Child & Youth Risk Management Strategy

Document Details

<table>
<thead>
<tr>
<th>Version Number</th>
<th>1.1</th>
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<tbody>
<tr>
<td>Development Date</td>
<td>October 2015</td>
</tr>
<tr>
<td>Last Review Date</td>
<td>24 November 2015</td>
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<tr>
<td>Next Review Date</td>
<td>24 November 2016</td>
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<td>Responsibility</td>
<td>Principal</td>
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Introduction
Safe service environments don’t just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has 3 key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring.

The Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011 requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

Purpose
The purpose of this Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks. A well-developed strategy will help St Andrew’s Anglican College achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to the College.

Coverage
This Child and Youth Management strategy covers the following eight requirements of the Working with Children (Risk Management and Screening) Act 2000:

**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, training and managing staff and volunteers.

**CONCERNS**
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
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.
Scope

This Child and Youth Management Strategy applies to all employees, contractors and volunteers at St Andrew’s Anglican College (the College).

Structure

The following describes how this strategy document is structured:

Column A
Requirement: This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011.

Column B
Actions: Intentional actions, programs and processes that have been developed and will be implemented.

Column C
Reference: Describes the policy, procedures, protocols and other guidelines that form the authority for the particular Action.

Column D
Responsible Officer: This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action.

Column E
Evidence: This identifies those things that can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

Abbreviations

ACSQ - Anglican Church Southern Queensland
SAAC - St Andrew’s Anglican College

Approval

Approved by SAAC Council on 24th November 2015

Signed: ___________________________________________ Date: 24/11/2015
PRINCIPAL - CHRIS IVEY
### Part 1: COMMITMENT

<table>
<thead>
<tr>
<th>Requirement</th>
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</table>
| 1. Statement of Commitment | The Student Protection in Anglican Schools Policy and Procedures 2015 has been adopted by St Andrew’s Anglican College and includes the following Statement of Commitment:  

“St Andrew’s Anglican College support the rights of children and young people and are committed to protecting the safety, welfare and wellbeing of students. St Andrew’s Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees, contractors and volunteers.  

This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, contractors and volunteers to model and encourage behaviour that upholds the dignity and protection of students from harm.  

In support of this commitment, St Andrew’s Anglican College is dedicated to our Child and Youth Risk Management strategy that includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in their care.” | Student Protection in Anglican Schools Policy and Procedures -ACSQ | Director, Office of the Director of Professional Standards ACSQ Principal. | The Student Protection in Anglican Schools Policy and Procedures 2015 was adopted by the SAAC Council in February 2015.  

The Statement of Commitment was approved by the SAAC Council on 24th November 2015.  

The Statement of Commitment is framed and displayed in the main Administration reception area and displayed in key locations around the College.  

Hardcopies of the Statement of Commitment and Student Protection Policy are available from the main Administration reception desk and other key locations around the College.  

The Statement of Commitment and Student Protection Policy are available on the SAAC website for Parents, Volunteers, Contractors and the general public.  

## Part 1: COMMITMENT (continued)

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</table>
| 2. Code of Conduct for interacting with Students | A Code of Conduct for interacting with Students has been developed and approved by the College Council. The purpose of the code of conduct is to outline the expected standards of behaviour for all stakeholders involved at St Andrew’s Anglican College (the College) when interacting with children and young people at the College. The Code of Conduct applies to all stakeholders across the College community including:  
  - Employees  
  - Contractors  
  - Volunteers | Working with Children (Risk Management & Screening) Act 2000 | Principal | The Code of Conduct for interacting with Students was adopted by the SAAC School Council on 24th November 2015. The Code of Conduct is displayed in various key staff locations around the College. Hardcopies of the Code of Conduct are available from the main Administration reception desk. The Code of Conduct for interacting with Students is displayed on the SAAC website. The Code of Conduct is displayed on the SAAC LMS/Intranet. |
Child and Youth Risk Management Strategy

### Part 2: CAPABILITY

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<tr>
<td>3. Written processes for recruitment, selection, training and managing staff and volunteers.</td>
<td>EMPLOYEES A suite of child-focused policies and procedures have been developed and are in place for recruiting, selecting, training and managing paid employees that include:</td>
<td>Working with Children (Risk Management &amp; Screening) Act 2000 Working with Children (Risk Management and Screening) Regulation 2011</td>
<td>HR Manager.</td>
<td>All Recruitment and HR management policies, procedures and forms are available on the College’s intranet and accessible by all staff. Hard copies of all Recruitment policies, procedures and forms are available from the HR Manager. Training material for new staff, volunteer and contractor induction is available on request. Material used in the annual refresher Student Protection refresher training to current staff is available on request. Registration details of the Student Protection Officers at the College attending Student Protection training courses organised by the Anglican Schools Commission are available on request. Notes from presentations by external parties on specialist child protection topics are available. A register is maintained of all compliance training (including Student Protection) for Employees, Contractors and Volunteers. A training calendar is issued and a record of all training and professional development activities conducted is maintained for each employee.</td>
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Child & Youth Risk Management Strategy

- Charter for Staff
- Probation Period Review Forms
- Employee Performance Management Policy
- Annual Performance Review and identification of any training needs
- Enterprise Agreement
- Handling of Complaints Policy – Employees
- Termination of Employment Policy
- Exit interviews/questionnaire

These policies, procedures and forms are used effectively to make sure that only the highest calibre of employees are hired by the College and to deter and identify unsuitable applicants.

All new employees are required to undergo appropriately detailed induction training that includes information on student protection obligations, work health and safety requirements and emergency procedures.

New staff are required to sign off by email that they have read and understood key compliance policies including the Student Protection Policy and Code of Conduct for interacting with Students.

All current staff are required to undergo refresher training on Student Protection at the beginning of each new academic year.

The Student Protection Officers at the College attend a comprehensive Student Protection
training course organised by the Anglican Schools Commission on an annual basis.

Professional development opportunities and further training is recommended and encouraged for all staff.

**CONTRACTORS & VOLUNTEERS**
All new volunteers and contractors are advised of their Student Protection responsibilities and are required to sign off that they have read and understood the “Safeguarding our Students” document developed by the Anglican Schools Commission for volunteers, contractors, coaches etc.

**NOTE:**
Visitors and invited guests to the College are **not** provided with Student Protection training as they are accompanied by a staff member at all times and are never left with students unattended.
### Part 3: CONCERNS

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| 4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines. | The College has policies, procedures and forms in place for handling disclosures or suspicions of harm, including reporting guidelines. These documents include:  
- Student Protection Policy and Procedures  
- Protocol for Dealing with Complaints SUMMARY  
- Protocol for Dealing with Complaints DETAIL  
- Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form  
- Form 2 – Notification of Report to a State Authority  
- Form 3 – Inappropriate Behaviour Report Form  
- QCOT Section 76 Notice Investigation  
- QCOT Section 77 Notice Resignation  
- QCOT Section 78 Notice Dismissal  
- Request for Interview Form. | Working with Children (Risk Management & Screening) Act 2000  
Working with Children (Risk Management and Screening) Regulation 2011 | Principal | The following documents are available on the College website and intranet site. Hardcopies are also available on request:  
- Student Protection Policy and Procedures  
- Statement of Commitment  
- Code of Conduct for interacting with Students  
- Protocol for Dealing with Complaints SUMMARY  
- Protocol for Dealing with Complaints DETAIL  
The following documents are available on the College intranet site for staff access:  
- Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form  
- Form 2 – Notification of Report to a State Authority  
- Form 3 – Inappropriate Behaviour Report Form  
- QCOT Section 76 Notice Investigation  
- QCOT Section 77 Notice Resignation  
- QCOT Section 78 Notice Dismissal  
- Request for Interview Form. |  
External parties are often invited to the College to speak to students and staff on specialist child protection subjects such as Cyber Safety. |
effectiveness after each reported incident and amended if required.

Part 3: CONCERNS (continued)

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<td>5. A plan for managing breaches of your risk management strategy.</td>
<td>The College recognises that the policies, procedures and systems put in place to prevent any harm to students may be breached through action or inaction by a person in our organisation. It is further recognised that a breach may arise due to a person not being aware of their obligations and/or being confused on what course of action they should have taken. In this case, a review of all Student Protection training will be conducted to improve the level of understanding. The College has procedures in place to deal with any breaches in a consistent, fair and supportive manner. Refer: “Managing Breaches of the Child and Youth Risk Management Strategy – Procedure”.</td>
<td>Working with Children (Risk Management &amp; Screening) Act 2000 Working with Children (Risk Management and Screening) Regulation 2011</td>
<td>Principal</td>
<td>The “Managing Breaches of the Child and Youth Risk Management Strategy – Procedure” is available to all staff on the College’s Intranet site (LMS) Hard copies are also available on request.</td>
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### Child and Youth Risk Management Strategy

#### Requirement

6. **Risk management plans for high risk activities and special events.**

   The College has an extensive Risk Management system using the ERM Online Risk Management and Compliance System. All external trips, camps, excursions and tours require the approval of a detailed Risk Assessment. Some internal or on campus activities (e.g. Annual School Fair) also require the lodgement of a detailed Risk Assessment.

   Risk Assessment Forms are available online from the College intranet (LMS) and are categorised as follows:

   - Camps
   - Day Trips
   - Interstate or Intrastate travel requiring accommodation
   - On-Campus activities
   - Overseas Trips

   Each Risk Assessment identifies areas of potential risk and lists the corresponding controls. Each Risk Assessment is then evaluated (post controls) and given a risk rating using a traditional risk score table (taking into account the likelihood of any

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<td>6. <strong>Risk management plans for high risk activities and special events.</strong></td>
<td>The College has an extensive Risk Management system using the ERM Online Risk Management and Compliance System. All external trips, camps, excursions and tours require the approval of a detailed Risk Assessment. Some internal or on campus activities (e.g. Annual School Fair) also require the lodgement of a detailed Risk Assessment. Risk Assessment Forms are available online from the College intranet (LMS) and are categorised as follows: <strong>- Camps</strong>  <strong>- Day Trips</strong>  <strong>- Interstate or Intrastate travel requiring accommodation</strong>  <strong>- On-Campus activities</strong>  <strong>- Overseas Trips</strong> Each Risk Assessment identifies areas of potential risk and lists the corresponding controls. Each Risk Assessment is then evaluated (post controls) and given a risk rating using a traditional risk score table (taking into account the likelihood of any</td>
<td>Working with Children (Risk Management &amp; Screening) Act 2000  Child Protection Act 1999  Work Health and Safety Act 2011</td>
<td>Tony Innes – Risk and Compliance.</td>
<td>All Risk Management plans for high risk activities and special events are hosted on the ERM Online Risk Management system. Copies of individual risk assessments or the template document are available on request.</td>
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The various Risk Levels are:

- Negligible
- Low
- Medium
- High
- Very High
- Extreme

The approval process includes a review by the Risk and Compliance Officer, approval by the relevant School Head and final approval by the Principal. It is expected that any proposed activity with a risk rating of Very High or Extreme would not proceed until further controls can be introduced to lower the risk rating.

The College also has a comprehensive Work Health and Safety (WHS) Management System in place to create a safe environment for Students at the College. The key components of the WHS Management System are:

- WHS Policy and Commitment Statement
- Detailed WHS Procedures
- Regular safety inspections and follow up
- Emergency procedures and regular drills
- Hazard Report system
- Accident/Incident report investigations
- WHS training for all new staff, contractors and volunteers
- Detailed WHS training for staff working in high risk areas e.g. Facilities/ Grounds
- Annual WHS and Emergency Procedures refresher training for all staff.
### Part 4: CONSISTENCY

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>7. Policies and procedures for managing compliance with the Blue Card system.</td>
<td>The College has Blue Card policies and procedures in place that set the guidelines for the requirement to hold a Working with Children clearance (Blue Card) at the College. A register of all current Blue Cards and expiry dates is maintained by the Payroll Manager that includes reference numbers and expiry dates.</td>
<td>Working with Children (Risk Management &amp; Screening) Act 2000</td>
<td>HR Manager</td>
<td>The Blue Card policies and procedures are available for all staff to access on the College intranet system (LMS). Hardcopies are also available on request. Access to the Blue Card register is restricted to authorised personnel however hard copies of reports can be made available on request.</td>
</tr>
<tr>
<td>8. Strategies for communication and support.</td>
<td>The College communicates its student protection activities and documents in a number of ways: Internet The following child protection related documents are available on the College website for Parents, prospective Parents, Community partners, volunteers and the wider community: - Student Protection Policy - Student Protection Information for Parents</td>
<td>Working with Children (Risk Management &amp; Screening) Act 2000</td>
<td>Tony Innes – Risk and Compliance</td>
<td>Student Protection related policies and procedures are available on the College website <a href="http://www.saac.qld.edu.au/">http://www.saac.qld.edu.au/</a>. Access to the College intranet is restricted to authorised users but can be demonstrated on request. All hard copy documents and training material are available on request.</td>
</tr>
</tbody>
</table>
Protocols for dealing with complaints of sexual harassment, assault or sexually inappropriate behaviour (SUMMARY)
- Protocols for dealing with complaints of sexual harassment, assault or sexually inappropriate behaviour (FULL GUIDE)
- Student Protection Officers
- Student Care Policy
- Statement of Commitment
- Code of Conduct for interacting with Students

Intranet
A Student Protection Hub has been created on the College intranet (LMS) to communicate the full range of child protection related documents to Staff and Students. The sub folders of the Student Protection hub are as follows:

A. Policies and Procedures
- Student Protection Policy and Procedures
- Statement of Commitment
- Code of Conduct for interacting with Students
- Dealing with complaints (Summary)
- Dealing with complaints (Detail)
- Complaints Management in Anglican Schools Policy & Procedures
- Managing Breaches of the CYRMS Procedures

B. Student Protection Officers (SPOs)
- Contact details of SPOs
- Poster with photos of SPOs
C. Forms  
- Form 1 – Suspected sexual abuse  
- Form 2 – Notification of Report  
- Form 3 – inappropriate behaviour  
- Section 76 notice - Investigation  
- Section 77 notice - Resignation  
- Section 76 notice – Dismissal  
- Request for interview  

D. Information for staff  
- ASO Staff Training PowerPoint  
- ASO Resource Sheets  
- Traffic Lights Guide  
- Link to the Blue Card Services You Tube channel.  

E. Information for Contractors & Volunteers  
- Safeguarding Our Students & Sign Off  

F. Student Protection/WHS for Contractors and Volunteers.  

G. Information for Parents  
- As per Internet (see above).  

H. Information for Students  
- Extract from Student Diary  

I. Other  
- ASO Student Protection Newsletters  
- ASO Student Protection Posters  
- Presentation slides for College Council  
- Evidence Checklist  

**Noticeboards**  
A number of documents are posted around the campus in key locations for Staff and Students.
These include:
- Statement of Commitment
- Code of Conduct for interacting with Students
- SPO contact details & photos
- Various student protection posters

**Hardcopies**
Hardcopies of all documents are available on request.

Bound copies of the Student Protection Policy and Procedures are on display at:
- Main Administration Reception Desk
- Primary Administration Reception Desk
- Secondary Administration Reception Desk
- School Library