



## WARWICK POTTERS' ASSOCIATION INC.

# RISK MANAGEMENT STRATEGY (RMS)

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This document has been prepared by the Executive Committee in consultation with the Home-school Tutor

In Australia, State and Territory governments are responsible for the administration and operation of Child Protection Services. Legislative Acts in each State and Territory govern the way such services are provided. The principal Child Protection Acts relevant to Queensland are listed below:

Child Protection Legislation in Queensland		
Jurisdiction	Principal Act	Other relevant Acts/Legislation
<a href="#">Queensland</a>	Child Protection Act 1999 (Qld)	<ul style="list-style-type: none"> <li>- Working With Children (Risk Management and Screening) Act 2000 (Qld)</li> <li>- Education (General Provisions) Act 2006 (Qld)</li> <li>- Public Health Act 2005 (Qld)</li> <li>- Adoption Act 2009 (Qld)</li> <li>- Family Law Act 1975 (Cth)</li> </ul>

## 1. Statement of Commitment

Warwick Potters' Association Incorporation has a legal and moral duty to provide a child-safe environment for all students that are in our care.

Our organisation is committed to following all government rules and regulations concerning child safety and blue card requirements. Our members are committed to protect all children and young people whilst in our care.

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Warwick Potters' Association Incorporation has documented a child and youth risk management strategy which has policies and procedures in place to effectively address the safety and wellbeing of children in our care.

## 2. Code of Conduct

The purpose of the Code of conduct is to establish a common understanding of the standards of behaviour that are expected of all members, the Home-Schooling Tutor, contractors, students and visitors of the Warwick Potters' Association Incorporation. Violations of the Code of Conduct may result in disciplinary action, cancellation of membership or teaching position, charges of misconduct from higher authorities and removal from the Warwick Potters' premises.

Warwick Potters' Association members in common with all citizens, are under the jurisdiction of laws of the State and the Commonwealth and are obliged to observe such laws.

### The Principles

This involves, but is not limited to the following:

#### **a) Language & Behaviour**

Adults on the Warwick Potters' premises are to use encouraging, positive words and have a pleasant tone of voice. Honest and open communication is considered appropriate and is to be promoted. Adults must be tolerant of the views held by

others which are different from your own. Courteous behaviour is expected whilst dealing with all people.

Insults, criticism, name-calling, verbal bullying, swearing, yelling, racist, sexually suggestive comments or jokes are inappropriate.

## **b) Respect**

Adults on the Warwick Potter's premises are not to discriminate on grounds based on gender, sexual orientation, race, disability, cultural background or religious status of the child/youth. An awareness and respect for cultural differences is essential. The Home-Schooling Tutor must not show any favouritism towards any student or students at any time.

All Home-Schooling classes are customised to cater for the age range of each group and individualised to the learning needs of each student, including students with special needs. Special needs are defined as - children with physical, intellectual or sensory impairments.

## **c) Supervision**

*Ratio:* Student ratio is no more than six children to one tutor. In addition, each child's parent or guardian is required to be in attendance during the lesson.

*Drop Off:* The Warwick Potters' have a dedicated pick up and drop off zone. Parents/guardians are to walk their child into the class. The Home-Schooling Tutor will sign in all children. Two emergency contact numbers are to be provided to the Home-Schooling Coordinator should the need to contact a parent(s)/guardian(s) is necessary.

*Club Rules:* Warwick Potters' members are not to attend the clubhouse during home-schooling classes. Members, parents, guardians and/or students are reminded regularly of the rules

*Parental Supervision:* Only tutors, parents/guardians or other students are to be present during a children's or home-schooling class.

*Pick Up:* Children or youths are to be signed out by a parent/guardian on departure.

## **d) Physical Contact**

***It is only acceptable*** to touch a child if they are injured (application of first aid), if they are ill or to demonstrate pottery skills. Parent(s)/guardian(s) are informed about the "hand on hand" teaching approach that is sometimes needed to

demonstrate hand-building pottery technique – for example, how to pinch a pot, manipulate the tool or the clay itself. Parent(s)/guardian(s) are asked to consent to this teaching technique. Any objections are noted, and lessons adjusted accordingly.

Pre-warning must be given to students before any hands-on teaching is given in the class by the tutor. The students must verbally give consent.

***It is NOT acceptable*** to display inappropriate behaviour such as – violent or aggressive behaviour such as hitting, kicking, slapping or pushing. It is NOT acceptable to kiss and there is to be no touching of a sexual nature of a child or youth.

***Strategies*** that must be followed to minimize risk include:

- No tutor is to be alone with a child or youth and out of view of another adult present
- There is to be no direct contact with a child or youth outside of the class environment. The Home-Schooling Tutor or the Club President must not contact children directly by social media, phone calls or emails. All out-of-class communication concerning a child or class changes will be communicated directly to the Home-Schooling Group contact person

#### **e) Behaviour Management & Dispute Resolution**

Bullying, harassment or any unacceptable behaviour (as detailed in Language & Behaviour) is not tolerated in class or on the Warwick Potter's property.

An incident may result in parent(s)/guardian(s), student or the tutor involved in a mediation process. Both the tutor and the Club President needs to be involved in any mediation process.

Practical strategies include but are not limited to:

Child or youth:

- Physical separation of children or youths involved in a physical or verbal altercation
- In a calm manner, each child will be reminded of respectful and appropriate language and behaviour by the tutor
- The attending parent or guardian will be informed immediately whether the incident during the class is viewed as minor, moderate, major or extreme:
  - Minor incidents may be one-off but NOT repetitive incidents of inappropriate language or behaviour. For example mild incidents could be : put downs, name calling, mild swearing and occasional social exclusion

- Moderate incidents may be intimidation, regular social exclusion and repetitive inappropriate language. Examples of inappropriate language are insults, criticism, name-calling, verbal bullying, swearing, yelling, racist or sexually suggestive comments or jokes
- Major to extreme incidents may be any form of physical aggression, threats of harm, bullying or sexual misconduct or harassment

### Consequences:

- Minor: The attending parent or guardian will be advised that the language and/or behaviour displayed by their child or youth during the class will not be tolerated. A verbal warning will be given to both the child and parent/guardian stating that repeated incidents of inappropriate language or behaviour in the current class time-period will result in being asked to leave and may be considered a moderate incident
- Moderate: If repetitive unacceptable language is displayed by the child or youth in the class despite numerous, calmly given directives by the tutor, then this situation would be considered a moderate incident. In this situation, the tutor will provide a verbal warning as well as fill out an incident report. Both child and parent/guardian will be asked to leave the premises immediately. A repeat of such language in the following class would result in another incident report. In addition, both child and parent/guardian would be told they cannot return to any further classes
- Major/Extreme: Calmly issue a verbal warning to the child(ren) and/or youth(s) in front of the parent or guardian. Ring 000 if the physical altercation is serious – if there is risk of injury or harm. Ring the President. If the President can't be contacted, ring the Treasurer or Secretary. The safety of other children is to be paramount in any situation.

If necessary, an adult is to accompany any other children to the emergency assembly area. All adults and children in this designated area are to remain until emergency services arrive unless there is the threat of harm or death to those gathered. Once the situation is resolved, the tutor must (it is mandatory) fill out an incident form for the Executive Committee to review

Parent(s)/guardian(s):

- If any adults display unacceptable language and/or behaviour, the tutor is to calmly remind them of the organisation's Code of Conduct

- The tutor will mediate in a calm, respectful manner. Remind all persons involved that repeated, inappropriate language or behaviour will result in their child(ren) not permitted to return to classes
- Inform the Executive Committee and Home-Schooling Group contact person of any incident(s)
- Ring 000 if there is any physical intimidation, threats or behaviour directed at children, another parent/parents or tutor

Home-Schooling Tutor and/or members of Warwick Potters' Association Incorporated:

- Complaints from children, youths, parents, guardians or other members of the public with regard to unacceptable language, any form of racism or discrimination, bullying or inappropriate or aggressive behaviour are to be recorded on the incident form. The Club President is to be informed of any/all breaches
- An example of a moderate breach is swearing at a child
- An example of an extreme breach is child or parent/guardian witnessing the tutor using excessive physical force as a behaviour management strategy
- Sexual assault allegations and how to proceed are documented in this policy under section 5: Managing Breaches

#### **f) Toileting Procedures**

Entry and exit to the male and female toilet rest-rooms (with their own washbasin) are in full visual view of the classroom through a glass panel. The tutor is not to take the child to the toilet. The guiding principle is that tutors are to avoid placing themselves in a situation where children feel uncomfortable or compromised or where a tutor's actions could be misinterpreted.

If a child needs assistance, then their parent or guardian will attend. However, no other child must be in the vicinity of the toilets at the same time.

Additional wash basins are located in the work area.

#### **g) Bullying and harassment**

Bullying and harassment committed by anyone is not tolerated and any incident that occurs needs to be referred to the Club President. If there is any physical altercation, please contact police. For strategies to deal with bullying and/or harassment refer to e) Behaviour management & dispute resolution

#### **h) Managing illnesses or injuries**

Student medication is the responsibility of the parent/guardian to administer before or after classes.

Children's classes are conducted in a large, safe area (Workplace, Health and Safety compliant). A wall-mounted first aid kit is checked every month. Incident Reporting

Forms are available next to the kit. It is an Executive Committee requirement that the Home-Schooling Tutor is trained and certified in First Aid.

If urgent medical care is needed, then the tutor will ring emergency services – 000. The clubhouse is located within the town boundaries of Warwick, Queensland with emergency services facilities in the township, including the Warwick General Hospital located within close proximity.

**i) Managing visitors**

Warwick Potters' members or other members of the public (excluding the student's parent/guardian, or emergency services personnel) are **NOT** to attend the clubhouse during home-schooling classes. Members are regularly reminded about the rules and this rule is documented in the member's Handbook – emailed yearly to each new or renewing member. In addition, a copy of the member's Handbook is available to view in the clubhouse.

**j) Photography**

The Home-Schooling Tutor is NOT to take any photos in the class whilst children or youths are present. However, after class has ended, they may take a photo of the artwork produced by the children. The parent or guardian may take a photo only of their child and/or their artwork and of NO other child or youth. The parent or guardian needs to submit evidence of work to fulfil the requirements of extra-curricular activity.

**k) Technology and social media**

Under no circumstances are members, Executive Committee members or Home-Schooling Tutor to email, phone or engage in any form of social media with the children or youths who attend classes at the Warwick Potters' premises.

**l) Smoking, alcohol and use of medications and drugs**

The clubhouse is a smoke and drug-free environment. If a child/youth, member, tutor or adult displays any evidence of intoxication or drug-use, then the tutor or another adult must immediately contact the Club President and an incident form filled out.

**m) Transportation of children and young people**

There is no transportation of students from the clubhouse once they are on the premises -except in an Ambulance or by the child's own parent or guardian. A Tutor must NOT give a child a lift home in a motor vehicle belonging to another person or their own vehicle.

#### **n) Workplace, Health & Safety Guidelines**

Kitchen facilities within the premises provide availability to drinking water. However, students are required to bring their own water bottles.

The Warwick Potters do not have an oven in their kitchen facilities. As classes operate for no more than two hours at a time, students do not need to have morning/afternoon tea or lunch – minimizing any potential allergic reactions.

All work, kitchen and toilet areas are Covid-19 compliant with provision of hand sanitizer and regular cleaning of surfaces.

There is air-conditioning if required. However, the work room is well ventilated. Outdoor areas are undercover, limiting sunstroke or risk of skin damage from the sun. However, classes are conducted indoors, so sunscreen is not required.

The clubhouse is disability compliant with an entry ramp.

All tools are kept in drawers and out of visual sight. Children and youths are not permitted to help themselves to any tools – the tutor will provide any tools for use and explain how to use them safely. Students use simple tools such as paddle pop sticks, sponges, wood skewers and plastic cutters.

All clay and glazes used in classes with children are natural and harmless. All glazes are checked against any Material Safety Data Sheets (MSDS) before use. MSDS are checked and updated yearly. At no time are students exposed to glaze chemicals. The chemical shed onsite is always locked with access only by our Glaze Advisor. The use of the chemical shed occurs outside the children's class times.

Suitable attire is always requested with closed in shoes ensuring safety requirements are met.

Any maintenance issues concerning the building structure is rectified in a timely manner.

#### **o) Emergency & Fire Guidelines**

All fire evacuation plans, and fire compliance requirements are current. Exit paths are kept clear, evacuation signage is visible and the main exit and "way out" doors are always unlocked.

All new students are given an induction tour, rules are explained – all exit and "way out" doors are shown including emergency signage and the assembly area pointed out.

### **3. Recruitment, selection, training and management**

#### **Pre-Appointment**

All adult members of the Warwick Potters' Association may be considered potential tutors. A tutor must be approved by the Executive Committee before managing or organising classes.

A tutor applying for a teaching role with children or youths needs to fulfil the following criteria:

- Has been a long-standing member of the club
- Have an approved Blue Card or be willing to obtain a Blue Card before commencing any teaching duties
- Will need to provide at least two names of referees for reference checking as part of their application process. A written reference is acceptable but must be supplied with a contact number of the referee. Reference checks by the Club President will be thoroughly completed. Copies of the reference check will be maintained in a secure location
- High level of practical skills and a thorough knowledge of pottery
- A sound ability to be a competent instructor/communicator with children and parent(s)/guardian(s)
- Previous occupational experience and or skills that would be favourable to working with children. The tutor must demonstrate a keen desire to work with children
- Other community involvement
- An interview will be conducted by the Executive Committee with the applicant. Questions based on behaviour management scenarios would be given to the applicant. Answers would demonstrate whether the applicant tutor understands the physical and emotional needs of children

#### **Post-Appointment**

- Once approved as a tutor, his/her mandatory induction is to include face to face discussion with the Club President. The tutor will receive a Queensland Blue Card and Child Safety pack, of which will include any information sheets obtained from the Queensland Government website and including the Warwick Potter's Risk Management Strategy on child safety
- The Club President will conduct mandatory training with the tutor in the Code of Conduct and the Queensland Child Safe Policy and the Queensland Branch Child Abuse Reporting Procedure. This must be completed before any face-to-face classes occurs
- A tutor is to formally acknowledge that they have received this discussion / training and understand the principles of Duty of Care and Code of Conduct. An approved tutor is required to sign and date a document which acknowledges the above

#### **Training & Development**

- The Blue Card holder is responsible for renewing his/her Blue Card (or equivalent) before it expires

- The Warwick Potters' Blue Card Officer must update the Blue Card Portal immediately upon a Member/Tutor obtaining a Blue Card or leaving (or not renewing) their membership
- A tutor is advised of any changes in Blue Card Legislation and/or requirements. Changes or new legislation may result in additional mandatory training
- The Club President is responsible for maintaining a register of who has completed training
- Once a year (barring any incidents or complaints), the Club President will meet with each approved tutor and review performance. Any areas which the Club President may deem necessary of improvement will result in additional training and or support given to the tutor
- The Executive Committee and Blue Card Officer must review the Risk Management Strategy every year to improve any child-safe practices or procedures
- It is a requirement that the Club President is informed immediately when a member or tutor becomes aware they are being investigated or reported or charged by any authority concerning a child protection matter. Upon disclosure, the Club President will alert the Executive Committee. The Club President will suspend the member or tutor until the matter has been finalised

## 4. Reporting disclosures and suspicions of harm

### Definitions and Forms of Child Abuse (Children under the age of 18 years)

Forms of child abuse definitions are not exhaustive and do not act as limitations on abusive behaviour covered by this document.

“Harm is defined as any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.” (section 9 of the Child Protection Act 1999)

**Physical abuse:** occurs when a person purposefully injures or threatens to injure a child. The abuse can take the form of (but is not limited to) slapping, punching, shaking, kicking, throwing, burning, biting, poisoning, shoving, pushing, holding or grabbing. An injury may take the form of bruises, cuts, burns or fractures. Physical abuse may leave no physical injury. This abuse can also be the result of ‘Hazing’ (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group). Additionally, physical abuse can be a single incident or a number of different incidents that take place over time. The ‘level of harm’ occasioned is not necessarily relevant to determining that physical abuse has occurred, rather, that harm has or has not occurred. For harm to be ‘significant’ the detrimental effect on a child’s wellbeing must be substantial or serious and be demonstrated through the child’s presentation, functioning or behaviour.

**Emotional abuse** - occurs when a child is repeatedly rejected or frightened by threats. The abuse can involve name calling, being put down or continual coldness from a person to the extent where the behaviour of the child is disturbed or their emotional development is at

serious risk of impairment (this can include the effects of bullying). It also includes exclusion or bullying through social media.

**Sexual abuse** - occurs when a child is used by a person (being either an adult, or another child or adolescent) for his or her own sexual stimulation or gratification. These can be contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, and exposure to pornography, accessing pornography, the retention of pornography or involving a child in the making or sending of child pornography.

**Grooming** – occurs when communication or conduct is linked to facilitating the involvement of a child in sexual behaviour with an adult. Children are particularly accessible through ‘Social media’. Indicators of ‘grooming’ include but are not limited to: - Developing special relationships with, favouring or giving gifts to a child. - Inappropriate interactions with children either in person or via forms of media and electronic devices. - Asking a child to keep a secret of any aspect of their relationship. - Testing of or ignoring professional boundaries or rules. - The coercive use of social media, texting and on-line forums to groom, or directly abuse.

**Neglect** – occurs when there is a failure to provide the child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health, safety, or development of the child is significantly impaired or placed at risk.

**Exposure to Domestic Violence** – occurs when children witness or experience the chronic domination, coercion, intimidation, and victimisation of one person by another by physical, sexual or emotional means within a domestic relationship.

### **What is a “disclosure” of harm?**

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen to a child.

Disclosures of harm may start with:

- “I think I saw...”
- “Somebody told me that...”
- “Just think you should know...”
- “I’m not sure what I want you to do, but...”

It is important to act quickly and in the best interests of the child or young person after a disclosure of harm is received, irrespective of the alleged source of harm.

### **What is “suspicion” of harm**

A suspicion of harm is when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm. This includes circumstances which relate to an unborn child who may be in need of protection after he or she is born.

A child who has been, or may be experiencing abuse, may show behavioural, emotional or physical signs of stress and abuse.

#### **General Indicators of Child Abuse**

- Reluctance to go home
- Unexplained injuries
- Suicidal thoughts or attempts
- Concentration issues
- Aggressive behaviour
- Withdrawn behaviour
- Sleeping difficulties
- Distrust of adults
- Alcohol or drug abuse
- Low self-esteem
- Loss of toileting control

#### **General Indicators of Neglect**

- Frequent lateness of absence from classes
- Inappropriate clothing
- Frequent illness, infections or sores
- Poor hygiene
- Constant tiredness
- Unattended physical or medical problems
- Malnutrition
- Being left unsupervised for long periods
- Comments from a child that no one is home to provide care

**YOU HAVE A DUTY OF CARE** to follow up any suspicions of harm or potential risk of harm to children and young people in your care.

You can do this by observing and recording the actions of children who might be at risk and reporting your concerns the Club President.

You can suspect harm if:

- A child or young person tells you they have been harmed
- Someone else, for example another child, a parent, or a member, tells you that harm has occurred or is likely to occur
- A child or young person tells you they know someone who has been harmed (it is possible that they are referring to themselves)
- You are concerned at significant changes in the behaviour of a child or young person, or the presence of new, unexplained and suspicious injuries, or
- You see the harm happening

If you receive a disclosure or suspicion of harm, please use the incident form located in the clubhouse kitchen documents station.

#### **Managing & Recording**

- Remain calm and listen attentively, actively and non-judgementally
- A member or tutor must respond with the utmost sensitivity
- Ensure there is a private place to talk (but still under observation from another adult)

- Encourage the child or youth to talk in their own words and ensure just enough open-ended questions are asked to act protectively (e.g., “Can you tell me what happened”...or “Can you tell me more about that”). Don’t ask leading questions which tend to suggest an answer
- Make written notes of observations in a non-judgemental and accurate manner, including a detailed description of:
  - The relevant dates, times locations and who was present
  - Exactly what the person is disclosing said, using “I said”, “they said”, statements
  - The questions you asked
  - Any comments you made, and
  - Your actions following the disclosure
- Assure a child that they can come to talk when they need to, and listen to them and BELIEVE THEM when they do
- Advise the child or youth that the disclosure cannot remain a secret and it is necessary to tell someone in to get help
- Reassure the child or youth they have done the right thing by telling you
- **Do not attempt to investigate or mediate an outcome, and follow the process for reporting a disclosure of harm set out below and consider whether there are requirements to report matters to the Queensland Police Service or Child Safety**

#### **Club President**

The 2022 Club President, Leah Kelly, will act as a point of contact for any concerns. Please email : [president@potters.org.au](mailto:president@potters.org.au)

Or

phone : **0412 930 637**

The Club President’s duties regarding disclosure are:

- Review and manage policy and procedure for handling disclosures or suspicions of harm
- Induct and train members and tutors in handling disclosures or suspicions of harm
- Provide members and tutors with a copy of policies and procedures for handling disclosures or suspicions of harm, as well as the phone numbers of key contacts
- Offer assistance and support if a person in the organisation receives a disclosure of harm
- Organise external support to assist parties following a disclosure or suspicion of harm

The Club President, will then consider whether the disclosure or suspicion of harm needs to be reported to the Queensland Police Service on 000 or Police Link on 131 444. Circumstances in which such reports MUST be made are:

- Where a child or youth is at imminent risk of harm or
- A child or youth has been the victim of a criminal offence

The Club President may also consider whether the disclosure or reasonable suspicion of harm needs to be reported to Child Safety – Regional Intake Service South West (Darling Downs) – Free call : 1300 683 390 (from 9am to 5pm Monday to Friday). Outside business hours contact number is: 1800 177 135.

The Club President may consider whether referral is required to other support services, including Family and Child Connect. If any concern for a child or youth does not amount to a reasonable suspicion of harm, then Family and Child Connect service can provide information and advice about connecting families with support services and the circumstances in which a referral can and should be made to one of these services.

Website : [www.familychildconnect.org.au](http://www.familychildconnect.org.au)

- A failure to report to the Club President with any child related concerns is a breach of Warwick Potters' policy and Code of Conduct
- IMPORTANTLY children and youths are to be encouraged to report any instance in which they feel 'unsafe' or in danger. They should receive regular reminders from the Home-Schooling Tutor of their rights to feel, and be safe

## 5. Managing Breaches

### What is a breach?

Our organisation recognises that the policies, procedures, and systems put in place to prevent any harm to children or youths may be breached by action or inaction. It is further recognised that a breach may arise due to a person not being aware of their obligations and/or being confused on what course of action they should have taken. In this case, further training will be conducted to improve the level of understanding.

### Who will deal with a breach?

The Club President is the primary person who will address all breaches and will implement appropriate consequences for minor to extreme breaches. If the Club President is the subject of a breach, then another Executive Member is to be responsible for the process.

They can be contacted at [secretary@potters.org.au](mailto:secretary@potters.org.au) and/or [treasurer@potters.org.au](mailto:treasurer@potters.org.au)

Any breaches or suspected breaches of the Risk Management Strategy must be reported to the Club President (or Executive) using the incident form.

All breaches or suspected breaches will be treated in a consistent, fair, confidential and supportive manner.

### Plan for managing breaches

The Club President will initially investigate the alleged or suspected breach and will communicate with all parties involved.

Based on this initial investigation, the breach will be categorised by the Club President into one of the following risk categories:

- **Minor:** Adults - emphasize the relevant component of the child and youth risk management strategy, for example, the Code of Conduct. A verbal warning will be given

Children - An incident involving children of a similar age in a class where there is no apparent physical or psychological injury. Type of discipline by the tutor is appropriate to the incident – such as a calm and gentle reprimand and reminder of our Code of Conduct at a child-friendly level of understanding. Additional strategies are detailed in the above section, Behaviour Management & Dispute Resolution

- **Moderate:** If an adult is the subject of a breach, a formal warning in written form must be given. If there is a moderate incident between parents, guardians or other members of the public, the protocol is as follows: advise all parties involved that the Club President has the right to ask them to leave the Warwick Potters' premises. Additional strategies are detailed in the above section, Behaviour Management & Dispute Resolution.

In addition to receiving a formal warning, a member or tutor will be referred to a general (or special) meeting as per our Association Rules as to whether their membership will be withdrawn. If their membership is not withdrawn, the Club President must implement additional training and closer supervision in classes for an agreed time. Follow up reviews will take place

**NOTE: If a complaint is raised about the behaviour of a tutor, the Executive Committee will be notified immediately. Police would be notified immediately if the behaviour of the Tutor is applicable to the Child Protection Legislation of Queensland.**

- **Major to extreme:** Where this occurs, documentation is mandatory. The Club President will follow the procedures set out which will include reporting to the Police or Child Safety. In these cases, the Executive Committee has the authority to make decisions regarding membership suitability or child participation in classes at its sole discretion (this provision does not abrogate the requirement to report all cases of alleged sexual abuse to the Police and/or State Authorities)
- A tutor or member who is approached by the Police or any other relevant authority in relation to any matter concerning Child Protection must immediately inform the Club President
- If a complaint is received about a tutor or member, in addition to contacting the police, the Club President will: - Immediately advise the alleged offender in writing that a report has been made which involves him or her; and immediately advise the alleged offender that he/she is suspended from tutoring and his/her membership is suspended until the matter is investigated by the appropriate authorities. This action is procedural policy, and not an indication or implication of guilt or otherwise of any person reported

upon. The Executive Committee may terminate the membership of any adult even if a Child Protection matter is not concluded or resolved with certainty

- If a complaint is received about a major or extreme incident on the Warwick Potter's premises by parent/guardian or member of the public, then the Club President will follow the procedures set out which will include reporting to the Police or Child Safety
- NO details of the report are to be communicated to the alleged offender. This must be left to the authorities
- Warwick Potters' Association Executive Committee will cooperate fully with the investigating body
- The Club President will provide support to a child or adult who witnessed a major or extreme incident
- The welfare of children is of paramount importance. Accordingly, the membership of any adult will be terminated where an allegation or suspicion of abuse has been proven through a court of law

#### **If the Victim is now 18 years of age and over**

- In the case of a person 18 years of age or over who has disclosed his/her own childhood abuse, an attempt should be made to counsel them to report their situation to the Police and if appropriate to the Department of Child Safety, Youth and Women through Child Safety Services

#### **Follow up action/review**

- After managing a breach, an additional review of this policy must be conducted and should consider at least the following: - Are any changes/improvements necessary; - Whether the policy and procedures were followed; - The effectiveness of the policy and procedures in preventing or minimising harm to children and young people; - The content and frequency of training in relation to this policy and associated procedures and whether any additional training requirements are identified; and whether the process used to manage any disclosure or suspicion needs improvement and whether any change is required

## **6. Risk management for high-risk activities**

Classes are held at the Warwick Potter's clubhouse (on the premises). There are no external excursions as part of the Home-Schooling program. Therefore, there are no high-risk activities to evaluate or manage as part of this 8-point Risk Management Strategy. No members or the public (apart from parent(s)/guardian(s) are allowed on site during classes. Pottery members not involved in running the classes are NOT allowed on site.

## **7. Managing compliance with the blue card system**

- The Warwick Potters has a designated Blue Card Officer who has the responsibility of record keeping, updating the Blue Card Portal and responding to all government correspondence and changes in government regulations
- The Risk Management Strategy document is reviewed annually after each Annual General Meeting in February

## **8. Communication and support**

- Parental/guardian engagement is welcome and encouraged. Parent(s)/guardian(s) of children with special needs are asked to provide information relevant to their child/children that will ensure their enjoyment, safety and avoid conflict within the classroom. The Risk Management Strategy document is provided to all parent(s)/guardian(s) upon enrolment in a pottery class
- At all times, parents/guardians can contact the current President by mobile phone or email
- Special Meetings can be organised within days if needed
- The Risk Management Strategy (RMS) hard copy is stored at the club next to the first aid kit
- The Executive Committee communicates with all members and tutors about child safety policies by newsletters, regular emails, general meeting agenda items and posters/information sheets on the member's bulletin board
- The Executive Committee provides strategies for behaviour management to all members through newsletters, general discussion and regular updates in the monthly general meetings
- Support and compulsory induction/training is provided to tutors to deal effectively and within the regulations of the law about child protection strategies and dealing with disclosure procedures