

## 1. STATEMENT OF COMMITMENT

***The Canine Control Council (Queensland) Ltd. trading as Dogs Queensland supports the rights of children and young people and is committed to providing a safe and supportive environment at all times, at all activities/events conducted by this organisation, ensuring their safety and well-being.***

***All activities whether they are conducted specifically by Dogs Queensland (via Committees) or by one of the fully affiliated Clubs are required to comply with the Code of Practice.***

***Dogs Queensland aims to promote a safe environment for all children and young people and to assist paid employees, volunteers, members, Club Officials and Judges to recognise harm and follow appropriate notification procedures when reporting.***

***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 well-being of children in our care.***

The purpose of Dogs Queensland’s Child and Youth Risk Management Plan is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks.

This would include among other strategies-

\*Blue Card Mandatory Requirements- all Junior Handler Judges  
all Junior Handler Committee Members  
all instructors at Junior Handler workshop events  
all paid employees / volunteers who assist at events  
which are child centred eg. excursions, camps

\*Blue Cards-strongly encouraged- all Judges, Show Managers, Stewards, paid employees, members and volunteers who attend Dogs Queensland sanctioned events, where children and young people are present.

\*Internal database of Blue Card holders, linked to Blue Card Services via the Organisational Portal.

\*Identification of Blue Card holders on the Judges list using a \* or tick (permission granted)

\*Recording systems for complaints

\*Appointment of an office staff member to manage the DQ Risk Management Strategy-including databases and complaints.

## 2. CODE OF CONDUCT (FOR PEOPLE INTERACTING WITH CHILDREN)

This code of conduct applies to-

\*Employees (permanent, temporary, casual)

\*Volunteers

- \*Consultants/Contractors
- \*BOD and Committee Members
- \*Children and young people
- \*Parents
- \*Visitors/Spectators
- \*Exhibitors

As children and young people are participants in approved Dogs Queensland events , we agree that-

### **Language**

We will use encouraging, positive words and tone when addressing children and young people.  
We will practise (use) honest and open communication with them.

### **Supervision**

All children will be adequately supervised at all times (by parents/guardians).  
Parental supervision is key to keeping children and young people safe.  
Children and young people should always be escorted to toilets (and other venues such as stall and venue holders as well as the canteen) with 'a buddy' trusted by the parent/caregiver and with their knowledge and permission.

### **Physical Contact**

It is not necessary for judges to make physical contact with children or young people in the ring.  
Congratulations can be verbal.  
Physical contact outside the ring is only to occur when appropriate or necessary eg. to avoid or assist with an injury or illness or at a workshop when demonstrating a skill or providing instruction.  
Any situations where physical contact is deemed necessary, it should occur in the company of a number of people in an outside, open environment and never one-on-one.

### **Bullying & Harrassment**

We will refrain from using any form of intimidation toward children and young people.  
We will not treat any child or young person in an unfair, unjust or discriminatory manner.  
We will raise concerns of bullying, cyber-bullying or harassment of children or young people to Dogs Queensland or a Club official. This must be documented on the Incident Form.

### **Photography/Social Media**

We will have parental permission, either verbal or written, to photograph or video any child or young person at any approved Dogs Queensland event. This would be included with membership renewal procedures.

We will have parental permission to photograph, either verbal or written, before publishing any photos or video of children or young people on Social Media.

(Parents are required to) supervise and monitor the Social Media activity of children and young people with regards to inappropriate relationships with older Dogs Queensland members (as well as online engagement in dog forums and personal pages).

Children or young people may be videoed or photographed at Dogs Queensland events as a standard part of the event by an appointed videographer or photographer. Consent must be sought from the parents before uploading to a Social media site.

As children and young people are participants in all approved Dogs Queensland events, not just child-centred events like Junior Handlers competitions etc, we agree that the following behaviours inflicted on, in the company of or directed at these children would be considered harmful and a breach of this Code of Conduct.

- \*use of swear words, derogatory terms, sexual jokes and innuendo
- \*use of violent and aggressive behaviours eg. Hitting, kicking, slapping, pushing
- \*kissing or touching of a sexual nature
- \*the excessive consumption of alcohol
- \*the consumption of illicit drugs
- \*private one-on-one indoor meetings without parental permission
- \*any behaviour which harms or would harm a child or young person

### **3.RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT.**

Dogs Queensland have made a decision that certain members of our organisation who would be dealing with children in child specific activities must have a Blue Card. This decision was based on advice from Blue Cards Services.

It would be highly recommended, however, that all employees and members have a Blue Card as children and young people participate in most Dogs Queensland events.

To be selected to perform certain roles and be part of certain Committees, a Blue Card would be mandatory. When members apply for the following positions, they cannot be considered without already having a Blue Card.

**Dogs Queensland will check the database to confirm eligibility.**

#### **Who requires a Blue Card ?**

- \*Junior Handlers judges who judge at Championship/Open /Specialty Shows- as the child is being judged not the dog.
- \*Junior Handler Committee Members-as the organisers of the Junior Handler State Final-a child specific activity.
- \*Junior Handler Trainers-as they conduct workshops specifically aimed at children and young people.

NB. Under 18 y.o. engaged by Dogs Queensland as volunteers to judge Junior Handler competitions or conduct training sessions would not be required to have a Blue Card.

#### **How to apply?**

Apply online at Blue Card Services-[www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Or Call 1800113611

This is free as a volunteer for Dogs Qld.

Judges are not paid employees of Dogs Queensland. Any money given to them is in the form of a reimbursement.

There is a suite of 'How to' videos available on the Blue Card Services website to help members to apply online.

The Blue Card is linked to the Canine Control Council (Queensland) Ltd. trading as Dogs Queensland through the Organisational Portal at Blue Card Services.

### Training

Training on the Risk Management Strategy will be required for all members who are required to have a Blue Card (as stated above) as it is their obligation to ensure the safety and well-being of children and young people.

It is strongly recommended that other members and employees of Dogs Queensland are able to participate in the training also.

The training can be conducted in person or by Zoom using a PowerPoint Presentation.

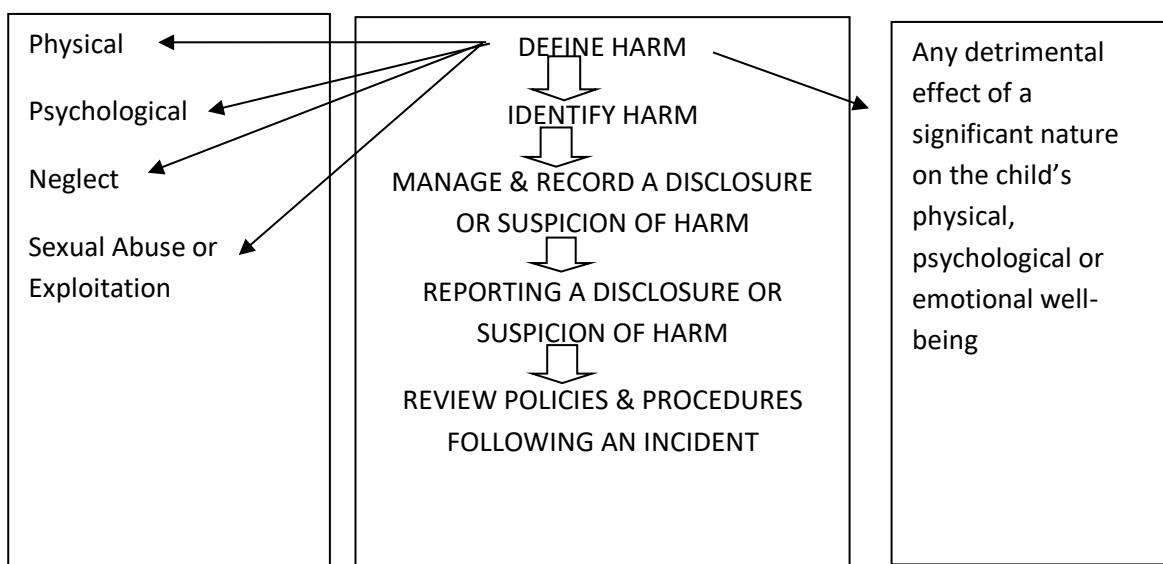
Dogs Queensland are required to keep a register of attendance for the training.

Training should occur when required-for new judges, committee members and trainers. Also, for members and employees of Dogs Queensland.

## 4. HANDLING DISCLOSURES OR SUSPICIONS OF HARM

Dogs Queensland is required to have a policy and procedure for the handling of disclosures or suspicions of harm.

Children and young people can only stay safe if incidents or concerns are dealt with quickly and effectively and ALL members are aware of their need to report.



Possible types of Abuse-applicable to Dogs Queensland Events.

TYPES	RESULTS
Physical-hitting, shaking, causing bruising, giving alcohol or illicit drugs	Bruising, Cuts, vomiting/seizures
Psychological/emotional-Rejection, yelling, insults, severe criticism, teasing, bullying, cyberbullying	Self-image issues, self-esteem issues, emotional issues like depression, self-harm, anxiety
Neglect-Insufficient parental supervision, provision of food and water	Physical or emotional harm
Sexual Abuse/Exploitation-Predatory grooming behaviours, Inappropriate sexualised touching, Inappropriate sexual language	Physical or emotional harm

### **Indicators**

It is important to be able to identify any signs of suspected harm.

eg. \*showing wariness and distrust in adults

\*low self-esteem

\*unexplained bruising or injuries

\*thoughts of self-harm

\*withdrawn or overly obedient

### **Reporting**

It is our ethical duty to report.

It is imperative that any disclosures by children or suspicions of harm occurring at Dogs Queensland sanctioned events be reported immediately to the office at Dogs Queensland, to a Board member or to a member of the Executive of the club holding the event where the harm occurred.

An Incident Report will be completed so the report is documented. See Appendix

All comments must be non-judgemental, accurate and factual.

The Incident Report will be dealt with by an appointed staff member in the Dogs Queensland office.

*The Incident will be directed to the most appropriate agency depending on the incident-*

1. *Dept of Children, Youth Justice and Multicultural Affairs-Ph 1800811810/AH 1800177135*

*OR*

2. *Qld Police Service-Police Link 131444-if you think a crime has occurred or will occur against a child.*

### **IMPORTANT TO NOTE**

From 5 July 2021 new laws under the Criminal Code Act 1899 make it an offence for ANY ADULT not to report to Police, sexual offending against a child by another adult.

### **Disclosures of Harm**

Should a child at a Dogs Queensland event want to disclose any form of harm-

\*remain calm

\*no secrets

\*listen attentively, actively and non-judgementally

\*quiet place

\*record the child's own words

\*document clearly and accurately

\*no mediation

\*follow Dogs Queensland reporting process

### Suspicious of Harm

- \*remain alert to warning signs and indicators
- \*pay close attention to changes in behaviour, ideas, feelings and words.
- \*assure the child, listen and believe
- \*follow Dogs Queensland reporting process.

## 5. MANAGING BREACHES OF THE RISK MANAGEMENT STRATEGY

A breach is any action or inaction, by any member of Dogs Queensland or visitor including children and young people, that fails to comply with any part of the strategy.

Breaches are reported to the General Manager of Dogs Queensland or to the appointed staff member.

Breaches of the Risk Management Strategy will be addressed using the existing Policy for breaches of the Code of Conduct, Rules or other policies.

**This table may be used as a guide for those sitting on a Breaches Panel.**

MINOR	MODERATE	MAJOR	EXTREME
-not updating blue card details with Dogs Queensland	-swearing at a child -speaking in a derogatory manner to a child -Teasing/belittling a child -Insufficient parental supervision leading to behaviours, injury, or illness	-telling sexual jokes to a child -yelling insults or criticism at a child -bullying/intimidating a child -cyber-bullying a child -photographing children without parental permission -publishing photos of children on Social Media without parental permission	-excessive physical behaviours on a child- hitting, slapping, kicking, pushing -kissing or touching (of sexual nature) a child -giving alcohol or illicit drugs to a child

### **Possible Consequences**

MINOR	MODERATE	MAJOR	EXTREME
-Acknowledge behaviour is inconsistent with behaviour -Reminder to all about RMS emphasising Code of Conduct	-Document-Incident Report -Formal Written warning-1 <sup>st</sup> offence -Breaches Panel-2 <sup>nd</sup> offence	-Support provided to all	-Support provided to all -Refer to outside agency

### Recording Breaches

The breach must be recorded on the Incident Report and the outcome will be recorded for all incidents. This information is to be stored in a secure location so that confidentiality is maintained for the children and young people.

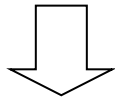
## 6. HIGH RISK ACTIVITIES AND SPECIAL EVENTS

When planning and conducting any Special Event or High-Risk Event specially aimed at children or young people, a process must be followed.

Forward planning will lead to less risk of harm.

Activities like the Junior Handler Final, Workshop events, Excursions, Camps etc would be considered under this heading.

### Complete a High Risk/Special Event Risk Management Plan (see Appendix)



Describe the activity  
Identify the risks  
Analyse the risks  
Evaluate the risks  
Manage the risks and reassess  
Review

To analyse and evaluate the risk, a Risk Analysis Matrix is used. See Appendix

The Risk Management Plan is to be completed and presented to the organising committee prior to the event so approval is gained. After the event the committee will review the controls and responsibilities and record comments which would be useful for future planning.

\*\*Activities that fall into Extreme or Major categories would need further consideration as to whether the event should proceed. Permission from the BOD would be required.

## 7. COMPLIANCE WITH THE REQUIREMENTS OF THE BLUE CARD SYSTEM

Dogs Qld have made it a requirement that-

- \*all Junior Handler Judges
  - \*all members of the Junior Handler Committee
  - \*all trainers who conduct Junior Handler Workshops
  - \*all volunteers who assist in conducting and participating in child specific activities
- have a Blue Card or an Exemption Card.

The Dogs Queensland Office will be responsible for managing the Blue Cards and exemption Cards with the organisation.

They will confirm the identity of the cardholder and link them to the Canine Control Council (Queensland) Ltd trading as Dogs Queensland using the Organisational Portal on the Blue Card Services web page.

This must be completed prior to any person being engaged in the above committees, Judges panel or roles.

A register must be maintained for any paid employees or volunteers who are involved in child related activities within Dogs Queensland.

In addition, Dogs Queensland should maintain a written record of all employees which include-

Whether or not the person requires a blue card/exemption card  
(if not, why not eg. exemption under the Act)  
Type of card (paid/volunteer) or exemption card  
Date DQ confirmed the validity of the persons card  
Date DQ linked the cardholder  
Card number and expiry date  
Renewal date

} Sample  
in  
Appendix

Any other appropriate and confidential records relating to negative notices, change of status, employees leaving, change of personal details and the date they informed Blue Card Services must be kept.

All the above will be performed using the Organisational Portal through Blue Card Services.  
Dogs Queensland must comply with all obligations under “Working with Children (Risk Management and Screening) Act 2000

## 8.COMMUNICATION AND SUPPORT

All employees, members and volunteers must be made aware of the Risk Management Strategy.

They must know and understand the information contained within and where to access a copy.

Everyone must be aware of their responsibilities and understand what is acceptable behaviour when interacting with children.

They must also be aware of the process for addressing issues of concern, disclosures and suspicions of harm.

The implementation of Dogs Queensland’s Risk Management Strategy will reduce the likelihood of harm to children and young people attending approved Dogs Queensland events.



**Suggested plan for Implementation-**

**DRAFT PLAN**



**PRESENTATION TO BOARD**

**For input, changes and modifications**



**PRESENTATION TO MEMBERS**

**For input, changes and modifications**



**REWRITTEN PLAN**



**APPROVAL BY BOD JANUARY 2023**



**PUBLISH FINAL 2023 R.M.P**



**YEARLY REVIEW**