

Job's Daughters Queensland Risk Management Strategy Policy



1. Purpose

The purpose of this Risk Management Strategy is to protect the health, safety, and wellbeing of children and young people in Job's Daughters Queensland (JDI Qld). This strategy sets out the framework and processes for identifying, assessing, and controlling risks associated with our activities. It ensures compliance with Queensland child protection legislation, workplace health and safety laws, and our organisation's duty of care to members, volunteers, and the wider community.

2. Scope

This policy applies to:

- All members of Job's Daughters Queensland (Daughters, Jobie-to-Bees, Youth Leaders, Majority Members).
- All adult volunteers and guardians involved in JDI Qld activities.
- All non-member participants or visitors attending JDI Qld events.

It covers all activities conducted under the authority of the Jurisdictional Guardian Council (JGC) of Queensland, whether in Bethel, community, online, or public settings.

3. Statement of Commitment

Job's Daughters Queensland is committed to providing a safe, respectful, and supportive environment for all members. We will:

- Prioritise the safety and wellbeing of children and young people.
- Ensure compliance with the Working with Children (Risk Management and Screening) Act 2000 (Qld).
- Promote inclusion, participation, and respect for diversity, while recognising that Job's Daughters is a female youth organisation permitted under the Anti-Discrimination Act 1991 (Qld) exemptions for single-sex associations.
- Provide equal opportunities for all members regardless of age, ability, cultural background, or beliefs.
- Identify, assess, and manage risks to prevent harm.
- Foster accountability, transparency, and continuous improvement in all safeguarding practices.

4. Diversity and Membership

Job's Daughters Queensland is an organisation for girls and young women, consistent with our Constitution and founding principles. This is permitted under relevant anti-discrimination legislation. Within this scope, we are committed to ensuring that all members and families are welcomed and respected regardless of race, culture, faith, ability, sexual orientation, or background. We actively promote an inclusive and supportive environment where all members can participate fully and safely.

5. Governance and Responsibilities

The **Jurisdictional Guardian Council (JGC)** is responsible for oversight, approval, and review of this policy.

The **Jurisdictional Guardians** are responsible for ensuring risk management practices are applied consistently.

Event Organisers are responsible for completing event-specific risk assessments and obtaining required consents.

Adult Volunteers and Chaperones are responsible for implementing safety measures and reporting concerns.

All Members are responsible for adhering to Codes of Conduct and reporting unsafe behaviour.

Youth Protection Program (YPP) Committee responsible for the oversight of the JDI YPP document ensuring JGCQ policies and procedures must remain consistent with this document.

6. Risk Management Principles

Risk management within Job's Daughters Queensland is guided by the following principles:

- Protecting the safety and wellbeing of children and young people.
- Meeting legal and regulatory obligations.
- Preventing harm through proactive planning.
- Maintaining clear lines of responsibility and accountability.
- Engaging in continuous review and improvement of risk processes.

7. Risk Management Approach

Job's Daughters Queensland applies a proactive, layered approach to risk management:

1. **Identify** hazards and risks.
2. **Assess** potential impact and likelihood.
3. **Control** risks through prevention, reduction, or elimination strategies.
4. **Monitor** implementation and compliance.
5. **Review** practices regularly for improvement.

8. Risk Assessment Procedures

- A risk assessment must be completed for all events and activities outside of regular Bethel meetings.
- The assessment must cover: activity description, hazards, risks, controls, responsible persons, and review dates.
- Attendance lists must be kept
- Incident reports must be completed within 24 hours of any incident and stored with event records.
- Risk assessments are reviewed and approved by the JGC or delegated officer before the activity proceeds.

9. Activities

9.1 Approved Social and Recreational Activities

The following activities are approved provided appropriate risk assessments are completed and supervision is in place:

Approved Activities (low to moderate risk, with supervision):

- Social events: parties, dances, formal meetings, video nights, arcade/board game nights, movies, theme parks, dinners, day trips by car, pool/beach parties, karaoke, roller/ice skating, escape rooms, laser tag.
- Sporting events: touch football, cricket (indoor/outdoor), volleyball, ten-pin bowling, lawn bowls, bocce, athletics, swimming, tennis, cycling, netball.
- Overnight camp/sleepover with JGC approval and risk management plan

Permitted with Qualified Third-Party Providers (specialist supervision required):

- Rafting or kayaking, high ropes courses, or other high-risk outdoor activities.
- Activities requiring technical safety equipment or certifications.
- Horse riding, rock climbing, indoor abseiling, archery

Excluded/Prohibited Activities (due to high risk):

- Contact football (rugby league/union, AFL, soccer contact tackles).
- Firearms, or use of explosive devices.
- Jet skiing, Leap of faith / pamper pole, Rides – mechanical or involving animals, motor races, dune buggies or go karts, paintball / skirmish, parachuting, hang gliding, para gliding or hot air ballooning

10. Activity Risk Register

Below is a summary of activities requiring specific approval and safeguards:

Activity	Key Risks	Controls/Requirements	Approval Required	Residual Risk
Bethel meetings & rehearsals	Bullying, slips/falls	Code of Conduct, first aid, 2-deep leadership	Bethel Council	Low
Fundraising BBQs	Burns, food handling	Food Safety training, risk form, hygiene standards	JGC	Medium
Camps & Sleepovers	Fire, injury, safeguarding	Risk assessment, qualified first aider, ratios, Blue Cards	JGC	Medium
Travel in cars	Road accidents	Form 6a for 18-20yo drivers, P2/Open licence, seatbelts	JGC	Medium
Public performances/parades	Public interaction	Supervision, hi-vis, hydration, attendance list	JGC	Medium
Water activities	Drowning, injury	Qualified lifesaver, parental consent, ratio supervision	JGC	High
Online/Media activity	Privacy breach	Media consent, safe posting, moderation	JGC	Medium
Events with external groups	Behavioural risk, safeguarding	Code of Conduct, consent forms,	JGC	Medium

11. Supervision and Adult Daughters (18-20 years)

1. All Daughters must apply for a **Blue Card** by their 18th birthday.
2. Daughters under 18 shall not drive other minors without a chaperone present (family members excepted).
3. Daughters aged 18-20 who drive other members must:
 - Sign Form 6a - JGC Driver Code of Conduct for Adult Daughters.
 - Hold at least a Green Provisional Licence (P2) or Open Licence.

12. Code of Conduct

All members, volunteers, and visitors must:

- Treat others with respect and dignity.
- Maintain appropriate boundaries at all times.
- Not use or be under the influence of alcohol or drugs during any youth event.
- Alcohol may only be served at an adult-focused event (such as a Debutante Ball at a licensed venue) with prior JGC approval, and never to members under 20 years of age.
- All Certified Adult Volunteers (CAVs) are required to comply with the Job's Daughters International Youth Protection Policy, including the section on Drugs and Alcohol.
- Follow instructions of designated supervisors and chaperones.

13. Equity, Inclusion and Reasonable Adjustments

Job's Daughters Queensland is committed to ensuring that all members, families, and volunteers can participate fully and equally in our programs, events, and activities. In line with the Anti-Discrimination Act 2025 and the Disability Standards for Education, the organisation will:

- Make reasonable adjustments to support participation by members with disability, neurodiverse needs, or other protected attributes.
- Ensure venues used for events are accessible, or provide alternative participation options when full accessibility cannot be achieved.
- Provide information in accessible formats where possible (e.g., large print, plain language, digital copies).
- Adapt event schedules and participation expectations to accommodate individual needs, including sensory-friendly approaches and rest breaks.
- Consider dietary, cultural, and religious needs in planning catering and activities.
- Train volunteers annually in inclusive practices and reasonable adjustment obligations.

Requests for reasonable adjustments may be made confidentially by families and will be considered in good faith, balancing the needs of the individual with the resources of the organisation.

14. Consent, Records, and Privacy

- All active Daughters and Youth Leaders (over 20) must complete a Health, Media & Consent Form for the Jurisdictional term.
- All active Jobie-to-Bees must complete a Health, Media & Consent Form for the jurisdictional term.
- All non-members/friends attending events must complete a Consent Form, including the Safeguarding Code of Conduct for Parents/Guardians.
- Consent forms are completed annually and stored securely.

15. Health and First Aid

- Health, Media & Consent forms must be completed annually for:
 - All active members and Youth Leaders (including those over 20).
 - All Jobie-to-Bees.
 - All non-members attending events (with Safeguarding Code of Conduct for parents/guardians).
- First Aid kits must be stocked and accessible at all activities.
- At least one adult with a current First Aid certification must be present at every event.
- Emergency contacts must be accessible during every activity.

16. Group Supervision Ratios

- The minimum adult-to-youth supervision ratio for regular activities is 1:5
- All supervising adults must:
 - Hold a current Blue Card (Working with Children Check).
 - Be a Certified Adult Volunteer (CAV) with Job's Daughters Queensland.

17. Transport and Travel

- All travel must be approved in advance, with parents/guardians informed of arrangements.
- Private vehicles must be covered by current registration and insurance.
- Daughters under 18 shall not drive other minors without a chaperone, except for family members.
- Daughters aged 18-20 may drive other members only if they hold a P2 or Open Licence, sign Form 6a - Driver Code of Conduct, and are approved by the JGC.
- A Transport Permission Form (Form 7) must be completed for each activity involving transport.

17. Communication and Media

- Media consent must be obtained annually via the Health, Media & Consent form.
- Parents/guardians and members over 18 may withdraw consent at any time, and records must be updated accordingly.
- All communications (including online, print, and social media) must:
 - Follow safeguarding guidelines.
 - Respect member privacy and confidentiality.
 - Avoid publishing identifying personal details (e.g., school, address, contact information).

18. Queensland Child Safe Standards (2025)

This policy aligns with the 11 National Child Safe Standards and the updated Queensland Child Safe Standards (commencing September 2025), ensuring Job's Daughters Queensland:

- Places child safety and wellbeing at the centre of practice.
- Engages families and communities in safeguarding.
- Trains staff and volunteers in safety responsibilities.
- Regularly reviews and improves safeguarding systems.

19. Training, Induction, and Continuous Improvement

- All adult volunteers must complete Annual Safeguarding Questionnaire annually.
- The JGC will review this policy annually, incorporating feedback, new legislation, and insurer requirements.

20. References and Legislative Framework

- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Working with Children (Risk Management and Screening) Regulation 2020 (Qld)
- Child Protection Act 1999 (Qld)
- Anti-Discrimination Act 1991 (Qld)
- Work Health and Safety Act 2011 (Qld)
- National Principles for Child Safe Organisations (2019)
- Queensland Child Safe Standards (2025)
- Community Underwriting: What Are My Risks? (2020)

21. Reporting and Record Keeping

- All incidents must be documented on the Incident Form (Form 11).
- Reports must be submitted promptly to the Jurisdictional Secretary.
- Records must be securely stored and retained indefinitely.

22. Recordkeeping and Retention

Job’s Daughters Queensland recognises its legal and moral responsibility to maintain accurate records that support child safety, risk management, and accountability.

Retention periods:

- Risk Assessments (general safety): retained indefinitely
- Incident Reports, Safeguarding Records, Complaints, and Attendance Records involving children: retained indefinitely (minimum 45 years, in recognition of possible historical claims under Australian law)
- Consent Forms: retained indefinitely

Storage requirements:

- All records must be stored securely, either in locked physical storage or in password-protected digital systems.
- Access is restricted to authorised officers of the Jurisdictional Guardian Council.
- Records will not be destroyed or disposed of without approval from the Jurisdictional Guardians and only in compliance with relevant legislation and insurer requirements.

23. Training and Review

- All adult volunteers must complete recognised safeguarding and child protection training every 12 months.
- Additional role-specific training (e.g., first aid, food safety, event supervision) must be undertaken where relevant.
- Training records, including completion dates and certificates, must be securely maintained by the JGC.

24. Review of Policy

This policy will be reviewed annually, or sooner if required by changes in law, safeguarding standards, or insurer requirements.

Failure to comply with this policy may result in exclusion from insurance coverage.

Policy number	626228	Version	2025 v1
Approved by board	23 August 2025	Scheduled review date	July 2025

Appendix A: Forms and Documents Register

Form / Document	Whom / Use	Purpose / Notes
JGC Youth Protection Policy	All volunteers of Job's Daughters Queensland	Core safeguarding and child protection policy.
Protecting Our Children & Risk Management Strategy (This Policy)	All volunteers, leaders, members, and parents	Outlines risk management processes, responsibilities, and compliance requirements.
Form 1 - JGC Safeguarding Code of Conduct & Drivers Code of Conduct	All adult volunteers	Sets clear behavioural guidelines and expectations; includes sighting of driver's licence and registration details.
Form 2 - JGC Activity Consent	All active Daughters & Youth Leaders over 20 All active Jobie-to-Bees All non-members attending activities	Annual Health, Media & Consent form for current Jurisdictional term.
Form 5 - Annual Safeguarding Compliance Checklist.	Supreme Deputy	To confirm compliance with child safety obligations, safeguarding training and Code of Conduct expectations
Form 6 - JGC Driver Code of Conduct (deleted 30 Sept 2023)	All adult volunteers who drive Daughters other than their own	Signed annually; included sighting of licence & registration details.
Form 6a - JGC Driver Code of Conduct for Adult Daughters	Adult Daughters aged 18-20 with P2 or Open Licence	Signed once only; includes sighting of licence & registration details.
Form 7 - JGC Approval to Drive	Parent, Child & Driver	Authorises unaccompanied adult to transport a child to/from meeting or event.
Form 8 - JGC Media Release	All active Daughters & Youth Leaders over 20	Grants permission for publication of personal information and/or images.
Form 9 - JGC Screening Check	All adult volunteers upon recruitment	Identity & reference process to reduce risk of harm to children.
Form 10 - JGC Application for Camp or Overnight Stay	Jurisdictional Guardian or Bethel Guardian	Approval process from JGC Exec & insurers for camp or overnight stay.
Form 11 - JGC Incident Report	Any adult volunteer	Used to report incidents, hazards, or near misses.
Form 12 - Youth Safeguarding Code of Conduct	All active Daughters & Youth Leaders over 20	Sets behavioural expectations for youth leaders.
Form 13 - Medication Form	Active Daughters & Volunteers requiring medication at camp/overnight	Attached to Risk Assessment for the event.
JGC Risk Assessment	JGC Exec, Jurisdictional Guardian, Bethel Guardian/Secretary, Coordinators	Required for all planned activities; must be completed, taken to event, signed, and lodged with JGC.
JGC Catering Risk Assessment	Event coordinators, Bethel Guardians	Required for all catering events to ensure compliance with Food Safety Standards.
JGC Sausage Sizzle Risk Assessment	Event coordinators, Bethel Guardians	Required for fundraising BBQs; checklist completed prior, during, and post-event.

Appendix B: Definition of Terms

Term	Definition of Term
Bethel	A local group of Job's Daughters. Each Bethel is an independent Branch of the organization.
Bethel Newsletter	An agenda of forthcoming Bethel meetings and other activities which is distributed to all members of the Bethel, usually on a monthly basis.
Blue Card	Working with Children Check. If an application for a blue card is approved, a person is issued with a positive notice letter and blue card. If an application for a blue card is not approved, a person is issued with a negative notice letter which prohibits them from working in employment or carrying on a business
Certified Adult Volunteer	A Certified Adult Volunteer (CAV) is an adult who holds a current Blue Card and has undergone training in: JDI Basic Training JDI Youth Protection Policy for Australia Child Protection - Managing the Risks training
Daughter/s	Active member of Job's Daughters (Aged 10 to 20 years)
Executive Bethel Guardian Council	The group of adults appointed to lead and oversee the Bethel. Executive Bethel Guardian Council refers to the 5 senior positions on the Bethel Guardian Council who have decision-making power over the workings of the Bethel.
Executive of the Jurisdictional Guardian Council of Queensland	The 6 Elected Officers of the Jurisdictional Guardian Council of Queensland who have decision-making power over the workings of the Jurisdictional Guardian Council.
Finance Committee	The Committee, appointed by the Jurisdictional Guardian, to oversee the income and expenditure of the Jurisdictional Guardian Council of Queensland.
International Order of Job's Daughters	The world-wide organisation of Job's Daughters. See also Job's Daughters International.
Job's Daughter/s	This term refers to either: Active members of the International Order of Job's Daughters; or A shortened term for the International Order of Job's Daughters/Job's Daughters International.
Job's Daughters International	The world-wide organisation of Job's Daughters. See also International Order of Job's Daughters
Jobie	An abbreviation of or affectionate term for "Job's Daughter".
Jobie-to-Bee	A non-member of Job's Daughters by virtue of the fact that she has not attained membership age, but has registered as interested in seeking membership.
Jurisdiction	For the purposes of this Policy Statement, this term refers to Job's Daughters in Queensland. The elected leader of the Jurisdictional Guardian Council of Queensland.
Jurisdictional Guardian	She is also a member of the Executive Jurisdictional Guardian Council.
Jurisdictional Guardian Council of Queensland	The entity Chartered by the Supreme Guardian Council, Job's Daughters International to manage and run the affairs of Job's Daughters International in Queensland. This includes the Incorporated body.
Jurisdictional Secretary	The elected secretary of the Jurisdictional Guardian Council of Queensland. This person is also a member of the Executive Jurisdictional Guardian Council of Queensland.
Order	See International Order of Job's Daughters and Job's Daughters International.
Parent	Includes legal Guardians of Daughters including Bees & non-members
Supreme Deputy	The position appointed by the Supreme Guardian of JDI to act on her behalf in the Queensland Jurisdiction.
Volunteer	An adult member of Job's Daughters over the age of 20 years, Officers of the JGC Executive Committee, Bethel Guardian Councils, and those selected to chair committees or coordinate events.
Adult Non-Volunteer	An adult non-volunteer is someone who has attended 4 or less meetings/events in a 12 month period