

# Brisbane Institute of Art

## Child and Youth Risk Management Strategy

### Purpose

The Brisbane Institute of Art (BIA) Child and Youth Risk Management Strategy (Strategy);

- Provides practical information and guidance concerning the risk mitigation strategies employed by BIA to deliver safe and supportive creative environments for children and young people. The strategy applies to all BIA staff, unless specifically stated otherwise, and to any person involved in the organisation including children and their carers.
- Addresses the eight matters as required by the Working with Children (Risk Management and Screening) Act 2000, as listed below;

### 1. Statement of Commitment

Brisbane Institute of Art is committed to providing safe and supportive environments where children and young people can develop creative art literacy skills and enhance their social, emotional and physical wellbeing.

In our programs, children and young people are given agency to challenge themselves and support each other to improve themselves in a safe environment.

At Brisbane Institute of Art, we value safety, and we are committed to managing risk at all levels, especially for young and vulnerable peoples.

Our staff will deal with any breaches in a timely manner.

In order to ensure children and young people are kept safe from harm, we conduct our children and youth art program in accordance with the following risk management strategies:

- Ensure all staff and volunteers are unaffected by the use of substances which may compromise the appropriate supervision of children at all times;
- Gain consent from parents or carers before photographing or videoing any child;
- Gain consent from parents or carers before communicating by telephone or email with any child (relevant to school-aged children);
- Not support bullying or harassment by anyone to anyone including amongst children;
- Ensure that no visitors or outsiders have unsupervised contact with the children at BIA (The Responsible Person will be aware of all visitors inclusive of trades persons and community members and advise staff accordingly to strategies supporting supervision for the context); and
- Notify parents/carers if BIA is unable to conduct activities with your child/children for whatever the reason.

## 2. Code of Conduct for Interaction with Children and Young People

BIA staff interact with children and young people in a fair, considerate and honest manner, act with integrity and ensure their behaviour is always professional. All conduct and behaviour is in accordance with the following Code of Conduct;

### Individual's Responsibilities

Individuals bound by this policy must;

- Make themselves aware of the contents of this policy and procedures.
- Comply with all relevant provisions of the policy and procedure, including the behavioural 'Code of Conduct' and the steps for making a complaint or reporting possible child abuse set out in this policy and procedure
- Consent to the screening requirements set out in this policy and procedure, and any state/territory Working with Children Checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18 or where otherwise required by law.
- Place the safety and welfare of children above other considerations.
- Be accountable for their behaviour, and;
- Comply with any decisions and/or disciplinary measures imposed under this policy and procedure.

### BIA's Code of Conduct For Interacting with Children and Young People

BIA's *Code of Conduct For Interacting with Children and Young People*, provides clear 'behavioural' expectations for all adults when interacting with children and young people. This code has been developed to ensure children and young people under the supervision/direction of BIA are always kept safe and protected from harm. It is paramount that BIA and those bound by this policy and procedure, establish, build and continue to maintain positive relationships with children and young people, by adhering to BIA's *Child and Youth Risk Management Strategy*. BIA's *Code of Behaviour For Interacting with Children and Young People* applies to any person who is bound by BIA's *Child and Youth Risk Management Strategy*.

## BIA's Code of Behaviour For Interacting with Children and Young People

Type of Behaviour	Appropriate	Inappropriate
Physical contact	<ul style="list-style-type: none"> <li>- Understanding and respecting a child or young persons 'personal space'</li> <li>- Targeted physical contact due to a medical emergency</li> <li>- Targeted physical contact to protect a child or young person from a danger, physical harm or injury</li> <li>- Targeted (non-threatening) physical contact specifically to correct technique</li> <li>- Clear communication with a child or young person, outlining the reason and method of physical contact prior to making physical contact.</li> </ul>	<ul style="list-style-type: none"> <li>- Any form of aggressive or violent behaviour or actions toward (or in the presence of) a child or young person. Examples include hitting, kicking, striking, pinching, hair pulling, slapping, pushing, biting, choking.</li> <li>- Any form of touching/kissing of a sexual nature including all intimate acts. Examples include any sexual act on a child or young person, any sexual act in the presence of a child or young person.</li> <li>- Any form of contact with an intimate part of a child or young person's body including genitals, buttock or breast area.</li> <li>- Any form of direct physical contact that is not due to a medical emergency or to protect the child or young person from physical harm</li> <li>- No communication with the child or young person prior to having to make targeted physical contact due to one of the above reasons.</li> </ul>
Language	<ul style="list-style-type: none"> <li>- Always providing encouraging and positive words / reinforcement</li> <li>- Honest and open communication</li> <li>- Using a calm and pleasant tone when communicating</li> <li>- Offering open and constructive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>- Ridicule, criticism, insults, sexual innuendoes and/or hazing.</li> <li>- Any form of verbal intimidation, bullying, swearing or use of excessive tone.</li> </ul>

Relationships	<ul style="list-style-type: none"> <li>- Positive role model/mentor</li> <li>- Building relationships that are built on respect and trust</li> <li>- Empowering children and young people to contribute to, and share in decision making</li> <li>- Be accompanied by a second adult when isolated with a child and/or young person.</li> </ul>	<ul style="list-style-type: none"> <li>- Non-inclusive approach, favouritism or bias.</li> <li>- Avoid being alone with a child or young person whenever possible.</li> <li>- Any form of grooming, propositioning, sexual assault or sexual abuse of a child or young person.</li> <li>- Any form of sexual harassment or inappropriate comments of a sexual nature whether directed to a child or young person or in their presence.</li> <li>- Questioning or discussing sexual preference, experience or knowledge with a child or young person.</li> <li>- Bullying, either verbal or physical</li> <li>- Building relationships built on fear and/or any use of intimidation.</li> </ul>
Supervision of Children	<ul style="list-style-type: none"> <li>- If a child or young person approaches a BIA employee and wishes to talk to the BIA employee privately about a matter, the employee should endeavour to immediately address the situation in an open area and in the sight of other adults (e.g. BIA employees, parents/guardians).</li> </ul>	<ul style="list-style-type: none"> <li>- BIA employees should not be alone with children and young people whenever possible.</li> <li>- Entering a bathroom, without reasonable grounds. Examples of reasonable grounds include an emergency or injury involving a child or young person.</li> </ul>
One-on-one contact with a Child or Young Person	<ul style="list-style-type: none"> <li>- Only when approved and for work related purposes.</li> </ul>	<ul style="list-style-type: none"> <li>- Socialising with a child or young person outside of the workplace or inviting them to do so (e.g. an invitation to attend your home).</li> </ul>
Transport of Children and Young People	<ul style="list-style-type: none"> <li>- All children and young people should have their own transportation to and from classes, workshops and events, unless approval (written or verbal) is provided from parents/guardians.</li> </ul>	<ul style="list-style-type: none"> <li>- Any transporting of a child or young person without approval from management.</li> <li>- Any travel with a child or young person where the parent/guardian has not approved either in writing or verbally.</li> </ul>

Use of electronic devices and carriage services including email, sms, social media and/or internet platforms	<ul style="list-style-type: none"> <li>- Use of internet/mobile phone for work related purposes only</li> <li>- Any electronic contact with a child or young person being transparent and via platforms that are approved by BIA Management</li> </ul>	<ul style="list-style-type: none"> <li>- Any form of inappropriate use of electronic devices and/or social media platforms.</li> <li>- Taking photographs of a child or young person that are inappropriate, covert, and/or without their consent.</li> <li>- Any use of any camera device in a bathroom,</li> <li>- Contacting a child or young person via email or phone, for non-work related matters.</li> <li>- Contacting a child or young person via social media for non-work related matters.</li> </ul>
Other	-	<ul style="list-style-type: none"> <li>- Smoking and/or the consumption of alcohol or illegal drugs is prohibited on BIA premises.</li> <li>- Inappropriate clothing whilst performing work related duties.</li> </ul>

Our staff and management:

- Acknowledges children as active and competent learners;
- Creates a safe, welcoming and stimulating learning environment to encourage thoughtful creativity;
- Promotes communication and problem solving skills, together with social learning and awareness, and capacity to express and acknowledge feelings;
- Fosters mutual respect between staff and volunteers and children regardless of cultural identity and cultural practices/behavior;
- Understands children and young people, their ages, stages of development, special circumstances, special needs;
- Uses language that is age/stage appropriate, clear, non-threatening and non- sexual; Language which is not appropriate includes that which is demeaning, derogative and viewed as bullying.
- Uses physical contact only in the circumstance where it is completely necessary during the course of BIA-related art activities and where permission from the child and the child's parent/carer has been gained in that instance (examples of necessary physical contact include when modelling a skill such as cutting with scissors, the administration of first aid, comforting the child, in situations of supporting behavior of children where the child's actions are an immediate safety risk to themselves or others). Inappropriate physical contact includes violent or aggressive behaviours such as hitting, kicking, slapping or pushing, kissing or touching of a sexual nature.;
- Listens to a child or young person's opinions/concerns;
- Listens to parent/child suggestions, feedback and complaints; and
- Uses behavior guidance practices that are not punitive, humiliating or aggressive.
- Ensure that children are actively and adequately supervised at all times whilst maintaining

privacy for children and young people. As school aged children they access the bathroom independently, expectations of behavior in the bathroom discussed with children and staff are able to enter the bathroom area through verbal announcement when necessary in supporting wellbeing and safety of a child.

- Ensure that children's basic needs for accessing drinking water, food or respite are always met.
- Maintain current knowledge and professional development in relation to the organisations Interactions with Children Policy.
- Will communicate with other staff should there be a circumstance where a child and staff member are having one-on-one contact, as far as possible this contact should occur in an area where the staff member and child are visible to others.

Children attending art classes are expected to demonstrate:

- A willingness to engage in the learning process, listen and receive instructions;
- Respect for other children, young people and people who may be waiting;
- Safe and age-appropriate responsible behaviour at all times inclusive of language.

Parents and carers should:

- Feel welcome to stay and observe our program;
- Raise any issues or concerns with the Responsible Person, Nominated Supervisor or Management Committee;
- Drop off and pick up of child/children in a timely fashion, leaving the child/children in the care of BIA only for the time allocated;
- Receive feedback regarding their child's/children's progress;
- Provide the necessary resources/materials relevant to the activity as requested;
- Alert the Responsible Person, Nominated Supervisor or Management Committee to any concerns as soon as they arise when possible;
- Give constructive feedback on our services policies and procedures;
- Conduct themselves in a suitable way in relation to communication and interactions with children, staff, visitors and other parents such that cultural diversity is valued and respected and behavior and language is not bullying, discriminatory or sexual in nature.

Volunteers and Visitors including Tradespeople and Contractors should:

- Conduct themselves in a professional and appropriate manner at all times, particularly in relation to their behavior and language if their attendance at the service involves interaction with children.
- Follow the policies and procedures of the service and direction from staff or Management Committee.
- Ensure that an environment which supports the safety and wellbeing of children, young people, staff, students, volunteer, parents and any other stakeholder is maintained at all times.

The Responsible Person, Nominated Supervisor and Management Committee have the right to:

- Cease the art program with a family whose child or young person is consistently non-compliant or obstructive;
- Raise any concerns with parent and/or child (as appropriate);
- Expect that parents make concerns known to us as soon as they arise so that a resolution can occur as quickly as possible;
- Allow only a parent, guardian or other nominated person to pick up a child from the BIA;
- Report disclosures and suspicions of harm, as detailed in The Brisbane Institute of Art Child and Youth Risk Management Strategy.

Children and young people have the right to:

- Be listened to and feel safe;
- Be involved in decisions that affect them;
- Have their cultural values respected;
- Have their best interests considered;
- Be respected and understood;
- Be free from harassment, bullying or abuse of any kind; and
- Ask if they don't understand.

Parents and carers have the right to:

- Receive feedback on their child/children's involvement in the art program;
- Ask questions or raise concerns about our program and activities or their child/children's involvement;
- Make complaints as per procedures in this Strategy; and
- Stay and observe our program and activities with their child.

### 3. Recruitment, Selection, Training and Management of BIA staff

All BIA staff interacting with children are screened, accredited, trained, informed and managed to safeguard the wellbeing of children and young people.

Our Service requires the Nominated Supervisor to manage the behaviour of staff and be responsible for assessing their need for ongoing training.

In the event that BIA needs to engage volunteers or staff to assist with particular activities, our Nominated Supervisor/ Responsible Person or Executive Committee assesses their suitability and ensures they are made aware of their obligations under this Child and Youth Risk Management Strategy.

#### Recruitment and Selection

- Recruitment process reflects BIA's commitment to child safety in job advertising and in relevant job descriptions. This commitment demonstrates to all prospective staff that the safety and well-being of children is a high priority.
- Identify positions (paid & voluntary) that involve working with people under the age of 18 years.
- Check a person's referees (verbal & written) and interview a person about his/her suitability for the role and his/her suitability for working with children.
- Ask people applying for a position/role, that involves regular contact with people under 18 years of age, to comply with Blue Card requirements.
- BIA Manager must sight the applicant's identification documents specified on the application form.
- Paid employees can begin or continue employment while waiting for the outcome of their Blue Card application.

If a negative notice is issued at any time, the Manager will:

- In the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly with people under 18 years of age. If this is not possible, then seek legal advice before beginning the process to terminate the appointment
- In the case of a person applying for a position/role, not appoint them
- All persons employed or contracted by BIA to conduct children's art classes must hold a blue card or exemption card.

## Induction and Training

All BIA tutors conducting children's art classes ;

- Must undertake a workplace induction training and annual refresher training, including familiarisation with Code of Conduct, and BIA Child and Youth Risk Management Training
- All new employee and volunteer positions will include a probationary period

## Management

All BIA tutors conducting children's art classes ;

- Are managed according to this Child and Youth Risk Management Strategy.

## 4. Handling Disclosures or Suspicion of and Actual Harm, Including Reporting Guidelines

BIA is committed to supporting all children and young people who make disclosures or complaints. However, as BIA does not have any powers to act as a law enforcement agency, tribunal, court or child protection agency, it is not able to conduct thorough investigations or decide as to the substance of an allegation or a complaint of a serious or criminal nature.

Any investigation or decision-making function relating to allegations of a serious or criminal nature involving children and young people will be referred to the relevant law enforcement (i.e. Queensland Police Service) or child protection agency (i.e. Department of Child Safety, Youth and Women). BIA will then take any appropriate steps to mitigate the risk to children until the relevant agency is able to provide further advice as to the substance of the allegations and the necessary actions that BIA must take to protect children. The protection of children is paramount when an allegation of serious harm and/or criminal offence is made.

## Process

This section sets out the process for managing suspicions and/or disclosures of child abuse or harm.

## Reasonable grounds to suspect harm

BIA employee/contractors may have 'reasonable grounds' to suspect harm if:

- A child or young person informs BIA employee/contractors that they have been harmed
- Someone else, for example, another child or young person, a parent, or a staff member, tells BIA employees/contractors that harm has occurred or is likely to occur
- A child or young person informs BIA employees/contractors they know someone who has



been harmed. It is possible the child may be referring to themselves

- BIA employees/contractors are concerned at significant changes in the behaviour of a child or young person, or the presence of new unexplained and suspicious injuries, and/or
- BIA employees/contractors witness the harm occurring. If this is the case, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance on 000.

## Examples of a disclosure of harm

A disclosure of harm may sound like:

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

## Responding to a suspicion and/or disclosure of harm

All incidents or disclosures of harm or suspicions of harm are to be taken seriously and actioned immediately, regardless of whom perpetrated the harm, in an efficient and effective way.

BIA employees/contractors should:

- Not react in a shocked or in a critical way or with disbelief to a disclosure;
- Find a private place to talk to ensure confidentiality (preferably in sight of another adult and not in a closed office) and to make the child or young person making the disclosure more comfortable and less concerned;
- Not give an assurance to the child or young person that the information provided will be kept secret. BIA employees/contractors are encouraged to advise the child or young person that they have done the right thing in making the disclosure, but the disclosure must be reported so that someone can help keep them safe;
- Not attempt to conduct their own investigation or mediate an outcome between the parties;
- Only ask enough questions to confirm the need to report the matter. BIA employees /contractors should avoid asking probing questions as this could cause distress, confusion and interfere with any later enquiries. For instance, BIA employees/contractors should ask non-leading questions such as “What happened then?” or “Can you tell me about that?”, as opposed to leading questions such as “Did X touch you?”;
- Act on the basis that the information the person is providing is true;
- Ensure the child or young person in question is safe;
- Maintain the safety of other children and young people;
- Take file notes of the conversation as per the next section of this guideline; and
- Inform the BIA General Manager as soon as possible.

Any disclosure of harm is important and must be acted upon, regardless of whether the harm to a child or young person has been caused by a person from, within or outside the organisation.

## Documenting disclosure suspicion and/or disclosure of harm

BIA employees/contractors must immediately document a disclosure/suspicion of harm, preferably using the Confidential Record of Child Abuse Allegation (see **ATTACHMENT B**). If the record is not readily available, the BIA employee/contractor must take comprehensive notes, recording the following information:

- Date and time that record is made;
- The name, age and address of child or young person;
- Time, date and location of incident;
- The name of any other adult present during the conversation;
- The complainant (if not the child or young person);
- Who is present (i.e. the complainant, receiver of the complaint and any other person);
- Reason for suspecting abuse or harm (for example observation, injury, information);

Exactly what the person disclosing said, using “I said..”, “they said..”;

- The questions asked by the BIA employee/contractor;
- Any comments the BIA employee/contractor made; and
- The actions the employee/contractor took following disclosure, including arrangements for the immediate protection of the child or young person.

The BIA employee/contractor must complete the Confidential Record of Child Abuse Allegation (Attachment A) as soon as possible within 5 days of being aware of the incident and attach their notes to the document.

## Reporting Disclosure/Suspicion of Harm

BIA employees/contractors must immediately contact the BIA General Manager who will report the suspicion/disclosure to the relevant agency, i.e. the Queensland Police Service and Department of Child Safety, Youth and Women.

Where the person alleged to have committed the harm to a child is a BIA employee, please follow the process outlined above.

## Reporting Actual Harm

Where a BIA employee/contractor observes actual harm towards a child or young person, the employee/contractor must intervene immediately, provided it is safe to do so, and as soon as possible inform the police. If it is unsafe to intervene, immediately call the police on 000.

As soon as possible, the employee/contractor must notify their supervisor or manager who will alert the General Manager. BIA employees and contractors are to be familiar with and regularly refer to the Reporting Harm to a Child or Young Person procedure set out above.

## Complaint made relating to harm to a child

A complaint relating to harm to a child made in person would be treated as a disclosure and the process outlined above would be followed.

## Confidentiality

All BIA employees and contractors must adhere to the guidelines specified below regarding confidentiality associated with concerns or complaints regarding a child or young person.

Complainants, respondents and managers/supervisors are to keep diary notes relating to incidents, along with any other documentation relating to the matter stored securely and confidentially at all times.

The matter must only be discussed with other persons who are able to provide support or advice about a specific process.

## 5. Managing Breaches of the Strategy

A breach is any action or inaction by any BIA staff member that fails to comply with any part of this Strategy and may be considered and treated in terms of an allegation or suspicion of harm where the breach results in significant harm to a child or young person. Examples include; failure to report a suspicion of harm to a child or entering a bathroom facility for personal use that has been designated for child use only.

BIA is committed to ensuring potential breaches are appropriately reported and dealt with in a fair, unbiased and professional manner. All alleged breaches and breaches are managed in accordance with the BIA Child and Youth Risk Management Guideline.

## 6. High Risk Activities and Special Events

BIA does not offer activities to children and young people that can be perceived as high-risk activities.

BIA activities that fall outside of standard work practices, considered special events, are approved by BIA management, and comply with the relevant Australian / industry standards.

## 7. Compliance with requirements of the Blue Card System

To ensure compliance with the Blue Card System, specifically Blue Card screening and blue card register requirements, BIA adhere to;

- Employment Screening .
- BIA Blue Card Screening Guideline.

he Service must ensure that the service complies with the legislative requirements under the blue card system. This also demonstrates to stakeholders that the Service is committed to maintaining a safe and supportive environment for children and young people.

### Currency of blue card

BIA maintains a blue card register and our Nominated Supervisor, working with the Management Committee, ensures that the blue cards for all staff and volunteers are valid. Our Administration Assistant is the contact person for Blue Card Services for our Service.

All staff, volunteers, Executive Committee Members, General committee members who engage in work at BIA during program hours will be required to hold positive notice Blue Cards or Exemption Cards.

Staff are responsible for submitting a renewal to the Blue Card Services at least 30 days prior to their blue card expiring.

At the initial application stage, BIA will:

- Advise applicant to apply using the online service. Paper copies are available if unable to apply online.
- If applying using paper form:
- notify all applicants that by signing the application form they are consenting to the screening process under the Act
- be able to certify that the 'contact person' has sighted documents to confirm an employee's identity as prescribed under the Act
- carefully check through the application form to ensure all sections have been appropriately completed.
- The nominated person at BIA will check the card holder's ID and link them to the Organisation.

## Reporting requirements

Our management committee and Nominated Supervisor or Administration will advise the Blue Card Services if :

- There is a change of business address for BIA; or
- New staff are being employed or rostered to assist with activities or special events.

BIA ensures all blue card screening requirements are complied with as outlined on the BlueCard Services website ([www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)).

BIA undertakes to Link an Applicant / Cardholder to this Organisation using the Blue Card Portal to check the validity of a prospective employee's card.

Our Service updates the Blue Card Portal if an applicant or card holder stops working for our service or if the contact person for our service changes.

Our Service reminds all staff of the requirement to notify blue card services if their residential address changes, name changes or their contact details change.

## 8. Communication and Support

The following methods are employed to communicate the Strategy and provide support to all relevant BIA stakeholders;

### Communication

- An electronic copy of the Strategy can be accessed via the BIA website and hard copies made available upon request.
- An electronic copy and hard copies of the BIA Child and Youth Risk Management Guideline and reporting forms can be made available upon request.
- BIA staff working with children are;
  - Advised during recruitment/engagement process of the requirement to undertake employment screening
  - Required to read and successfully complete training in the BIA Child and Youth Risk Management Strategy as part of the workplace induction, and participate in refresher training as required

- Afforded the opportunity, and encouraged, to raise and discuss child and youth related issues with management.
- Consulted during the review of the Strategy.

## Support

- BIA staff requiring further support in interpreting or applying the Strategy are directed to contact their manager.
- All other stakeholders impacted by the Strategy requiring further support in interpreting or applying the Strategy are to direct queries to the following email: [peter@brisart.org](mailto:peter@brisart.org)
- Staff, volunteers and Management Committee may require support to deal with issues such as behaviour management, stress, conflict, bullying, child protection concerns, breaching of the risk management strategy and dealing with disclosures or suspicions of harm. Support is available at the service through nominating a staff member to provide support, coaching, additional training or accessing an Employee Assistance Program.

## Attachment A: Risk register, risk analysis matrix and legend

<b>Risk Register</b>				
<b>Risk</b>	<b>Likelihood</b>	<b>Consequences</b>	<b>Level of Risk</b>	<b>Treatment to Prevent or Reduce Harm</b>
Parent does not collect their child	Possible	Major	High	<p>Procedure for drop off and pick up discussed with/provided to all parents</p> <p>Parents provide two other contacts approved to take on this responsibility if unable to pick up child</p> <p>Child to be in sight at all times until parent or nominated contact arrives</p>
Child says that she/he does not want to go home with a parent	Unlikely	Major	High	<p>Ask the child why and if her/his answer suggests harm to the child from someone at home, report it to relevant authorities</p> <p>If not, discuss the issue with parent</p>
Other parents visit when children are in attendance	Likely	Minor	Moderate	<p>Ensure processes are in place to prevent visitors from being alone with any child</p>
Contracted (external) workers visit when children are in attendance	Possible	Moderate	High	<p>Ensure processes are in place to prevent the contracted worker from coming into contact with children</p>

The following risk analysis matrix and legend have been applied:

<b>Risk Analysis Matrix</b>					
<b>Likelihood</b>	<b>Consequences</b>				
	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Moderate	Moderate	High

<b>Legend for the Matrix</b>	
Extreme	Act now – Urgent to do something about the risks immediately. Requires immediate attention.
High	Highest management decision is required urgently.
Moderate	Follow management instructions.
Low	Ok for now. Record and review if any equipment/people/materials/work processes or procedures change.

ATTACHMENT B - CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Complainant's name (if other than the child)		Date formal complaint received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator <span style="margin-left: 150px;"><input type="checkbox"/> Parent</span> <input type="checkbox"/> Student <span style="margin-left: 150px;"><input type="checkbox"/> Visitor</span> <input type="checkbox"/> Employee (paid) <span style="margin-left: 150px;"><input type="checkbox"/> Support Person</span> <input type="checkbox"/> Volunteer <span style="margin-left: 150px;"><input type="checkbox"/> Other</span>	
Witnesses (if more than three witnesses, attach details to this form)	Name (1): Contact details:  Name (2): Contact details:  Name (3): Contact details:	



Interim action taken (if any)	
BIA Administration contacted (Manager) (Board Member)	Who:  When:

Police contacted	Who: When: Advice provided:
Child protection agency contacted	Who: When: Advice provided:
Police Actions (if any)	What did Police advise?   Police Finding:

<p>Child protection agency investigation (if any)</p>	<p>Finding:</p>
<p>Internal investigation (if any)</p>	<p>Finding:</p>
<p>External investigation (if any)</p>	
<p>Action taken</p>	
<p>Completed by</p>	<p>Name:                  Position:                  Signature:                  Date: / /</p>
<p>Signed by</p>	<p>Complainant (if not a child)                  Name:                  Signature:                  Date: / /</p>