POLICE, COMMUNITY AND YOUNG PEOPLE ACHIEVING POSITIVE OUTCOMES THROUGH *early intervention*

QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED

POLICY

Risk Management

ABN 67 047 589 753

Incorporated Association No. 1478

Policy Statement

QLD Blue Light Association Incorporated, like any organisation, are responsible for managing risk. We are accountable for the safety of everyone at Blue Light activities and programs. While our primary focus is on preventing harm or loss, we also have a duty to ensure the Association is properly insured in the event of a claim.

Our Child and Youth Risk Management Strategy consists of a set of policies and procedures which comply with the legislative framework outlined in the Working with Children (Risk Management and Screening) Act 2000 and Working with Children (Risk Management and Screening) Regulations 2011 to keep children and young people safe. This includes:

- QBLAI Policy_Child Protection
- QBLAI Policy_Code of Conduct
- QBLAI Policy_CYRMS Statement of Commitment
- QBLAI Policy_CYRMS Handling Disclosures and Suspicions of Harm Policy
- QBLAI Policy_Excursion Risk Management
- QBLAI Policy_Recruitment
- QBLAI Policy_Working with Children

These documents are accessible on the dashboard and must be reviewed and understood by anyone acting on behalf of QLD Blue Light.

Objectives

This policy provides a framework to safeguard the organisation's operations, reputation, and ability to deliver valuable community programs.

Scope

This policy applies to all branches and affiliates operating under the QLD Blue Light Association Inc. umbrella and is designed to ensure consistency in risk management practices across the organisation.

Participation Requirements

There are six rules that must be enforced at Blue Light activities.

- No Smoking
- No Alcohol
- No Pass Outs
- Under 18's only
- All participants must be signed in. *If participants are under the age of 8, a responsible adult is required to remain with them for the duration of the event. As they are attending to supervise their own child, they do not require a blue card. If participants are over the age of 16, they do not need a parent/guardian to sign them in. They can sign themselves in but must provide a contact phone number of a parent/guardian which will be used in the event of an emergency.*

There are other restrictions that may be implemented at the branch discretion to manage activities. These are not exhaustive in any way and are merely suggestions. Any restrictions implemented by a branch must not be discriminatory.

- No hats/caps
- No chewing gum
- Dress standards (shoes must be worn at all times)
- Bags and cameras/mobile phones should be stored in the cloakroom. *By locking away phones, we reduce the risk of children taking photos of others without the consent of their parent or guardian.*

Volunteer/Staff Briefings

Before recruiting volunteers for the event, ensure they have completed the induction, hold a valid Blue Card, and have received the volunteer crew shirt and identification lanyard. QLD Blue Light relies on all individuals involved in its activities to maintain a high standard of professionalism and present a responsible image to the young people and their parents.

Before each activity/event ensure a briefing is conducted to minimise risks and equip staff to handle any issues that may arise. Briefings serve as a risk management tool, ensuring a consistent standard of care is always maintained. The following is an example of issues that may be covered in a briefing and can be customised to suit each branch/activity.

- location of toilets, canteen, cleaning gear in case of spills.
- location of fire exits and emergency procedures
- first aid officers are identified, and first aid equipment is readily available.
- entry/exit procedures, entry restrictions eg: no tobacco products, no hats, bags in cloakroom etc.
- problem areas to be checked regularly.
- designate jobs or areas eg: canteen, front door, cloak room.
- refreshment procedures for volunteers and staff.
- the BL6 event attendance register and BL7 incident notification are readily available.
- new volunteers are partnered with one who is experienced.
- check uniform and presentation.
- rules for children, no running or going on stage, etc.
- safety or security issues that have been identified.
- when speaking with a patron ensure a second supervisor is present.
- volunteer hours QR code is available on departure

Risk Assessment

A risk assessment form **must** be completed prior to each activity or event. This form, available on the dashboard, should be completed alongside the activity specific safety planning table and submitted at least 14 days in advance. The event should not go ahead until approval has been received.

Handling disclosures and identifying suspicions of harm

All civilian volunteers are required to hold a current blue card and complete the volunteer induction, which includes an introduction to child protection and online child protection training. This training is a mandatory part of the induction process and will equip volunteers with the knowledge and skills to recognise a concern or suspicion of harm. Once the volunteer application form is submitted, the necessary documents will be emailed to the volunteer for completion.

Police officers are exempt from this requirement.

Reporting a Child Concern, Suspicion of Harm or Disclosure (BL22)

A BL22 form must be completed if there are concerns about a child's safety or well-being. The information provided in the BL22 will be forwarded to the police officer acting as Branch Coordinator/President. In the first instance, the child safety concern/suspicion of harm must be reported to the police officer at the event and not discussed with anyone other than the officer reported to. Once reported, the information that you record must be kept strictly confidential.

Persons suspected of carry a weapon

The Association does not mandate searches before entry. However, if a volunteer suspects a participant is carrying a weapon or any potentially harmful item, they must inform the police officer in attendance at the event immediately.

Persons suspected of consuming liquor or drugs prior to attendance

The Association does not require breath testing to assess a person's suspected alcohol consumption. If a participant is believed to have consumed alcohol or drugs before attending the event, they must be denied entry. All Blue Light activities are drug and alcohol free, and it is a condition of entry that patrons are not under the influence.

Tobacco Products

Smoking at Blue Light events is prohibited. However, the possession of tobacco products is not prohibited. Under legislation governing tobacco products and minors it is not an offence for minors to possess tobacco products, it is only illegal to supply such articles with exemption given to parents and legal guardians. Branches may make the decision to ban the possession of tobacco products by patrons while attending a Blue Light event. If this decision is made branches must allow patrons to deposit these articles in a designated cloakroom or property room. These items must be treated as a possession similar to a jumper or bag and returned to the individual at the completion of the activity.

Emergency Procedures

The safety of all people taking part in a Blue Light activity is paramount. Therefore, it is essential that a risk minimisation process is standard operating procedure for all QLD Blue Light branches. Every branch must have an emergency plan for the venue used for each activity. This plan must be placed in suitably designated areas where all individuals attending a Blue Light activity have access.

Fire Safety

Fire safety restrictions will apply to all buildings. It is the responsibility of the branch committee to make enquiries to ascertain the safe level of attendance at each event. The QLD Fire Service can assist with this. Prior to each activity, a designated person must check all fire exits to ensure they are unlocked and free from obstacles that may prevent exit or cause injury in an emergency.

It is the responsibility of the designated person to coordinate any emergency exits and to contact any emergency services required in such an event.
Prior to every activity each supervisor must be made aware of all emergency exits, the marshalling area, and location of fire extinguishers or firefighting equipment at the venue.

Injury / Illness

- All activities will always have a qualified first aider in attendance with access to a stocked first aid kit.
- All activities will have a designated first aid area where the first aid kit will be stored.
- Prior to each activity, each supervisor must be made aware of where the first aid kit is located and the identity of at least one qualified first aider. It is suggested this area also have access to a phone either landline or mobile if further medical assistance is required.
- When an incident occurs, a police officer at the event is to be notified. The police officer will determine whether to contact the next of kin (BL6 Event Attendance Register) and whether the BL7 Incident Notification needs to be completed.
- When a patron is injured and requires medical attention it is recommended that the patron be transported by a recognised ambulance service.

Reporting Incidents (BL7)

Accidents, incidents, and injuries must be reported immediately to the Branch Coordinator or responsible person, including those involving adult volunteers, supervisors, and young people. The Branch Coordinator or responsible person will determine whether an Incident Report (BL7) needs to be filed. The BL7 form is accessible via the dashboard, and upon submission, a copy is automatically sent to our insurance provider, where it is kept on file for potential future claims.

Filing a BL7 Incident Report is a critical part of meeting our public liability insurance requirements. Any incident that could potentially lead to a claim against QBLAI, now or in the future, must be documented.

Below are some examples of incidents that should **ALWAYS** be reported:

- head injuries;
- injuries/sickness requiring medical attention (ie trip to the doctor, or an ambulance being called);
- assaults resulting in injury.

Examples of incidents that **DO NOT** need to be reported:

- Insect bites (unless needing medical attention);
- Small scratches only requiring a band aid;
- Arguments between children;
- Lost or stolen property;
- Participants bad behaviour resulting in a ban.

Minor incidents that are not reported on a BL7 should still be recorded at a branch level. A notebook should be kept with the first aid kit, and a note made for each time it is used. Details should include:

- Date and time of incident
- Nature of incident
- Victims name and age
- Treatment given (ie band aid applied, told to rest in quiet area).

A fully stocked first aid kit and a designated first aid officer should be available at each activity/event.

Ensuring the safety and well-being of our volunteers and the young people in our care remains our highest priority.

Photography & Video

The event sign-in/permission form completed by parents or guardians for their child's attendance at Blue Light events includes a section for photo consent. If a parent or guardian does not consent to their child being photographed, they should notify a staff member so the child can be given a blue wristband. Currently, no specific legislation prohibits photographing children and young people in public places unless the photographer's behaviour constitutes a public nuisance, such as being offensive or threatening.

If images are being posted, care should be taken to ensure that any image printed, or broadcast is 'appropriate'. This means that:

- Young people depicted are appropriately dressed
- The image is not likely to cause distress or embarrassment, i.e. the child is not depicted in a way that could be considered demeaning.

Branches publishing photographs should use low-resolution images which are more difficult to modify or tamper with.

If a person shown in a photograph, or the parent/guardian of a person shown in a photograph, asks for it to be removed for any reason, we must do so as soon as possible.

Laws and regulations pertaining to the photography or filming of children are subject to review and change at any time. If you have any concerns about the use of photographs in any media, please contact state office.

Social Media & Websites

Branch websites are not permitted.

Branches wishing to maintain social media pages may do so, however they must be monitored carefully to ensure the content is appropriate and lawful. Any photographs shown must comply with the rules as discussed above. The QPS website has some good information with regards to online safety for children. This can be accessed on www.police.qld.gov.au.

State Office must be made aware of any social media pages established by branches and added as an Administrator on the page. This allows the Association to clean up the unused accounts of disaffiliated branches.

Statutory Prohibitions

There are two prohibitions regarding photographs of children:

- Taking indecent photographs of a child under the age of 16 years (s 210(1)(f) of the Criminal Code Act 1899 (Qld)); and
- Publishing information that identifies, or is likely to identify, a child in the context of intervention by the child safety system without the written approval of the Department of Child Safety's Director General (s 189 of the Child Protection Act 1999).

To comply with the above, photographs of children participating in early intervention programs, or any program or activity which identifies them as either 'at risk' or the victim of abuse or being under the care of the child safety system, must not be identifiable in any photograph. No branch may use any photograph that may fall within these parameters even if said photograph has been pixelated or blurred.

Insurance

QBLAI's focus will always be on the prevention of any type of harm, injury or loss. However, it is also our responsibility to ensure that the Association is adequately insured in case of an incident or claim. QBLAI has multiple policies in place to protect the Association's patrons, volunteers, staff and assets.

Our eligibility for insurance coverage relies on our compliance with the rules, policies and procedures of the Association. Some examples are:

- If a building had fire damage because of a neglected electrical repair, we may not be covered.
- If a vehicle was involved in an accident and the driver was unlicensed or intoxicated, we may not be covered.
- If a volunteer was injured and had not submitted their volunteer application form or was engaging in an activity outside of the scope of our business, they may not be covered.
- If an incident occurred with a young person, and the volunteer involved did not have a current working with children blue card, we would not be covered.

Public and Products Liability

Under no circumstances should liability be admitted, either verbally or in writing. When an incident likely to raise a claim occurs, the following procedure is to be adopted:

- promptly take all reasonable steps to prevent other personal injury or property damage from arising out of the same or similar conditions, but so far as may be reasonably practical, no alteration or repair should be actioned until the insurance company has had an opportunity to inspect (where practical).
- use your best endeavours to preserve any property, products, appliances, plant or other things that might prove necessary or useful by way of evidence in connection with any claim.
- if possible, take photos of the scene of the incident, but avoid taking photos of injured persons if it is likely to cause further distress.
- do not give any interview or make any statement to the media or any other person investigating an incident, except to a representative of the Insurance company, or a person appointed by them.
- give written notice by completing the BL7 and forward any correspondence relating to the incident immediately.
- make no admission, offer, promise or payment in connection with any incident or claim.

Property Damage

Keep as much evidence as possible of the loss/damage:

- in the case of burglary or malicious damage a report should be made to your local police.
- if buildings or items are damaged due to storm, flood waters or other acts of nature take photographic evidence of the damage & how it occurred, and make detailed notes of the incident i.e. date, time, what & how it occurred. Do not destroy damaged items until they have been properly recorded & photographed.

State office must be contacted as soon as is practical every time an incident occurs which could result in a claim.

Breaches

VERSION CONTROL		
Document Name	**Version**	**Date**
QBLAI Policy_Risk Management and Insurance	V1	April 2018
QBLAI Policy_Risk Management and Insurance v2_032025	V2	March 2025