

Child & Youth Risk Management



# Child & Youth Risk Management Strategy (CYRMS)





Child & Youth Risk Management

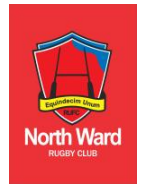
## Contents

<b><i>Child &amp; Youth Risk Management Strategy</i></b>	<b>4</b>
<b><i>Requirements for Organisations</i></b>	<b>4</b>
<b>1. Statement of Commitment of NWRC</b>	<b>5</b>
<b>2. Code of Conduct for Interacting with Children &amp; Young People</b>	<b>6</b>
Who Must Comply with this Code?	6
Code of Conduct	6
<b>3. Recruitment, Training &amp; Management</b>	<b>7</b>
Compliance	7
Monitoring compliance	7
Evaluation and review of policy	7
Access to Policy	7
<b>4. Handling disclosures or suspicions of harm</b>	<b>7</b>
What is harm?	7
When do I discuss protection concerns?	8
What do I do if I suspect a child or young person has been harmed or may be at risk of harm?	8
What if my concerns relate to the TDRURA President?	9
<b>5. Managing breaches of the risk management strategy</b>	<b>9</b>
<b>6. High risk activities and special events</b>	<b>9</b>
<b>7. Compliance with Legislation</b>	<b>10</b>
Member Official Register	10
NWRC Member's Requirements	11
Cancellation or Suspension of a WWC Check	11
<b>8. Strategies for communication and support</b>	<b>11</b>



Child & Youth Risk Management

<b>Appendix 1: Incident Report Form</b>	<b>12</b>
<b>Appendix 2: High Risk Activity Management Plan</b>	<b>19</b>
<b>Appendix 3: Children's Bluecard Notification for Officiating Visitor Form</b>	Error! Bookmark not defined.



Child & Youth Risk Management  
**Child & Youth Risk Management Strategy**

## Requirements for Organisations

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The Working with Children (Risk Management and Screening) Act 2000 (the Act) and the Working with Children (Risk Management and Screening) Regulation 2011 in Queensland, require regulated organisations to develop and implement a Child and Youth Risk Management Strategy (CYRMS) which aims to keep children and young people safe. The eight mandatory requirements of a CYRMS are:

### Commitment

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

### Capability

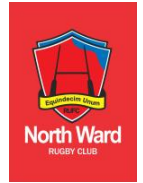
3. Written procedures for recruiting, selecting, and placing members.

### Concerns

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high-risk activities and special events.

### Consistency

7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.

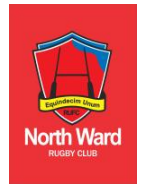


## Child & Youth Risk Management

### 1. Statement of Commitment of North Ward Rugby Club (NWRC)

NWRC is committed to ensuring the safety and wellbeing of all children and young people and is dedicated to protecting them from harm. As members we believe that we are part of a community of care. While working with children and young people to develop their skills and appreciation of Rugby, we are committed to their safety and wellbeing. We will treat them with respect and understanding at all times. In order to ensure children and young people are kept safe from harm we will:

- Ensure as far as reasonably practicable that all members treat children and young people with respect and understanding at all times;
- Ensure that any members (over 18 years) undergo the Queensland Working with Children check (WWC Check) and hold a current WWC Blue or Exemption card;
- Monitor and support members whose roles require them to interact with children and young people;
- Ensure NWRC's CYRMS is promoted, enforced and reviewed annually;
- Provide clear procedures for raising concerns or complaints;
- Supervise children and young people at all times during training, fixtures, games & representative activities;
- Ensure that any member of our club with whom the child or young person may come in contact with is aware of child protection policies and guidelines;
- Notify the Department of Child Safety if we suspect or are told that a child or young person is being harmed at home;
- Notify the Police if we suspect or are told that a child or young person is being harmed outside the home; and
- Notify the Department of Child Safety if we are concerned that a child or young person is self harming.



## Child & Youth Risk Management

## 2. Code of Conduct for Interacting with Children & Young People

### Who Must Comply with this Code?

All members of the NWRC plus everyone who are directly involved with the organisation, including children, parents, and visitors.

### Code of Conduct

All NWRC coaches and managers (18 years of age and over) are required to have a Working With Children Blue or Exemption Card. NWRC members must at all times act in accordance with the following:

- Foster mutual respect between adult and junior referees;
- Understand children and young people, their ages, stages of development, special circumstances and any special needs;
- Use language which is age/stage appropriate, clear, non-bullying and non-sexual;
- Use physical contact only in the circumstance where it is necessary to place the child in the correct refereeing position or for First Aid;
- Willingly listen to the child's or young person's concerns / issues;
- Willingly use a variety of methods to motivate the child / young person (ie positive reinforcement);
- Ensure any one-on-one interactions with a child or young person are undertaken in a public area or in sight of others;
- Bullying will not be tolerated, either amongst children and young people, or from adults towards children and young people, including within NWRC;
- Place the safety and welfare of children and young people above all else;
- Report all violent and illegal acts; and
- Set a good example for children and young people by the way you dress, speak and act.



## Child & Youth Risk Management

### 3. Recruitment, Training & Management

WWC Checks are most effective when supplemented by child-focused policies. The WWC Check process is an assessment of a person's eligibility to work with children and young people.

#### Compliance

The laws in each State and Territory are different, however ultimately members who work with children and young people in Queensland must hold a WWC Check (or an exemption card if applicable).

#### Monitoring compliance

Compliance with this policy is the responsibility of the NWRC's Committee and all NWRC members.

#### Evaluation and review of policy

This policy will be reviewed annually by the NWRC Committee.

#### Access to Policy

All NWRC members and their parents, if under 18, are to have access to the policy. A copy is also to be placed on NWRC's Website.

Members who join the club are to be informed of the policy and informed they are to make themselves familiar with it.

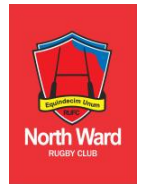
### 4. Handling disclosures or suspicions of harm

#### What is harm?

Harm is any detrimental effect of a significant nature on a child's or young person's physical, psychological or emotional wellbeing. This could also include harm to an unborn child. Harm can be caused by physical abuse, psychological or emotional abuse, neglect or sexual abuse or exploitation.

Any behavior that harms or places a child or young person or unborn child at significant risk of harm is not acceptable. The NWRC will not condone behaviors (e.g. a child or young person witnessing domestic or family violence) or cultural customs (e.g. caning children or female genital mutilation) that fall into the definition of harm.





## Child & Youth Risk Management

### When do I discuss protection concerns?

You should raise all child or young person protection concerns with a member of the NWRC Committee irrelevant of whether you suspect the harm or risk is caused by:

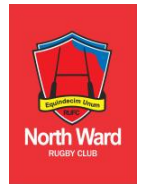
- someone at the venue;
- another child or young person;
- someone from the child or young person's family, a friend or a stranger; or
- the child or young person self-harming.

Strict confidentiality, impartiality, fairness and due process must be maintained at all times. Under no circumstances will NWRC conduct its own investigations into any serious allegations or allegations of a criminal nature.

### What do I do if I suspect a child or young person has been harmed or may be at risk of harm?

If you suspect a child or young person has been harmed or may be at risk of harm you should:

- remain calm;
- talk with the child or young person in a way that is appropriate to their age and understanding;
- respond in a caring and sensitive manner and reassure the child or young person that they have done the right thing telling you;
- do not promise the child or young person that you will keep it secret or that the harm will stop;
- provide support as required, including considering whether medical assessment/intervention is necessary;
- listen to what the child or young person wants to tell you and use open-ended questions if you need to seek further information – remember, you are not responsible for investigating the concerns or conducting a formal interview. However, you may make enquiries and/or ask questions to the extent necessary to form a suspicion of harm;
- tell the child or young person that you must advise a NWRC Committee member as they will help to keep them safe;



#### Child & Youth Risk Management

- inform the NWRC President of the situation; and
- document relevant conversations and circumstances, including dates/times, on the Incident Report Form (refer Appendix 1).

### What if my concerns relate to a NWRC Committee Member?

If you suspect a NWRC Committee member is responsible for causing harm to a child or young person, report this to the team coach and/or manager who will advise an alternative member of the committee

### 5. Managing breaches of the risk management strategy

A breach is any action or inaction by any member of NWRC, including children or young people, who fails to comply with any part of the strategy as detailed in this document.

Breaches are to be reported to the President, and the Incident Report Form (refer Appendix 1) is to be used. Blank copies of the Incident Report Form are available from the NWRC Secretary. Breaches will be dealt with by members of the NWRC Committee as nominated by the President on a case-by-case basis, with the outcome recorded on the Incident Report Form, whilst being mindful that appropriate confidentiality is maintained at all times.

Any allegations of breaches of the CYRMS will be reviewed and, if necessary, steps will be taken to minimise the risk of any further breaches.

### 6. High risk activities and special events

The following High Risk Activities have been identified and assessed in the High Risk Activity Management Plan (refer Appendix 2):

1. Use of Changeroom/Locker room facilities .
2. Waiting with junior players for parents to collect after games or Training sessions.
3. Transporting a junior player.
4. Travelling with junior players (for tournaments etc away from home).
5. Abuse from Players, Coaches & Spectators.
6. Electronic communications between Senior Members & Junior members.
7. Coaching feedback and verbal interactions.



## Child & Youth Risk Management

### 7. Compliance with Legislation

NWRC will comply with relevant legislation by ensuring that all relevant members undergo the WWC Check and obtain proof of their ability to work with children and/or vulnerable people (where exemptions do not apply). NWRC will respect the confidentiality of information relating to applications for WWC Checks and will maintain appropriate systems to protect the privacy of applicants.

An annual review will be conducted to consider:

- whether the policies and procedures were followed,
- whether any incidents relating to children and young people's risk management issues occurred,
- the actual process used to manage any incidents,
- the effectiveness of the organisation's policies and procedures in preventing or minimising harm, to children and young people, and
- the content and frequency of training in relation to your child and youth risk management strategy.

#### NWRC Official Register

NWRC will utilise the **Online Blue Card Services Organisation Portal** to maintain current and up to date records of WWC (and Exemption) card holders or applicants.

NWRC will ensure all members who have provided Working With Children and/vulnerable people clearance, and are required to maintain that clearance, retain a valid registration at all times while a member of NWRC.

#### Renewal Of WWC Bluecard

As long as an individual submits their renewal application **before their current card expires**, they can continue to volunteer—even if they haven't been issued their new blue card by the time their previous card expires.



## Child & Youth Risk Management

### NWRC Member's Requirements

If an applicant or a card holder has had a change in your police information, they must advise Blue Card Services immediately using the **change in police information form**. The maximum penalty for failing to report a change in your police information is \$14,375.00 (100 penalty units).

The relevant agency will notify the NWRC Secretary of any suspension or cancellation of a linked person's WWC Card.

Additionally, individuals are to maintain their current personal information with WWC

### Cancellation or Suspension of a WWC Check

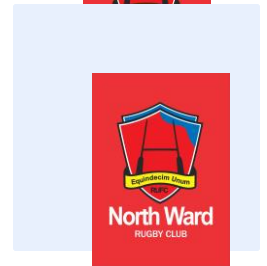
If a worker has had a WWC Check cancelled or suspended, or receives a negative notice after a change in police information, NWRC must:

- Ensure the person does not continue to volunteer through NWRC;
- Ensure they are De-linked from the NWRC via the Rugby Explorer Portal

## 8. Strategies for communication and support

All members of the NWRC, and everyone who is directly involved with the organisation, including children and parents will be provided a copy of this CYRMS via email or Rugby Explorer portal.

This will ensure that all NWRC members understand what is expected of them with regard to providing a safe and friendly environment for children and young people.



Child & Youth Risk Management

Appendix 1: Incident Report Form

This report form can be used by a child / young person or their family if they disclose an allegation of abuse or safety concern in our club. Volunteers can also use this form to record disclosures or suspicions of harm.

**DETAILS OF PERSON/S COMPLETING THE INCIDENT REPORT FORM:**

Please tick any relevant boxes below that describe who you are:

- Parent / Caregiver     
  Child / Young Person     
  Volunteer     
  Staff Member     
  Anonymous

**Name/s:** \_\_\_\_\_

**Contact/s:** \_\_\_\_\_

**Signature/s:** \_\_\_\_\_

**Date:**      Click here to enter a date.      Click here to enter a date.

**I / we have internally reported this to:** \_\_\_\_\_

**I / we have reported to the external authority:**      select

**REPORTER  
PRIVACY**

Does the incident reporter/s wish to remain anonymous?

*Update table below to include relevant internal contact points/details which your internal staff members should report incidents to.*

Contact Information		
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<a href="#">Department of Children, Youth Justice and Multicultural Affairs (CYJMA)</a>	The Department of CYJMA is where you have a reason to suspect a child or youth in Queensland has suffered, is experiencing harm, or is at unacceptable risk of experiencing harm.	After hours service  <b>1800 177 135</b>

NORTH WARD RUGBY CLUB.



Child & Youth Risk Management

	Complete an <a href="https://secure.communities.qld.gov.au/cbir/ChildSafety#">online child safety report form</a> or visit <a href="https://secure.communities.qld.gov.au/cbir/ChildSafety#">https://secure.communities.qld.gov.au/cbir/ChildSafety#</a>	<a href="#">Other regional intake offices</a>
<a href="#">Queensland Police</a>	Where the child or youth is in immediate danger or life-threatening situation.  Read more about <a href="https://www.police.qld.gov.au/units/victims-of-crime/support-for-victims-of-crime/reporting-a-sexual-assault">Alternative Reporting Options (ARO)</a> or visit <a href="https://www.police.qld.gov.au/units/victims-of-crime/support-for-victims-of-crime/reporting-a-sexual-assault">https://www.police.qld.gov.au/units/victims-of-crime/support-for-victims-of-crime/reporting-a-sexual-assault</a> .	<b>000</b> (triple zero)
<a href="#">Policelink</a>	Where child or youth has been, or is likely to become, a victim of criminal offence against the person. <a href="https://www.police.qld.gov.au/units/victims-of-crime/child-protection">Find out about Child Protection</a> or visit <a href="https://www.police.qld.gov.au/units/victims-of-crime/child-protection">https://www.police.qld.gov.au/units/victims-of-crime/child-protection</a> .	<b>131 444</b>



Child & Youth Risk Management

**Before you proceed, check you have** (where appropriate or necessary):



- Removed the child / young person from the source of harm
- Removed the person who is subject of the allegation as the source of harm
- Moved to a suitable environment, free of distractions
- Let the child use their own words to explain what has occurred

**CHILD/CHILDREN DETAILS:**

Name(s) of child / young persons: \_\_\_\_\_

**DOB:** Click here to enter a date.

\_\_\_\_\_

**DOB:** Click here to enter a date.

\_\_\_\_\_

**DOB:** Click here to enter a date.

\_\_\_\_\_

**DOB:** Click here to enter a date.

Language(s) spoken by the child / young person: \_\_\_\_\_

**Does the child / young person identify as Aboriginal or Torres Strait Islander?**

- No                       Yes, Aboriginal     Yes, Torres Strait Islander

**Does the child / young person have any disabilities, mental or physical health concerns?**

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Child & Youth Risk Management

**Family Background / any known previous history of suspected abuse** (prior to this incident, relevant information with parenting or care arrangements and sibling names and ages):

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**INCIDENT DETAILS:**

**Date occurred:** [Click here to enter a date.](#)

**Time occurred:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Name of the Alleged Person:** \_\_\_\_\_

**Gender of the Alleged Person:** \_\_\_\_\_

**DOB (if known):** \_\_\_\_\_

**Relationship to child (if any):** \_\_\_\_\_

**Contact/s (if known):** \_\_\_\_\_

**Address (if known):** \_\_\_\_\_

**INCIDENT CATEGORY**

- Physical Abuse       Neglect
- Sexual Abuse
- Emotional/Psychological Abuse

Did the child require First Aid?

- Yes     No

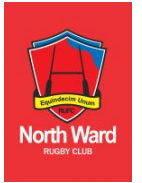
**INDICATORS / RED FLAGS TO REPORT**

- Physical Indicators     Behavioural Indicators     Patterns of escalation leading up to a disclosure or suspicion

**Details:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INCIDENT DETAILS (continued):**





Child & Youth Risk Management

**Description of the incident** (what did you see? What was reported to you? Any other relevant information):

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**Reports directly from the child** (Use the child / young persons exact words, or specific details the child / young person provided):

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**Who was involved?** (List all parties involved in the incident as well as any parties who were referred to during the disclosure):

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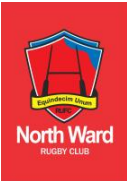
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**Immediate action taken** (Include step by step the response you took and include times and contact information for parties who were contacted):

Have you removed the child / young person from harm? **Yes**  **No**

Did you removed the person who is subject of the allegation as the source of harm? **Yes**  **No**



Child & Youth Risk Management

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**NOTIFICATION**

Was the child / young person's parents/caregiver contacted?

Yes  No

Name of Parents / Caregivers:

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If no action, provide reason/s why:

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**Internal use only:**

**Date Received:** [Click here to enter a date.](#)

**Receiving Person/s name:** \_\_\_\_\_

**Action Taken in response** (Any further follow up required with authority, support for reporter, debriefing, reviews/ adjustments to policies):

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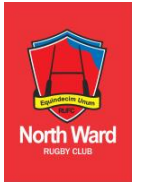
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**Outcomes** (What has happened because of this report)

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**Incident finalised:**  Yes  No

**Finalised by:** [Click here to enter text.](#)

**Signature/s:** \_\_\_\_\_

**Date:** [Click here to enter a date.](#)

**REVIEW: (to occur 4-6 weeks after the incident, suspicion, or disclosure)**

**Current Safety & Wellbeing of the child/young person**

Is the child/young person safe from abuse and harm?

Yes  No

**Current Wellbeing of other children who may be impacted by the abuse**

Are there any other children who may be impacted by the abuse?

Yes  No

**Current wellbeing of the persons who witnessed/reported the abuse**

Does the person who made the report require any support?

Yes  No

**Further details/other learnings:**

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Child & Youth Risk Management

Appendix 2: High Risk Activities & Special Events Management Plan

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>Describe the activity</b> Identify all elements of the event from beginning to end	<b>Identify Risks</b> Something that could happen that results in harm to a child or young person	<b>Analyse the Risk</b> Likelihood <i>(Almost certain, Likely, Possible, Unlikely or Rare)</i> and Consequences <i>(Critical, Major, Moderate, Minor or Insignificant)</i>	<b>Evaluate the Risk</b> The level of risk <i>(using the Risk Analysis Matrix)</i>	<b>Manage the Risk</b> Assess the options	<b>Review</b> Nominate who will review after the event/activity
1. Use of Changeroom / Locker room facilities	Inappropriate visual (nudity) interactions	Unlikely  Minor	Low	<ul style="list-style-type: none"> <li>Separate Changeroom with lockable door to be utilised by all</li> <li>Locker room area is for the storage of bags and game preparation only – no changing of clothes to occur in this room (as per signage).</li> <li>Door to Locker room to remain open at all times.</li> <li>Promote Blue Card Policy</li> </ul>	Management Committee
	Inappropriate Verbal Interactions	Rare  Minor	Low		Management Committee
	Inappropriate Physical Interactions	Rare  Moderate	Low		Management Committee
2. Waiting with junior players for parents to collect after games or Training sessions.	Inappropriate Verbal Interactions	Rare  Minor	Low	<ul style="list-style-type: none"> <li>No junior player is to be left alone to wait for their lift at any time.</li> <li>2 adults – 1 junior is preferred where possible.</li> <li>Stay in Public view.</li> </ul>	Management Committee
	Inappropriate Physical Interactions	Rare  Moderate	Low		Management Committee
3. Transporting a junior player.	Inappropriate Verbal Interactions	Rare  Minor	Low	<ul style="list-style-type: none"> <li>2 adults is preferred.</li> <li>Parental approval / consent required.</li> </ul>	Management Committee



Child & Youth Risk Management

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>Describe the activity</b> Identify all elements of the event from beginning to end	<b>Identify Risks</b> Something that could happen that results in harm to a child or young person	<b>Analyse the Risk</b> Likelihood <i>(Almost certain, Likely, Possible, Unlikely or Rare)</i> and Consequences <i>(Critical, Major, Moderate, Minor or Insignificant)</i>	<b>Evaluate the Risk</b> The level of risk <i>(using the Risk Analysis Matrix)</i>	<b>Manage the Risk</b> Assess the options	<b>Review</b> Nominate who will review after the event/activity
	Inappropriate Physical Interactions	Rare  Moderate	Low	<ul style="list-style-type: none"> <li>Where possible, use of parents of other junior referees (with own child in car also) is encouraged.</li> </ul>	Management Committee
4. Travelling with junior player (for tournaments etc away from home).	Inappropriate visual (nudity) interactions	Unlikely  Minor	Low	<ul style="list-style-type: none"> <li>Parental Consent and approval of accompanying member.</li> <li>Junior players to travel with family members where possible.</li> <li>If not possible, then accompanying member must hold a WWC card and ensure that accommodation contains separate bedrooms.</li> <li>Accompanying member is to supervise junior players at all times to ensure their safety &amp; well being.</li> <li>2 deep where possible.</li> </ul>	Management Committee
	Inappropriate Verbal Interactions	Unlikely  Minor	Low		Management Committee
	Inappropriate Physical Interactions	Unlikely  Moderate	Moderate		Management Committee
5. Abuse from Players, Coaches & Spectators.	Inappropriate Verbal Interactions	Possible  Minor	Moderate	<ul style="list-style-type: none"> <li>Concerns to be raised with the TDRU/Club Match Day Official.</li> <li>Parent of Junior player to be informed.</li> </ul>	Management Committee
	Inappropriate Physical Interactions	Rare	Low		Management Committee



Child & Youth Risk Management

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<p><b>Describe the activity</b> Identify all elements of the event from beginning to end</p>	<p><b>Identify Risks</b> Something that could happen that results in harm to a child or young person</p>	<p><b>Analyse the Risk</b> Likelihood (<i>Almost certain, Likely, Possible, Unlikely or Rare</i>) and Consequences (<i>Critical, Major, Moderate, Minor or Insignificant</i>)</p>	<p><b>Evaluate the Risk</b> The level of risk (<i>using the Risk Analysis Matrix</i>)</p>	<p><b>Manage the Risk</b> Assess the options</p>	<p><b>Review</b> Nominate who will review after the event/activity</p>
		<p>Moderate</p>		<ul style="list-style-type: none"> <li>▪ Provide support to Junior player as required.</li> <li>• Code of conduct reports are to be completed by Referee or witness to enable appropriate action from the TDRU to be taken.</li> <li>• No member of the community is to approach a Junior player after a match, all communication is to be undertaken via a Coach, Committee Member or Feedback Form.</li> <li>• Continual reminders to members of Blue card policy.</li> </ul>	
<p>6. Electronic communications between Senior Members &amp; Junior players.</p>	<p>Inappropriate communication via email</p>	<p>Rare Minor</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Communication with Junior players is to be via Parents email address.</li> <li>• parents are cc'ed into the communication also.</li> <li>• A copy of the parents' request is to be forwarded to the</li> </ul>	<p>Management Committee</p>



Child & Youth Risk Management

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>Describe the activity</b> Identify all elements of the event from beginning to end	<b>Identify Risks</b> Something that could happen that results in harm to a child or young person	<b>Analyse the Risk</b> Likelihood <i>(Almost certain, Likely, Possible, Unlikely or Rare)</i> and Consequences <i>(Critical, Major, Moderate, Minor or Insignificant)</i>	<b>Evaluate the Risk</b> The level of risk <i>(using the Risk Analysis Matrix)</i>	<b>Manage the Risk</b> Assess the options	<b>Review</b> Nominate who will review after the event/activity
				Secretary for logging as Inwards correspondence.	
	Inappropriate communication via Social Media (Facebook/Twitter etc)	Rare  Minor	Low	<ul style="list-style-type: none"> <li>Private interactions on Social media, between unrelated Senior &amp; Junior Members is not allowed.</li> </ul>	Management Committee
7. Coaching feedback and verbal interactions	Inappropriate Verbal Interactions	Rare  Minor	Low	<ul style="list-style-type: none"> <li>When providing Coaching feedback to Junior players, this is to happen in a public area and NOT behind closed/locked doors. A separate area may be used, however there must be clear vision from Public areas.</li> </ul>	Management Committee
	Inappropriate Physical Interactions	Rare  Moderate	Low		Management Committee

NORTH WARD RUGBY CLUB.



Child & Youth Risk Management