

Risk Management Policy



Next revised on or before 1/1/2009

Name of Art

“Aikido Yuishinkai”

Name of Organisation

“Rocky Aikido Dojo”

Title of Policy

“Risk Management Strategy”

Purpose

To provide written procedures about the appropriate conduct of members and teachers that accord with legislation applying in Queensland about the care and protection of children.

This club / organisation is committed to the safety, secure, well being, and structured learning of all students, in an environment where physical, emotional, and psychological harm is eliminated.

References / Related Documents

Grading Syllabus

Text Book: “*Aikido Yuisinkai student Handbook.*”

AYA Official Guidelines: For Instructors & Students. March 2004

Definitions

RAD: Rocky Aikido Dojo

Instructor: Any Black Belt graded member, under the direction of a senior instructor.

Senior Instructor: The person in the senior instructor's position of a club.

Dan Black Belt Graded - from 1st Dan to 10th Dan.

Dan Student: Black Belt Graded - from 1st Dan and above, but still under a Senior Instructor.

Kyu Student: Coloured Belt Student, not yet achieved a Black belt.

AYA: **Aikido Yuishinkai Australia** [The Australian governing body that regulates the Art within Australia]

AYI: **Aikido Yuishinkai International** [The international governing body that regulates the Art world wide]

Note: AYA is not to be confused with any other form of Aikido.

Who Must comply With This Policy

- [a] Senior Instructor,
- [b] Junior Instructors,
- [c] Volunteers,
- [d] Guest Speakers,
- [e] Visiting Instructors,
- [f] Visiting Master Instructors,
- [g] Members,
- [h] Children & Young People.

Scope of Policy

Any program carried out by RAD. Those programs include:

- 1 Training Sessions,
- 2 Gradings,
- 3 Public Demonstrations.

Policy

1. Expectations of staff.

The behaviour of all staff is expected to be above reproach, courteous to all students and their parents, and fair and equitable in all of their dealings. Senior and Junior Instructors are to possess 'Blue Cards.'

2. Staff roles & responsibilities.

The Senior Instructor monitors the training and behaviour of all members of the organisation, in accordance with the syllabus and standards as set by AYI. The Senior is also to ensure that all workplace health and safety requirements are met, in accordance with this policy.

Junior Instructors are to ensure that the directives of the Senior Instructor, as per this policy and that of workplace health and safety requirements, are followed. Their function is to report any deviation of this policy, and any recommendations for improvement, to the Senior Instructor.

3. Description of the practices & procedures to be followed.

To augment a response to children being hurt, hit, bullied, or in any way being treated unlawfully. To maintain confidentiality at all times.

All complaints are to be taken seriously and discussed in private. Leading questions will not be asked, with all comments documented in as much detail as possible. Allegations against any person will result in an investigation. During that investigation, the person against whom the allegation is made is to stand down for their position.

In every case where there is a suspicion of harm, the matter is to be reported to either the Qld Police Service or the Dept of Child Safety.

4. List of resources.

The resources utilised by this organisation will incorporate mats, and training uniforms, and will be used in conformity with the training rules of AYA, the standards as required by individual training halls, and with all requirements as stipulated in workplace health and safety legislation.

5. Description of acceptable & unacceptable work practices.

Acceptable work practices include structured stretching exercises with systematised training, in accordance with the training syllabus and workplace health and safety requirements.

Unacceptable work practices include poor structure, poor and / or unclear directions, and behaviour that intimidates emotionally or psychologically and that disregards safe practices.

Implementing the Policy

1. How the policy will be put into practice.

Initially, all parents will be notified concerning the commencement of this policy. On the first training day of September 2006, the class will be lectured / guided concerning this policy and how it will operate.

This policy will commence on the 5th September 2006.

2. How the policy will be promoted.

A copy of this policy will be made available at all training sessions, at the front of the training hall. Public announcements made to the students will declare the presence of this policy and where it may be located. The training syllabus will have a comment declaring its existence. Parents will be given a notice concerning this policy.

3. How the requirements of the policy will be resourced.

Junior instructors in particular, will be given specific directions in the proper handling of all health and safety issues. The organisation is already in possession of enough safety equipment.

Monitoring Compliances

1. How the Policy will be monitored.

The Senior Instructor. Junior instructors to report and provide feedback to senior instructor.

2. Who will be responsible for monitoring the policy.

The Senior Instructor. All junior instructors.

3. The level/s at which the policy will be monitored.

At the senior and junior instructor levels.

4. How information on compliance or non-compliance with the policy will be provided back to management.

In written or verbal reports, when non compliance is noticed.

Breaches

[a] Any member of the RAD organisation is liable to expulsion from RAD for breaching rules.

[b] Any member is liable to have their grading level demoted by either one or several levels, or degrees.

[c] Instructors will be liable to have their instructors authorisation cancelled.

[d] Any club member may be expelled from the club.

Evaluation & Review

[a] Date of Evaluation / Review

December of each year.

[b] Procedures for Evaluation / Review

Senior Students [Kyu and Dan], Parents of Members & of Children, will be called upon to comment concerning existing problems and possible solutions.

[c] Who is Responsible

The Senior Instructor.

Risk Management

Activity	Description of Risks	Existing Control	Likelihood of Risk	Consequences	Level of Risk
<p style="text-align: center;">Guided Throws</p> <p>Note: [1] These are repetitive movements; [2] No one is thrown; [3] Style is practiced to perfection.</p>	Physical Strain	<ol style="list-style-type: none"> 1 Proper instruction. 2 Proper distance from each other. 3 Warming up & stretching. 4 Proper technique is essential. 5 Proper supervision. 6 Teaching incorporates <u>repetitive</u> movements that initially are <u>very slow</u>. 7 Progression to more difficult tasks relies upon capability. 	Unlikely	Minor	Low
Throwing	[a] Landing the wrong way; [b] Physical strain / injury	<ol style="list-style-type: none"> 1 Only 2nd Kyu and above perform these techniques. 2 Proper instruction. 3 Proper distance from each other. 4 Warming up & stretching. 5 Proper technique is essential. 6 Proper supervision. 7 Teaching incorporates <u>repetitive</u> movements that initially are <u>very slow</u>. 8 Progression to more difficult tasks relies upon capability. 	Unlikely	Minor	Low

In all training, the following principles apply:

Firstly: Warming up & stretching exercises reduces the possibility of soft tissue injury.

Secondly: Break falls are practiced at the beginning of every lesson to ensure that students are not hurt if and when they ever fall.

Thirdly: All activities are supervised.

Fourthly: Training incorporates control. This is physical and psychological in nature & is present in all activities.

Fifthly: All training is on a graduated level where progression only results with proficiency. Hence, difficult tasks are only implemented when the student is deemed ready.

Sixthly: Extensive theory explains the why's and how's to everything that is done.

Seventhly: All students with disabilities are given a modified course of training to suit their needs.