

SunnyKids Child and Youth Risk Management Framework

Introduction

SunnyKids is committed to providing services that support children and young people to have safe and nurturing relationships, access quality health care, achieve success in education, experience economic stability, and strengthen cultural connectedness.

Our services are underpinned by the “Virtual Village” approach, which recognises that the wellbeing of children belongs to individuals, families, and communities together. This model ensures foundational needs are met, creates belonging, and empowers children and families to reach their full potential.

SunnyKids commits to the National Principles for Child Safe Organisations, the Queensland Child Safe Standards, and the Child Safe Organisation Act 2024, embedding these requirements across all organisational policies, procedures, and practice.

1. Statement of Commitment

SunnyKids places the safety and wellbeing of children and young people at the centre of everything we do.

- We commit to providing safe environments and culturally respectful services.
- We ensure children’s rights to safety, participation, privacy, and belonging are upheld.
- We actively prevent harm, and where risk arises, respond swiftly and appropriately.
- We voluntarily participate in the National Redress Scheme to acknowledge and support survivors of institutional child sexual abuse.
- We comply with the Child Safe organisations Act 2024 and all child safe standards including the Universal Principle.

We ensure appropriate processes are in place to report serious misconduct to all relevant authorities and to our Funding Body within appropriate timeframes.

2. Code of Conduct

All staff, volunteers, board directors, and contractors must comply with the SunnyKids Code of Conduct, SunnyKids Code of Conduct for Working With Children which requires:

- Professional, respectful, and trauma-informed behaviour in all interactions.
- Clear professional boundaries with children and young people (no personal disclosures, grooming behaviours, or inappropriate familiarity).
- Strict prohibition of any form of inappropriate physical contact, punishment, or harm.
- No photographing or filming of children without express parental/guardian consent and prohibition of personal device use for images.
- Compliance with bullying, harassment, discrimination, and confidentiality policies.
- Commitment to Child Safety
- Acceptable and unacceptable behaviours in working with children
- Supporting vulnerable children
- Reporting responsibilities

Breaches of the Code are considered serious and may result in disciplinary action, termination, or legal referral.

3. Recruitment, Selection, Training and Management

SunnyKids ensures only appropriately credentialed people work with children and young people.

- Rigorous recruitment processes include criminal history screening (where required), referee checks, and mandatory Blue Card clearance prior to engagement.
- All staff, volunteers, and directors must maintain valid Blue Cards and SunnyKids monitors compliance continuously and ensures any organisational updates are reported to Blue Cards at the earliest possible time.
- All personnel undertake induction covering child protection obligations, risk management, and professional boundaries and are clear on their obligations to report misconduct internally and to relevant departments including but not limited to the current funding body and any Whistle-blower reporting requirements.
- Ongoing training includes the National Principles for Child Safe Organisations, the Qld Child Safe Standards, universal principle, information sharing guidelines training and trauma-informed practice.
- Staff receive regular supervision, reflective practice, and professional development to ensure accountability and quality service delivery.
- All staff, volunteers, board directors, students, practitioners, contractors, facilitators will receive relevant information and training regarding their obligations under the reportable conduct scheme and will be required to sign a declaration to this effect.

4. Reporting Disclosures and Suspicions of Harm

SunnyKids follows strict processes to ensure all suspicions, disclosures, and incidents of harm are acted upon:

- Immediate reporting of suspected or actual harm to management and statutory authorities (Child Safety, Queensland Police).
- Use of the Common Risk Assessment Framework (CRASF) and adherence to DFV Information Sharing Guidelines.
- “It is never too late to report” principle – historic or delayed information is treated with the same seriousness as current disclosures.
- All notifications are treated as incidents under the SunnyKids 1.15 Incident Reporting Policy and 4.09 Child Safety, Reportable Conduct and Safeguarding and will be reported to the relevant authorities including but not limited to the funding body.
- Privacy and confidentiality apply to children, with limits where disclosure is required to prevent harm.
- Families are offered support services where statutory thresholds are not met.

Child Safety, Reportable Conduct and Incident Reporting

SunnyKids is committed to maintaining a child safe organisation and a culture of accountability, transparency, and early intervention. All employees, volunteers, students, contractors, consultants, Directors and other representatives of SunnyKids have a mandatory obligation to immediately report any actual, suspected or disclosed harm, abuse, neglect, exploitation, grooming behaviour, professional boundary violation, reportable conduct, misconduct or any circumstance that may place a child, young person, staff member, service user or the organisation at risk.

Any concern, regardless of perceived severity, must be reported in accordance with the SunnyKids Child Safety, Reportable Conduct and Safeguarding Policy and recorded through the SunnyKids Incident Reporting process. Workers are not required to investigate concerns or determine whether abuse has occurred; they are required to report concerns promptly and cooperate with any subsequent assessment or investigation.

Failure to report concerns, incidents, allegations or suspicions may constitute misconduct and may result in disciplinary action, including termination of employment or engagement. Where required, SunnyKids will notify relevant statutory authorities, regulatory bodies, funding agencies and the Queensland Family and Child Commission in accordance with legislative obligations and organisational policy.

5. Managing Breaches

- Breaches of this strategy or the Code of Conduct will be viewed as serious.
- Consequences may include retraining, warnings, suspension, termination of employment/volunteer engagement, or referral to external authorities.
- Unlawful behaviour or harm of a sexual nature will be immediately reported to police, board of directors and funding body.
- Systemic breaches will trigger policy reviews to strengthen safeguards.

6. Risk Management Plan for High-Risk Activities

SunnyKids has a comprehensive risk management approach:

- All staff and volunteers must complete a Risk Management Plan using the SunnyKids tool for high-risk activities or events.
- High-risk activities include:
 - Events with volunteers/external participants.
 - Activities at venues with hazards (e.g., water).
 - Overnight or extended-duration programs.
 - Any new or previously untested activity.
- One-to-one contact with children must be carefully planned, risk-assessed, and, where possible, occur in visible, supervised spaces.
- Physical environments are routinely inspected for risks, with child-focused lenses applied.
- Medical emergencies and first aid follow SunnyKids' health and safety protocols.

7. Managing Compliance with the Blue Card System

SunnyKids ensures continuous compliance by:

- Requiring all staff, volunteers, directors, and contractors engaged in child-related work to hold a current Blue Card.
- Maintaining an up-to-date Blue Card register with monitoring systems for renewal.
- Immediately removing from child-related duties any individual without valid clearance.
- Regularly reviewing and improving systems for Blue Card compliance management including but not limited to review of Blue Card declaration, immediate response to disclosure of noncompliance for an individual to blue cards and funding body and any other relevant party.

8. Communication and Support

SunnyKids commits to ongoing communication and support to create a culture of safety:

- Sharing this framework with staff, volunteers, children, families, and stakeholders.
- Providing children and families with age-appropriate information about their rights, complaints processes, and safe reporting channels.
- Ensuring culturally safe communication with Aboriginal and Torres Strait Islander children, CALD families, and children with additional needs.
- Offering staff debriefing, reflective practice, and wellbeing supports after managing disclosures or responding to harm, abuse and neglect.
- Embedding the Virtual Village philosophy to strengthen community responsibility and shared accountability for child safety.
- **Publicly displaying this Strategy on the SunnyKids website and at all key offices and service delivery sites, ensuring transparency and accessibility for children, families, and community members.**

Related Policies update/review document names below

<i>1.03 Responsibilities of the Board</i>	<i>5.03 Child Feedback, Complaints and Appeals Management Policy</i>
<i>1.05 Communications</i>	<i>4.09 Child Safety, Reportable Conduct and Safeguarding</i>
<i>1.08 Quality and Continuous Improvement</i>	<i>6.01 Staff Recruitment and Selection</i>
<i>1.12 Social Media Policy</i>	<i>6.02 Staff Induction & Orientation</i>
<i>1.14 Whistleblower Policy</i>	<i>6.03 Staff Supervision and Support</i>
<i>1.15 Incident Reporting</i>	<i>6.07 Criminal History Checks</i>
<i>4.02 Child Protection</i>	<i>Child Safety Practices & Reportable Conduct Responsibilities Agreement</i>
<i>4.03 Prevention of Harm, Neglect and Abuse</i>	<i>SunnyKids Code of Conduct</i>
<i>4.06 Duty of Care</i>	<i>SunnyKids Code of Conduct Working with Children</i>
<i>4.08 Child Safety and Wellbeing Policy</i>	<i>SunnyKids Child Participation Framework</i>
<i>4.09 Child Safety, Reportable Conduct and Safeguarding</i>	

Related Procedures

- 4.2.1 Child Protection Matters including Statutory Authorities Procedure*
- 4.5.1 Flow Chart - Client Safety Planning, Assessing & Responding to Risk*

Related Forms and Documents

<i>Blue Care Register</i>	<i>SunnyKids Code of Conduct</i>
<i>Incident Registers</i>	<i>Consent – Child Supervision Form</i>
<i>Risk Management Template</i>	<i>Consent for High-Risk Activities Form</i>
<i>Incident Report Form</i>	<i>Common Risk Assessment Framework (CRASF)</i>
<i>Safety Incident Report</i>	
<i>Directors and Committee members Code of Conduct Form</i>	

Legislation and Reference Documents

<i>Domestic and Family Violence Information Sharing Guidelines</i>	<i>The National Principles for Child Safe Organisations</i>
<i>Working with Children (Risk Management and Screening) Act 2000</i>	<i>Qld Child Safe Standards</i>
	<i>Child Safe Organisation Act 2024</i>