child-regulated work without a valid card take reasonable steps to confirm the card holder's identity,
- link a card holder when they start with the Association,
- de-link a card holder when they leave the Association,
- maintain a register of the people engaged in child-related activities at the Association, and
- Inform Blue Card Services when there is a change to the Association's information.

It is the Association policy that the following people who are 18 years old or older must hold a Blue Card or Exemption Card before they start in child-related activities. This includes all:

- The Association staff members,
- Members of the Association Management Committee,
- Coaches and other team staff of the Association representative teams,
- Other volunteers of the Association, and
- Referees.

Who is Responsible?

The Blue Card policy is implemented by the Association General Manager, who is an authorised contact persons for Blue Card Services who can discuss a person's Blue Card status.

The Association General Manager may delegate some or all these responsibility to other staff members to manage the Blue Card processes. These staff must follow all the obligations set out by Blue Card Services available using this [LINK](#).

If the Association receives a notice from Blue Card Services that an applicant:

- Receives a negative notice or is a known disqualified person; or
- Has their Blue/Exemption Card cancelled or suspended; or
- Has their Blue Card application withdrawn; or
- Has had a serious change in criminal history.

They will immediately notify the Association General Manager who will determine a course of action regarding the person's employment with the Association after seeking advice if required.

The Blue Card Process

The Association will comply with the process for applying for a Blue Card as set out by Blue Card Services which can be viewed using this [LINK](#).