



Child Safety Policy

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1. Introduction

Volleyball Queensland's (VQ) Child Safety Policy has been implemented to demonstrate the strong commitment of the VQ Board, management, permanent, temporary and casual employees, work experience or industry placements, coaches, trainers, service providers, athletes, volunteers, members and affiliates to child safety and safeguarding procedures.

VQ is committed to promoting a safe and friendly environment for all children, by placing their safety and welfare first. VQ supports the rights of all children and will act immediately to ensure safe and friendly environments are maintained at all times.

VQ acknowledges that it is the right of every child that attends a VQ or VQ endorsed event to feel safe and protected at all times. It is VQ's priority to create and maintain safe environments for all children to reflect this.

Should a person wish to make any enquiries in relation to this Policy, please contact: VQ's Club Services Coordinator (07) 3367 1991 or email clubs@vq.org.au

2. Scope

VQ requires anyone who has reasonable suspicion or concern regarding the abuse or risk of a child within Volleyball, or by that child's parent/s or caregiver/s to immediately report that concern to the Police or relevant governing body (i.e. Department for Child Protection), and additionally to VQ where it relates to a VQ staff member.

It is the role of the Police or relevant government body to investigate any report or notification and therefore VQ will not investigate any incident or concern beyond a report or notification to relevant parties (i.e. Police, Department for Child Protection). VQ however may need to take advice from the relevant authorities.

VQ encourages all children to participate in Volleyball events and actively seek the opinions, views, and suggestions of other children and parents. VQ also encourage children and parents who are members or associated with VQ to have constructive input into the development of a safe and protective environment for all children.

VQ provide information and support to children about what to do in the event they feel unsafe or if they are subject to harassment or abuse. VQ will immediately respond to any concerns from children and/or parents regarding child abuse.

3. Policy

VQ's Child Safety Policy highlights the dedication of VQ to protect all children from abuse, harassment and mistreatment, by incorporating our values of inclusivity, equity, respect, pride and commitment.

By Australian law, a person is deemed a child if they are under the age of 18 years old. Under the *Child Protection Act (1999)*, child abuse is classified as any form of physical and/or emotional abuse that a child may experience or be at risk of harm by adults or other children. Child abuse can be a single incident, or can be a number of different incidents that take place over time.

Child abuse can often vary in form and severity, however VQ will treat every variant of child abuse as very serious and is committed to promptly addressing any issue/s that arises.

4. Behavioural standards of VQ staff

The table below provides clear guidelines to assist and educate all VQ staff to understand and identify what is deemed as 'appropriate' and 'inappropriate' behaviour, when working with children.

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> Using encouraging and/or positive words and a positive tone of voice Open and honest communication 	<ul style="list-style-type: none"> Insults, criticisms or name calling Bullying, swearing or yelling Sexually suggestive comments and/or jokes
Relationships	<ul style="list-style-type: none"> Being a positive influence Building relationships based on care and trust Empowering children to share in the decision-making process 	<ul style="list-style-type: none"> Favouritism or giving gifts Spending excessive amounts of time alone with children Bullying and/or harassment 'Grooming' children
Physical contact	<ul style="list-style-type: none"> Allowing for personal space Touching due to medical emergency or protecting from physical harm Non-threatening 	<ul style="list-style-type: none"> Violent or aggressive behaviour including hitting, kicking, slapping or pushing Kissing or touching of a sexual nature consistent with 'grooming'
Other	<ul style="list-style-type: none"> Appropriate attire/clothing for role e.g. the VQ uniform Use of internet/mobile phone for work related purposes only 	<ul style="list-style-type: none"> Using alcohol and/or other substances before or during work Inappropriate clothing Sending inappropriate emails, texts, photos etc.

5. Procedures to minimise harm to children

This section outlines procedures for ensuring that the harm to children is minimised in the following situations:

5.1 Physical contact

Physical contact with children should only occur in the event of:

- Developing sport skills.
- Preventing or responding to an injury in an emergency.
- Preventing or responding to an injury as part of normal role, and/or
- Meeting sport specific requirements.

All physical contact by VQ staff should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill.
 - Children should be congratulated or comforted in public, not in an isolated setting.
 - VQ staff should not initiate physical contact with children, except in accordance with this Policy, and should be aware of their proximity to children at all times.
- VQ staff are to follow the procedures outlined in this policy in demonstrating techniques related to specific activities. However, VQ staff must also ensure they do not compromise the quality of an activity due to concern over having their actions misconstrued. VQ staff must act diligently in their duties at all times, including undertaking activities and demonstrating techniques to children, and
- Where possible, and subject to the nature of the activity and environmental conditions, it is preferable for VQ staff to work with children in a group setting, rather than in a one on one setting.

5.2 Demonstrating technique and/or developing skills

VQ staff are to demonstrate techniques and/or develop skills relating to a particular activity **only** in

full view of other persons and never in private. The following guidelines are to be followed:

- **Prior to touching a child or young person:** VQ staff are to give a verbal explanation of how, where, when and why so that the child and other persons can hear.
- **Ask the child or young person for permission:** After the verbal explanation, VQ staff are to ask the child if touching for the purpose of carrying out the activity is ok. If permission is granted, the demonstration is to continue.

5.3 Being alone with children

VQ staff should not be alone with children and should have at least one (1) other person present (preferably an adult), apart from exceptional circumstances, such as a life threatening situation where first aid is required to be administered.

If a child or young person approaches a VQ staff member and wishes to talk to the VQ staff member privately about a matter, the VQ staff member should endeavour to immediately address the situation in an open area and in the sight of other adults (e.g. coaches, officials, parents/guardians).

Ideally, the VQ staff member should advise another VQ staff member or parent and ask them to stay within sight while he/she discusses the matter with the child. If the child becomes emotional, the VQ staff member should seek support from the nearby adult to address the child's concerns.

5.3.1 Collection arrangements

VQ staff should contact parents/guardians to notify of collection procedures and must comply with the following procedures:

- Notify children and their parents/guardians of the times of practices and games, when the parent can expect to collect the child and that it is not the responsibility of a VQ staff member to transport children home if parents/guardians are delayed.
- It is desirable that the parent/guardian of the second to last child/young person take the last child home or wait with a VQ staff member and the child until the last child has been collected. This will allow the VQ staff member to concentrate on making contact with the parent/guardian of the last child, and
- Ensure that VQ staff have access to a phone so they can attempt to contact the child's parent/guardian in the event that a child has not been collected in a timely manner.

Parents/guardians of children are required to provide annual written consent to collection arrangements.

5.3.2 Transport of children

All children should have their own transportation to and from training and sporting events, unless written approval is provided from parents/guardians that the team travel together. In this event, VQ staff should ensure that:

- The travel has been approved by the child's parents/guardians in writing, and
- VQ staff are not alone with any child in the vehicle at any time.

5.3.3 Clothing standard

All children are required to wear appropriate clothing when attending VQ events, training sessions or recovery sessions (i.e. team uniforms and/or appropriate training gear). Any child who does not comply with the relevant clothing standards is not permitted to participate in the required activity.

5.3.4 Injuries and Illness

Only VQ staff who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. VQ staff should avoid treating injuries out of sight of others. Other considerations include:

- The comfort level and dignity of the child.
- If necessary, seek medical attention as soon as possible, and
- VQ staff must always report injuries and any treatment to parents, as well as document the incident in the VQ Incident Report (Appendix 1).

5.3.5 Smoking, alcohol and the use of illegal drugs

Smoking and the consumption of alcohol and illegal drugs is prohibited on any VQ premises.

5.3.6 Photographing children

VQ staff must always be mindful of people at sporting events, particularly those who take photos of children on behalf of VQ. Any suspicious or irregular activity must be reported to the event organiser for further action.

Parents/guardians are required to provide written consent by signing the VQ Membership Terms and Conditions Form (Appendix 2) to print, digital and electronic media (including photographs and video recordings) of their child being used for VQ promotional, training and educational purposes and consent to such media being held indefinitely.

If the parent/guardian of a child wishes to take photos of any child that is not their child, they should be advised to seek permission from the other child's parents/guardians prior to taking any photographs.

5.3.7 Use of technology and social media

VQ staff must follow the guidelines set out in the VQ Social Media Policy (Appendix 3).

When on VQ premises or representing VQ at an event, VQ staff and children must only use technology, including mobile phones and social media in accordance with their code of conduct. For instance, VQ staff may use the internet provided by VQ to research VQ related content, but not to look up inappropriate material that is unrelated to their role.

Any VQ staff member or child who brings VQ into disrepute through the use of technology or social media may be subject to disciplinary action. For example, a child may be considered to bring the VQ into disrepute if they post an inappropriate picture of themselves wearing a VQ uniform on Facebook.

6. Managing suspicions and/or disclosures of child abuse or harm

6.1 Process

This section provides an overview of the process for managing suspicions and/or disclosures of child abuse or harm. This process is summarised in the 'Process for Responding to a Disclosure of Harm to a Child' (Appendix 4), which VQ staff should regularly refer to.

6.2 Four categories of child abuse or harm

- 1) **Physical abuse** – occurs when a child has suffered, or is at risk of suffering non-accidental physical trauma or injury. Physical abuse can include, but not be limited to hitting, shaking, throwing, burning, biting or poisoning.
- 2) **Sexual abuse** – occurs when an adult, stronger child or adolescent uses their power or authority to involve a child in sexual activity. Sexual abuse can include, but not be limited to kissing or holding a child in a sexual manner, exposing a sexual body part to a child, having sexual relations with a child under 16 years of age, talking in a sexually explicit way that is not age or developmentally appropriate, making obscene phone calls or remarks to a child, sending obscene mobile text messages or emails to a child, fondling a child in a sexual manner, oral sex, rape or forcing a child to watch a sexual act.
- 3) **Emotional abuse** – occurs when a child's social, emotional, cognitive or intellectual development is impaired or threatened. Emotional abuse can include, but not be limited to rejection, hostility, teasing/bullying, yelling, criticism, exposure of a child to domestic or family violence.
- 4) **Neglect** – occurs when a child's basic necessities of life are not met and their

health and development are affected. Basic necessities can include, but not be limited to food, housing, health care, adequate clothing, personal hygiene, hygienic living conditions, timely provision of medical treatment or adequate supervision.

VQ services a large number of junior members and volunteers and as such is committed to not only building an organisation that consistently supports children but also one that provides a safe and protective environment.

6.3 Reasonable grounds to suspect harm

VQ staff will have 'reasonable grounds' to suspect harm if:

- A child informs VQ staff that he/she has been harmed.
- A child informs VQ staff that he/she knows another child who has been harmed.
- Someone who knows a child informs VQ staff that the child has been abused.
- Professional observations of the child's behaviour or development leads a professional to form a belief that the child has been harmed or is likely to be harmed.
- VQ staff are concerned at significant changes in the behaviour of a child, or the presence of new unexplained and/or suspicious injuries, and/or
- VQ staff witness the harm occurring. If this is the case, VQ staff should intervene immediately and call the police on 000 (provided it is safe to do so).

6.4 Examples of a disclosure of harm

A disclosure of harm may sound like:

- "I think I saw..."
- "Somebody told me that..."
- "I just think you should know..."
- "I'm not sure what you can do but..."

6.5 Responding to a suspicion and/or disclosure of harm

All incidents or disclosures of harm or suspicions of harm are to be taken seriously and actioned immediately, regardless of whom perpetrated the harm, in an efficient and effective way. VQ staff should:

- Not react in a shocked or a critical way or with disbelief to a disclosure.
- Identify a private place to talk to ensure confidentiality (preferably in sight of another adult and not in a closed office) and to make the child or young person making the disclosure more comfortable and less concerned.
- Not give an assurance to the child that the information provided will be kept secret. VQ staff are encouraged to advise the child that they have done the right thing in making the disclosure, but the disclosure must be reported so that someone can help keep them safe.
- Not attempt to conduct their own investigation or mediate an outcome between the parties.
- Only ask enough questions to confirm the need to report the matter. VQ staff should avoid asking probing questions as this could cause distress, confusion and interfere with any later enquiries. For instance, VQ staff should ask non-leading questions such as "What happened then?" or "Can you tell me about that?" as opposed to leading questions such as "Did X touch you?"
- Act on the basis that the information the person is providing is accurate.
- Ensure the child or young person in question is safe, and/or

- Maintain the safety of other children.

6.6 Documenting disclosure suspicion and/or disclosure of harm

VQ staff must immediately document a disclosure/suspicion of harm, preferably using the Confidential Record of Child Abuse Allegation (Appendix 5). In the event that the record is not readily available, the VQ staff member must record the following information:

- Date and time that record was made.
- The name, age and address of the child.
- Time, date and location of incident.
- The complainant (if not the child).
- Who was present (i.e. the complainant, receiver of the complaint and any other person).
- Reason for suspecting abuse or harm (for example observation, injury, information).
- Exactly what the person disclosing said, using “I said..”, “they said”.
- The questions asked by the VQ staff member.
- Any comments the VQ staff member made, and
- The actions the VQ staff member took following disclosure, including arrangements for the immediate protection of the child.

The VQ staff member must complete the Confidential Record of Child Abuse Allegation as soon as possible and attach their notes to the document.

6.7 Reporting disclosure/suspicion of harm

VQ supports and encourages a person to report any form of child abuse to the Police if they form a belief on reasonable grounds that a child is in need of protection, or they are concerned about the safety, health or wellbeing of a child.

Any person(s) who reports child abuse in good faith in accordance with their reporting obligations (whether mandatory or discretionary) will be fully supported by VQ and will not be penalised for making the report.

If any person(s) is uncertain as to whether they should report child abuse to an external authority in regards to child safety, he or she is advised to speak to the VQ General Manager. If in doubt, please ask for assistance.

If an allegation is made against a VQ staff member, VQ will take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person(s) from active duty (e.g. standing down, reassignment to a role without direct contact with children, working under closer supervision during an investigation, working from home, or any other measures deemed appropriate depending on the seriousness of the allegation).

VQ will investigate allegations of inappropriate conduct against a child in accordance with procedural fairness and will handle the allegations in a confidential manner.

VQ will cooperate with the directions of the Police regarding any investigation conducted by these authorities. VQ will keep a register of any allegations regarding inappropriate conduct.

6.8 Reporting actual harm

In the event a VQ staff member observes actual harm towards a child, the VQ staff member must intervene immediately, provided it is safe to do so, and as soon as possible inform the police. If it is unsafe to intervene, immediately call the police for assistance on 000.

As soon as possible, the VQ staff member must notify their supervisor or manager who will alert

the VQ General Manager.

6.9 Actions following a disclosure/suspicion of harm

In accordance with the *Child Protection Act 1999*, a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics.

Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.

If the person who is alleged to have harmed a child is a VQ staff member, their duties must be reviewed. If they continue to interact/work with children, ensure that they are appropriately supervised at all times. The VQ General Manager will seek legal advice as to the extent to which that person can carry out duties in the organisation.

7. Roles and Responsibilities of Personnel Protecting Children

Personnel involved in protecting children include the VQ Board, management, permanent, temporary and casual employees, work experience or industry placements, coaches, trainers, service providers, athletes, volunteers, members and affiliates. These people have responsibilities regarding the protection of children and are expected to fulfill the following:

- Understand the rights of children, as appropriate to their role.
- Respect the cultural and religious practices of families who access VQ services, programs or events.
- Understand and appropriately respond to the needs of children with developmental delays or disabilities.
- Appropriately act on any concerns raised by children.
- Understand the definitions, indicators and impact of child abuse.
- Know and follow regulations in relation to the care of children.
- Co-operate with police and/or other formal investigations to the best of their ability; and
- Not harm or exploit children who access VQ services.

8. Child Safe and Child Friendly Guidelines to Prevent and Manage Child Abuse

8.1 Change Rooms/Toilets

VQ staff, regardless of gender, should only enter change rooms if accompanied by a supervisor who is responsible for having the athletes appropriately dressed for the scheduled activity in a timely manner. However, if this is not possible, VQ staff are required to supervise the children and appropriate protocols should be followed.

These protocols include waiting in close proximity to the entrance of the change room/toilet for the children (e.g. in the corridor outside) but not actually entering the facility, unless there is a valid reason to do so, such as an emergency situation. In this situation, it is preferable for a VQ staff member of the same gender to supervise children, although it is acknowledged that this is not always possible.

Prior to entering change rooms/toilets, VQ staff should, where possible, notify their supervisor of their intended entrance, and **must** loudly and clearly announce to the occupants in the room before entering to ensure privacy and respect for all. For the avoidance of doubt, this requirement does not apply to parents/legal guardians when in a change room/toilet with their child. Photos must not be taken in change rooms/toilets.

8.2 Hotel rooms and other accommodation

No VQ staff member should be alone in the hotel room of a child without the presence of another adult. The doors should always be open. Should it be necessary for an official to be alone in the room of a child, the Team Manager or other responsible official must be informed. VQ staff must always obtain separate sleeping accommodation from children (i.e. separate rooms). For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

In the event that a VQ staff member is required to respond to an emergency raised by a child on an overnight trip, the VQ staff member should, where possible, attend with another adult to address the issue. No VQ staff member is to take photos in hotel rooms and other sleeping accommodation.

8.3 Travel

All team members over 18 years of age retain an overriding responsibility for the welfare of all athletes they accompany during team travel activities. They have a 'duty of care' for athletes and they must meet that duty and avoid unaccompanied and unobserved activities with persons less than 18 years of age wherever possible. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

8.4 Billeting

Where possible, two (2) children or young persons should be billeted together. VQ staff must take into consideration gender and put males with males and females with females. VQ staff must ensure the billeting family have blue cards or another State or Territory valid working with children check. The accommodation for billeting children must have suitable facilities and not be under construction.

8.5 Sexual Relationships while on tour

During all team travel activities, officials must not, under any circumstances, engage in conduct of a sexual nature with a child. Improper conduct of a sexual nature by an official towards a child includes any form of child sexual abuse as well as, but not limited to the following:

- Inappropriate conversations of a sexual nature.
- Obscene language of a sexual nature.
- Suggestive remarks or action.
- Jokes of a sexual nature.
- Obscene gestures.
- Unwarranted and inappropriate touching.
- Sexual exhibitionism.
- Use of any device to show/watch offensive material; and
- Any other action that could lead to an athlete being physically, emotionally or psychologically harmed.

8.6 Coach Assistance

All coaches must ensure that all physical contact with children, which occurs when coaching, is appropriate for the situation and necessary for the child's safety. It is strongly recommended that:

- Coaches ensure that there are other adults present whenever coaching.
- Coaches take care to explain the procedure to the child prior to beginning any physical contact; and
- Coaches obtain consent from the child prior to beginning any physical contact.

8.7 Engaging New Personnel

The minimum standard for background checks of VQ staff is the law as it applies in Queensland. VQ undertakes a comprehensive recruitment and screening process for all staff and volunteers which aims to:

- Promote and protect the safety of all children who participate in the activities of VQ.
- Identify and recruit the safest and most suitable candidates who share VQ's values and commitment to protect children; and
- Prevent a person from working at VQ if they pose an unacceptable risk to children.

VQ require all staff to pass the recruitment and screening process prior to commencing their engagement. VQ requires all affiliated club personnel including owners, Committee Members, Volunteers, Coaches and Referees, and anyone else who has contact with children to possess a valid working with children check. Any costs associated with gaining a valid WWCC will be dealt with in a manner determined by that club.

9. Breach of Policy

This section outlines the steps to be taken following a breach of the policy in order to address the breach in a fair and supportive manner. As outlined in the definitions section, a breach is any action or inaction by VQ staff, children or parents/guardians who fail to comply with the VQ Child Safety Policy.

This includes any breach in relation to:

- Statement of commitment to the safety and wellbeing of children and the protection of children from harm.
- Codes of Conduct for interacting with children (including the coaches Code of Conduct).
- Procedures for recruiting, selecting, training and managing paid employees and volunteers.
- Policies and procedure for handling disclosures or suspicions of harm, including reporting guidelines.
- Policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining an employee register
- Risk management plans for high risk activities, and
- Strategies for communication and support.

9.1 Process to manage a breach

Breaches will be managed in a fair, unbiased and supportive manner. The following procedures are to be followed:

- All people concerned will be advised of the process.
- All people concerned will be able to provide their version of events.
- The details of the breach, including the versions of all parties and the outcomes will be recorded.
- Matters discussed in relation to the breach will be kept confidential, and
- An appropriate outcome will be decided.

9.2 Suitable outcomes for breaches

Where a VQ staff member is alleged to have committed harm to a child, their roles and duties must be reviewed by the VQ General Manager.

Depending on the nature of the breach, outcomes may include:

- Providing additional training to employees relating to the VQ Child Safety Policy.
- Providing closer supervision of a particular VQ staff member/contractor and/or review their roles and duties, and

The complaint or allegation will be referred by the VQ General Manager to the appropriate delegate who will investigate the incident or appoint an independent investigator to investigate the substance of the allegations.

Any findings of unacceptable conduct resulting from an investigation either internal or by an external law enforcement agency will be considered in accordance with the VQ Code of Behaviour. This may result in further disciplinary action being taken against the employee.

10. VQ Blue Card requirements:

All VQ staff (including volunteers and trainees) must hold a valid Working with Children Blue Card. Blue Cards are issued by Blue Card Services, Public Safety Business Agency and the Queensland Government. Forms to apply for a Blue Card can be obtained from the VQ Pathways Coordinator or via the website <http://www.bluecard.qld.gov.au/>. Failure to obtain a valid Blue Card will lead to the review of an employee's current employment status and duties.

10.1 Records of employee Blue Cards

VQ staff without valid Blue Cards must not access VQ facilities, nor work with children.

The Workforce Relations and Safety unit, Corporate Services processes the criminal history checks and Blue Card applications for all new VQ employees

The VQ Pathways Coordinator maintains a confidential register containing the personal details and Blue Card details of all existing employees. This register includes the following details:

- When the person applied and/or the date of issue of the positive notice and blue card.
- The expiry date of the blue card, and
- The renewal date (this will be set at least 30 business days before expiry to allow employees to continue working in child-related employment).

The VQ Pathways Coordinator also maintains a written record of the following information for all VQ staff:

- Whether a negative notice has been issued.
- Any change in status to a blue card (e.g. a change in police information, the positive notice and blue card is cancelled or suspended).
- When there is a change in police information, when VQ informed Blue Card Services of the change, and
- Any changes of personal information of an employee, including the date they informed Blue Card Services.

Within 60 business days of the renewal date for an employee's blue card, the VQ Pathways Coordinator notifies the employee that they need to apply for a Blue Card before that date. The VQ Pathways Coordinator highlights that VQ will not cover any application costs associated with a staff member's renewal of their blue card. The VQ Pathways Coordinator will send a follow up reminder

within 40 business days.

The VQ Pathways Coordinator also advises staff members, once a year and when reminding them to renew their Blue Card, that they must notify Blue Card Services using the appropriate form of any change to their personal details within 14 days, highlighting that a failure to notify is an offence.

10.2 Notifying Blue Card Services

Where a staff member holding a Blue Card advises VQ that there has been a change in their police information, the VQ Pathways Coordinator is to be informed and they will advise Blue Card Services immediately through submitting a change in police information notification form.

VQ must not continue to employ the VQ staff member until the form has been submitted and any revised status of the employee's Blue Card is known. The VQ staff member is not required to disclose the specific nature of the change, only that a change has occurred.

Where a VQ staff member is no longer employed by VQ, the VQ Pathways Coordinator will also submit a 'no longer with organisation' form to Blue Card Services.

Where a person is to relieve/backfill in a VQ position that has been determined as a role requiring a Blue Card, the person must hold a current Blue Card prior to their commencement in the role (regardless of the period of relieving/backfilling). Confirmation occurs when the relevant VQ delegate undertakes the appropriate employment screening checks, in accordance with the Department's Employee Screening Policy and Procedure.

10.3 Training

VQ recognises that training in child protection related matters enhances skills and knowledge of all staff and, therefore, minimises the risk of harm to children.

VQ provides support and information to new staff when they begin their role through an induction process. New and existing VQ staff receive annual training during team meetings, workshops and other training exercises in the following areas:

- Identifying, assessing and minimising risks, such as the different types of harm that may occur (e.g. physical, emotional, sexual, psychological abuse and neglect and guidance in relation to the signs which may indicate that harm may be occurring or where this information can be sourced from).
- The VQ Child Safety Policy.
- Compulsory training as required by industry standards or legislation, and
- Handling a disclosure or suspicion of harm, including reporting guidelines.

11. Policy Promotion

This Policy will be made available to all members via registration and on the VQ website. This Policy will be communicated to all staff, Board, and Committee members via Board and staff meetings. References to this Policy will be included in documentation provided to all team officials that represent VQ.

12. Support for employees and volunteers

VQ always seeks to attract and retain the best employees and volunteers for all roles and positions. VQ provides support, training and supervision to ensure that people feel valued, respected and fairly treated. Our employees and volunteers who have regular contact or direct relationships with children are regularly provided with support and training to continually improve the security of the environment for children's safety and promote child safe practices.

13. Review Process

VQ encourage all staff, children and parents/guardians to be involved in a review of the policy. Furthermore, these documents must be reviewed in their entirety and accurate, complete records must be made of the review, including the date, location of review, who participated in the review and any discussions.

The review is to consider any issues VQ has identified with the policy, such as

- Whether policies and procedures were followed.
- Whether any incidents relating to children and risk management issues occurred.
- Issues with the actual process used to manage any incidents.
- The effectiveness of VQ's policies and procedures in preventing or minimising harm to children, and
- Issues with the content and frequency of training in relation to the policy.

In addition to the regular review of the Policy, recommendations for changes to the Policy may be submitted to the Board for consideration at any time. If changes are accepted, VQ staff, children or parents/guardians will be advised of any changes to policies and procedures via the VQ webpage, email and other appropriate communication channels and training will be provided to VQ staff if necessary.

If you would like to provide VQ with any feedback or suggestions to improve this policy, please contact:

VQ's Club Services Coordinator (07) 3367 1991 or email clubs@vq.org.au

14. Definitions

Child – is an individual under 18 years of age.

Child protection – any responsibility, measure or activity undertaken to safeguard children from harm.

Parent – is the child's mother, father or someone else, having or exercising parental responsibility for the child.

Caregiver – is an individual who provides, in a non-contractual and unpaid capacity, ongoing care or assistance to another person who, because of disability, frailty, chronic illness or pain, requires assistance with everyday tasks.

Breach – any action or inaction by VQ staff, children or parents/guardians who fail to comply with the VQ Child Safety Policy.

Mandatory reporter – any person who is legally required to make a report to the Department of Human Services or the Police if they form a belief on reasonable grounds that a child needs protection. It includes teachers, principals, registered psychologists, nurses, doctors and midwives.

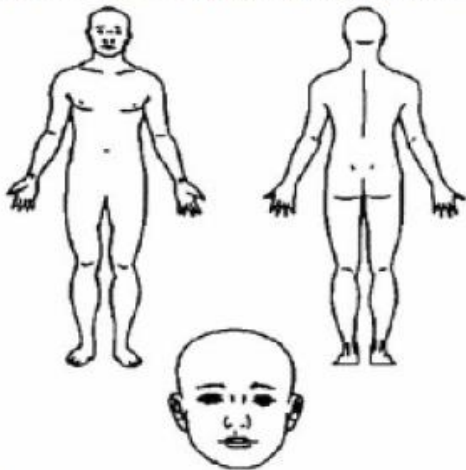

Affiliate – is an association, club or other organisation that is an affiliated member of VQ.

Grooming – is when an individual/s builds a relationship, trust and/or emotional connection with a child with the intent to manipulate, exploit and abuse the child.

15. Appendix 1 – VQ Incident Form

VOLLEYBALL INJURY REPORTING FORM

Name: _____ Initials: _____ Position: _____ Circle _____ Player/Referee/Coach/Spectator
 Team: _____ Grade: _____ DOB: ____/____/____ Gender: M ☐ F ☐ Venue/area at which injury occurred: _____

<p>Date of Injury ____/____/____</p> <p>Type of activity at time of injury</p> <p><input type="checkbox"/> training/practice</p> <p><input type="checkbox"/> competition</p> <p><input type="checkbox"/> other _____</p> <p>Reason for Presentation</p> <p><input type="checkbox"/> new injury</p> <p><input type="checkbox"/> exacerbated/aggravated injury</p> <p><input type="checkbox"/> recurrent injury</p> <p><input type="checkbox"/> illness</p> <p><input type="checkbox"/> other _____</p> <p>Body Region Injured</p> <p>Tick or circle body part/s injured & name</p>  <p>Body part/s</p> <p>_____</p> <p>_____</p>	<p>Nature of Injury/Illness</p> <p><input type="checkbox"/> abrasion/graze</p> <p><input type="checkbox"/> sprain eg ligament tear</p> <p><input type="checkbox"/> strain eg muscle tear</p> <p><input type="checkbox"/> open wound/laceration/cut</p> <p><input type="checkbox"/> bruise/contusion</p> <p><input type="checkbox"/> inflammation/swelling</p> <p><input type="checkbox"/> fracture (including suspected)</p> <p><input type="checkbox"/> dislocation/subluxation</p> <p><input type="checkbox"/> overuse injury to muscle or tendon</p> <p><input type="checkbox"/> blisters</p> <p><input type="checkbox"/> concussion</p> <p><input type="checkbox"/> cardiac problem</p> <p><input type="checkbox"/> respiratory problem</p> <p><input type="checkbox"/> loss of consciousness</p> <p><input type="checkbox"/> unspecified medical condition</p> <p><input type="checkbox"/> other _____</p> <p>Provisional diagnosis/es _____</p> <p>_____</p> <p>CAUSE OF INJURY</p> <p>Mechanism of Injury</p> <p><input type="checkbox"/> jumping to block or spike</p> <p><input type="checkbox"/> awkward landing (on player's foot)</p> <p><input type="checkbox"/> struck by ball (eg fingers in setting)</p> <p><input type="checkbox"/> overexertion (eg muscle tear)</p> <p><input type="checkbox"/> collision with other player</p> <p><input type="checkbox"/> collision with fixed object</p> <p><input type="checkbox"/> fall/stumble on same level</p> <p><input type="checkbox"/> struck by other player</p> <p><input type="checkbox"/> overuse</p> <p><input type="checkbox"/> slip/trip</p> <p><input type="checkbox"/> temperature related eg heat stress</p> <p><input type="checkbox"/> other _____</p>	<p>Explain exactly how the incident occurred</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Were there any contributing factors to the incident, unsuitable footwear, playing surface, equipment, foul play?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Protective Equipment</p> <p>Was protective equipment worn on the injured body part? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, what type eg ankle brace, taping.</p> <p>_____</p> <p>Initial Treatment</p> <p><input type="checkbox"/> none given (not required)</p> <p><input type="checkbox"/> RICER <input type="checkbox"/> dressing</p> <p><input type="checkbox"/> sling, splint <input type="checkbox"/> crutches</p> <p><input type="checkbox"/> massage <input type="checkbox"/> manual therapy</p> <p><input type="checkbox"/> CPR <input type="checkbox"/> stretch/exercises</p> <p><input type="checkbox"/> strapping/taping only</p> <p><input type="checkbox"/> none given - referred elsewhere</p> <p><input type="checkbox"/> other _____</p>	<p>Advice Given</p> <p><input type="checkbox"/> immediate return unrestricted activity</p> <p><input type="checkbox"/> able to return with restriction</p> <p><input type="checkbox"/> unable to return at present time</p> <p>Referral</p> <p><input type="checkbox"/> no referral</p> <p><input type="checkbox"/> medical practitioner</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> chiropractor or other professional</p> <p><input type="checkbox"/> ambulance transport</p> <p><input type="checkbox"/> hospital</p> <p><input type="checkbox"/> other _____</p> <p>Provisional severity assessment</p> <p><input type="checkbox"/> mild (1-7 days modified activity)</p> <p><input type="checkbox"/> moderate (8-21 days modified activity)</p> <p><input type="checkbox"/> severe (>21 days modified or lost)</p> <p>Treating person</p> <p><input type="checkbox"/> medical practitioner</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> nurse</p> <p><input type="checkbox"/> sports trainer</p> <p><input type="checkbox"/> other _____</p> <p>Signature of treating person</p> <p>_____</p> <p>Today's Date: ____/____/____</p> 
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16. Appendix 2 – VQ Membership Terms and Conditions Form

I hereby apply for membership of VA. In so doing and in consideration of my application for membership being accepted I acknowledge and agree that:

1. **“VA”** for the purposes of this membership application and declaration means and includes Volleyball Australia Ltd., its members (including Member States and State Affiliates) and where the context so permits, their respective directors, officers, members, servants or agents.
2. **If accepted I will be a member** of the club/association/competition stated on the front page of this membership application form, VQ and VA.
3. **This document cannot be amended.** If I do amend it my application will be null and void. It cannot be accepted by VA.
4. **Insurance** is in place that provides limited cover to me whilst I am performing or participating in any authorised or recognised VA activity (**“VA Activity”**). (For insurance details contact [VQ – 07 3367 1991].) I can, in my own interests, seek and obtain personal insurances over and above the cover provided by VA.
5. **The VA Constitution** is a contract between VA and me. I will be bound by it and any By-Laws and policies made under it. It is necessary and reasonable for promoting VA and volleyball. For the avoidance of doubt, I acknowledge and agree to comply with the Constitutions, By-Laws and policies of VA, Qld Volleyball Association and the club/association/competition stated on the front page of this membership application if my application is accepted.
6. **Warning:** Volleyball can be inherently dangerous. Serious accidents can and often do happen which may result in me being injured or even killed. I have voluntarily read and understood this warning and accept and assume the inherent risks in volleyball.
7. **Exclusion of Liability:** Except where provided or required by law and such cannot be excluded, I agree that it is a term of my membership (if accepted) that VA is absolved from all liability however arising from injury or damage however caused (whether fatal or otherwise) arising out of my membership and/or participation in any VA Activity.
8. **Release and Indemnity:** In consideration of VA accepting my application for membership I:
 - (a) release and forever discharge VA from all Claims that I may have or may have had but for this release arising from or in connection with my membership and/or participation in any VA Activity; and
 - (b) indemnify and hold harmless VA to the extent permitted by law in respect of any Claim by any person including but not only another Member of VA arising as a result of or in connection with my membership and/or participation in any VA Activity.

In this clause 8 **“Claims”** means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising but does not include a claim in respect of any action, suit, etc made by any person entitled to make a claim under a relevant VA insurance policy or under the VA Constitution or any By-Laws.
9. **Fitness to Participate:** I declare that I am and must continue to be medically and physically fit and able to participate in any VA Activity. I am not and must not be a danger to myself or to the health and safety of others. I will immediately notify VA in writing through my State Affiliate or Member State of any change to my fitness and ability to participate. I understand and accept that VA will continue to rely upon this declaration as evidence of my fitness and ability to participate.
10. **I have provided the information required overleaf and signed both sides of this form.** I warrant that all information provided is true and correct.
11. **Privacy:** I understand the information I provided overleaf is necessary for the objects of VA. I acknowledge and agree that the information will be disclosed by my State Affiliate to the Member State and VA and will only be used for the objects of VA, VA general business and to provide me with membership services. I understand that I will be able to access my information through my State Affiliate and/or Member State. If the information is not provided my membership application may be rejected. I acknowledge that VA may also use my personal information for the purposes of providing me with promotional material from VA sponsors or third parties. I may advise VA if I do not wish to receive from VA any VA sponsors or third parties promotional material.
12. **Copyright and right to use image:** I acknowledge and consent to photographs being taken of me during my participation in VA Activities. I acknowledge that the photographs are owned by VA and that VA may use the photographs for promotional or other purposes without my further consent being obtained. Further, I consent to VA using my name, image, likeness and also my performance in the VA Activities, at any time, to promote the VA Activities by any form of media. I may advise VA if I do not wish VA to use my name, image, likeness and also my performance in this way.

DECLARATION

☐

I have read, understood, acknowledge and agree to the above declaration including the warning, exclusion of liability, release and indemnity. I acknowledge that if my application for membership is successful I will be entitled to all benefits, advantages, privileges and services of this membership.

As a registered member of Volleyball Queensland I undertake at all times to represent myself in a way that will not bring myself, my registered association, Volleyball Queensland, the Volleyball Australia Ltd. or the sport of volleyball as a whole into disrepute. I accept that failing to abide by this determination could lead to sanction by one or more of the aforementioned bodies.

Parent/Guardian Signature:

Date:

Members Signature:

Date:

(Where applicant is under 18yo) I, _____ am the parent or guardian of the applicant. I expressly agree to be responsible for the applicant's behavior and agree to personally accept the conditions set out in this membership application.

17. Appendix 3 – VQ Social Media Policy

1. Introduction

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, VQ recognises the benefits of social media as an important tool of engagement and enrichment for its members.

VQ and its affiliates have long histories and are highly respected organisations. It is important that Volleyball's reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation.

When an individual or organisation clearly identifies their association with VQ, and/or discusses their involvement in or with VQ in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with VQ's values.

2. Purpose

This policy aims to provide some guiding principles for affiliates to follow when using social media. The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, clients, sponsors or VQ as an organisation and bring VQ into disrepute.

3. Scope

This policy applies to VQ affiliates, members, staff, coaches, athletes, officials, volunteers or any individual representing themselves or passing themselves off as being a member of VQ.

This policy covers all forms of social media. Social media includes, but not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn)
- Content sharing such as via Facebook (photo/video sharing) and YouTube (video sharing)
- Commenting on blogs for personal or business reasons
- Personal and corporate websites
- Leaving product or service reviews on retailer sites, or customer review sites
- Taking part in conversations on public and private web forums, or
- Editing a Wikipedia page

4. Guiding Principles

The Internet is not anonymous. VQ affiliates, members, volunteers and staff should assume that everything they write/post can be traced back to them. Honesty is always the best policy, particularly online. It is important that VQ members think of the Internet as a permanent record of online actions and opinions.

Due to the unique nature of Volleyball in Australia, the boundaries between a member's profession, volunteer time and social life can often be blurred. It is therefore essential that VQ its staff and members make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity as a volunteer for VQ. VQ considers all members of the organisation as representatives.

When using the Internet for professional or personal pursuits, all members must respect VQ's intellectual property and follow the guidelines in place to ensure VQ's intellectual property or

its relationships with sponsors and stakeholders is not compromised.

4.1 Usage

For VQ, affiliates, associate members and staff using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames
- Must not comment on, or publish, information that is confidential or in any way sensitive to VQ, its affiliates, partners or sponsors, and
- Must not bring VQ into disrepute

VQ affiliates, members and staff may not use the VQ brand (see 5.0 below) to endorse or promote any product, opinion, cause or political candidate unless directed as part of their role; and it must be abundantly clear to all readers that any opinion/s shared are those of the individual, and do not represent or reflect the views of VQ.

4.2 Branding and Intellectual Property (IP)

It is important that any trademarks, logos or brands belonging to VQ are not used in personal social media applications, except where such use can be considered incidental or permission has explicitly been given – (where incidental is taken to mean “happening in subordinately or in conjunction with something else.”). These IP items include:

- VQ logos, whether current and past
- Associated slogans
- Registered trading names

4.3 Official Volleyball blogs, social pages and online forums

When VQ creates a new website, social networking page or forum for staff/club member use, care should be taken to ensure the VQ General Manager or appointee has given written consent to create the page or forum. VQ will keep a record of such permissions. Similarly, appropriate permissions must be obtained for the use of logos or images. Images of children may not be replicated on any site without the express written permission of the child's parent and/or guardian.

4.4 For official VQ blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content
- Some hosted sites may sell the right to advertise on their sites through ‘pop up’ content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the ‘pop up’ content cannot be controlled
- VQ staff must not use VQ online pages to promote personal projects, and
- All materials published or used must respect the copyright of third parties

4.5 Consideration towards others when using social networking sites

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. VQ affiliates, members and staff must recognise that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private Volleyball event will not appear publicly on the Internet unless permission is given. In certain situations, VQ members or staff could potentially breach the privacy act or inadvertently make VQ liable for breach of copyright.

VQ affiliates, members or staff should be considerate to others in such circumstance and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.

Under no circumstance should offensive comments be made about VQ affiliates, members or

staff online.

5. Breach of Policy

VQ continually monitors online activity in relation to the organisation and its members. Detected breaches of this policy should be reported to VQ.

If detected, a breach of this policy may result in disciplinary action from VQ. A breach of this policy may also amount to breaches of other VQ policies. This may involve a verbal or written warning or in serious cases, termination of your employment or engagement with VQ. VQ affiliates, members and staff may be disciplined in accordance with VQ disciplinary regulations as set out in the Member Protection policy.

6. Consultation or Advice

This policy has been developed to provide guidance for VQ affiliates, members and staff in a new era of social interaction. VQ affiliates, members or staff who are unsure of their rights, liabilities or actions online and seek clarification, should contact the VQ Communications Officer (comms@vq.org.au).

18. Appendix 4 – Related Documents and Legislative Requirements

This Policy must be read in conjunction with:

- Criminal Code Act 1899 (Qld)
- Child Protection Act 1999 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Commission for Children and Young People and Child Guardian Act 2000 (Qld)

The following policies and procedures are related to this Child Safety Policy and should also be read and considered in correlation to this policy:

- VQ Constitution
- VQ Member Protection Policy
- VQ Privacy Policy
- VQ Code of Behaviour
- VQ Social Media Policy
- VQ Complaint Handling Procedure

The following practices are also related to this Child Safety Policy and should be read and considered in correlation to this policy. These practices will be reviewed by the VQ board on as required basis.

- VQ Development Camps Practices
- VQ State Teams Practices

The following links are also related to this Child Safety Policy and should be read and considered in correlation to this policy. These links will be reviewed by the VQ board on as required basis.

- <https://secure.communities.qld.gov.au/cpguide/engine.aspx>
Queensland Child Protection Guide – Queensland Government
- <https://learning.ausport.gov.au/auth/login/?returnUrl=%2Fmylearning%2Fdashboard%2Findex>
Sport AUS (AIS) – Learning Portal (Play By The Rules, Child Protection)
- <https://www.bluecard.qld.gov.au/pdf/rmst/RMS-SelfAssessmentChecklist.pdf>
Child and Youth Risk Management Strategy – Self Assessment Checklist

19. Appendix 5 – Process for Responding to a Disclosure of Harm to a Child

RECEIVING A DISLCOSURE

- *Remain calm and find a private place to talk*
- *Explain why you can't keep it a secret*
- *Only ask enough questions to confirm the need to report the matter*
- *Do not attempt to conduct your own investigation*

DOCUMENTING A DISLCOSURE

Confidential Record of Child Abuse Allegation and include:

- *Time, date and place of the disclosure*
- *'Word for word' what happened and what was said, including anything you said and any actions that have been taken*
- *Date of report and signature*

REPORTING A DISLCOSURE

VQ staff member who receives disclosure is to report it to:

- *The VQ General Manager – who will review role of person alleged to cause harm and report to Workforce Relations and Safety, Corporate Services*

FOLLOWING A DISCLOSURE

Support and counselling will be offered to all parties involved

Where a VQ staff member is alleged to have committed harm to a child, their roles and duties must be reviewed by the VQ General Manager

The policies and procedures for handling disclosures or suspicions of harm must also be reviewed

20. Appendix 6 – Confidential Record of Child Abuse Allegation

Complainant's name: (if other than the child)		Date formal complaint received: / /
Role/status in sport:		
Child's name:		Age:
Child's address:		
Person's reason for suspecting abuse: (e.g. observation, injury, disclosure)		
Name of person complained about:		
Role/status in sport:	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other	
Witnesses: (if more than three witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action taken: (if any)		
VQ General Manager contacted:	Who: When:	

Police contacted:	Who: When: Where: Advice provided:
Child protection agency contacted:	Who: When: Advice provided:
Police investigation: (if any)	Finding:
Child protection agency investigation: (if any)	Finding:
Internal investigation: (if any)	Finding:
External investigation: (if any)	
Action taken:	
Completed by:	Name: Position: Signature: / /
Signed by:	Complainant (if not a child)

21. Appendix 7 – VQ Risk Level Matrix

Almost certain 5	M	S	H	VH	VH
Likely 4	M	S	S	H	VH
Possible 3	M	M	S	S	H
Unlikely 2	L	M	M	S	S
Rare 1	VL	L	M	M	M
Likelihood	Negligible 1	Minor 2	Medium 3	Major 4	Severe 5
	Consequences				

Rating risk level:

- (H) High risk - detailed action/plan required (VH = Very High)
- (S) Significant risk - needs senior management attention
- (M) Moderate risk - specify management responsibility
- (L) Low risk - manage by routine procedures (VL = Very Low)

Likelihood:

- (5) Almost certain - expected to occur in most circumstances
- (4) Likely - will probably occur in most circumstances
- (3) Possible - could occur at some time
- (2) Unlikely - not expected to occur
- (1) Rare - exceptional circumstances only

Consequences:

- (5) Severe - would stop achievement of outcomes
- (4) Major - would threaten achievement of outcomes
- (3) Medium - necessitates significant adjustment
- (2) Minor - would threaten an element
- (1) Negligible - lower consequence

22. Appendix 8 – VQ Operational Risk Management Plan

RISK AREA	HAZARDS	INITIAL RISK SCORE			PREVENTITIVE MEASURES	PROPOSED TREATMENT/ACTION IN CASE OF OCCURRENCE	REVISED RISK SCORE			RISK OWNER	MONITOR SCHEDULE	RISK MONITOR
HEALTH RISKS												
Injury	<ul style="list-style-type: none">- Event participant (athlete, staff, volunteer, spectator) having a reduced capacity to continue at the event- Withdrawal from event				<ul style="list-style-type: none">- Monitor and maintain Field of Play each day- Monitor and maintain infrastructure at event- First Aid in attendance at all times venue is operational	<u>For emergencies:</u> First on site - call 000 <ul style="list-style-type: none">- First aid provided- For emergencies follow the appropriate procedure- If athlete, ensure all required records are kept				Tournament Director	Daily - ongoing	<ul style="list-style-type: none">- Medical Team- Call 000 if required
Heat Stress/ Dehydration & Sun Stroke	<ul style="list-style-type: none">- Event participant (athlete, staff, volunteer, spectator) unable to continue due to effects- Withdrawal from event				<ul style="list-style-type: none">- Ensure drinking water is readily available- Monitor weather patterns and amend work and competition schedules as required	<u>For emergencies:</u> First on site - call 000 <ul style="list-style-type: none">- Withdrawal from playing arena & removal from further harm- Public/Staff – removal from further harm- Notify Medical Team- Monitor condition- Notify ambulance if required				Tournament Director	Daily - ongoing	<ul style="list-style-type: none">- Tournament Director- Medical Team- Call 000 if required
ENVIRONMENTAL RISKS												
Severe Storms / Rain	<ul style="list-style-type: none">- Possible power interruptions- Difficult playing conditions- Possible health concerns to event participants (athlete, staff, volunteer, spectator)				<ul style="list-style-type: none">- Monitor long term and daily weather patterns in the planning and during the event- Ensure all infrastructure and power is practical for wet weather- Plan Competition & Work Schedules allowing for breaks and possible modifications where appropriate	<ul style="list-style-type: none">- Adjust competition schedule in extreme conditions- Create a higher rotation of staff & volunteers to escape weather				Tournament Director & Operations Director	Daily - ongoing	<ul style="list-style-type: none">- Tournament Director- Operations Team

RISK AREA	HAZARDS	INITIAL RISK SCORE			PREVENTITIVE MEASURES	PROPOSED TREATMENT/ACTION IN CASE OF OCCURRENCE	REVISED RISK SCORE			RISK OWNER	MONITOR SCHEDULE	RISK MONITOR
Lightning & Hail	<ul style="list-style-type: none"> - Possible significant harm to event participants (athlete, staff, volunteer, spectator) - Possible damage to infrastructure - Significant effects to competition schedule 				<ul style="list-style-type: none"> - Monitor long term and daily weather patterns in the planning and during the event - Ensure all infrastructure is practical for weather conditions - Ensure evacuation points are kept clear at all times 	<ul style="list-style-type: none"> - Ensure all infrastructure is made safe e.g. turn off power - In the case of Lightning, the 30-30 Rule will be implemented - Prepare for other possible weather effects like high winds or heavy rain - Adjust competition schedule as required 				Tournament Director & Operations Director	Daily - ongoing	<ul style="list-style-type: none"> - Tournament Director - Operations Team
High Winds	<ul style="list-style-type: none"> - Possible damage to infrastructure - Possible harm to event participants (athlete, staff, volunteer, spectator) in the case of objects being dislodged 				<ul style="list-style-type: none"> - Monitor long term and daily weather patterns in the planning and during the event - Ensure all infrastructure is practical for high winds including appropriate tie-down 	<ul style="list-style-type: none"> - Adjust infrastructure to suit conditions E.G. remove umbrellas - Monitor all signage and temporary equipment 				Tournament Director & Operations Director	Daily - ongoing	<ul style="list-style-type: none"> - Tournament Director - Operations Team
Natural Disaster (e.g. cyclone, earthquake)	<ul style="list-style-type: none"> - Significant Damage to venue 				<ul style="list-style-type: none"> - Monitor weather patterns - Adjust/prepare infrastructure to suit planned conditions if possible - Have contacts for plant & equipment in the case of emergency 	For emergencies: First on site - call 000 <ul style="list-style-type: none"> - Cancel competition as early as practical - Follow venue evacuation procedures - First aid to assess any injuries 				Tournament Director & Operations Director	Daily - ongoing	<ul style="list-style-type: none"> - All Staff
MISCONDUCT												
Assault – Physical or Violent	<ul style="list-style-type: none"> - Injury to effected person - Possible injury to bystanders - Negative image of event & sport 				<ul style="list-style-type: none"> - All Staff to receive and complete the Rights & Responsibilities Form with relevant 	<ul style="list-style-type: none"> - Containment / Separation of parties - Removal of spectators from harm - Assessment/Treatment of injuries 				Tournament Director & Operations Director	Daily - ongoing	All Staff

RISK AREA	HAZARDS	INITIAL RISK SCORE			PREVENTITIVE MEASURES	PROPOSED TREATMENT/ACTION IN CASE OF OCCURRENCE	REVISED RISK SCORE			RISK OWNER	MONITOR SCHEDULE	RISK MONITOR
					information and expectations	<ul style="list-style-type: none"> - Notification to CEO and Police as required - Documentation of Incident 						
Harassment, Discrimination or Vilification	<ul style="list-style-type: none"> - Participant, patron, volunteer or staff member not gaining a fulfilling experience 				<ul style="list-style-type: none"> - Ongoing monitoring - If on-court, deal with in line with sanction scale 	<ul style="list-style-type: none"> - Identify parties involved and incident details E.G. Language, materials etc - Conduct meeting with appropriate parties - Document incident 				Tournament Director & Operations Director & Referee Delegate	Daily - Ongoing	All Staff
EQUIPMENT & COMPETITION												
Damaged, Lost or Stolen Event Equipment	<ul style="list-style-type: none"> - Possible delay to event - Cost to replace - Equipment not working properly 				<ul style="list-style-type: none"> - Monitor and maintain Field of Play, Sport Specific Equipment and tools each day - Monitor and maintain infrastructure at event - Security present at key times 	<ul style="list-style-type: none"> - Assessment of damage / theft of equipment - Documentation of incident - Notification to Police if required - Re-schedule draw if required - Replace equipment if required / available 				Operations Director & Tournament Director	Daily - ongoing	Operations Team & Court Staff
Management of Athletes & Public During Bump In/Out	<ul style="list-style-type: none"> - Possible injury 				<ul style="list-style-type: none"> - Create exclusion zones around construction areas - Follow all WH&S requirements relating to the works being undertaken - Advise relevant stakeholders of bump in/out plan (e.g. Council, local groups etc.) 	<ul style="list-style-type: none"> - Escort any person out of exclusion zones immediately - First aid provided if required - For emergencies follow the appropriate procedure - Documentation of incident - Notification of any relevant stakeholders if required 				Operations Director & Tournament Director	Daily - ongoing	All Staff & Contractors on site
Loss of Daylight Hours During Competition	<ul style="list-style-type: none"> - Unable to complete the days matches 				<ul style="list-style-type: none"> - Ensure there is appropriate schedule for match times - Ensure matches are scheduled to 	<ul style="list-style-type: none"> - Move matches to other courts as required 				Tournament Director	Daily - ongoing	Competition Manager & Court Managers

RISK AREA	HAZARDS	INITIAL RISK SCORE			PREVENTITIVE MEASURES	PROPOSED TREATMENT/ACTION IN CASE OF OCCURRENCE	REVISED RISK SCORE			RISK OWNER	MONITOR SCHEDULE	RISK MONITOR
					complete well before average sunset times - Monitor throughout event							
Sand	- Foreign objects found in sand				- During bump in, each court is checked for FOD - Daily checks of each court for any overnight FOD	- Delay match on court where FOD is found - Ensure all FOD is removed safely - Operations Team & Officials to confirm when safe to continue				Operations Director	Daily - ongoing	Operations & Court Management Teams
<u>VENUE</u>												
Power Failure	- Disruption to match inc. sport presentation - Possible issues with management of competition e.g. office power failure - Possible Dangerous conditions				- Ensure all leads are in good working order - Ensure equipment is of the correct specifications for the required job	- Isolate loss of power - If possible, safely assess and fix issue (e.g. refuel) - If required, rerun cables to alternate power source - If possible, announcement to participants / public - If required, revise draw scheduling for period of interruption - Contact electrician if required				Tournament Director & Operations Director	Daily - ongoing	Sports Presentation Manager, Tournament Director & Operations Director