

South Queensland Archery Society



Risk Strategy – Children and Young People

Preamble

South Queensland Archery Society (SQAS) is a community based not for profit incorporated association. SQAS is affiliated with Archery Queensland (AQ) and Archery Australia (AA).

SQAS is in the process to achieve substantial compliance with the Child Safety Standards, by June 2026 and full compliance by mid-2027 in accordance with the legislated requirements. For SQAS the nature of achieving compliance takes into account the size and nature of the volunteer run operation. In particular, SQAS does not employ any staff, though may engage contractors or use member associations, i.e. clubs to run events on behalf of SQAS. SQAS is run by volunteers and has limited financial, administrative, management and governance resources.

SQAS has a strong child safety culture and this Risk Strategy enunciates how SQAS achieves this.

Child Safety Standards Compliance at SQAS

1. Leadership and culture – Child safety is embedded in governance and organisational values.

- SQAS champions and models a child safety culture in all its operations
- SQAS publishes on the web site that it is committed to child safety and wellbeing
- SQAS has implemented policies for all members, participants and volunteers. SQAS also relies on AQ and AA policies/education/operations for child safety and member protection guidance.
- SQAS has implemented codes of conduct for members, participants and volunteers in key roles
- SQAS Management Committee approves policies and SQAS Management Committee members on induction understand their responsibilities as leaders in modelling, reinforcing and enforcing policies designed to create a child safe culture
- SQAS provides training using AA courses for key roles, i.e. coaching, judging etc

2. Children and young people are empowered – Their voices are respected and they are involved in decisions that affect them.

- SQAS ensures all communications are child-friendly
- SQAS has a Grievance Procedure compliant with legislation to ensure complaints can be made and appropriately dealt with
- SQAS President (or Vice President if appropriate) is the Complaints Officer to whom all complaints can be freely made
- SQAS members have access to an MPIO via the clubs or other sports. These MPIOs can provide guidance to members, including children and young people or their parents/guardians

3. Family and community engagement – Families and carers are included in safeguarding efforts.

- Families and the wider community can access SQAS child safety and wellbeing policies from the SQAS web site and can freely make suggestions for improvement
- SQAS encourages clubs, leading by example, to hold communication sessions at which questions and feedback can be provided

4. Equity and diversity – Children experience safe and inclusive environments.

- SQAS ensures the most critical roles receive appropriate training. Coach and Judge training is provided using Archery Australia course content and accreditation standards and includes child safety content

5. People working with children are suitable and supported – Screening, recruitment, and supervision are in place.

- SQAS recruits staff and volunteers who have the necessary working with children clearances
- SQAS is committed to selecting Team Managers and Team Coaches for youth teams with child safety of paramount importance
- SQAS continually monitors currency of working with children checks i.e. Blue Cards

6. Processes to respond to complaints – Complaints are managed through child-focused systems.

- SQAS takes all complaints seriously
- SQAS has a Grievance Policy which specifies the process in place for dealing with grievances
- SQAS protects the privacy of anyone making a complaint in line with legal obligations, but governed by the Grievance Policy process and natural justice

7. Staff knowledge, skills and awareness – Ongoing training supports safe practice.

- SQAS staff and volunteers must have the necessary skills to be appointed to a role, and SQAS encourages volunteers to maintain and upgrade their skills

8. Safe environments – Online and physical spaces are actively monitored.

- SQAS physical spaces, i.e. for the SQAS Field Course, are supervised during SQAS events
- Third-party providers are required to undertake the necessary child safety audits
- Images on the SQAS web site involving children are void of identifiers unless permission is provided by parents/guardians

9. Continuous improvement – Organisations regularly review and strengthen their child safety practices.

- SQAS regularly reviews critical child safety policies, and the creation of this Risk Strategy is a demonstration of SQAS commitment to ensuring appropriate policies are in place

10. Policies and procedures support child safety – Documentation clearly sets expectations and guides actions.

- This SQAS Risk Strategy is based on the requirements of the Child Safety Policies with the key objective of making SQAS Policies easily accessible, reflective of equity and diversity, and are culturally safe

Universal Principal

- SQAS strives to ensure that all people are welcome, valued, safe, included and respected
- SQAS leaders incorporate child safety into daily operations
- SQAS rejects racism, discrimination, biases and stereotypes

Risk Assessment Results – Roles

The following roles that may be undertaken at SQAS have been identified. These roles have been assessed by the committee for risks to children and young people and the results listed below.

Calendar Coordinator – someone in a role who drafts and maintains the SQAS calendar – **not required to have a Blue Card**. This role is not required to interact with or control children and young people.

Coach – someone in a role who coaches for and/or at the SQAS events (a Coach may also be a DOS) – **must have a Blue Card or equivalent**. This role can involve significant interaction with or control over children and young people during coaching. Mandated by Archery Australia.

Coaching Coordinator – someone in a role who coaches for and/or at the SQAS events (a Coach may also be a DOS) – **must have a Blue Card or equivalent**. This role can involve

significant interaction with or control over children and young people during coaching.
Mandated by Archery Australia.

Committee Member – someone who is a member of the management committee – regulated employment – **must have a Blue Card or equivalent**. This role manages SQAS, makes policy and can involve interaction with or control over children and young people

Complaints Manager – the Complaints Manager for SQAS – **must have a Blue Card or equivalent**. This role can involve significant serious interaction with children and young people

Communications Officer – someone who issues communications – **must have a Blue Card or equivalent**. This role may be involved in interaction with or control over children and young people

Compliance Risk Management Officer – someone who helps the management committee to identify, maintains and update SQAS Risk Register – **must have a Blue Card or equivalent**. This role assists the management committee with their responsibility of identifying risks.

Director of Shooting (DOS) - someone who controls the field of play during an SQAS tournament - **must have a Blue Card or equivalent**. This role may have significant interaction with or control over children and young people during an SQAS tournament

Facebook Administrator – someone appointed to manage SQAS s Facebook, with posts and/or as the administrator/moderator – **must have a Blue Card or equivalent**. This role is involved with young people over 16 (social media ban applies for under 16 s)

Field Course Bookings Administrator – someone who maintains SQAS Field Course bookings – **not required to have a Blue Card**. This role is not required to interact with or control children and young people

Field Maintenance Officer – someone who maintains the SQAS Field Course – **not required to have a Blue Card**. This role is not required to interact with or control children and young people

Judge - a National Judge, National Judge Candidate or Event Judge - someone in a role who judges at SQAS events (a Judge may also be a DOS) – **must have a Blue Card or equivalent**. This role can involve significant interaction with or control over children and young people during and / or after judging at an SQAS event. Mandated by Archery Australia

Judge Scheduling Officer – someone who schedules judges for event – **not required to have a Blue Card**. This role is not required to interact with or control children and young people

Merchandising Uniform Officer – someone who coordinates and issues uniforms including uniforms for youth – **must have a Blue Card or equivalent**. This role may be involved in interaction with or control over children and young people

MPIO – someone who is the Member Protection Information Officer – **must have a Blue Card or equivalent**. This role can involve significant interaction with or control over children and young people when advice is given

Officiating (Judge) Coordinator – someone who manages current Judges, provides advice to Judges, considers the strategic needs for additional Judges, arranges recruitment and training – **must have a Blue Card or equivalent**. This role may be involved in interaction with or control over children and young people

Photographer – someone who takes photos for SQAS, at SQAS events - **must have a Blue Card or equivalent**. This role can involve interaction with or control over children and young people, and can involve privacy matters and need relevant permissions

President – a member of the management committee who is the of the management committee who is the President – regulated employment – **must have a Blue Card or equivalent**. This role is involved in making policy and can involve interaction with or control over children and young people – Mandated by regulation

Ranking List Submitter – someone in a role who reviews event results for compliance with AA requirements for QREs – **not required to have a Blue Card**. This role is not required to interact with or control children and young people

Recorder – someone in a role who maintains SQAS archery performance records – **not required to have a Blue Card**. This role is not required to interact with or control children and young people

Youth Coordinator – someone who coordinates youth programs – **must have a Blue Card or equivalent**. This role is involved in interaction with or control over children and young people

Vice President – member of the management committee and deputies for the President as necessary – regulated employment – **must have a Blue Card or equivalent**. This role is involved in making policy and can involve interaction with or control over children and young people – Mandated by regulation

Publicity Officer – someone who writes official articles for publication – press releases – **must have a Blue Card or equivalent**. This role is involved in interviews and writing articles which may include photographs for publication in the press - can involve interaction (e.g. interviews) with or control over children and young people

Secretary – member of the management committee who is the Secretary – regulated employment – **must have a Blue Card or equivalent**. This role is involved in making policy and can involve interaction with or control over children and young people – mandated by regulation

Tournament Secretary – someone in a role who arranges SQAS tournaments, advertising, entry registration, target allocation, Archers Diary set up and liaising with clubs and officials – **not required to have a Blue Card**. This role is not required to interact with or control children and young people

Treasurer – someone who is a member of the management committee who is the Treasurer – regulated employment – **must have a Blue Card or equivalent**. This role manages SQAS finances, involved in making policy and can involve interaction with or control over children and young people – mandated by regulation

Webmaster – someone who controls and maintains the web site – **must have a Blue Card or equivalent**. This role is involved in web site content which may have control over or photographs of children and young people

World Representation Honour Board Maintainer – someone in a role that is aware of overseas representation and who maintains a list that is published on the web site – **not required to have a Blue Card**. This role is not required to interact with or control children and young people.

Key Policies

SQAS has implemented key policies to embed a strong child safety culture, viz. -

- SQAS Constitution
- SQAS Risk Strategy – Children and Young People – THIS POLICY
- Grievance Policy
- Privacy Policy
- Code of Behaviour for Interfacing with Children and Young People
- Code of Ethics – Officials
- Code of Ethics – Coaches
- Code of Behaviour – Participants
- Code of Behaviour – Parents and Visitors
- Code for Interacting with Children
- Assistant Animal Policy
- Member Protection Policy
- Team Manager and Coach Role Appointment
- SQAS Risk Register
- SQAS Risk Register Matrix