

QUEENSLAND TARGET SPORTS RISK MANAGEMENT POLICY- CHILDREN

Governance

Queensland Target Sports Inc. (QTS) is the State Sporting Organisation (SSO) responsible for the administration of small bore and air rifle shooting and selection of representative state teams in Queensland.

Under the *Commission for Children and Young People and Child Guardian Act and Regulations 2000*, all adults, both paid employees and volunteers, are required to hold a Blue Card if they work in sport and recreation activities with children aged under 18 years. Under the Act employers and businesses must have a written risk management strategy in place. Detailed information is promulgated at: <https://www.bluecard.qld.gov.au/risk-management.html>

Under the *Queensland Weapons Act and Regulations 1990*, children must be a minimum of 11 years of age to use firearms.

Vision

Our vision is a culture of safety amongst our people which upholds an environment where children are protected from harm and have fun shooting.

Statement of Commitment

The President, Committee, staff and volunteers of QTS are committed to providing an environment which will protect the safety and wellbeing of children and young people who participate in the sport of target shooting under the auspices of this Association. The health and safety of our members and visitors is a key priority of QTS and we will eliminate preventable incidents through the systematic management of our risks. Safety is everyone's responsibility and a dedicated effort by all personnel will ensure we meet our legal and moral responsibility to protect the children with whom we work.

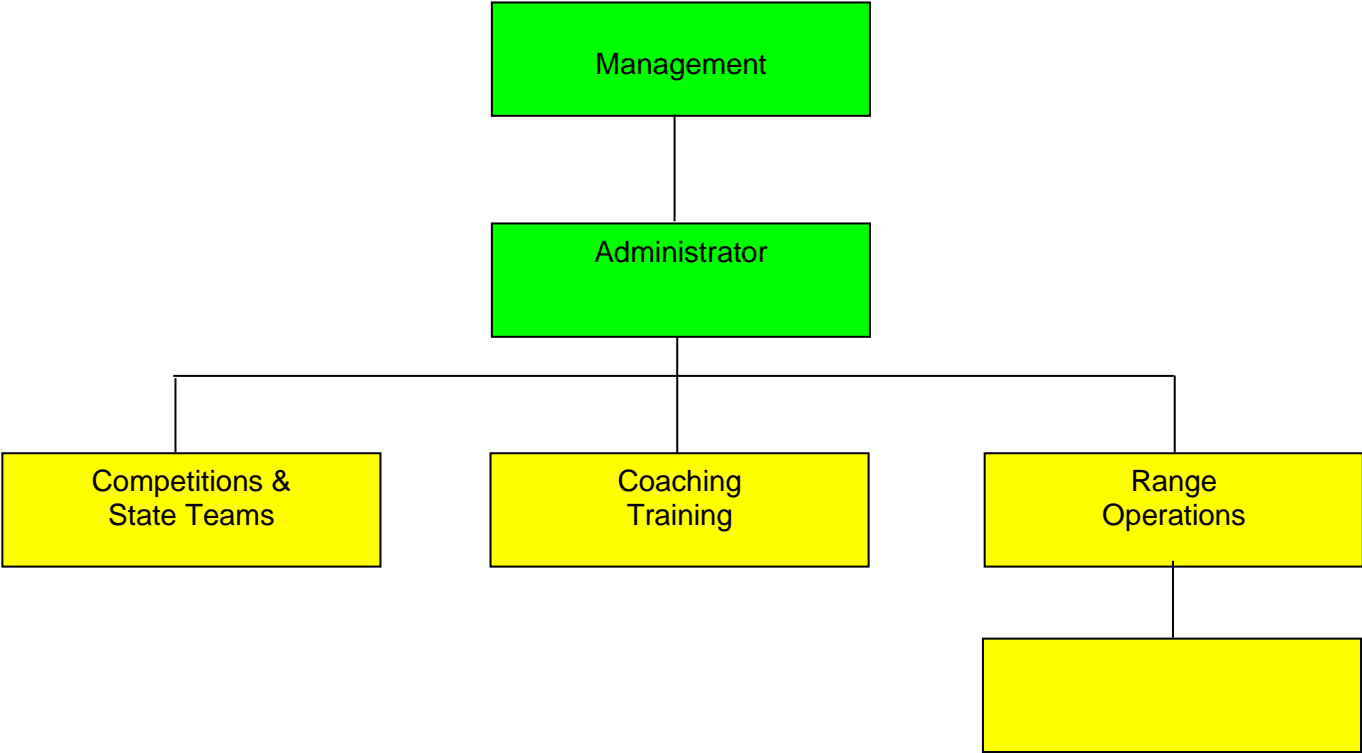
Risk Management Strategy

To demonstrate our commitment, the Committee will implement the following risk management strategy:

1. **Assess.** Communicate and consult with staff and volunteers to establish the context and assess the risks to children in our sporting environment.
2. **Plan.** Develop a Risk Management Plan to document the process of:
 - a. identification of hazards, and
 - b. analysis and evaluation of high risk activities.
3. **Action.** Document and implement corrective actions to treat risks:
 - a. avoid,
 - b. train,
 - c. control,
 - d. finance, or
 - e. transfer.
4. **Review.** Regularly monitor the environment and review the corrective actions to maintain a safe working environment.

Rex Wigney
Administrator

**QUEENSLAND TARGET SPORTS
ORGANISATIONAL CHART**



Low Risk - Operations which do not involve services to children



Medium Risk - Operations which may involve services to children

QUEENSLAND TARGET SPORTS RISK MANAGEMENT STRATEGY - CHILDREN

References:

Risk Management Guidelines, Companion to AS/NZS 4360:2004
 Playing It Safe, A Guide to Risk Management for Sport and Recreation Organisations, Office of Sport and Recreation Qld, Department of Emergency Services, 1998
 Safe Environments for Young People, Child Protection – Managing the Risks, Commission for Children and Young People and Child Guardian, 2006

Definitions

Hazard: *A potential source of harm*

Risk: *The chance of something happening that will have an impact on objectives.*

Regulated Activity: *Sport and recreation is a regulated activity under the Act, irrespective of whether the service or activity provided is for profit or not for profit.*

1. Assessment the Environment

Work Environment

- Shooting is a sport in which participants are highly regulated by law. Persons convicted of serious criminal offences or subject to Domestic Violence Orders are not eligible to hold a firearms licence or participate in shooting activities.
- Shooting and training activities are usually conducted outdoors by day and night on open ranges in groups which are closely supervised by experienced range officials. Paid and volunteer range officials appointed by QTS or clubs must hold a Firearms Licence under the Queensland Weapons Act 1990.
- Minors must be a minimum of 11 years of age to participate and there is a low participation rate by children under 18.
- Unlicensed minors must be supervised one on one by a licenced person.
- Children are most likely to attend shooting activities with an adult relative due to a perceived high level of risk associated with the use of firearms.
- Policy requires at least one adult, a Captain/Coach, to travel with teams.

Hazards

Environmental Hazards	Equipment Hazards	Human Hazards
Physical injury caused by:	Physical Injury caused by:	Physical, emotional, sexual harm or neglect caused by:
<ul style="list-style-type: none"> • Snake bites and spider stings • Extremes of hot and cold temperatures. • Slips and falls. 	<ul style="list-style-type: none"> • Firearms and projectiles. • Loud noises. 	<ul style="list-style-type: none"> • Unlawful behaviour including self harm

2. Plan to Identify and Analyse Risks

The following table will be applied to evaluate risks in the work environment, specifically child related activities, where human interaction with adults presents a risk of harm to the safety and wellbeing of children and young people.

Evaluation of Risk	Consequences of Risk		
	Catastrophic	Moderate	Minor or Insignificant
Almost Certain	IMMEDIATE ACTION Avoid, Train, Transfer	IMMEDIATE ACTION Avoid, Train, Transfer	HEIGHTENED ACTION Control
Likely or Possible	IMMEDIATE ACTION Avoid, Train, Transfer	HEIGHTENED ACTION Transfer, Control	BUSINESS AS USUAL Control
Unlikely or Rare	HEIGHTENED ACTION Transfer	BUSINESS AS USUAL Transfer, Control	BUSINESS AS USUAL Control

The table below identifies specific activities involving children conducted by the QTS and gives a quick assessment of the level of risk.

Level of Risk	High Risk	Medium Risk	Low Risk
Children	11-13 year olds	14-15 year olds	16-17 year olds
Setting	Accommodation Areas	Club House	Open Range
Activity	Overnight Accommodation Camping	Individual Shooting	Competition Shooting Club Shooting
Supervision	Little or no supervision	Occasional supervision	Constant supervision
Supervised by	Contractors Staff and Volunteers not issued with a Blue Card	Coaches/Instructors Casual Staff and Volunteers with a current Blue Card	Range Officers Regular Staff and Volunteers with a current Blue Card

3. Risk Management Action Plan

Risk treatment strategies are detailed in the Risk Management Action Plan below.

Activity /Risk/Staff	Risk Evaluation	Risk Treatment
<p>Range Operations</p> <ul style="list-style-type: none"> • <i>Unlawful behaviour</i> • <i>Firearms</i> • <i>Noise</i> • <i>Exposure</i> • <i>Bites/Stings</i> <p>Range Officers</p>	<p>Unlikely/ Moderate = Low</p>	<ul style="list-style-type: none"> • QTS to appoint adult Range Officers who are to hold a current Firearms Licence and a Blue Card • QTS to issue Range Standing Orders to Range Officers. • QTS to maintain Duty Statements for Range Officers. • Appointees are to provide a safety brief to firers. • Appointees to ensure ineligible persons, including children less than 11 years of age, are not permitted to use firearms. • Appointees to ensure that adequate and appropriate supervision is provided to children lawfully using firearms. • Appointees to ensure children use adequate hearing protection appropriately. • Appointees to ensure at least one First Aid qualified staff member is on site during shooting activities. • First Aid Kit is available during all activities. • QTS to maintain adequate and appropriate insurance.
<p>Coaching</p> <ul style="list-style-type: none"> • <i>Unlawful behaviour</i> • <i>Firearms</i> • <i>Noise</i> • <i>Exposure</i> • <i>Bites/Stings</i> <p>Coaches</p>	<p>Unlikely/ Moderate = Low</p>	<ul style="list-style-type: none"> • QTS to appoint adult Coaches who are to hold current Firearms Licence and a Blue Card. • QTS to maintain Duty Statements for Coaches. • QTS to issue Range Standing Orders to Coaches. • Appointees are to give a safety brief to new firers. • Appointees to ensure ineligible persons, including children less than 11 years of age, are not permitted to use firearms. • Appointees to ensure that adequate and appropriate supervision is provided to children lawfully using firearms. • Appointees to provide adequate and appropriate supervision of children in accommodation areas. • Appointees to ensure at least one First Aid qualified staff member is on site during shooting activities. • First Aid Kit is available during all activities. • Appointees to agree to a Code of Conduct. • Appointees to ensure children use adequate hearing protection appropriately. • QTS to maintain adequate and appropriate insurance.

Activity /Risk/Staff	Risk Evaluation	Risk Treatment
<p>State Teams</p> <ul style="list-style-type: none"> • Unlawful behaviour • Firearms • Noise • Exposure • Bites/Stings <p>Team Captain Coach Manager</p>	<p>Unlikely/ Moderate = Low</p>	<p>When members selected are under 18 years of age:</p> <ul style="list-style-type: none"> • QTS to appoint an adult Captain/Manager who is to hold a current Blue Card and Firearms Licence. • QTS to maintain a Duty Statement for the Captain/Manager. • QTS to issue Range Standing Orders to Appointees. • Appointees to ensure ineligible persons, including children less than 11 years of age, are not permitted use firearms. • Appointees to ensure that adequate and appropriate supervision is provided to children lawfully using firearms. • Appointees to ensure at least one First Aid qualified staff member is on site during shooting activities. • First Aid Kit is available during all activities. • Appointees to agree to the Team Members' Code of Behaviour. • Appointees to ensure children use adequate hearing protection appropriately. • Appointees to provide adequate and appropriate supervision of children in accommodation areas. • QTS to maintain adequate and appropriate insurance.

4. Recruitment, Training and Management Procedures for Staff and Volunteers

The Administrator is responsible to:

- Implement the Risk Management Action Plan:
 - Recruit, train and manage staff on behalf of QTS Management.
 - Issue duty statements for staff and volunteers.
 - Ensure identified staff and volunteers are screened and trained:
 - Coaches, and
 - Team Officials (where required).
 - Submit applications:
 - for Blue Cards for new staff and volunteers, and
 - for Authorisation to Confirm a Valid Blue Card for staff and volunteers who submitted a Blue Card application through another organisation.
 - Ensure identified staff and volunteers are issued with the code of conduct:
 - Coaches, and
 - Team Officials and Members – when children are selected in teams.
 - Maintain records and registers:
 - staff employment records,
 - Register of Blue Card applications and card holders, and
 - Incident Register – reports of near misses, suspicions, disclosures, incidents and police reports.
 - Ensure emergency management information is promulgated in the accommodation area – contact numbers, fire, ambulance, police.
 - Appoint a qualified First Aid Officer and provide First Aid training to identified staff;
 - Maintain adequate and appropriate insurance for QTS.
- Inform the Committee of breaches of the Risk Management Strategy.
- Report disclosures and suspicions of harm to Queensland Police.
- Review the Risk Management Strategy annually.

5. Employment Screening - Applying for a Blue Card

When a new employee or volunteer starts work, QTS must submit:

- a Blue Card Application Form, or
- an Authorisation to Confirm a valid Blue Card.

Working with children:

- A paid employee may commence work pending the outcome of a Blue Card application.
- A volunteer must hold a Blue Card before starting voluntary work.

Applications forms for Blue Cards are available at:

<https://www.bluecard.qld.gov.au/applications/applications.html>

6. Code of Conduct

QTS staff and volunteers working directly with children are to adhere to the QTS Code of Conduct which is adapted from the Australian Sports Commission Code of Conduct for Coaches. A copy is attached at annex A.

The Team Members' Code of Behaviour is at annex B.

7. Reporting Guidelines and Directions for Handling Disclosures and Suspicion of Harm

QTS will adopt the following procedures for managing disclosures and suspicion of harm:

- All disclosures and suspicions of harm are to be referred to the Administrator or President of QTS.
- If the children are part of an organised group, eg team or coaching activity, the adult supervisors are to be advised.
- Details are to be written up in Records of Conversation by the Administrator.
 - Adults are to sign the record of conversation.
 - Children making a disclosure are to be supported by an adult of the same gender as the child whilst their conversation is recorded.
- Reassurance is to be given that any individual under suspicion will be segregated from children.
- The Administrator or Adult Supervisor is to contact the parents or guardian of the child as soon as possible to advise them of the disclosure.
- If it is likely that an unlawful offence has occurred, the Qld Police are to be informed as soon as possible to conduct a formal investigation.
- If the Respondent is a staff member or volunteer:
They are to be informed of the substance of the complaint by the Administrator in the presence of a witness appointed by Management, not necessarily a member.
 - They are to be removed from any duties which require contact with children until investigation has been completed.
- The Administrator is to cooperate with a visiting organised body to conform to its own protocols.
- The Administrator is to brief QTS Management ASAP.

8. Policy for Managing Breaches of the Risk Management Strategy

QTS will adopt the following procedures for managing breaches of the Risk Management Strategy:

- If QTS receives a negative Blue Card notice:
 - The individual's club is to be provided with copy of the notice,
 - The individual is to be advised that they are not permitted to be involved in the following areas which involve or provide services to children:
 - Coaching, and
 - Teams.
- Any staff member or volunteer subject to investigation is to be removed from any duties which require contact with children until that investigation has been completed.
- An internal audit of procedures is to be conducted by a person appointed by QTS.
- The Risk Management Strategy is to be reviewed.

9. Risk Management Plans for High Risk Activities and Special Events

The Administrator is to determine when specific risk management plans need to be raised for any activities considered to be high risk.

10. Strategies for Communication and Support

Information Sheets on the requirements for Blue Cards are available at <https://www.bluecard.qld.gov.au/applications/applications.html>. Appropriate information is to be provided to new staff and appointees when being advised of the requirement to apply for a Blue Card.

This policy is to be promulgated to QTS clubs.

11. Review

The Risk Management Strategy is to be reviewed annually by the QTS Administrator.

Annexes:

- A: Code of Conduct
- B: Team Members' Code of Behaviour

QUEENSLAND TARGET SPORTS
CODE OF CONDUCT FOR INTERACTING WITH CHILDREN AND YOUNG PEOPLE
Adapted from the Australian Sports Commission Coach's Code of Ethics

1.	Respect the rights, dignity and worth of every human being.	Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.
2.	Ensure the athlete's time spent with you is a positive experience.	All athletes time spent with you is a positive experience.
3.	Treat each athlete as an individual.	Respect the talent, developmental stage and goals of each individual athlete. Help each athlete reach their full potential.
4.	Be fair, considerate and honest with athletes.	
5.	Be professional and accept responsibility for your actions.	Language, manner, punctuality, preparation and presentation should display high standards. Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your athletes to demonstrate the same qualities.
6.	Make a commitment to providing a quality service to your athletes.	Maintain or improve your current level of training and qualifications. Seek continual improvement through performance appraisal and ongoing coach education. Provide a training program which is planned and sequential. Maintain appropriate records.
7.	Operate within the rules and spirit of our sport.	The guidelines of QTS, TRA and international bodies governing our sport should be followed. Copies of rules and policies are available from the Administrator. Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Anti Doping Agency (ASADA).
8.	Any physical contact with athletes should be: <ul style="list-style-type: none"> • Appropriate to the situation. • Necessary for the athlete's skill development. 	
9.	Refrain from any form of personal abuse towards your athletes.	This includes verbal, physical, and emotional abuse. Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.
10.	Refrain from any form of harassment towards your athletes.	This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability. You should not only refrain from initiating a relationship with an athlete, but you should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
11.	Provide a safe environment for training and competition.	Ensure equipment and facilities meet safety standards. Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes.
12.	Show concern and caution towards sick and injured athletes.	Provide a modified training program where appropriate. Allow further participation in training and competition only when appropriate. Encourage athletes to seek medical advice when required. Maintain the same interest and support towards sick and injured athletes.
13.	Be a positive role model for your sport and athletes.	

QUEENSLAND TARGET SPORTS INC

TEAM MEMBERS' CODE OF BEHAVIOUR

As a member of the Queensland Target Sports Inc. Team, I will abide by the following conditions at all times:

1. Adhere to the ISSF and TRA Ltd Rules, as well as any specific competition rules and Conditions relative to particular competitions.
2. Participate as a member of the team, supporting and encouraging other team members.
3. Show respect to everyone, including team members and officials. Refrain from the use of foul language, gestures or behaviour.
4. Dress appropriately, and wear any team uniform that may be provided.
5. Have consideration towards others when using mobile phones or other electronic devices.
6. As a Senior member of the team or an official, minimise the amount of alcohol imbibed, or as a Junior abstain from alcohol completely.
7. When in shared accommodation. be considerate of others regarding use of the facilities, including at bed-time..
8. If there is an issue, speak to a team official, or the team captain.
9. Be punctual at all times.

Members Agreement to this Code of Behaviour:

I _____ have read and understood the above, and accept that if it is deemed that I have breached this code of behaviour, I may be removed from the competition, and/or sent home. I also accept that further disciplinary action may be considered by the Management Committee at a later date.

Signed: _____ Date _____

Parent/Guardian's Agreement to this Code of Behaviour:

I _____ support my son/daughter's Agreement to abide by the above, and accept the parental responsibilities that could result as a consequence of their behaviour if in breach of this Code of Behaviour.

Signed _____ Date _____