



# **Orienteering Queensland Child Protection & Safety Induction**

---

## Contents

Introduction .....	3
Event and Course Planning .....	3
Children And Orienteering.....	3
1. Blue Cards .....	3
2. Sexual Misconduct .....	4
3. Positive guidance and discipline .....	4
4. Professional role boundaries .....	4
5. Use of electronic or online communication.....	5
6. Photography.....	5
7. Physical Contact.....	5
8. Injuries and Illness.....	6
9. Alcohol and Drugs .....	6
10. Overnight stays .....	6
11. Transporting Children .....	7
12. Schools Orienteering.....	7
13. Principles for Representative Squads and Teams with Juniors .....	7
14. What to do if you hear about or suspect harm .....	7
Relevant Policies & Resources .....	8

# Child Protection and Safety Induction

## Introduction

Orienteering Queensland has developed this Child Protection & Safety Induction to ensure that children and young people participating in Orienteering activities are provided with a safe, fair, and inclusive environment. It aims to foster a safe and supportive environment for children and young people by

- promoting a culture of awareness of the safety of children and young people.
- identifying potential risks of harm and implementing strategies to minimise this risk.
- communicating effectively with volunteers and employees to ensure that they understand their obligations.
- communicating effectively with young people to ensure our policies meet their needs.

This document is relevant to everybody involved in orienteering but is particularly aimed at coaches and managers of junior orienteering activities.

Everyone involved in Orienteering in Queensland is expected to comply with the guidelines in this Induction, the [OQ Child and Youth Risk Management Strategy](#), the [OA Member Protection Policy](#) and the [OA Child Safe Sport Framework Code of Conduct](#) in order to identify and prevent behaviours that may be harmful to children and young people involved in Orienteering.

## Event and Course Planning

The safe preparation of courses suitable for children and the safe organization of events involving children is found in the [OQ Event Safety Induction](#). Coaches and managers who are involved in course setting should read this induction and complete the accompanying quiz.

An [Event Planning Guide](#) is available to assist event organizers and planners.

## Children And Orienteering

The following sections have been condensed from the [OA Child Safe Sport Framework – Code of Conduct and the OQ Child and Youth Risk Management Strategy](#), which should be consulted for clarification and more detail. Throughout this document, “child” or “young person” refers to any person under the age of 18 who is involved in Orienteering.

### 1. Blue Cards

In Queensland, all adults working or volunteering with children under 18 years are required to have a Working with Children Check and carry a Blue Card.

There are some exemptions to the requirement to obtain a Working with Children Check, particularly for volunteers. There are exemptions for volunteer parents whose children are participating in a sports activity; for those who help around the club but do not have direct face-to-face contact with children and for those who volunteer for less than 7 days in a calendar year.

All Orienteering Queensland coaches, managers of school’s teams and Management Committee members **must** hold a valid Blue Card.

Blue cards can be applied for at [Application for Blue Card](#)

A list of OQ members with Blue Cards is held with the OQ Admin Officer [admin@oq.asn.au](mailto:admin@oq.asn.au).

## **2. Sexual Misconduct**

Any form of 'sexual behaviour' is prohibited to occur between, with, or in the presence of children or young people in Orienteering, even if the young person/s involved is above the legal age of consent. 'Sexual behaviour' is to be interpreted widely, including but not limited to:

- 'Contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- 'Non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging or use of other social media, inappropriate photography or exposure to pornography or nudity.

## **3. Positive guidance and discipline**

When young people act outside the acceptable limits of behaviour, appropriate behaviour management strategies may be required to ensure an effective and positive environment and to ensure the safety and wellbeing of children, young people or Personnel participating in Orienteering.

Strategies that are fair, respectful, and appropriate to the developmental stage of the person involved may be used. The child or young person must be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are Personnel to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

## **4. Professional role boundaries**

Personnel must not act outside the confines of their duties and must not, without specific permission of the child/young person's parent or guardian:

- provide unauthorised transportation to a child/young person of the program
- engage in individual activities with a child/young person outside of the authorised program
- seek contact with current clients/members, or past clients/members under the age of 18 including through online and social media
- involve themselves in the child/young person's private matters, including family matters, unless the client/member is at risk of harm
- accept an invitation to attend any private social function at the request of a current or past child/young person under the age of 18.
- If a situation arises where a child/young person requires assistance that is beyond the confines of that person's authorised role, they should contact the child or young person's parent or guardian immediately or at the first available opportunity; and/or seek advice from the Organiser for the program or Member Protection Information Officer if the parent or guardian is not available.
- Personnel may only give gifts to children and young people involved in Orienteering with the consent of their parent or guardian. Prizes/items which are open to members of a larger group are not considered to be gifts.

## 5. Use of electronic or online communication

Open and transparent communications on social media are generally accepted, however private messaging between two individuals is not acceptable.

Wherever possible, all email, text messages and other messages sent to a child or young person should be copied to their parent/guardian and/or other personnel (e.g: group chat).

Personnel should:

- restrict communication to issues directly associated with delivering Orienteering
- not promote unauthorised 'social' activity or arrange unauthorised contact, or use inappropriate language
- not request the child or young person to keep a communication a secret from their parent or guardian
- not request 'friends', 'follow' or communicate privately using any social networking sites, internet chat rooms or similar forums, game sites or instant messaging. Personnel may 'follow' athletes on training applications (e.g: Strava) for coaching purposes with the approval of a parent/guardian.

## 6. Photography

Where a sport or sporting activity takes place in a public place it is legal for anyone to take pictures of sporting activities without permission.

Personnel should only take photographs of children and young people if:

- the context is directly related to participation in Orienteering
- the child is appropriately dressed and posed
- the photo is taken in the presence of other Personnel.

Personnel are not to distribute images of children to anyone outside the Orienteering organization or the child's school, other than to the child photographed or their parent, without the knowledge and approval of the Member Protection Officer.

Personnel should share images of children and young people posted on official social media accounts not through their own accounts.

If an image of a child is used, it must not name or identify him/her or use both the first name and surname of the child unless consent from the parent/guardian has been obtained.

## 7. Physical Contact

Personnel must ensure that any physical contact with children and young people is appropriate to the delivery of Orienteering and based on the needs of the child.

Under no circumstances should Personnel have contact with children or young people participating in our sport that:

- involves touching the genitals, buttocks or breast area other than to deliver medical assistance
- would appear to have a sexual connotation
- is intended to cause pain or distress e.g. corporal punishment
- is unnecessary or overly physical (eg: wrestling, tickling etc)

- is initiated against the wishes of the child, except to prevent injury to the child or to others, in which case
  - physical restraint should be a last resort
  - use a level of force appropriate to the specific circumstances, and aimed solely at restraining the child to prevent harm to themselves or others
  - the incident must be reported to the Organiser as soon as possible.

Personnel are required to report to the Organizer any physical contact initiated by a child that is sexual and/or inappropriate (eg: physical aggression), as soon as possible, to enable the situation to be managed in the interests of the safety of all.

## **8. Injuries and Illness**

Personnel administering first aid or treating sports injuries should, where possible, be qualified in first aid and treat injuries insight of others. Always consider the safety and privacy of the child and uncover and treat only the injured area.

All injuries and any treatment provided must be reported to the child's parent or guardian and the Organizer. The incident must be fully documented.

## **9. Alcohol and Drugs**

While on duty, Personnel must not:

- use, possess or be under the influence of alcohol or an illegal drug.
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs.
- supply alcohol or drugs (including tobacco) to children.

## **10. Overnight stays**

Camps, tours and overnight stays for children unaccompanied by their parents are supported only when they are approved by the OQ management committee and led by authorized Personnel.

Prior written approval of the parents/guardians of the children must be obtained.

The behaviour of all persons involved during tours and overnight stays must include:

- providing children and young people with privacy when bathing and dressing
- observing appropriate dress standards when young people are present (no exposure to adult nudity)
- not allowing children or young people to be exposed to pornographic material through movies, television, the Internet, or magazines
- not leaving children under the supervision or protection of unauthorised persons such as hotel staff or friends
- attending Personnel must not consume alcohol or other substances that may affect their judgment
- ensuring that sleeping arrangements do not compromise the safety of children and young people by:
  - observing adequate adult to child ratios and providing adequate supervision
  - ensuring that accommodation includes separate beds for all persons attending the overnight stay

- the right of children to contact their parents, or others, if they feel unsafe, uncomfortable, or distressed during the stay

## 11. Transporting Children

Children and young people may be transported by Personnel only with the prior written consent of their parent or guardian. (Written consent includes electronic forms such as email and SMS).

Personnel may transport children and young people only in circumstances that are directly related to the delivery of Orienteering, unless they have received specific written consent for other purposes from the child's parent or guardian.

Parents or guardians should be provided with information about the proposed journey, including itinerary, other passengers, vehicle, insurance and license information. Parents/guardians should be advised of any significant changes to proposed travel arrangements.

As far as possible, orienteering personnel must ensure that they are not left alone with a Child; ensure that the Child sits in the back seat, appropriately secured; and avoid making any unnecessary stops.

## 12. Schools Orienteering

With school orienteering events ensure staff to student ratios are met, giving special attention to age, experience, maturity, disabilities/special needs and terrain. In school or park settings a Level O coach should be present, while a Level 1 coach should be present in a bush setting. A designated First Aid Officer may also be required.

A Department of Education website dealing with specifically with Orienteering with school children can be found at <https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/orienteering>.

## 13. Principles for Representative Squads and Teams with Juniors

Parents of young persons travelling with adults in a squad/team situation will need to formally accept that the squad/team manager and/or coach are taking on parent responsibilities.

As far as possible, Orienteering Queensland will select a male and female manager/coach combination and will brief Team managers and Coaches of the requirements of the Child Protection policies, and the permissions required from parents/guardians before the tour can proceed.

## 14. What to do if you hear about or suspect harm

If a child or young person raises with you an allegation of abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

**Reporting:** If you have a reasonable suspicion that a child has suffered, is suffering, or is at risk of suffering, significant harm, you must report it as soon as possible.

If a child is believed to be in immediate danger or a life-threatening situation, the Police must be contacted immediately on 000.

In other cases, disclosures or suspicions of harm should be reported, as soon as possible, to

- the OQ Member Protection Information Officer;
- the local Club President;
- or the [Queensland Government's Child Safety services](#).

## Relevant Policies & Resources

Orienteering Queensland	<a href="#">Child and Youth Risk Management Strategy</a>
	Contacts: <ul style="list-style-type: none"> <li>- <a href="mailto:memberprotection2@oq.asn.au">memberprotection2@oq.asn.au</a></li> <li>- <a href="https://oq.orienteering.asn.au/contact">https://oq.orienteering.asn.au/contact</a></li> <li>- <a href="https://oq.orienteering.asn.au/club-positions-contacts">https://oq.orienteering.asn.au/club-positions-contacts</a></li> </ul>
	<a href="#">Event Safety Induction</a>
Orienteering Australia	<a href="#">OA Child Safe Sport Framework Code of Conduct</a>
	<a href="#">OA Member Protection Policy</a>
	<a href="#">OA Coaching Accreditation Requirements</a>
Australian Sports Commission Orienteering Australia	<a href="#">Coach Code of Ethics – Orienteering</a>
Sport Integrity Australia	<a href="#">Child Protection &amp; Safeguarding Online Course</a>
Queensland Government	<a href="#">Blue Cards for working with children</a>
	<a href="#">Reporting Child Abuse</a>