

CHILD PROTECTION AND RISK MANAGEMENT STRATEGY

1. STATEMENT OF COMMITMENT

The Kokoda Youth Foundation (KYF) is committed to ensuring the safety and well-being of all children and young people engaged in our programs. Our commitment is grounded in the principles of Courage, Endurance, Mateship, and Sacrifice, and we strive to create environments that are safe, supportive, and empowering.

KYF upholds a zero-tolerance policy for child abuse and exploitation. We commit to preventing harm, identifying risks early, and responding rigorously to concerns regarding child safety. Our legal and moral obligations require us to contact authorities when we suspect a child's safety is at risk.

This strategy aligns with the Child Safe Standards (QFCC) and National Principles for Child Safe Organisations (Australian Human Rights Commission), ensuring KYF meets best practice requirements for child safety and risk management.

2. SCOPE

This strategy applies to all KYF employees, volunteers, board members, contractors, and external stakeholders engaging with children and young people across all KYF programs, events, and facilities.

3. CHILD PARTICIPATION AND EMPOWERMENT

KYF recognises the importance of empowering children to have a voice in their own safety. We will:

- Provide clear, accessible child-friendly information about their rights and safety.
- Ensure children are actively involved in decision-making on matters affecting them.
- Offer multiple avenues for young people to raise concerns confidentially.
- Implement regular feedback mechanisms to improve child safety initiatives.

4. CULTURAL SAFETY

KYF is committed to providing a culturally safe environment for all children, particularly Aboriginal and Torres Strait Islander children. We will:

- Actively support children to express their cultural identity.
- Provide cultural safety training for all staff and volunteers.
- Implement a zero-tolerance policy for racism with clear reporting and response measures.
- Ensure that policies, procedures, and risk assessments reflect cultural safety considerations.

5. CODE OF CONDUCT

All KYF staff, volunteers, and contractors must:

- Treat children and young people with dignity and respect at all times.
- Act professionally and within appropriate boundaries.
- Maintain two-adult supervision in all activities involving children.
- Use KYF-monitored communication platforms for all child-related interactions.
- Report any concerns, suspicions, or allegations of child harm immediately.

Staff and volunteers must not:

- Engage in any form of inappropriate physical or emotional contact.
- Communicate with children through personal social media or messaging platforms.
- Invite or accept invitations from children to private settings outside KYF activities.
- Ignore or fail to act on disclosures of child harm.

6. REPORTING AND RESPONDING TO HARM

KYF is committed to immediate action in responding to disclosures or suspicions of harm:

- Listen carefully, remain calm, and reassure the child.
- Do not promise secrecy; explain that you must report concerns.
- Document details factually, including dates, times, locations, and direct quotes.
- Report immediately to the HR and Admin Manager.

7. MANDATORY REPORTING

In accordance with Queensland child protection laws, KYF requires staff to report suspected harm to:

- Queensland Police (000) for immediate danger.
- Child Safety Services (1300 682 254) for significant harm concerns.
- Family and Child Connect (13 FAMILY) for early intervention referrals.

Failure to report suspected harm is a serious breach of KYF's child protection obligations and possibly a criminal offence.

8. SAFE RECRUITMENT AND TRAINING

KYF upholds rigorous screening and training requirements to ensure child safety.

3.1. Employee and Volunteer Screening

All employees and volunteers engaging with children must:

- Hold a valid Blue Card or Exemption Card.
- Undergo reference checks prior to recruitment.
- Sign the KYF Child Protection Code of Conduct.

3.2. Ongoing Training and Supervision

- Annual Child Safety and Well-being training is mandatory for all staff.
- Volunteers working with children must complete Accidental Counsellor Training.
- Staff working with children must complete Mental Health First Aid training.
- Regular supervision and performance reviews include child safety checks.

9. CHILD SAFE TECHNOLOGY AND SOCIAL MEDIA STRATEGY

- Staff must use only KYF-approved digital communication platforms.
- Private online interactions with children are prohibited.
- Online engagement must be monitored for child safety risks.
- Cyber-safety education will be provided to all young participants.

10. INCIDENT MANAGEMENT AND RISK ASSESSMENT STRATEGY

KYF maintains a structured approach to incident management and risk assessment to ensure participant safety. All activities undergo child-focused risk assessments before commencement, with risk mitigation strategies such as appropriate staff-to-child ratios, hazard assessments, and response planning.

10.1 Incident Classification and Response

- Minor Incidents: Managed on-site (e.g., minor injuries, low-risk behavioural issues).
- Serious Incidents: Require intervention (e.g., moderate injuries, lost participants, escalating behaviour).
- Critical Incidents: Require emergency services (e.g., life-threatening injuries, missing child, environmental hazards).

10.2 Post-Incident Review and Improvement

- Serious and critical incidents undergo post-incident reviews to identify improvements.
- Data is analysed quarterly to refine risk management practices.
- Incident reports inform strategy updates for continuous child safety enhancement.

11. STRATEGY MONITORING AND REVIEW

- Annual child safety self-assessment audits conducted.
- Incident and risk trend analysis to inform continuous improvement.
- Regular child, parent, and staff feedback collected for evaluation.

12. COMMUNICATION AND AWARENESS

KYF will ensure this strategy is:

- Publicly accessible via the KYF website and staff handbooks.
- Communicated through compulsory inductions for all new staff and volunteers.
- Reinforced through regular training and professional development.

13. COMPLIANCE AND CONSEQUENCE OF A BREACH

- Staff, volunteers, or contractors found in violation of this policy may face disciplinary action, including termination.
- Any criminal activity will be reported to law enforcement.

14. APPROVALS & AUTHORISATION

Version	Approved By	Approval Date	Review Date
2	Board of Directors	15 April 2025	30 April 2026