

# QUEENSLAND BRANCH

## OF THE DAIRY GOAT SOCIETY OF AUSTRALIA Inc.

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## Child and Youth Risk Management Strategy

### Statement of commitment

Our organisation, the Queensland Branch of the Dairy Goat Society of Australia INC [ QBDGSA INC] supports the rights of children and young people and is committed to providing a safe and supportive service environment directed at ensuring their safety and wellbeing. In order to support this commitment, we are dedicated to our child and youth risk management strategy which has policies and procedures in place to effectively address the safety and wellbeing of children and young people in our care.

### Code of conduct for interacting with children and young people

Our organisation acknowledges that all management committee members, judges, show stewards, show liaison persons, and members wishing to attend schools, preschools and other events such as field days and teaching arenas are to hold valid Blue Cards or state equivalent. In the instance where an interstate judge is to officiate at a show, they are to have the interstate equivalent of the Blue Card, or a background search is to be undertaken before inviting them to judge at a dairy goat show organised or supported by this society.

A register of members who are valid Blue Card holders is to be maintained by an appointed Branch Blue Card Register Officer. The spread sheet as supplied by the Blue Card Service will be adopted for this purpose. This register is to be reviewed annually in December in readiness for the show season in the following year.

Show result liaison forms are to include the valid Blue Card Identification number of the judge, all stewards, and liaison person. A copy is to be forwarded to the Branch Secretary for safe keeping and reference if needed at a later date. All records will be held for the legally required 7 years.

All members are to abide by this management strategy and a copy of this document will be freely available on the Branch Web site and a copy will be forwarded to those members actively involved with child related events.

Procedures for recruiting, selecting, training and managing paid employees and volunteers

Whilst this organisation is run by volunteers, provision is given herewith for the unforeseen event that there may be need to pay employees for an event. This may include such circumstances as payment for judging services for a special event.

All adults who work with children and young people have a responsibility to promote their wellbeing and protect them from harm. This includes all persons in attendance at QBDGSA INC events. Members also have an opportunity to make a positive contribution to the child or young person's life. This would include educating them about the care and productivity of our wonderful dairy goats..

It is important that the people who work in our organisation share the QBDGSA INC values and promote the wellbeing of children and young people along in accordance with this document and the objectives of our society

#### Position Descriptions

Those QBDGSA INC members wishing to participate in child related activities, which may include Young Show Person, Child Handler, school visits, and education centres and field days such as the Rural Discovery Day in Brisbane, are to respect and support the rights of children and young people in a safe environment. They are to follow the policy set out by the QBDGSA INC

to effectively address the safety and wellbeing of children and young people in our care.

#### Roles and Expectations

Members involved with the above mentioned activities are to ensure a safe environment for the event and supervise all activities closely. Shelter and provision for hydration and nourishment is the responsibility of the organiser i.e.: show steward.

Children and young people should not be expected to handle animals which are too strong for them.

The area should be free from obstacles and a clear view of the children and young people should be maintained at all times.

Parents wishes are to be respected especially if requesting to take photographs of the children for inclusion in publications, and written permission from the parent is required.

It is to be acknowledged that the children and young people will not have advanced knowledge of the goats and it is the responsibility of the organiser to promote awareness of safety issues; for example - do not put fingers into the mouths of the goats as they may bite.

#### 1. Specific Activity Tasks

Show Stewards holding Child Handler classes at Agricultural and Branch shows are to

1. record entries and ages of children entered and ensure the goat the child is exhibiting is not too strong for that child
2. encourage and praise the efforts of the child
3. treat the children with respect and dignity
4. supervise the preparation and fulfilling of the event in the show ring and record the results appropriately
5. always ensure a safe physical and emotional environment for the participants.
6. respect the wishes of the children and parents/carers when taking photographs for publication in State and Federal newsletters.

Attendants at Field Days such as Rural Discovery Day

1. prepare a safe environment for the display which has no hazards or hiding places
2. distribute educational literature appropriate to age level
3. treat the children or young people with respect and dignity
4. listen to them if they want to speak to you
5. respect the wishes of the children and parents/carers or organisational body [eg RNA] when taking photographs for publication in State and Federal newsletters.

Members visiting schools or early learning centres

1. arrange visit with principal or director of the centre to suit the venue
2. distribute educational literature appropriate to age level
3. treat the children or young people with respect and dignity
4. listen to them if they want to speak to you
5. respect the wishes of the children and parents/carers or principal or director of the centre when taking photographs for publication in State and Federal newsletters.

Exhibitors at shows or field days

1. treat the children or young people who are looking at your stock with respect and dignity
2. answer their questions in language they can understand and explain clearly

3.respect the wishes of the children and parents/carers

#### Judges

- 1.treat the children or young people with respect and dignity
- 2.listen to them if they want to speak to you
- 3.encourage and praise the efforts of the child
- 4.always ensure a safe physical and emotional environment for the participants.
- 5.respect the wishes of the children and parents/carers

Volunteers assisting on stalls for the sale of soap, books and novelties.

- 1.treat the children or young people with respect and dignity
- 2.listen to them if they want to speak to you
- 3.answer their questions in language they can understand and explain clearly
- 4.always ensure a safe physical and emotional environment for the participants.
- 5.respect the wishes of the children and parents/carers

#### Selection Criteria

To be accepted by the QBDGSA INC as any of the above listed officials, you must fit the criteria set out below.

- 1.be the holder of a valid Blue Card [or comparable if an interstate judge]
- 2.be suitably qualified or be in training under an experienced steward, judge or member
- 3.be over the age of 18 years
- 4.be a financial member of the QBDGSA INC
- 5.have a keen desire to work with children including patience and enthusiasm
- 6.value children's rights to feel safe and happy
- 7.have no proven history of unacceptable behaviour at any event which the QBDGSA INC has organised or supported. This may include inappropriate comments, loud and rude outbursts, or disrespect for other exhibitors and or officials

#### 1.Training Requirements

- 2.an inaugural statement is to be published in the Queensland Branch Newsletter to inform the members of the new regulations and how to obtain a copy of the new protocol for ensuring safe and supportive environment directed at ensuring their protection and wellbeing
- 3.a child safe component is to be included into the judges training and refresher courses
- 4.members learning to be show stewards or liaison officers need to hold a valid Blue

Card and are required to attend shows with a suitably qualified and experienced mentor who also holds a valid Blue Card

5. this protocol is to be distributed to and followed by all members embarking on any child related activity which the QBDGSA INC organises or supports.

Flow Chart for Reporting a Disclosure

#### RECEIVING A DISCLOSURE

Remain calm and find a private place to take

Explain why you can't keep it a secret

Only ask enough questions to confirm you need to report the matter

Do not attempt to conduct your own investigation

#### DOCUMENTING A DISCLOSURE

Complete an incident report 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 DISCLOSURE

Department of Communities and Child Safety and Disability Services

Phone 1800 811 810

Queensland Police Service - contact your local station

#### FOLLOWING A DISCLOSURE

Support and counselling will be offered to all parties involved.

The policies and procedure for handling disclosures or suspicions of harm are to be reviewed.

#### Policies and Procedures for Handling Disclosures or Suspicions of harm

To effectively protect children and young people from harm, the incident must be reported and dealt with quickly.

Harm is defined under the Child Protection Act 1999 as

“any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. For harm to be significant, the detrimental effect on the child’s wellbeing must be substantial or serious, more than transitory and must be demonstrable in the child’s presentation, functioning or behaviour”.

You may be suspicious of harm if you observe significant changes in behaviour or the presence of new unexplained and suspicious injuries if you are in regular contact with a particular child or young person. However, it is not common for our stewards and judges to see the same children and young persons on a regular basis.

#### Handling Disclosures or Suspicions of Harm

Below is the protocol to ensure that QBDGSA INC officials respond as expediently as possible and in the best interests of the child or young person [under the age of 18 years] when disclosures or suspicions of harm are received. QBDGSA INC is aware that children and young people are vulnerable members of the community and therefore special measures are to be taken in protecting and supporting them

#### Procedure

All QBDGSA INC officials will report disclosed or suspected harm to either the Department of Communities Child Safety and Disability Services or the Queensland Police s Service as quickly as possible, and they will decide on an appropriate course of action.

## Definition

Types of harm may include:

- physical abuse - shaking, burning, biting, inappropriate discipline, giving children alcohol, or drugs
- emotional or psychological abuse - constant yelling, insults, swearing, criticism, bullying
- neglect - not giving sufficient food, clothing, hygiene, leaving children alone
- sexual abuse or exploitation - sexual jokes, touching, exposing children to pornography or having sexual intercourse with a child under the age of 16 even if the child appears to have given consent

## Suspicion of harm

A person can suspect harm if:

- there is concern about significant changes in behaviour or new and unexplained injuries.

## Disclosure of harm

Disclosure of harm is when someone, including a child tells you about harm that has happened or may happen in the future. Such a statement may commence with:-

- I think I saw...
- Somebody told me that..
- Just think you should know...
- I am not sure what I want you to do but....

## Procedure to minimise harm to children and young people

QBDGSA INC strives to lessen harm to children and young people by acting in a way which supports their safety and wellbeing, by:

- ensuring children know that they have a right to feel safe at all times
- teaching them about acceptable and unacceptable behaviour
- letting them know who is and who is not members of our society
- respecting their wishes and decisions
- monitoring their safety and ensuring a safe environment for their activities
- acknowledge their concerns as being serious and follow them up for a positive outcome
- make sure they know there is no story or secret too terrible that they cannot share it with someone they trust
- teaching them about appropriate and inappropriate contact in a way that is suitable

for their age and understanding

- teaching the children and young people that it is ok to say no to anything/situation that they are uncomfortable with.
- be receptive and let them know that they can tell QBDGSA INC officials of any suspicious events or people, and
- listen to the children and reinforce that the QBDGSA INC officials are there to listen to them

How to deal with a disclosure of harm

Should a member while officiating at a QBDGSA INC organised or supported event have a child or young person disclose an incident of harm to them they are to remain calm and supportive. Tell them they have done the right thing to tell you but in order to keep them safe you are not able to keep it a secret and you need to tell someone who can help to keep them safe.

To avoid confusion and distress, only ask enough questions to confirm that you need to report this issue. Do not attempt to investigate this matter yourself. It is to be left up to the authorities.

Reporting guidelines for disclosures or suspicions of harm

The pathway for QBDGSA INC members/ employees / volunteers to abide by immediately after a disclosure or suspicion of harm is as follows

Documenting Suspicion of Harm

If you witness unsafe or harmful behaviour towards children at QBDGSA INC events you are required to intervene immediately so long as it is safe to do so. If it is unsafe, then call the police or security guards at that event. It may be necessary to contact the show secretary if at an agricultural show. [it is important to have the contact details of all the pre-mentioned people when at an event].

If you have concerns about the safety of a child/children, then you should document your concerns in an unbiased and accurate manner as soon as is possible. Record your own observations and including any conversations with the concerned parties.

Documenting disclosure of harm

An incident report as included at the end of this document [ and available on the

website] is to be completed as soon as possible after the disclosure and forwarded to the Branch Blue Card Officer.

You may need to take notes as the person is disclosing to you so it may be necessary to let them know that this is to keep a record in case questions are asked later.

Reporting the disclosure of suspicion of harm to authorities

The flow chart as attached is to be followed. QBDGSA INC will not conduct any investigations or mediation between the parties involved. A comprehensive and accurate account of the issue is to be reported to the appropriate authority

- Department of Communities Child Safety and Disability Services 1800 811810
- Queensland Police Service contact the nearest station

Following a disclosure of harm

The child or young person will be offered appropriate counselling and support

The person making the report

Under Section 22 of 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.

All details of the person making the report are to remain confidential at all times and will not be made available to the person/s against whom the allegations have been made.

The QBDGSA INC is to uphold this confidentiality and privacy for both parties involved.

The person/s against whom the allegations are made

If a member/s of the QBDGSA INC the duties and attendance rites of this person/s may require to be reviewed and legal advice may be sought regarding their the extent to which they can participate in QBDGSA INC activities.

Review Procedures

The Branch Blue Card Officer is to regularly review this policy and maintain it in accordance with State legislation so as to provide a safe and supportive environment for children.

## Breach of Management Strategy

Below is a plan of action to be followed following a breach of the child and youth risk management strategy so that the matter can be addressed in a just and compassionate manner.

### Explanation

A breach is any action or inaction by any QBDGSA INC member, including children and young people, who fail to comply with any part of the QBDGSA INC child and youth risk management strategy. However, a breach that results in significant harm to a child or young person needs to be considered in terms of an allegation or suspicion of harm in the first instance. This includes any breach in relation to:

- code of conduct for interacting with children and young people
- procedures for selecting, training and managing volunteers and paid employees
- policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining a concise register of members participating in "QBDGSA INC activities.
- risk management for special events
- strategies for communication and support

All members of the QBDGSA INC will be made aware of this document and the outcomes of any breach of the child and youth risk management strategy.

### Who must comply with this plan?

- committee members
- judges
- show stewards and liaison officers
- volunteers assisting with information stalls and soap stalls
- volunteers attending education facilities
- parents and carers
- children and young people

### Management process for breach of the child and youth risk management strategy

all breaches are to be managed by the QBDGSA INC Management Committee in a just, unbiased and compassionate manner. Below is the format to follow:

- all people concerned will be advised of the process
- all people concerned will have the opportunity to present their version of events

- a record of all details of the breach including the versions of all parties and the outcome will be documented
- all matters will be kept confidential
- an appropriate outcome will be decided

#### Suitable outcomes for breaches

Outcomes are dependent on the nature of the breach, but may include the following:

- emphasising the relevant part of the child and youth risk management strategy
- providing closer supervision and mentoring
- if appropriate mediation between concerned parties
- disciplinary action if necessary
- review current protocol and adjust if deemed necessary

#### Policies and Procedures for Implementing and Reviewing the Child and Youth Risk

##### Management Strategy

This process is designed to ensure compliance with the legislation and assist in maintaining an accurate blue card register, and review and update the QBDGSA INC child and youth risk management strategy annually each December.

By ensuring that QBDGSA INC is complying with the blue card requirements outlined in the Act, our society can demonstrate to stakeholders that we are committed to maintaining a safe and supportive environment for children and young people.

QBDGSA INC can also ensure that our strategy remains up to date and effective in identifying and minimising risks of harm to children and young people.

- The Branch Blue Card Officer, as appointed by the management committee will be responsible for managing blue cards data within our society
- The above mentioned people [Specific Activity Tasks] are expected to hold valid Blue Cards
- All information in relation to blue card applications is to be kept confidential.
- The template on the Blue Card Services website will be utilised for recording the registration details of those members who are involved with the child- related activities On first application for inclusion in these activities the members will be informed that:

1. that by signing the application form they are consenting to the screening process under the Act

2. the Branch Blue Card Officer will be able to certify that he/she has sighted

documents to confirm an employee's identity as prescribed under the Act

3.the application form will be carefully check to ensure all sections have been appropriately completed so as to minimise unnecessary delays that can result if further information is required after receiving an incorrect or incomplete form

4.be aware that while paid employees can commence employment after an application form has been submitted, volunteers and trainee students must not commence regulated employment until they hold a valid blue card and positive notice;

5.Warning - it is an offence for a 'disqualified person' to sign a blue card application form or a renewal form. It is an offence for an employer not to provide this warning.

"A person is disqualified if they:

have been convicted of a 'disqualifying offence'

are a 'reportable offender' with current reporting obligations under the Child Protection (Offender Reporting) Act 2004, or

are subject to an offender prohibition order under the Child Protection (Offender Prohibition Order) Act 2008,or

are subject to a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003, or

are subject to a disqualification order from a court prohibiting them from applying for, or holding a blue card (see Blue Card Services website for further details of all the above).

- prospective employees who may be 'disqualified persons', in certain circumstances, they may be able to apply for an 'Eligibility declaration' under the Act; and

- send a completed 'Authorisation to confirm a valid blue card' to register your organisation as

the applicant's current employer if a new employee has a current blue card.

This is compulsory and you may be subject to penalties for failing to submit an authorisation form

for a new employee. As an authorised employer your organisation will be notified if there is any change to the validity of the person's blue card due to a change in their police information. "

The Branch Blue Card Officer shall:-

check of the validity of a prospective volunteer's/employee's card by means of the Blue Card

Services website provided that the Branch Blue Card Officer has details of the volunteer's/employee's name as it appears on the card, full card number (including the number following the '/' on the card) and its expiry date.

It is still a mandatory requirement that you also submit the 'Authorisation to confirm a valid card' form.

While a blue card application is being processed, QBDGSA INC must not:

- employ volunteers or students until they have received their blue cards, nor
- employ any person in regulated employment:
- who withdraws their consent to employment screening
- whose application has been withdrawn for any other reason, or
- who is issued with a negative notice or whose blue card is cancelled or suspended.

In the event the member, employees or volunteers advise the Branch Blue Card Officer that they have had a change in their police or disciplinary information after being issued with a card (and during the application process if it is a paid employee who has already commenced working), QBDGSA INC must not continue to employ the person unless you have submitted a 'Change in police information' form.

QBDGSA INC is aware that our employees and volunteers are not required to disclose to the society the specific nature of any change in their police or disciplinary information, only that a change has occurred.

As a listed employer, (either on the initial application form that was submitted or on an 'Authorisation to confirm a valid card' form), QBDGSA INC will be notified of any suspension or cancellation of the person's blue card.

If an volunteer / employee has had a card cancelled or suspended or receives a negative notice after a change in police information, the Branch Blue Card Officer is to notify the management committee so that measures can be taken to ensure:

- the volunteer/employee does not continue to undertake child related activities within our society (work that is regulated by the Act), and
- if QBDGSA INC continues to employ the person to perform work that is not child-

related, measures will be taken to guarantee that appropriate policies and procedures are in place to manage any risks of harm to children and young people that may arise as a result of the person's ongoing employment within our society.

The Branch Blue Card Officer is also required to notify the Blue Card Services if -

1. an applicant or card holder stops working for your organisation or
2. if the contact person for your organisation changes

#### NOTE

- blue cards are current for three years unless cancelled or suspended
- the blue card renewal process involves a new national police information check, a check of

disciplinary information where applicable and a complete reassessment of an applicant's eligibility, and

- in order to continue working while a renewal application is being processed, blue card holders must submit their renewal application at least 30 days prior to their card's expiry date.

The Branch Blue Card Officer will keep informed of any legislative changes

The Branch Blue Card Officer will prepare a review of the QBDGSA INC child and youth risk management strategy and present it to the management committee at the December meeting each year. It is required that any input from all stakeholders, including children and young people, within your policies and procedures be submitted with that review..

#### Annual Review

The annual review of your child and youth risk management strategy will encompass:

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

strategy.

The review will take the form of a report and will be included in the Branch Newsletter and ensure that any relevant changes to your policies and procedures are appropriately communicated to members.

#### Register of volunteers / employees

The Branch Blue Card Officer shall maintain a register of all persons involved with the child - related activities supported or organised by the QBDGSA INC. The spread sheet template available on the Blue Card Services website will be utilised for this purpose.

the register shall include:

- whether or not the person requires a card (if not, why not -eg. the parent exemption applies)
- the type of application (eg. paid or volunteer)
- when the person applied and/or the date of issue of the positive notice and blue card
- the expiry date of the blue card
- the renewal date (this should be at least 30 days before expiry to allow employees, including

volunteers, to continue working in child-related employment)

- whether a negative notice has been issued
- any change in status to a blue card (eg. a change in police information, the positive notice

and blue card is cancelled or suspended);

- where there is a change in police information, the date you informed Blue Card Services of the

change

- any change of personal information of a volunteer/ employee, including the date they informed Blue Card Services

(you should note that it is an offence for an employee to fail to notify on the appropriate form of any change in personal details within 14 days)

#### Risk Management Plans for High-Risk Activities and Special Events

The QBDGSA INC would only be involved with three high risk activities;

Rural Discovery Day Brisbane

Junior Judges Brisbane Royal Show

any QBDGSA INC organised field days

Parents accompany children and young persons to the agricultural shows so this can be classed as a low risk activity.

These are the steps to take when assessing the risk of a QBDGSA INC supported or organised event

1. Describe the activity: what is the activity and what are the objectives of that activity: where is the activity being held and in what environment: Who will be there, stall holders, parents, teachers, exhibitors, judges: list all elements of the event from start to completion

2. Identify the risks: environmental risks may predispose to health and safety issues but above this the physical, emotional; and sexual safety including cultural issues are to be identified. this may include other children [bullies] persons outside the QBDGSA INC, or a volunteer. Consider how harm may occur in that environment and at that event. Would there be an opening for anyone to spend long periods of time alone with children or coax them out of sight.

3. Risk analysis: likely hood of harm - what may be the outcome if risk did occur

4. Risk evaluation: if a risk is likely to occur and the consequences could result in major harm to a child, then the risk would be considered as being high.

5. Risk management: Standards Australia's AS/NZSISO 3100:2009 Risk Management - Principles and guidelines describes risk treatment as "a cyclical process of:

- assessing a risk treatment;
- deciding whether residual risk levels are tolerable;
- if not tolerable, generating a new risk treatment; and
- assessing the affectedness of that treatment."

Controls will be adopted to reduce the risk and those not able to be controlled or removed will require close monitoring

1.f) Review: all stages of the risk management are to be recorded and review of the risk management is necessary to ensure the management is effective. The review should take place as soon as possible after the event.

## Strategies for Communication and Support

All QBDGSA INC volunteers will have direct access to this document by means of the Branch website:- [www.dairygoatsqld.org.au](http://www.dairygoatsqld.org.au)

Additional information can be obtained from <https://www.bluecard.qld.gov.au>

or phone 1800 113 611

The Branch Blue Card Officer name and contact details will be listed in the branch newsletter.

Any correspondence forwarded to the Branch Blue Card Officer will be dealt with in a timely fashion and where required all information will be kept confidential.

A child safe component run by a suitably qualified person will be included in the judges training and refresher courses.

This risk management strategy has been compiled in accordance with the tool at:

<http://www.bluecard.qld.gov.au/risk-management.html>