



## MSLSC Plan for Managing Breaches to the CYRMS

Policy Number	MSLS006
Date Issued	4/9/19
Approved/Endorsed By	MSLSC Executive Management Committee
Review Date	4/9/20
Document Owner	J Wilson - <i>J Wilson</i>

### Purpose

This plan outlines the steps to be taken following a breach of the child and youth risk management strategy in order to address the breach in a fair and supportive manner.

### Scope

This policy is for use by members, volunteers and employees of MSLSC and is relevant for all breaches to the MSLSC CYRMS.

### Definition

A breach is any action or inaction by any member of the organisation, including children and young people that fail to comply with any part of the strategy. This includes any breach in relation to:

- statement of commitment to the safety and wellbeing of children and the protection of children from harm;
- code of conduct for interacting with children and young people;
- procedures for recruiting, selecting, training and managing paid employees and volunteers;
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines;
- policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining an employee register;
- risk management plans for high risk activities and special events; and
- strategies for communication and support.

All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy.

### Who must comply with this plan?

- employees, volunteers and contractors
- committee members
- work experience students/students on placement
- parents and carers
- children and young people.



## MSLSC Plan for Managing Breaches to the CYRMS

### Processes to manage a breach of the child and youth risk management strategy.

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- all incidents/breaches should be recorded on SLSQ CYRMS Incident Report Form – Member Harm. Form located at Reference 1 and 2, MSLSC Office, example at appendix A.
- all people concerned will be advised of the process;
- all people concerned will be able to provide their version of events;
- the details of the breach including the versions of all parties and the outcome will be recorded;
- matters discussed in relation to the breach will be kept confidential; and
- an appropriate outcome will be decided.

### Suitable outcomes for breaches

Depending on the nature of the breach, outcomes may include:

- emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct;
- providing closer supervision;
- further education and training;
- mediating between those involved in the incident (where appropriate);
- disciplinary procedures if necessary; or
- reviewing current policies and procedures and developing new policies and procedures if necessary.

### Responsible person/officer:

- MSLSC President – Andrew Cairns
- MSLSC Club Captain – Heidi Imbrogno

### Reference:

1. <https://assets.entegy.com.au/documents/c72053e2-a28d-4956-bb56-9b3012f27b85.pdf>
2. SLSQ App/Member Protection/Child & Youth Risk Management Strategy/Forms & Templates/SLSQ Incident Report Form – Member Harm

### Appendix

A - Child and Youth Risk Management Strategy **Incident Report Form – Member Harm**



# MSLSC Plan for Managing Breaches to the CYRMS

## Appendix A



**SURF LIFE SAVING  
QUEENSLAND**

Surf Life Saving Queensland

### Child & Youth Risk Management Strategy

### Incident Report Form – Member Harm

Name of Club/Service: \_\_\_\_\_

Name/s of the person or people involved in the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date incident occurred: \_\_\_\_\_

Time incident occurred: \_\_\_\_\_ AM / PM

Location where incident occurred: \_\_\_\_\_

\_\_\_\_\_



## MSLSC Plan for Managing Breaches to the CYRMS

**Immediate action taken:**

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**If no action taken - reason:**

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**Name of person completing form:** \_\_\_\_\_

**Contact telephone number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **AM / PM**

**Authority disclosure reported to:** \_\_\_\_\_

**Name of person reported to:** \_\_\_\_\_

**Contact Numbers:**

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm, you need to contact Child Safety Services:

- During normal business hours - contact your local child safety service centre or contact the Enquiries Unit on 1800 811 810, for assistance to locate your nearest child safety service centre. Child safety service centres have professionally trained child protection staff who are skilled in dealing with information about harm or risk of harm to children.
- After hours and on weekends - contact our Child Safety After Hours Service Centre on 1800 177 135 or (07) 3235 9999. The service operates 24 hours a day.

If you believe a child is in immediate danger or in a life-threatening situation, contact the Queensland Police Service immediately by dialling 000.

*Updated 29 August 2015*

CP 2.1.4