**Child & Youth Risk Management Strategy**

Annual Strategy: 2017

*Working with Children (Risk Management and Screening) Act* 2000 ss. 171 – 172
*Working with Children (Risk Management and Screening) Regulation* 2011 s. 3

## 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 (the Act) and the *Working with Children (Risk Management and Screening) Regulation* 2011 requires schools to develop, implement and review annually a Child and Youth Risk Management strategy which aims to keep children and young people safe while in the care of the school.

The purpose of a 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 Paul's School Early Learning Centre achieve its objectives by providing a clear and consistent framework to guide and supporting employees, volunteers, parents and students

In order to comply with the legislative framework, a child and youth risk management strategy must include eight minimum requirements. These requirements:

- address an organisation's **commitment** to creating a safe and supportive service environment
- strengthen an organisation's **capability** to provide such an environment
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the **consistency** of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

**The eight requirements are:**
**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.
5. A plan for managing breaches of your risk management strategy.

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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.

**Instructions**

The Head of School is accountable for ensuring that the Child and Youth Risk Management strategy is developed, implemented and reviewed annually.

The completion of the Child and Youth Risk Management Strategy Checklist / Action Plan template (Appendix A) may assist in mapping existing policies and identifying gaps including out of date policies.

The strategy is to be reviewed at the completion of each school year with the results to inform the development of the new strategy document. The new strategy is to be approved in accordance with the respective schools governance requirements for implementation at the beginning of the subsequent school year. The review process must be documented which together with the strategy document will be archived for future reference.

Notwithstanding the scheduled review, should circumstances change significantly before the 12 moth review period, the strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

**Scope**

This strategy applies to all students, parents, employees, volunteers and visitors.

**The following describes how the strategy document is to be developed.**

**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 2001.

**Column B – Action/s**: Intentional actions, programs and processes that have been developed and will be implemented. The action must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

**Column C –Reference**: Describes the policy, procedures, protocols and other guidelines which form the authority for the particular **Action/s**.

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

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

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| **Requirement** | **Action/s** | **Reference** | **Responsible Officer** | **Evidence** |
| 1. Statement of Commitment | St Paul's School has a Statement of Commitment committing to the safety and wellbeing of children and the protection from harm.<br><br>*St Paul's School and St Paul's Early Learning Centre supports the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students.*<br><br>*St Paul's School are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.*<br><br>*This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.*<br><br>*In support of this commitment, St Paul's School are dedicated to their Child and Youth Risk Management strategy which 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 (2015) (ASCQ)<br><br>Blue Card System in Anglican Schools (2016) (ASCQ)<br><br>These policies have been adopted by St Paul's School and St Paul's Early Learning Centre. | Director, Office of the Director of Professional Standards (ACSQ)<br><br>Headmaster | Policy adopted on 01/02/2015<br><br><br>Policy adopted on 14/10/2016<br><br>Statement of Commitment on display. Visible placement in all reception / administration areas.<br><br>Statement of Commitment advertised on School's Intra and Inter net sites. |

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| Requirement | Action/s | Reference | Responsible Officer | Evidence |
| 2. Code of Conduct | A code of conduct applies to all students, employees and volunteers of St Paul's School and St Paul's Early Learning Centre.<br><br>St Paul's School has policies and procedures in accordance with the Australian Professional Standards for Teachers:<br>1. Know Students and how they learn<br>2. Know the content and how to teach it<br>3. Plan for and implement effective teaching and learning<br>4. Create and maintain supportive and safe learning environments<br>5. Assess, provide feedback and report on student learning<br>6. Engage in professional learning<br>7. Engage professionally with colleagues, parents/carers and the community<br><br>St Paul's Early Learning Centre has policies and procedures in accordance with the national Quality Standard:<br>• Standard 2.3 Each child is protected<br>• Standard 5.1 Respectful and equitable relationships are developed and maintained with each child<br>• Standard 5.2 Each child is supported to build and maintain sensitive and responsive relationships with other children and adults<br><br>The Code of Conduct covers:<br>• Language<br>• Supervision of Children<br>• Physical contact<br>• One-on-One contact with a child<br>• Relationships<br>• Behaviour Management<br>• Transport of students<br>• Visitors<br>• Managing injuries and illnesses<br>• Photography<br>• Social media<br>• Confidentiality of information<br>• General Safety<br>• Organisation Standards | Staff Code of Conduct and Duty of Care Policy (SPS)<br><br>National Quality System (ACECQA for ECS)<br><br>Privacy Policy (SPS)<br><br>Global Citizenship Policy – Parent and Student Version<br><br>Parents as Partners<br><br>School Rules (SPS)<br><br>Social Media Policy (SPS)<br><br>Use of School Mobile Phone Policy (SPS)<br><br>Laptop Guidelines and Policies (SPS)<br><br>Laptop Student Responsibilities (SPS)<br><br>Drugs Policy (SPS)<br><br>Privacy Policy (SPS)<br><br>Transporting of Students (SPS) | Headmaster<br><br>Australian Children's Education & Care Quality Authority<br><br>Risk & Compliance Officer<br><br>Executive Director of Faith & Ministry<br><br>Senior Leaders Team<br><br>Student Protection Officers | Staff Handbook Induction pack/training provided at commencement of employment.<br><br>Intranet<br>Internet<br>Parent Lounge |

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| **Requirement** | **Action/s** | **Reference** | **Responsible Officer** | **Evidence** |
| 3.   Recruitment, Selection, Training and Management | St Paul's School has child-focused policies and procedures in place for recruiting, selecting, training and managing paid employees and volunteers.  These being:<br><br>Recruitment:<br>• Position descriptions<br>• Selection criteria<br>• Advertising the position<br>• Interview questions<br>• Referee checks<br><br>Engagement and appointment<br>• Contract<br>• Letter of appointment<br>• Probation<br><br>Training:<br>All new employees/volunteers will undertake an induction within the first week.<br><br>Staff will receive ongoing training in the following areas:<br>• Policies and procedures<br>• Compulsory training as required by industry standards or legislation<br><br>Training can be formal such as:<br>• Training offered by external organisations<br>• Training developed and delivered internally and<br>• On-the-job training meeting key objective<br>Training can also be informal such as:<br>• Internal mentoring/coaching<br>• Inviting professionals to speak at meetings or functions<br><br>Management:<br>It is important to promptly and effectively address issues that affect staff, in order to ensure the safe and supportive environment for students is not compromised.  Support includes:<br>• Mentoring and coaching<br>• Mediation and conflict resolution<br>• Additional training<br>• External support and counselling services | Recruitment, Selection and Appointment Policy (SPS)<br><br>Recruitment, Selection and Appointment Procedure (SPS)<br><br>Privacy Policy (SPS)<br><br>Recruitment Application Guide for Job Applications (SPS)<br><br>Student Protection in Anglican Schools, Policy & Procedures 2015 (ACSQ) Application of this Policy Section<br>• Section 11.3 Recruitment and Selection and screening<br><br>Staff Appraisal | Headmaster<br><br>Senior Leaders<br><br>Risk and Compliance Officer | Employment Contract<br><br>Staff Handbook (located on Intranet and sent direct to personnel)<br><br>Induction checklist<br><br>Appraisal Resource Booklet<br><br>Training Register<br><br>Volunteer & Visitor Guide (ACSQ)<br><br>Applicant Interview Question Templates<br><br>Probationary periods<br><br>Identification verification<br><br>Referee check templates<br><br>Blue card screening<br><br>Selection Criteria<br><br>Training register |

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| **Requirement** | **Action/s** | **Reference** | **Responsible Officer** | **Evidence** |
| 4. Handling disclosures or suspicions of harm, including reporting guidelines | St Paul's School is required to follow Student Protection in Anglican Schools Policy and Procedures 2015.<br><br>These procedures meet the legislative requirements of the Education (General Provisions) Act 2006 and the Education (Accreditation of Non-State Schools) Regulation 2001.<br><br>All staff receive training and professional development in relation to the student protection policy and procedure<br><br>All Volunteers undergo an induction and are required to follow processes outlined in "Reference". | Student Protection in Anglican Schools Policy and Procedures 2015 (ACSQ)<br>Application of this Policy Section<br>• Section 10 Obligations<br>• Section 13 Complaints<br>Purpose of this Procedure Section<br>• Section 1 Adoption of Policy and Procedures<br>• Section 2 Responding to Student Protection Concerns<br>• Section 3 Reporting/Referral Processes<br>• Section 4 Student Protection Records<br>• Section 5 Responsibilities<br>Appendices<br>• Reporting/Referral Process<br><br><br>Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour (ACSQ)<br><br>Complaints by Staff Policy – Complaints Management System (CMS)(SPS)<br><br>Policy for the Management of Complaints and Associate Procedures (SPS)<br><br>Complaints Management in Anglican Schools Policy & Procedure (ACSQ)<br><br>Guide for Reporting or referring harm to a child (ACSQ)<br><br>Principles Reporting Process (ASCQ)<br><br>Referral to Support Services (ASCQ)<br><br>Reporting 'harm" to a Child (ASCQ) | Headmaster<br><br>Complaints Officer (School Counsellor)<br><br>Risk & Compliance Officer | Staff Handbook and Induction pack/training at commencement of employment. Signed copy of staff induction checklist retained on employees/tutors/volunteers/supply files<br><br><br>Form 1 Suspected Sexual Abuse or Likely Sexual Abuse (ACSQ)<br><br>Form 2 Notification of Reportable Suspicion of Sexual Abuse or Harm to a State Authority (ACSQ)<br><br>Form 3 Inappropriate Behaviour Reporting allegation or incident involving a staff member or volunteer (ACSQ)<br><br>Form 4 (ACSQ)<br><br>Request for Interview Form (ACSQ)<br><br>Notice Template under s.76<br>Notice to QCT under s.77<br>Notice to QCTunder s.78 |

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| Requirement | Action/s | Reference | Responsible Officer | Evidence |
| 5. Managing breaches of your risk management strategy | St Paul's School has policies in place for managing any action or inaction by a person that fails to comply with any of the policies and procedures which make up our risk management strategy.<br><br>Who must comply with this plan:<br>• Employees, volunteers and contractors;<br>• Management;<br>• Work experience students/pre service teachers;<br>• Parents/carers and<br>• Students<br><br>St Paul's School managing breaches includes:<br>• Definition of a breach<br>• Who must comply<br>• Responsibilities and delegations<br>• Processes for reporting breaches<br>• Process for managing breaches<br>• Process for recording breaches, including outcomes<br><br>Breaches will be managed in a fair, unbiased and supportive manner. | Staff Code of Conduct (SPS)<br><br>Staff Discipline and misconduct policy (SPS)<br><br>Blue Card System Incident Report Form (ASCQ)<br><br>Complaints Management in Anglican Schools Policy and Procedures (ASCQ)<br><br>Notification of Breach of the Blue Card System in Anglican Schools Policy and Procedures Form (ASCQ) | Headmaster<br><br>Risk & Compliance Officer<br><br>Learning Managers<br><br>Directors of Sub Schools | Staff Handbook and Induction. |

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| 6. Risk management plans for high risk activities and special events | St Paul's School ensures appropriate control measures in place and implemented to manage identified risks.<br><br>Forward planning to identify risks and implement strategies can assist to reduce the possibility of students being harmed.<br><br>The following six steps to consider when developing an effective risk management plan:<br>• Establish to context;<br>• Identify the risk;<br>• Analyse the risk;<br>• Evaluate the risk;<br>• Manage the risk and reassess and<br>• Review | Student Protection in Anglican Schools Policy and Procedures (ACSQ)<br><br>Risk Assessment Form (SPS) | Headmaster<br><br>Learning Managers<br>Teaching & Learning Manager<br>Director of Senior School<br>Director of International<br>Director of Junior School<br><br>Risk and Compliance Officer | Saved Risk Assessments stored on K Drive |

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| **Requirement** | **Action/s** | **Reference** | **Responsible Officer** | **Evidence** |
| 7. Compliance with the requirement of the blue card system | St Paul's School is committed to maintaining a safe and supportive environment for students. St Paul's School has policies and procedures to ensure compliance with the blue card system requirements under the Act.<br><br>Compliance for reviewing occurs annually and tracked via St Paul's School document control. Track changes are recorded and signed off via the Policy/Procedure update form.<br><br>Risk Management:<br>St Paul's School will undergo systematic reviews on reference documents. This will include:<br>• Were policies and procedures followed?<br>• Were there any incidents relating to students?<br>• The actual process used to manage any incidents;<br>• Effectiveness of our policies and procedures in preventing or minimising harm to students and<br>• Content and frequency of training in relation to our child and youth risk management strategy.<br><br>Blue Card Screening:<br>St Paul's Schools has an established blue card register. This is updated upon completion and assessment of all employees/volunteers screening. This is outlined in the St Paul's School Working with Child Blue Card Policies and Procedures. | Blue Card System Work Instruction<br><br>Working with Children (Blue Card System) Policy<br><br>Blue Card Register: Homestay (SPS)<br>Blue Card Register: St Paul's School (excluding Homestay) (SPS)<br><br>Work Experience Internal Procedure (SPS)<br><br>Work Experience Policy (SPS)<br><br>Volunteer Induction<br><br>Blue Card Forms (Blue Card Services Docs):<br>• Link an applicant/cardholder to this organisation<br>• Blue card application<br>• Volunteer to paid employment<br>• Card/Notice letter lost or stolen<br><br>Blue Card Information Sheets (Blue Card Services Docs):<br>• Paid employees – application process<br>• Business operators – application process<br>• Volunteers and trainee students – application process Applying for an exemption card (registered teachers and police officers)<br>• Understanding the blue card system<br>• Rights and obligations of blue card holders<br>• Obligations for regulated organisations<br>• Disqualifying offences and orders<br><br>WWCC (BC or E card) Guidelines (by role or position (ASCQ)<br><br>Blue Card Decision Tree (Employee and Volunteer) (ASCQ)<br><br>Organisation Representative Blue Card Checklist (ASCQ)<br><br>Disqualified Person Warning (verbal warning) (ASCQ) | Headmaster<br><br>Risk and Compliance Officer<br><br>Department of Justice and Attorney-General (Blue Card System) | Blue Card Database<br><br>Completed Blue Card forms and Correspondence from the Public Safety Business Agency<br><br>Staff Handbook (Intranet)<br><br>Induction Checklist |

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| Requirement | Action/s | Reference | Responsible Officer | Evidence |
| 8. Communication and support | Stakeholders of St Paul's School and St Paul's Early Learning Centre consist of employees, council members, parents and volunteers.<br><br>Our Communication and Support policy regarding Child Protection involves proactive and reactive methods.<br><br>These will ensure all School stakeholders are aware of the School's commitment to the protection of past, present and prospective students and our full compliance with relevant regulatory requirements.<br><br>By providing communication and support St Paul's School and St Paul's Early Learning Centre can:<br>• Ensure that all people in the organisation are aware of their responsibilities and understand what is acceptable behaviour for interacting with children<br>• Enable people to feel comfortable addressing issues of concerns<br>• Highlight the importance of SPS's commitment to protecting the safety and wellbeing of children in our service environment and<br>• Reduce the likelihood of breaches of our Child & Youth Risk Management Strategy<br><br>St Paul's School has a Well-Being/Student Protection Team, a stakeholder from each area of the School is represented. | Newsletters (ASCQ)<br><br>Child Protection Week awareness/activities<br><br>Annual Professional Development specifically to child/student protection<br><br>Annual online training (ASCQ)<br><br>Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour (ASCQ)<br><br>Complaints by Staff Policy – Complaints Management System (CMS)(SPS)<br><br>Policy for the Management of Complaints and Associate Procedures (SPS)<br><br>Complaints Management in Anglican Schools Policy & Procedure (ASCQ)<br><br>Guide for Reporting or referring harm to a child (ASCQ)<br><br>Student Protection in Anglican Schools Policy and Procedures (ASCQ) | Headmaster<br><br>Risk and Compliance Officer<br><br>Student Protection/Child & Youth Risk Management Committee Team<br><br>Senior Leaders<br><br>School Counsellors | PROACTIVE:<br>• E-News<br>• Facebook<br>• Letter to parents<br>• Information evening(s)<br><br>REACTIVE:<br>• Parent Lounge<br>• School Website<br>• Student Lounge<br>• Intranet<br>• Government websites<br><br>Minutes of Meetings<br><br>Induction of Employees/Volunteers<br><br>Document/version control |

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