

Child Safe Action Plan: Operations Plan

Purpose

The Child Safe Action Plan: Child Safe Operations, details the actions currently taken to comply with the Child Safe Standards and the Universal Principle, and related requirements, as per the *Child Safe Anglican Education Policy* and *Procedures: Child Safe Operations* for further information.

Scope

This Plan relates to the following Child Safe Entities:

| Name | Type |
|------------------------------|-------------------|
| St Andrew's Anglican College | Education Service |

Approval

This Plan is endorsed and approved as follows:

| Endorsed/Approved | Name | Role | Date |
|-------------------|-----------------|--------------------------------|------|
| Endorsed | Rosalyn Cheales | Chair of College Council | |
| Approved | Karen Gorrie | Principal | |
| Approved | Geoff Newton | Acting Executive Director, ASC | |

Child Safe Action Plan: Operations Plan

Standard 1: Leadership and culture

Child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture.

| No. | Action Taken | Responsible Person | Timeframe (where applicable) |
|-----|---|-------------------------------|---------------------------------|
| | Policies and Procedures | | |
| 1A | <i>Child Safe Anglican Education Policy</i> contains public commitment to children's safety and wellbeing. Policy is available on College website and in Main administration, Primary and Secondary Administration, the Learning Hub, the Aquatic Centre and any public locations around the College. The Public Commitment is published as a separate statement in these locations and will also be found in job applications, the parent handbook and student diaries. | Risk and Compliance Manager | Ongoing |
| 1B | Child Safety is a standing item at weekly Executive Team meetings. | Principal | Ongoing |
| 1C | Child Safety is a standing item at monthly College Council meeting. This includes de-identified data, trend analysis, update, review of Child Safe policies and procedures. | Chair of College Council | Ongoing |
| 1D | Member of College Council is also a member of Child Safe Committee. This enables a direct link between the CSC and College Council. CSC also comprised of staff from HR, CSA's, Risk, Sport and Music, thus enabling a focus on child safe culture across the school. | Chair of Child Safe Committee | Ongoing |
| 1E | In addition to standing agenda items, Child Safety is approached and considered across a broad scope. It is within the scope of multiple committees including; <ul style="list-style-type: none"> • Child Safe Committee • Risk and Compliance Committee- enables student risk at events, physical spaces to be considered • WHS Committee – considerations regarding new buildings and child related concerns raised at meetings. • Digital Wellbeing Committee – cyber related concerns | Principal | Ongoing |

Child Safe Action Plan: Operations Plan

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| | Governance | | |
| 1F | CSC reports to the Principal and College Council. Child Safe Advocates fulfill a range of pastoral, sporting, music roles across the College. | Principal | Complete |
| | Risk Management | | |
| 1G | Child Safety identified as a key organisation risk in Strategic Risk and Risk Register documents to enable Child Safety to be at the forefront of decision making. | Risk and Compliance Manager | Complete |
| 1H | Members of College Council are required to have Blue Cards, complete Code of Conduct training and to also complete the annual ASC Child Safety training. College Council receive Child Safety updates from the Principal regularly and also from the Chair of CSC when requested. | Chair of College Council Principal | Complete |
| 1I | Programs and activities that are grounded in and reflect a commitment to cultural safety are delivered, such as Prep Indigenous visits, Gubbi Gubbi visits, Connections in Year 9. | RAP | Ongoing |

Child Safe Action Plan: Operations Plan

Standard 2: Voice of children

Children are informed about their rights, participate in decisions affecting them and are taken seriously.

| No. | Action Taken – How children understand how they should be treated by others, including one another, and what they can do about it. | Responsible Person | Timeframe (where applicable) |
|-----|--|--------------------------------------|------------------------------|
| | Information and Programs | | |
| 2A | Age and developmentally appropriate education material delivered to students on cyber safety, discrimination, sex education. This includes by internal staff as well as external programs such as “Let’s chat” and “Courage to Care”, Y-Safe, Fast Vue, Sextortion. Internal education is presented at regular intervals and elevated at particular times during the year such as <i>Child Safety Week</i> . | Head of Primary Head of Secondary | Ongoing |
| 2C | CSA posters are prominently displayed in student accessible areas. Students are reminded regularly at assemblies of who they may approach regarding concerns. Examples relating to possible context or concern is explained to the students. For example – What is harm, as part of an assembly presentation. | Risk and Compliance Manager | Termly |
| 2G | The College provides high levels of professional resources to support student wellbeing. This includes the pastoral care team and two psychologists. Also includes internal programs such as; <ul style="list-style-type: none"> • Diamond Strong Project • Primary School Friendship Program • UR Strong • Focus Children Model | Principal | Ongoing |
| 2H | St Andrew’s programs reinforce the active roles students play in their own and their peer’s safety via Personal Capacity, Assembly messages | Head of Secondary Head of Primary | Ongoing |

Child Safe Action Plan: Operations Plan

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| 2I | Programs relating to sexual abuse prevention include explicit camp talks, debriefs, Let's Chat and community resources such as Laurel House | Deans of Students Child Safe Advocates | Ongoing |
| | Rights | | |
| 2B | Children are informed about their rights at assembly in in class lessons... in particular, the right to physical, emotional and psychological and cultural safety, information and participation | Head of Primary Head of Secondary | Ongoing |
| | Decision Making | | |
| 2D | Students are surveyed regarding their own safety and experience following camps and excursions. Students have opportunities to provide feedback on an ongoing basis – MMG Surveys, suggestion boxes, I-Yarn, Year Level Surveys, Class Meetings | Head of Student Engagement | Ongoing |
| 2F | Captain's lunch for feedback – an opportunity for Captains to provide feedback to the Head of Secondary. | Principal and Heads of School | Ongoing |

Child Safe Action Plan: Operations Plan

Standard 3: Family and community

Families and communities are informed and involved in promoting child safety and wellbeing.

| No. | Action Taken | Responsible Person | Timeframe (where applicable) |
|---------------------------------------|--|--------------------------------------|---------------------------------|
| Families informed and involved | | | |
| 3A | Electronic newsletters issued to the College Community to include articles and updates promoting child safety and well-being. These to include links to community resources and support tools. | Head of Primary Head of Secondary | Termly |
| 3B | Families have access to key safeguarding policies and procedures including list and contact details of CSAs through Parent Portal. These are in addition to those available of the College's public site. | Director of Community Engagement | Ongoing |
| 3D | Parent education sessions cover common and emerging student welfare and safety issues such as social media, vaping etc. This also provides further opportunities for families to provide feedback and ask questions. | Head of Primary Head of Secondary | Annually |
| Issues and resolution | | | |
| 3C | Parents have ability to provide feedback through website. This feedback is addressed in the weekly Parent Bulletin. | Director of Community Engagement | Weekly |
| 3F | Families have ability to provide feedback via surveys such as MMG | Director of Community Engagement | Annually |
| Governance | | | |
| 3E | Parents provided with information regarding operation and governance issues via information sessions and Bulletin articles. | Heads of Year/Class Teachers | Weekly |

Child Safe Action Plan: Operations Plan

| | Systematic Participation | | |
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| 3G | Support for College behaviour through the College Community Agreement, Positive Behaviour Policies and Personal Capacity programs. | Deans of Students Director of Personal Capacity | Ongoing |



Child Safe Action Plan: Operations Plan

Standard 4: Equity and diversity

Equity is upheld and diverse needs respected in policy and practice.

| No. | Action Taken | Responsible Person | Timeframe (where applicable) |
|-----|--|--------------------|---------------------------------|
| | Equity | | |
| 4A | The College takes all necessary steps to comply with the Anti-Discrimination Act 1991. Equity is considered and applied at the enrolment process and the duration of the child's enrolment. | Head of Admissions | Ongoing |
| 4C | Individual Learning Plans are accessible to relevant staff via a link on the College Portal titles Primary/Secondary Alert List. The provision of headphones, Redcat systems and print modification to support equitable access. This is supported through the IT Department. | Learning Support | Ongoing |
| | Diverse Needs | | |
| 4B | Social event for families of neuro-diverse students to network, make connections, share experiences and learn from presenters. | Head of Primary | To be scheduled |
| 4D | The College and staff recognise student's gender identities including non-binary. The College provides the right of a student to dress in a manner consistent with their gender identity. A support group for students with such needs has operated in a student led and organised capacity on a need's basis. When parents are not supportive or accepting of their child's gender identity, the College will make efforts to provide education opportunities for the family including external supports. | Pastoral staff | Ongoing |
| 4G | In the design process of new College facilities, an accessibility consultant is engaged to ensure equity for students and families with disabilities. | Principal | As required |
| | Diverse Needs and Cultural Safety | | |

Child Safe Action Plan: Operations Plan

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| 4H | <p>The College provides children with educational opportunities to learn about different cultures, peoples and communities. This includes;</p> <ul style="list-style-type: none"> • Global Opportunities (GO) Programs • St Andrew’s Serves • Indigenous incursions/excursions with local, Gubbi Gubbi people • Connections Program – On Country • Classroom Spanish lessons • Spanish exchange program • Kindai student visits (Japanese) • Curriculum juncture points | <p>Head of Sail College Chaplain Head of Languages RAP Head of Faculty</p> | Ongoing |
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Child Safe Action Plan: Operations Plan

Standard 5: People

People working with children are suitable and supported to reflect child safety and wellbeing values in practice.

| No. | Action Taken | Responsible Person | Timeframe (where applicable) |
|-----|---|----------------------------|---------------------------------|
| | Suitability | | |
| 5A | All staff have current Working with Children Checks or QCT registration. This is continuously monitored by a monthly Blue Card audit and regular QCT registration audits. | Head of People and Culture | Ongoing |
| 5C | Position descriptions explicitly reference suitability of working with children. | Head of People and Culture | Complete |
| 5D | Recruitment processes include; <ul style="list-style-type: none"> • Position Descriptions with required skills and attributes which includes commitment to Child Safety • Interview questions that are specific to Child Safety • Two referee checks – one of current employer with questions relating to suitability through a child safety lens. • Blue Card verification or QCT registration and National Register check and Prohibited Persons Check for Early Learning staff • Interview and referee questions to be asked about Child Safe entities to ensure understanding of the National Principles, not just student protection. | Head of People and Culture | Complete/Processes in place |
| | Support | | |
| 5B | All staff are required to acknowledge and agree to the ASC <i>Code of Conduct</i> following completion of online ASC training. | Head of People and Culture | Process in place |
| 5E | Induction of staff and volunteers includes; <ul style="list-style-type: none"> • Code of Conduct • Behavioural expectations | Head of People and Culture | Process in place |

Child Safe Action Plan: Operations Plan

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| | <ul style="list-style-type: none"> • Emergency Procedures • Mandatory reporting requirements • Annual ASC Child Safety Training (even if commencing mid-year) | | |
| 5F | Several staff trained as <i>Equity Contact Officers</i> and are eligible recipients of whistle-blower complaints. Staff in either of these positions may receive complaints of harassment or discrimination. | Head of People and Culture | Complete |
| 5G | All staff and volunteers complete ASC's annual <i>Child Safety Training</i> . In addition, staff receive various professional learning opportunities addressing child safety and wellbeing. This includes recognising various types and signs of harm. | Head of People and Culture | Ongoing |
| 5H | Staff have easy access to Child Safety policies and procedures through College SharePoint. Staff also reminded of CSAs by posters in staff areas. | Risk and Compliance Manager | Complete |
| 5I | <p>A register of contractors is maintained. Contractors dealing directly with students are required to;</p> <ul style="list-style-type: none"> • Evidence they hold a Blue Card • Acknowledge and agree to ASC <i>Code of Conduct</i> • General behavioural expectations <p>All contractors regardless of interaction with students are required to sign into the College.</p> | Risk and Compliance Manager | Complete |

Child Safe Action Plan: Operations Plan

| Standard 6: Complaints management | | | |
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| <i>Processes to respond to complaints and concerns are child focused</i> | | | |
| No. | Action Taken | Responsible Person | Timeframe <i>(where applicable)</i> |
| | Procedures | | |
| 6A | ASC Procedures: <i>Child Safe Responses</i> has been adopted by the College and made available to all staff. A summary document including key changes has been provided. | Risk and Compliance Manager | January 2026 |
| 6B | ASC Procedures: <i>Child Safe Responses</i> provides clear direction regarding; <ul style="list-style-type: none"> • Identifying concerns • Gathering information • Assessing and responding to concerns • Monitoring concerns and actions • Reporting – Child Safety, Police, eSafety Commissioner, Queensland College of Teachers (QCT), AHPRA • Reporting timelines • Above process is adhered to by Child Safe Advocates | Principal | Ongoing |
| 6B | Apply definition of concern to trigger child safe response and ensure risk reduction. | Child Safe Advocates | Complete |
| | Support | | |
| 6C | Child Safe Advocates are trained to a level above other staff to be able to respond, assist and support staff and volunteers who have identified concerns. This training includes how to conduct investigations with empathy and to limit the likelihood of re-traumatising vulnerable people. | Head of Future Learning | Ongoing |
| 6E | A data handling procedure specific to Child Safety matters ensures concerns and responses are dealt with confidentially and are compliant with privacy law obligations and best practice. | Principal | Ongoing |

Child Safe Action Plan: Operations Plan

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| 6B | Children informed of the procedure to report on assemblies and in class discussions. How do you make children aware of the process and the result - consider resources that explicitly inform children about this process. | Child Safe Advocates | Twice yearly |
| 6F | Parent Survey at juncture points to inform implementation audit. Complaints and concerns raised are discussed by College Executive and addressed. | Director of Community Engagement | Annually |
| 6L | Focus on culture where students and their representatives are safe and supported to raise concerns in a culturally supported way via repeated messages in assemblies, in classrooms and through the parent bulletin. | RAP's | Ongoing |
| 6T | Promotion of RAP staff to students and parents to ensure culturally safe support. | RAP's | Twice Yearly |
| 6A | Concerns raised through feedback, face to face conversations, email, phone calls considered and addressed in a timely manner (48 hours). Process followed varies depending on nature of concern but keeping children and safety at forefront of response. Complaints triaged as to best person to address. | Child Safe Advocates | Ongoing |

Child Safe Action Plan: Operations Plan

Standard 7: Knowledge and skills

Staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.

| No. | Action Taken | Responsible Person | Timeframe (where applicable) |
|-----|--|---|---------------------------------|
| 7A | As a part of induction, all staff are informed and are required to recognise that they are aware of the CSAs. Annual training at staff meetings by Child Safe Advocates. | Head of People and Culture Head of Future Learning | Process in place |
| 7B | Staff are trained on and refreshed annually on activity risk assessment process and tutorial on how to complete activity submission. | Risk and Compliance Manager | Ongoing |
| 7C | Child Safe Advocates undertake annual training and present to staff twice a year. | Child Safe Advocates | Twice yearly |
| 7C | The College maintains a register of families who do not wish for their child's image to be published. This information is made known to all required persons in the College. This also includes live streaming. | Director of Community Engagement | Ongoing |
| 7E | Staff briefings are used throughout the year to refresh and remind staff of mandatory reporting requirements and to recognise broad types and signs of harm and trauma. | Head of Secondary Head of Primary | Ongoing |
| 7F | Staff are trained annually to understand the importance of record keeping and documentation whilst balancing privacy obligations. Staff have received training regarding; <ul style="list-style-type: none"> • Privacy Act obligations • Information sharing • Data storage and transmittal best practice | Head of Knowledge Services Risk and Compliance Manager | Complete |
| 7F | Support for staff through staff meeting PD to understand culturally safe care environments | Head of Future Learning | Ongoing |

Child Safe Action Plan: Operations Plan

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| 7F | Child Safe Advocates regularly meet as a group to identify common trends, discuss and review responses and their effectiveness. | Principal | Termly |
| 7G | Volunteers are informed and trained in Child Safe policy and procedures through an online platform provided by the ASC. They are also made aware of the CSA's should they require assistance. | Head of People and Culture | Process in place |

Child Safe Action Plan: Operations Plan

Standard 8: Physical and online environments

Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed.

| No. | Action Taken | Responsible Person | Timeframe (where applicable) |
|-----|---|-------------------------------|---------------------------------|
| | Physical | | |
| 8A | General, internal safety audits are conducted of all on campus, physical spaces. | Risk and Compliance Manager | Termly |
| 8B | External, third-party contractor provides compliance inspection of all playground equipment including soft-fall requirements. | Risk and Compliance Manager | Annually |
| 8C | Activity risk assessment process ensures physical, environmental and wellbeing risks are considered and effective controls implement to minimise potential for harm. | Risk and Compliance Manager | Ongoing |
| 8D | Pastoral spaces are child friendly and welcoming. Secondary wellbeing room. Psychologists' offices have discrete, student friendly entrances. | Principal | Complete/ongoing |
| 8H | Maintain Contractor Register which records due diligence process regarding; <ul style="list-style-type: none"> • Public liability insurance • Child Safe Action Plan (where applicable) • Blue Card evidence of relevant individuals | Risk and Compliance Manager | Ongoing |
| 8I | Separate, designated amenities are provided for students and adults throughout College campus. | Facilities Manager | Ongoing |
| 8J | Campus walkthrough conducted to identify and review high risk locations and characteristics. | Chair of Child Safe Committee | Annual |
| 8G | Physical and online risks are considered in the College Risk Register. | Risk and Compliance Manager | Ongoing |
| | Online | | |

Child Safe Action Plan: Operations Plan

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| 8E | Students and families sign a <i>Cyber Safety Agreement</i> before being receiving a College device. This agreement covers acceptable use of College devices and online conduct. | Director of Knowledge Services | Ongoing |
| 8F | Strong oversight and monitoring of student digital activity. This includes; <ul style="list-style-type: none"> • Search term alerts • Blocking of particular websites and apps • Network monitoring • Usage reports | Director of Knowledge Services | Ongoing |
| 8H | Y-Safe presentation to students in Years 1-12 to reinforce online safety messages | Director of Personal Capacity | Complete |
| 8K | Where practicable, CCTV monitors entry and exit to amenities. | Director of Knowledge Services | Ongoing |

Child Safe Action Plan: Operations Plan

Standard 9: Continuous improvement

Implementation of the child safe standards is regularly reviewed and improved

| No. | Action Taken | Responsible Person | Timeframe (where applicable) |
|-----|--|--------------------------------------|---------------------------------|
| | Feedback | | |
| 9A | Student camp feedback forms are reviewed to identify common trends. | Dean of Students | Ongoing |
| 9B | Regular parent feedback is reviewed and actioned by the Executive Team on a weekly basis. | Principal | Ongoing |
| 9C | Annually, an external consulting firm, MMG conducts broad surveys on all aspects of College experience. Results are benchmarked against other schools to identify areas for improvement. | Principal | Biannual |
| | Reporting | | |
| 9D | Deidentified, high level reporting is provided by College Psychologists to Executive Team to identify themes in student wellbeing. | Deputy Principal – Head of Secondary | |
| | Review/Audit | | |
| 9E | External audit of child safe practices conducted every two years. | ASC appointed. TBC | 2027 |
| 9F | Policies and procedures are regularly reviewed through a multi-stage process which includes; <ul style="list-style-type: none"> • Author • Executive Team • Principal • Risk and Compliance Committee • College Council | Risk and Compliance Manager | Ongoing |

Child Safe Action Plan: Operations Plan

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| 9G | Child Team regular reviews Child Safe Response Forms to ensure compliance with procedures and best practice. | Lead Child Safe Advocate | Ongoing |
| 9G | Review and discussion of Child Safe standards at Child Safe Committee meeting, Executive meetings and College Council quarterly | Chair of Child Safe Committee Principal | Ongoing |



Child Safe Action Plan: Operations Plan

| Standard 10: Policies and procedures | | | |
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| <i>Policies and procedures document how the entity is safe for children.</i> | | | |
| No. | Action Taken | Responsible Person | Timeframe <i>(where applicable)</i> |
| 10A | <p>Policies and Procedures to support Standards 1-9 include;</p> <ul style="list-style-type: none"> • ASC Procedures: Child Safe Responses • ASC Procedures: Child Safe Operations • Blue Card Policy • Billeting Policy • Bullying Prevention and Management Policy • Code of Conduct • Complaints Management in Anglican Education • Equity and Diversity Policy • First Aid Policy • Medical Conditions Policy • Mobile Phone and Digital Device • Positive Behaviour Management Policy • Pre-employment Check Policy • Pre-service Teachers Policy and Procedures • Record Management Policy • Recruitment and Selection Policy • Religious Beliefs at School Policy • Risk Assessment Policy • Risk Management Policy • Student Exchange Policy • Students with Disabilities Policy • Substance Management Policy • Support Transgender and Gender Diverse Students Policy | Executive Leadership | Ongoing |

Child Safe Action Plan: Operations Plan

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| | <ul style="list-style-type: none"> • Transporting Students in Private and College Vehicle Policy • Volunteer Policy • Whistleblowers in Anglican Education Policy | | |
| 10B | All policies and procedures are reviewed at regular, appropriate intervals for effectiveness, clarity and continual improvement - 12 months, 2 years or 3 years. Policies and procedures are also reviewed and amended if and when required as a result of legislative, regulatory or operational change. | Risk and Compliance Manager | Ongoing |
| 10C | All policies and procedures contain document control to promote transparency and accountability. Document control includes; <ul style="list-style-type: none"> • Author • Owner (always a member of Executive Team to promote leadership) • Last review date • Review frequency | Risk and Compliance Manager | Ongoing |
| 10D | Policies and procedures are written to be as concise and unambiguous to promote accessibility and ease of understanding. | Risk and Compliance Manager | Ongoing |
| 10E | Policies and Procedures are available to all staff through the College SharePoint. Relevant policies and procedures are also available to families and the general public from the College website or Parent Portal. | Risk and Compliance Manager | Ongoing |
| 10F | Staff are refreshed on key policies and procedures at the start of each calendar year. | Risk and Compliance Manager | Complete |