

## **Redcliffe City Clay Target Club Inc**

### **Risk Management**

#### **To protect people in our care**

#### **RISK MANAGEMENT POLICY**

Redcliffe City Clay Target Club Inc values our members, junior members and young people visiting out club. Reducing the risk of accident, injury and incidents is a paramount factor in our management practices. To reduce risk, it is first of all necessary to identify the risks and then to strategise ways to reduce these risks for the club and its members.

#### **CODE OF CONDUCT**

The Australian Clay Target Association Code of Conduct will be used.

#### **RECRUITMENT**

All club members who coach or give guidance to junior members or other people must have a current Blue Card from the Commission for Children, Young People and Child Guardian.

The secretary will maintain a register of Blue Card holders and this will include expiry dates of the card.

#### **RISK IDENTIFICATION**

##### **MAJOR RISKS REGISTER**

The following risks have been identified as likely to occur at some time and to be of serious consequence if they do occur.

<b>Item</b>	<b>RISK</b>
<b>A</b>	Violence from club members
<b>B</b>	Sexual abuse from club members
<b>C</b>	Violence from visitors
<b>D</b>	Sexual abuse from visitors
<b>E</b>	Injury from target
<b>F</b>	Injury from trap arm
<b>G</b>	Shooting accident
<b>H</b>	Transporting young people in vehicles
<b>I</b>	Minor accidents
<b>J</b>	Verbal abuse from club members
<b>K</b>	Verbal abuse from visitors
<b>L</b>	Underage drinking

## **RISK MANAGEMENT STRATEGIES**

### **A. Violence from club members**

1. Club members are to be respectful and transparent in their communication with young people to prevent misinterpretation of intent.
2. When in a trap house with a young person, club members must ensure that other members are aware that they are filling the trap and if there is any unforeseen delay that they advise a least on other person of the delay. Avoid physical contact with young people while in the trap house.
3. Club members who are alleged to have dealt inappropriately with a young person will be stood down from the club during the investigation period, their club membership will be cancelled if allegations are proven.
4. Club members need to be mindful that when alone with young people that they:
  - are in view of others
  - let other club members know their whereabouts and the purpose of the interaction with the young person.

### **B. Sexual Abuse from club members**

1. Club members are to be respectful and transparent in their communication with young people to prevent misinterpretation of intent.
2. Club members are to refrain as much as possible from touching young people. Club coaches or any club member coaching a young person must do so in an area where they are clearly observable by others.
3. All club members have a responsibility to report to a Executive Committee member any allegations by young people of inappropriate dealings by club members.
4. Club members who are alleged to have dealt inappropriately with a young person will be stood down from the club during the investigation period, their club membership will be cancelled if allegations are proven,
5. Displaying or showing sexual explicit material in the clubhouse or on the grounds is prohibited.

### **C. Injury from target**

The procedures as set out by Australian Clay Target Association Inc (ACTA) and Queensland Clay Target Association Inc (QTCA)

### **D. Injury from trap arm**

Follow procedures as set out by ACTA and QTCA (posted in trap house)

### **E. Shooting accident**

Follow procedures as set out by ACTA and QTCA

### **F. Transporting Young people in Vehicles**

The Club does not organise transport for young people and visitors. It is the responsibility for the parent or guardian to organise transport for their young person. If a club member chooses to transport a young person to a shoot or other activity they will do so as an individual and not as a club member. The onus under these circumstances is on parents to ensure that the person

transporting the young person is qualified to do so, that is, the person has a blue card and a current driver's licence.

**G. Minor Accidents**

1. Buildings will comply with Workplace Health and Safety Standards.
2. Club members will monitor young people's behaviour, whether they are junior members or visitors, to ensure their physical safety.

**H. Verbal abuse from club members**

Club members are to be respectful and transparent in their communication with young people to prevent misinterpretation of intent.

**I. Violence from visitors**

Visitors who behave in an inappropriate manner will be asked to leave immediately.

**J. Sexual abuse from visitors**

Visitors who behave in an inappropriate manner will be asked to leave immediately.

**K. Verbal abuse from visitors**

Visitors who behave in an inappropriate manner will be asked to leave immediately.

**REPORTING GUIDELINES FOR HANDLING DISCLOSURES OF INAPPROPRIATE BEHAVIOUR OR SEXUAL ABUSE.**

1. All club members who receive disclosures or who are suspicious of harm must report this **immediately to the club president, or in his/her absence another executive committee member**. In the instance that the president is the club member who allegations are being made against, the club member must report to another executive member.
2. Information received must be kept confidential
3. If the allegations are of an illegal activity the police must be notified immediately by the executive committee.
4. The Department of Child Safety must be notified when there is a serious allegation made against a club member who holds a Blue Card.
5. An appropriate club member or external person must interview the young person to obtain a full transcript of any disclosure. The young person must have a trusted support person with him/her. These notes will be used as a basis for reporting to the Department of Child Safety and the police. It is imperative that the young person be assured that their allegations will be taken seriously and there will be no retributions.
6. A file will be generated by the person undertaking the investigation and the file will contain written documentation about the claim or suspicion, follow up investigations and final action.
7. If allegations are proven or suspicions are substantiated disciplinary action will be taken against the club member, up to and including expulsion from the Club.

## **COMPLIANCE WITH BLUE CARD LEGISLATION**

1. All club members interacting with young people must have a Blue Card for working with children.
2. Club members must produce a current driver's licence or photo identification on application for a Blue Card.
3. Executive members will monitor expiry dates for Blue Cards
4. Breaches will be reported to the Department of Child Safety.

## **COMMUNICATION STRATEGIES**

On joining the club, new members are given:

ACTA and QCTA guidelines

Code of Conduct and

Risk Management Strategy

## **OTHER**

*Develop Code of Conduct that includes a definition of sexual abuse or include in ACTA and ACTA documents.*