

1. Statement of Commitment

The Junction Clubhouse Cairns Ltd. ("The Junction") is committed to ensuring the safety and wellbeing of children and young people. The Junction has zero tolerance of child abuse, and all allegations of child abuse, violence, neglect, exploitation and/or discrimination will be treated seriously, and assertively responded to, as per our policies and procedures. In line with our legal and moral obligations to children and young people, The Junction responds to observations, suspicions, and allegations of such treatment according to best practice, legislative and regulatory requirements and provisions of service and other agreements with funding bodies and other partners.

The Junction Board oversees the care and diligence employed to manage risk through regular reports on incidents and other matters of relevance.

Related documents	
Related policies and procedures, how-to task lists, forms, registers or other organisational documents of The Junction	<ul style="list-style-type: none"> • Risk Assessment Form • Risk Management Policy • Risk Register
Legislation or other requirements	<ul style="list-style-type: none"> • Child Protection Act 1999 • Working with Children (Risk Management and Screening) Act 2000 • Working with Children (Risk Management and Screening) Regulation 2011 • Child and Youth Risk Management Strategy - Toolkit

1.1 Purpose

The Child and Youth Risk Management Strategy (the Strategy) outlines the elements, documentation and processes The Junction relies on to manage risk of harm to children and young people within its operations.

1.2 Review

The Strategy is subject to review bi-annually and will be reviewed more frequently depending on triggers such as legislative and regulatory changes, licencing conditions, and internal process changes.

2. Code of Conduct

The Junction's Code of Conduct requires all paid and unpaid employees, members, contractors, visitors and volunteers to observe at all times the standard of behaviours expected when working with (or visiting) The Junction. Directors and staff are required to acknowledge and sign the Code of Conduct on acceptance of employment and should review it at least annually.

2.1 Recruitment, selection, training & management

The Junction recruits, appoints and inducts staff according to organisational policies, best practice, legislative and regulatory requirements. References are checked and documented. Reasons for selection are documented, and all staff must hold a Disability Worker Screening Card (*yellow card*) prior to appointment. All (paid, unpaid and contractor) staff employed in the NDIS Program must hold a Working with Children Check (*blue card*) prior to appointment.

3. Prevention & response to harm

The Junction has in place policies and procedures for identifying, responding and reporting observations, disclosures or suspicions of harm. These processes support a culture of reporting free from retribution and their implementation respects and safeguards the rights, dignity and needs of children, young people, members, participants and other vulnerable persons.

Staff who believe a child is at immediate risk of abuse must phone 000.

4. Handling disclosures or suspicions 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 need protection after they are born.

Staff, contractors, and volunteers must document how they receive and manage a disclosure of harm from a child or young person. Organisational policies for reporting harm are to be followed at all times, with consideration given to reporting concerns to the Queensland Police and/or Child Safety where children and young people are involved.

Please refer to the below The Junction Clubhouse policies for further information on handling disclosures or suspicions of harm:

JQS.P4.3 Preventing and Responding to Harm, Abuse, Neglect and Exploitation

JQS.P1.17 Incident Management

5. Management of Breaches of the Strategy

All paid and unpaid staff, contractors and Directors of The Junction Clubhouse must comply with all aspects of this policy. Any action or inaction that fails to comply with any part of this policy, and/or that results or could result in harm to a child or young person, will be considered a breach of this policy.

Breaches will be documented, reported, investigated, and managed according to Incident Management procedures. Staff found to have breached the policy will be subject to disciplinary action.

6. Risk Management Planning for high-risk activities

The Junction Clubhouse recognises that some activities and circumstances pose a higher risk to the safety of children and young people than others. As a company focused on the recovery of adult members in the community, risks to children and young people related to The Junction Clubhouse are limited and unlikely. The Board oversees the care and diligence employed to manage risk to children during all activities, and staff, volunteers, visitors, and contractors must always adhere to risk identification, planning, and procedures to appropriately manage risk of all types and severity. Where the development of a high-risk activity management plan is indicated, the JQS.P1.10 Risk Management Policy will be followed.

7. Compliance with the Blue Card system

The Junction Clubhouse complies with conditions of the Blue Card system.

Organisational policy specifies that all NDIS Program staff, volunteers and Directors are required to hold and maintain a valid Blue Card prior to appointment to The Junction Clubhouse Cairns Ltd.

8. Communication and Support

The Junction Clubhouse has strategies for communication of risk management and support. These strategies include:

- Written information for participants, staff, visitors, volunteers, and contractors which includes details of this Policy and where it can be accessed, and
- Training materials for staff, contractors and volunteers which help identify risk of harm and how to handle disclosures or suspicions of harm

The Policy is communicated to through the following means:

- To existing staff, volunteers, and contractors via upload to the employee-access portion of the organisational website; and
- To new staff, volunteers, and contractors during induction

The Junction Clubhouse Cairns Ltd (The Junction) – Child and Youth Risk Management Policy		
Document number: JQS.P6.7 v1	Authorised by: The Director	Date adopted: 31/03/2023
Date last reviewed: 06/04/2023	Reviewed by: Quality Review Panel	Date of next review: 06/04/2025