



SCHEDULE A

DISTRICT 69 TOASTMASTERS INTERNATIONAL

CHILD PROTECTION POLICY - RISK MANAGEMENT

STRATEGY – YOUTH LEADERSHIP PROGRAMS AND GAVEL CLUBS

Definitions:

Child:	any person under 18 years of age
Clubs:	a Club in District 69 that holds a charter from Toastmasters International
District 69:	a District in Toastmasters International encompassing QLD, NT, Northern NSW and Papua New Guinea
Gavel Club:	a club reporting direct to Toastmasters International whose members fall outside of the usual membership guidelines. For the purposes of this strategy a Club for those under 18 years of age.
Harm to a Child:	is any detrimental effect of a significant nature on the child's physical, psychological or emotional well being
Incident Register:	a confidential record of reported incidents, the action taken and other relevant details
Member:	a member of Toastmasters International and specifically District 69. For the purposes of this strategy a member who is based in Queensland or conducts a Youth Leadership Program or Gavel Club in Queensland
TLI:	the District 69 Training and Leadership Institute which coordinates and conducts training throughout District 69 Toastmasters
International:	a worldwide organisation dedicated to members' self development in communication and leadership
Youth Leadership Coordinator:	member appointed by District 69 Governor to coordinate Youth Leadership Programs and maintain Blue Card Holder Database
Youth Leadership Program:	a Toastmasters International 6 - 8 week program to develop the communication and leadership skills for young people

Purpose:

District 69 is committed to developing a culture that recognises and promotes the safety and wellbeing of children and young people who are involved in the Toastmasters International Youth Leadership Program and Gavel Clubs and to the implementation of risk management strategies that eliminate, or else minimise, harm to them. This Policy replaces all previous policies and guidelines on this matter.

Date of Effect: This policy will be deemed to be effective as of 1 January 2007.

Code of Conduct:

Members of District 69 adhere to the Toastmasters International core values of integrity, dedication to excellence, service to the members and respect for the individual.

In keeping with the Toastmasters Promise to maintain honest and ethical standards during the conduct of all Toastmasters activities the Code of Conduct towards children involved in these programs is one of building open and friendly relationships. District 69 will put as paramount the welfare and best interests of children and young people and their right to protection from harm.

District 69 will ensure that members involved in Youth Leadership Programs and Gavel Clubs providing services directed mainly towards children and young people, or conducting activities mainly involving children and young people adhere to the following:

- ❖ exercise a satisfactory level of care and diligence when working with or supervising children and young people and will not expose them to an unacceptable level of risk.
- ❖ report an incident relating to harm or potential or suspected harm to children and young people and will cooperate with relevant statutory and regulatory authorities involved in child protection.
- ❖ will support a child who is a victim of harm or potential or suspected victim of harm and safeguard their privacy and dignity.

Members will complete an Agreement to Comply with this Policy and Code of Conduct. (Appendix 1)

Compliance and Scope:

The Commission for Children and Young People and Child Guardian Regulation 2001 applies to Queensland organisations only.

This policy applies to those members and clubs situated in District 69 who undertake or are involved in Youth Leadership Programs or Gavel Clubs in Queensland providing services directed mainly towards children and young people, or conducting activities mainly involving children and young people.

Training and Management:

Members involved in activities covered by this policy should receive training that alerts them to the nature of harm which can occur to children and young people, and how to respond to disclosures of harm. The training programme should:

- ❖ enhance the skills and knowledge of the member
- ❖ reduce exposure to risks, and
- ❖ support friendly environments for children and young people.

District 69 will conduct risk strategy awareness and risk assessment plans training for members at club officer training once a year in various locations throughout the District. The training will be overseen by TLI and conducted by TLI Coordinators who have themselves attended a seminar on risk management strategy and risk assessment conducted by the Commission for Children and Young People and Child Guardian.

If members are unable to attend the designated training days, arrangements will be made to ensure that the training is available for those members involved in activities outlined in this policy. If additional training is required during the year TLI will undertake to supply the training.

Members' attendance at training will be recorded by TLI and maintained by the Youth Leadership Coordinator.

District 69 will keep a register of members who are current holders of a Positive Notice Blue Card. This register will be maintained by the Youth Leadership Coordinator. The information to be included in this register will include: member's name, Blue Card registration number and expiry date. This information is to be reviewed quarterly and updated by the Youth Leadership Coordinator.

District 69 will ensure that only current holders of Blue Cards participate in Youth Leadership Programs and Gavel Clubs activities involved in providing services directed mainly towards children and young people, or conducting activities mainly involving children and young people.

The Youth Leadership Coordinator will keep a register of Youth Leadership Programs and Gavel Clubs. Information included in this register will be date program conducted, place of Gavel Club, name/s of members involved.

Incident Reporting Guidelines:

Incidents involving children and young people will be reported in the first instance to the Youth Leadership Coordinator who will report to the District Governor. All incidents (actual or perceived) are to be reported either verbally or in writing directly to the Youth Leadership Coordinator who will ensure the confidentiality of the complainant and other parties (e.g. child or young person and the alleged perpetrator). Disclosure of harm may include:

- ❖ harm to a child or young person caused by a person from within or outside District 69, or

- ❖ the child or young person disclosing the harm is engaged in an activity as outlined in this policy or is from outside District 69.

The Youth Leadership Coordinator, in conjunction with the District Governor, will evaluate the incident and respond accordingly. The following actions could be undertaken:

- ❖ make changes to a service or activity and allow it to proceed or suspend or permanently stop it;
- ❖ remove or replace the member/s who are providing or conducting the service or activity subject to further investigation;
- ❖ report the matter to relevant statutory or regulatory authority such as the Department of Child Safety or the Queensland Police Service.

The Youth Leadership Coordinator will record reported incidents, the action taken and other relevant details in the Incident Register. The Incident Register will be kept confidential and secure by the District Governor and will only be able to be accessed by authorised personnel on a strictly limited and 'need to know' basis.

District 69 will support all parties involved and will cooperate with relevant statutory and regulatory authorities in the event of an investigation.

District 69 will monitor all incidents and all effort will be taken to provide counseling and monitoring (in addition to implementing corrective measures) to ensure the incident does not reoccur.

Breaches of the Risk Management Strategy:

When the need arises to manage any participant's behaviour that adversely affects the conduct of the program, the member/s will not act in any way that would cause harm as described under the Child Protection Act 1999 and defined in this policy.

Member/s undertaking activities who do not comply with actions as outlined in this policy will be deemed to be in breach of the District 69 Risk Management Strategy.

Breaches will be dealt with in accordance to their magnitude:

Serious breaches as determined by the definition of harm to a child or young person as outlined under Incident Reporting will be dealt with in a formal manner as outlined under Incident Reporting which may or may not lead to reporting to the relevant authorities and removal of membership in the relevant club/district or in Toastmasters International.

Informal Breaches, such as grievances or informal complaints, will be dealt with in the first instance by the Youth Leadership Coordinator and if required by the District Governor. Resolution may include informal discussion, mediation, counselling or

- ❖ removal from involvement in all activities as covered by this policy.

Blue Card Compliance:

The Commission for Children and Young People and Child Guardian Act 2000 requires anyone over 18 seeking to work with children under 18 years of age in certain categories of regulated employment to obtain a blue card. Toastmasters International and District 69 falls into the category "churches, clubs and associations involving children" and as such members need to comply with Blue Card requirements.

The Commission has provided District 69 pre-printed Blue Card application forms specific to District 69 Toastmasters which will have printed on the form as the central contact the District Secretary. This ensures that if the Commission has to advise a change in status re an individual's blue card this can be done to the District Governor via the District Secretary and confidentiality can be maintained. The District will maintain a central register of all Blue Card holders in District 69 (this will be maintained by the Youth Leadership Coordinator). Members will be able to have Presidents/ Area Governors sign off on their application – this does not have to be done solely by the District Governor. These forms can be obtained from the Youth Leadership Coordinator.

Risk Assessment Plans:

Prior to commencing a Youth Leadership Program or Gavel Club, the Club and/or member/s should analyse the risks involved in the Program/Gavel Club. District 69 will provide, through TLI, training in risk assessment planning as required. It is important that the Club and/or member/s are aware of the District 69 Risk Management Strategy and conducts the risk assessment planning in a way which supports children and young people.

In addition Risk Assessment Plans should consider:

- ❖ Number of people taking part
- ❖ Age and gender mix
- ❖ Age range of participants
- ❖ Environment/venue where the Program/Gavel Club takes place is appropriate/safe
- ❖ Being aware that children and young people should not be left unattended
- ❖ Provision of information to parents, carers and children/young people on the
- ❖ Program/Gavel club
- ❖ Awareness of drop off/pick up arrangements for the children/young people involved

Communication:

At the commencement of a Youth Leadership Program/Gavel Club relevant stakeholders, including parents/guardians, should be advised of and have access to the District 69 Risk Management Strategy. District 69 will ensure that the Risk Management Strategy Policy is available for download from the District 69 website In addition Area Governors and Division Governors will have a copy available.

When conducting an activity as outlined by this policy the Club and/or member/s involved should:

- ❖ Be aware of who has parental responsibility for each child/young person involved
- ❖ Keep a record of name, address and contact details of the parent or carer as well as an additional name for emergency contact
- ❖ Inform parents, carers, children and young people of what they can do if they are unhappy about anything which occurs during the Program/Gavel Club and contacts for grievance/complaints.

District 69 will ensure that the changes, additions or updates to this policy are communicated in a timely manner to all members in the District.

Review:

This policy should be reviewed annually by the District Executive or by the Past District Governors' Committee as directed by the District Governor with any policy amendments to be approved by a District Council Meeting.

Appendix 1 - Child Protection Policy/Risk Management Strategy Compliance Agreement.

Appendix 2 - Adoption and Amendment Certificate



Appendix 1

District 69 Toastmasters International

Child Protection Policy/Risk Management Strategy

Youth Leadership and Gavel Clubs

COMPLIANCE AGREEMENT

District 69 Toastmasters International

I _____ have read District 69 Child Protection

(insert typed/printed name)

Policy/Risk Management Strategy including the:

- ❖ Code of Conduct, and
- ❖ Guidelines and Procedures

Having read the documents, I understand District 69's commitment to establishing a safe, friendly environment for children and young people. I agree to uphold the Child Protection Policy/Risk Management Strategy and Code of Conduct, and to follow the guidelines and procedures outlined.

Signed _____

Name (typed/printed) _____

Date _____

Witness

Signed _____

Name (typed/printed) _____

Date _____

