Child Protection Policy

1.0 Purpose and Scope

UQ Sport Ltd (UQSL) is committed to promoting practices and strategies which protect children and youth from all forms of harm, abuse and neglect. UQSL has zero tolerance for child abuse and regards its child protection responsibilities with the utmost importance. The purpose of this policy is to provide the overall framework for child protection within UQSL in line with all relevant child protection legislation and regulations, to maintain a child safe culture.

At UQSL, we will give equal priority to keeping all children and youth safe regardless of their age, disability, gender, race, religion or belief, sex, or sexual orientation.

This policy should be read in conjunction with the *Child & Youth Risk Management Strategy*, *Child Protection Procedure* and other relevant UQSL Policies and Procedures regarding conduct and child safety.

All internal and external stakeholders have a responsibility to create and maintain a child safe culture and must meet UQSL and Legislative requirements when working with children.

UQSL protects sensitive information relating to children and youth in line with the *Privacy Act 1998* as well as the UQSL *Privacy Policy*.

2.0 Definitions

Child/children/youth – means:
An individual under 16 years.

Harm (referenced here as harm, abuse or neglect)– means:
Any detrimental effect of a significant nature to a person's physical, psychological or emotional wellbeing. Harm can be caused by sexual abuse, physical abuse, emotional abuse or neglect. Harm can be caused by a person known to the child your youth, a stranger, an internal or external stakeholder, another child or youth or through self-harm.

It can be caused by:

a. a single act, omission or circumstance

b. a series or combination of acts, omissions or circumstances

Designated Child Protection Person (DCPP) – means:
A UQSL staff member/s appointed by the Chief Executive Officer to act as a point of contact for child-related matters and is responsible for the safeguarding of children and youth.

Complaint – means:
An expression of dissatisfaction about UQSL related to one or more of the following:

- its services and its dealings with individuals;
- allegations about the conduct of its staff, volunteers or other individuals engaged by UQSL; or
- another child or young person participating in UQSL programs.

A complaint may either be initiated by a child or young person directly or initiated by an adult on their behalf and with or without their knowledge.

Internal Stakeholders are defined as UQSL Staff, contractors, consultants, volunteers, work placement students, work experience people, board and committee members, or any persons undertaking work for, or on behalf of UQSL.

External Stakeholders are defined as parents/carers, spectators, visitors, children and youth.

3.0 Coverage

This policy applies to all Internal and external stakeholders. The coverage of this policy expands to all activities in the organisation which involve, result in or relate to contact with children and youth.

4.0 Principles for a Child Safe Environment

The following principles guide the development and regular review of our work systems, practices, policies, procedures and training to protect children from harm. These principles form the framework to ensure the safety of children at UQSL, which aims to create a child safe culture and environment:

4.1 Commitment & Collaboration

Child safety and child protection is everyone's responsibility. All internal and external stakeholders must collaborate to ensure that the below statements of commitment to child safety are upheld:

- All children have the right to be safe.
- The welfare and best interests of the child are paramount.
- The views of the child and a child's privacy must be respected.
- Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
- Children who have any kind of disability have the right to special care and support.
- Prevention.

UQSL is committed to the prevention of harm by:

- Setting clear expectations for appropriate behaviour with children are established in the *Child Safe Code of Conduct – Internal Stakeholder Policy; Child Safe Code of Conduct – External Stakeholder* Policy, and set out within the *Child & Youth Risk Management Strategy.*
- Setting clear procedures for dealing directly with the children are established within *Behaviour Management – Children Procedure, Inclusion – Children Procedure, Incident & Emergency – Children Procedure, Drop-Off and Pickup – Children Procedure; Hygiene and Infection Control – Children Procedure; Medication – Children Procedure, Supervision – Children Procedure, Aquatic Activities – Children Procedure* as well as other relevant UQSL procedures.
- Including child protection measures in screening, recruitment, probation and performance review processes for internal stakeholders who have direct contact with children.
- Providing mandatory child protection training to all workers engaged in child-related work.
- Implementing policies, procedures and training for Internal stakeholders to understand their obligations to prevent as well as respond to harm or suspicions of harm.

4.2 Response

UQSL will act with rapid response in relation to any reports or disclosures of suspicion of harm by:

- Ensuring that all internal stakeholders understand their responsibilities for child protection.
- Ensuring that internal stakeholders actively protect children and youth where risk of harm is identified.
- Electing DCPP's within the organisation to deal with reports and disclosures effectively, efficiently and swiftly.
- Ensuring that the DCPP's and relevant internal stakeholders are equipped to assist children and their families access support where needed.
- Ensuring the DCPP's have appropriate procedures to follow for taking, responding to, and finalising reports or suspicions of harm.
- Ensuring that the procedures for responding to alleged or suspected incidents of harm are simple and accessible.

4.3 Improvement

UQSL is committed to continuous improvement of the child protection policies, procedures, strategy, training and practices in place and as such will:

- Monitor the effectiveness and efficiency of the *Child and Youth Risk Management Strategy, Child Protection Policy*, Procedures, Practice and Training.
- Review the policies and procedures after each report of harm.
- Review the policies, procedures and training yearly to ensure they are in line with best practice and meets legislative requirements.

5.0 Stakeholder Responsibilities

In order to meet and uphold UQSL's commitment to child safety and child protection the responsibilities of each party involved at UQSL are detailed below.

5.1 CEO Responsibilities

- Allocating DCPP responsibilities to appropriate managers within the organisation.
- Report back to the board on finalised report outcomes.
- Approve the reviewed policies, procedures, practices and training for implementation.
- Reporting any suspicion or reasonable belief that a child's safety may be at risk to the DCPP's via phone or at childprotection@uqsport.com.au.

5.2 Human Resources Responsibilities

- Assigning mandatory training to all internal stakeholders engaged in child-related work.
- Maintaining up to date records of internal stakeholders mandatory training.
- Ensure compliance with child protection measures in screening, recruitment, probation and performance review processes for internal stakeholders who have direct contact with children.
- Maintaining and periodically reviewing Child protection and child related policies, procedures, practices and training.
- Verifying staff blue cards with Blue Card Services in line with *Blue Card Policy* and legislation.

- Reporting any suspicion or reasonable belief that a child's safety may be at risk to the DCPP's via childprotection@uqsport.com.au.

5.3 Managers Responsibilities

- Ensuring all internal stakeholders have access to and are aware of the *Child Safe Code of Conduct – Internal Stakeholder Policy,* and all other UQSL policies and procedures in relation to child protection.
- Ensuring Stakeholders engaged in programs related to their department/venue have access to and/or have been sent the Child Safe Code of Conduct – External Stakeholder Policy.
- Participating in child protection training.
- Providing regular briefings and updates to staff to help ensure that everyone is kept up to date on latest policy and procedure developments and reminded of their responsibilities.
- Reporting any suspicion or reasonable belief that a child's safety may be at risk to the DCPP's via phone to childprotection@uqsport.com.au or by completing the online form: https://forms.office.com/r/6Ycm9HtmQH
- Ensure confidentiality and privacy of personal information of children is protected in line with relevant legislation, and UQSL policies and procedures.

5.4 Staff, Volunteers and Contractors Responsibilities

- Complying with the behaviour standards expressed in *Child Safe Code of Conduct - Internal Stakeholder Policy*, and all other UQSL policy and procedures in relation to conduct and child protection.
- Participating in child protection training.
- Reporting any suspicion or reasonable belief that a child's safety may be at risk to the DCPP's via phone or at childprotection@uqsport.com.au.

5.5 External Stakeholders Responsibilities

- Ensuring they have read, understand and conduct themselves in accordance with the *Child Safe Code of Conduct – External Stakeholder Policy*
- Reporting any suspicion or reasonable belief that a child's safety may be at risk to the DCPP's via phone or at childprotection@uqsport.com.au

5.6 DCPP Responsibilities

- Taking and responding to reports or disclosures in line with the *Child Protection Procedure.*
- Acting as a source of support, advice and expertise for staff and provide information on child protection policies and procedures at UQSL.
- Reviewing the operation of child protection policies and procedures regularly to ensure they comply with best practice.
- Keeping detailed, accurate and secure records of concerns, disclosures or suspicions of harm.
- Attending training related to child safety.
- Referring cases of suspected harm or disclosures to Child Safety Services and/or Queensland Police Service as appropriate.

- Ensuring that appropriate authorities, parents/cares, managers or other involved parties are aware of the report .
- After reports finalisation, reviewing policies and procedures in relation to the outcomes.

6.0 Breach of Policy

Failure to comply with this Policy, including failure to comply with responsibilities listed or inaction taken when suspecting or witnessing harm befalling a child will constitutes a breach of this Policy and may result in disciplinary action up to and including termination of employment.

7.0 Meta Data for Document Management

Web Links	childprotection@uqsport.com.au. Child and Youth Risk Management Strategy Child Protection Procedure Privacy Policy Blue Card Policy Child Safe Code of Conduct - Internal Stakeholder Policy Child Safe Code of Conduct – External Stakeholder Policy Behaviour Management – Children Procedure Inclusion – Children Procedure Incident & Emergency – Children Procedure Drop-Off and Pickup – Children Procedure Hygiene and Infection Control – Children Procedure Medication – Children Procedure Supervision – Children Procedure Aquatic Activities – Children Procedure Privacy Act 1988
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