



# **Alleygators Baseball Club Inc.**

## **Child and youth risk management strategy**

**August 2011**

## Statement of Commitment

The Alleygators Baseball Club, Inc. supports the rights of children and young people and is committed to ensuring that the safety, welfare and wellbeing of children involved with our club is maintained at all times during their participation in any activities run by the club.

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

Included in this document are conduct codes for players, officials and parents/carers who are members of our club. In addition to these conduct codes we are also bound by any conduct codes produced as part of the Australian Baseball Federation, Baseball Queensland or the Gold Coast Baseball Association.

As a player who is part of the Alleygators Baseball Club, I agree that:

- I will respect other children, young people and adults involved with the Club
- I will cooperate and play by the rules set out by the Club.
- I will listen to and receive instructions from my coaches, umpires, team officials and club officers.
- I will control my temper and exhibit good sportsmanship on and off the field.
- I will speak to a team official or club officer if I am worried or concerned about anything.
- I will not be a bully or accept any bullying that I see.
- I will exhibit good sportsmanship on and off the field.

As a parent or carer of a child involved who is part of the Alleygators Baseball Club, I agree that:

- I will respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.
- I will respect the decisions of employees/officials and teach children to do likewise.
- I will focus on and encourage children's efforts and performance.
- I will support all efforts to remove any form of abuse in this organisation and encourage a safe and supportive environment.
- I will remember that my child participates in activities for their own enjoyment, not mine
- I will raise any issues or concerns with team officials or club officers.
- I will not treat any child or young person in an unfair, unjust, or discriminatory manner
- I will not smoke on the playing field or in the canteen at any time.
- I will not drink alcohol or use illicit substances while on the playing field, in the dugouts, bullpens or batting cages.

As a team official (coach, umpire, scorer) for Alleygators Baseball Club I agree that:

- I will respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background.
- I will support all efforts to remove any form of abuse in this organisation and encourage a safe and supportive environment.
- I will ensure that any physical contact with players is appropriate to the situation and necessary for their skill development.
- I will refrain from using abusive, derogatory or offensive language on or off the field when at a baseball event.
- I will impart knowledge and skills of the game in a respectful and encouraging manner.

- I will respect the decisions of the staff/officials and encourage players to do the same.
- I will always consider the health, safety and welfare of the players.
- I will not show favouritism toward talented players.
- I will not be a 'winner at all costs' coach, remembering that junior players participate for pleasure and friendship and winning is only part of the fun. They participate for their own enjoyment, not mine.

## **Policies for recruiting, selecting, training and managing volunteers**

As the Alleygators Baseball Club is run completely by volunteers we welcome and encourage our members to become involved with the club, as they are able. We try to match our parents and volunteers to duties that compliment their skills, abilities and interests. All members are invited to attend Club meetings and be involved with planning and running the Club.

We offer training in coaching, scoring and umpiring either at the club directly or by sponsoring volunteers to attend courses offered throughout the year by other Baseball bodies.

While there is not a formal process for recruitment or dismissal, other than obtaining a blue card if a volunteer does not have children involved in the club, the Executive Committee makes the final decision regarding volunteer involvement.

## **Procedures for handling disclosures and suspicions of harm.**

The following policy and procedures will ensure that club members respond as quickly as possible and in the best interests of the child or young person under 18 years of age, when disclosures or suspicions of harm are received. Our club recognises that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them.

### **Policy**

Any club member who has a suspicion of harm will report disclosed or suspected harm to either the Department of Communities (Child Safety Services) or the Queensland Police Service who will decide on an appropriate course of action.

The following people must comply with this policy:

- committee members
- umpires, scorers and team officials
- volunteers
- parents / carers

### **Definitions**

#### Harm

Harm as 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".

Harm may be categorised in the following types:

- physical abuse, for example, beating, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, giving children alcohol, drugs or inappropriate medication
- emotional or psychological abuse, for example, constant yelling, insults, swearing, criticism, bullying, not giving children positive support and encouragement
- neglect, for example, not giving children sufficient food, clothing, enough sleep, hygiene, medical care, leaving children alone or children missing school
- sexual abuse or exploitation, for example, sexual jokes or touching, exposing children to sexual acts

or pornography or having sexual intercourse with a child or young person under 16 years of age (even if the child appears to have consented).

### Suspicion of harm

You can suspect harm if:

- you are concerned by significant changes in behaviour or the presence of new unexplained and suspicious injuries.

### **Reporting guidelines for disclosures or suspicions of harm**

Following are the actions our baseball club will take immediately following a disclosure or suspicion of harm.

#### Documenting a suspicion of harm

If you or others have concerns about the safety of a child, record your concerns in a non-judgmental and accurate manner as soon as possible. If a parent explains a noticeable mark on a child, record your own observations as well as accurate details of the conversation. If you see unsafe or harmful actions towards a child in your care, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance.

#### Documenting a disclosure of harm

Record the details as soon as possible so that they are accurately captured. 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, and
- date of report and signature.

If you need to take notes as the person is telling you, explain that you are taking a record in case any later enquiry occurs.

#### Reporting the disclosure or suspicion of harm to authorities

Our baseball club will not conduct its own enquiries in relation to the disclosure or suspicion of harm or try to come to an agreement between the parties involved. The person who receives a disclosure or suspects harm is to inform the Executive Committee (if it is safe to do so) and contact the relevant authority to ensure information provided is comprehensive and accurate.

Report the matter to:

- Department of Communities (Child Safety Services) on freecall 1800 811 810, or
- Queensland Police Service (13 14 44).

#### Actions following a disclosure of harm

Support and counselling will be offered to all parties involved.

Processes for those involved in the report

- The child or young person : The children and young people involved should be offered appropriate counselling and support.
- The person who made 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.
  - 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.
- The person against whom the allegation has been made: If the person responding to the allegation of harm is a member of the club, the Executive Committee will review their club involvement. If they continue to interact/work with children, the Club will ensure that they are appropriately

supervised at all times. The club may seek legal advice as to the extent to which that person can carry out duties in the organisation.

If you suspect any harm the following reporting procedures are to be followed:

### **RECEIVING A DISCLOSURE:**

Remain calm and find a private place to talk.  
Be supportive but 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 DISCLOSURE**

Complete an incident report and include:  
Time, dated and place of the disclosure  
'Word for word' what happened, what was said and anything you said and any actions taken.  
Date of report and signature



### **REPORTING A DISCLOSURE**

Department of Communities (Child Safety Services) - 1800 811 810  
Queensland Police Service (13 14 44)



### **FOLLOWING A DISCLOSURE**

Support and counselling will be offered to all parties involved.  
The policies and procedures for handling disclosures or suspicions of harm are to be reviewed.

## Plan for Managing Breaches

A breach is any action or inaction by any member of the Alleygators Baseball Club, including children and young people, that fails to comply with any part of the strategy. This includes any breach in relation to:

- statement of commitment to the safety and wellbeing of children and the protection of children from harm
- code of conducts;
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines

All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.

### Who must comply with this plan?

- volunteers, coaches, club officials
- committee members
- parents and carers
- children and young people

### Processes to manage a breach of the child and youth risk management strategy

Breaches will be reported as per section “Reporting the disclosure or suspicion of harm to authorities”

## Managing High Risk Activities and Special Events

Currently the Alleygators Baseball Club does not participate in any high risk activities or special events that require additional management policies. If the Club does decide to participate in an activity that is considered high risk activity a plan for that activity will be handled by the Executive Committee prior to the activity happening.

## Strategies for Communication and Support

The child and youth risk management strategy will be available to all club players, officials and parents on our website.

### Information for parents and carers

The Alleygators Baseball Club child and youth risk management strategy

Creating safe and supportive service environments for children and young people is everyone’s business. Our Club is committed to providing the highest standard of service to children and young people and ensuring they are kept safe from harm.

In order to create a safe and supportive service environment for children and young people, we must maintain ongoing planning and commitment.

Our Club provides a safe and supportive environment, so children and young people:

- feel safe and protected from harm
- are and respected, and
- have their best interests considered and upheld.

In accordance with the Commission for Children and Young People and Child Guardian Act 2000, the Alleygators Baseball Club, Inc is required to have a written child and youth risk management strategy to protect the children and young people in our organisation from harm. The strategy will help ensure our organisation is a safe and supportive service environment for children and young people, by identifying and minimising risks. Screening volunteers through the blue card system is part of the strategy.

The child and youth risk management strategy addresses the following elements:

- a statement of commitment
- a code of conduct for players, officials and parents interacting with children and young people
- procedures for recruiting, selecting, training and managing our club volunteers
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- a plan for managing breaches of the child and youth risk management strategy
- policies and procedures for implementing and reviewing the child and youth risk management strategy and maintaining an employee register for blue cards
- strategies for communication and support.

As a parent/carer, it is important for you to understand the policies and procedures that form the child and youth risk management strategy. A copy of the strategy is available on our website.