



## 2019 - CHILD AND YOUTH RISK MANAGEMENT STRATEGY

### INTRODUCTION

In accordance with *Working with Children (Risk Management and Screening) Act 2000 (the Act)* and the *Working with Children (Risk Management and Screening) Regulations 2011*, Coomera Anglican College has developed and implemented a Child and Youth Risk Management Strategy which aims to keep all children and young people safe.

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 Coomera Anglican College achieve our objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to the College.

In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements across four specific areas:

- Address our **commitment** to creating a safe and supportive service environment
- Strengthen our **capability** to provide such an environment
- Assist us to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with our College, and
- Promote the **consistency** of our approach to risk management, both within the College 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 our risk management strategy.
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.



## LEGISLATION/LEGAL FRAMEWORK

*Working With Children (Risk Management and Screening) Act 2000 (Qld)*

*Working With Children (Risk Management and Screening) Regulation 2011 (Qld)*

## SCOPE

This strategy applies to all students, parents, employees, volunteers and visitors of Coomera Anglican College.

## PART 1 - COMMITMENT

### 1. STATEMENT OF COMMITMENT

Coomera Anglican College recognises, acknowledges, values and respects the uniqueness and rights of each child. We are committed to ensuring the safety and wellbeing and protection from harm of students in our care. Coomera Anglican College is committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

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. In support of this commitment, Coomera Anglican College is dedicated to our Child and Youth Risk Management Strategy which includes having relevant policies, procedures and training in place to effectively address the safety, wellbeing and protection from harm of students in our care.

#### *Reference*

*Student Protection in Anglican Schools Policy 2018 and Student Protection in Anglican Schools Procedures 2015 (Anglican Schools Commission Qld).* This policy has been adopted by Coomera Anglican College.

#### *Responsible Officer*

Director, Office of the Director of Professional Standards, Anglican Schools Commission Qld.

At the College, the Principal is responsible for the Statement of Commitment.

#### *Evidence*

- A copy of this Statement of Commitment is on display in each Reception area.
- This Statement of Commitment is made available to students, staff and families through the internet and intranet sites (Complispace).
- All staff have been trained in this Strategy and it is included in the Induction of all new staff to our College.
- eSmart School Accreditation.



## 2. CODE OF CONDUCT

The Code of Conduct is the College's statement of the standards of professional conduct and integrity expected of staff, families, students and volunteers for the purpose of ensuring the protection and wellbeing of students. All staff, families, students and volunteers are to actively seek to prevent harm to students and to support those who have been harmed.

The College has a number of Codes of Conduct that are aimed at the various members of the College Community.

### *Reference*

Every Code of Conduct is built on the values culture of the College, iLR.

### **iLR – imagine Listen Respect. The language of our values culture.**

Our values culture is a vital aspect of our professional, personal and spiritual development within the College. iLR provides a framework that connects us together. We choose to belong to the College and to live out our core Christian values through the use of the principles: imagine, listen and respect.

At Coomera Anglican College we foster a learning environment built on the foundation of the Anglican Ethos and in the iLR values culture of College.

### *Responsible Officer*

The Code of Conduct for various areas of the College is reviewed, managed and maintained by the College Council, the Principal and the HR Manager.

### *Evidence*

The College has the following Codes of Conduct in operation. They are:

- a) College Council Code of Conduct
- b) Faithfulness in Service
- c) Staff Code of Conduct (this includes Volunteers)
- d) Student Code of Conduct
- e) Community Code of Conduct
- f) APS Codes of Conduct for students, staff and spectators.

Codes of Conduct can be found on *Complispace*, Staff Handbooks, Enrolment Contract, the Student diary and the College Website.

Coomera Anglican College *Code of Conduct* for staff and the *Community Code of Conduct* for parents and wider College community are evidence of the fulfilment of the requirements of section 3(1)(b) of the Regulations.



## **PART 2 - CAPABILITY**

### **3. Recruitment, Selection, Training and Managing staff and Volunteers**

Coomera Anglican College recognises the importance of having in place effective child focused policies and procedures for recruiting, selecting, training and managing paid staff and volunteers to ensure best practice, and enhance the safety and well-being of children.

#### ***RECRUITMENT AND SELECTION***

##### *Recruitment and Selection Policy and Procedures - Employees*

Our Recruitment and Selection Policy and Procedures act to reduce the risk of harm to students ensure that Child Protection is promoted throughout the recruitment process.

This is evidenced by the Recruitment and Selection Policy and our adherence to the process. All staff hold the appropriate qualifications and have been subjected to a teacher registration check or Blue card check, reference check and have been required to disclose any information relevant to the candidates' eligibility to engage in activities including children and young people.

Anglican schools are required to provide the Director of Professional Standards at the Anglican Schools Commission details of staff members, including teachers to be checked against the Anglican Church's National Professional Standards Register.

##### *Recruitment and Selection Policy and Procedures - Volunteers*

Coomera Anglican College relies on volunteers to assist in the day to day running of the College. Volunteers who are engaged in a formal capacity are subject to attend a Parent Volunteer Induction Session, before they are able to volunteer within the College. These sessions are held every term.

Grandparents are required to obtain a Volunteer Blue Card before they commence volunteering at the College. Their Blue Cards are recorded on the Coomera Anglican College Blue Card Register, along with all parents who attend the Information Session but do not require a Blue Card.

Suitability of the Volunteers is determined by the classroom Teacher, the Head of Teaching and Learning P-6 and the Head of Primary. Any Volunteer who is deemed to not be suitable is not utilized by the College.

#### ***RESPONSIBLE OFFICER***

The HR Manager, under the direction of the Principal, is responsible for the management of the Recruitment and Selection Process.

The HR Manager is responsible for recording all Volunteers at the College on the Blue Card Register. The Head of Teaching and Learning P - 6 conducts the Parent Volunteer Induction Sessions.



### *EVIDENCE*

This is evidenced by the Recruitment and Selection Policy and our adherence to the process. All staff have Position Descriptions with required skills and attributes. All staff and volunteers hold the appropriate qualifications and have been subjected to a teacher registration check or Blue card check and have been required to disclose any information relevant to the candidates' eligibility to engage in activities including children and young people.

Other evidence can be found in

- Interview records
- Reference checks
- Responses from the Anglican Schools Commission regarding referencing new staff against the National Professional Standards Register.

### *TRAINING*

Our training procedures act to reduce the risk of harm to children from staff or volunteers. Resources and training in Child Protection is conducted in a variety of ways in accordance with Anglican Diocesan Policy / requirements.

Induction

#### *Staff*

Child Protection training of staff starts at the commencement of their employment at the College. Staff are required to complete an induction process which includes training given by the Student Protection Officers. New staff are also issued with a copy of the *Student Protection in Anglican Schools Policy 2018* and *Student Protection in Anglican Schools Procedures 2015* and are required to complete the Induction Checklist which requires the new staff member to confirm that they have read and understood the *Student Protection in Anglican Schools Policy and Procedures 2015*, and have completed the appropriate online training.

#### *Volunteers/Pre Service Teachers/Visitors*

All volunteers/ pre service teachers/visitors who are engaged in child related activities are required to attend an information session conducted by the Head of Teaching and Learning P - 6 and/or the Student Protection Officers and/or the HR Manager. All Volunteers are issued with and are required to complete the Safeguarding our Students – Student protection policy and procedures guide. This is then filed in a central location.

#### *Contractors*

Contractors are required to sign in to the College. At that time they acknowledge the Safeguarding our Students - Student Protection Policy and Procedures guide and have a copy emailed to them.



### Ongoing Training

Professional Development is conducted at the College each term. Student Protection sessions are provided to all staff. The training is delivered by the Student Protection Officers or third party providers who specialise in the area of Child Protection.

Resources are readily available for all staff on the Common Drive (G:\Student Protection), the Intranet (<http://castle.cac.qld.edu.au/course/view.php?id=10005>) and College Internet site (<https://www.cac.qld.edu.au/our-college/policies-procedures-and-resources>).

Parents, students and volunteers are also able to access resources regarding Student Protection on the College Internet site (<https://www.cac.qld.edu.au/our-college/policies-procedures-and-resources>)

All training provided to staff, students, parents and volunteers on Student Protection is recorded in the Training Register.

#### *REFERENCE*

Training is provided in line with the requirements of the Student Protection in *Anglican Schools Policy 2018* and *Student Protection in Anglican Schools Procedures 2015*.

#### *RESPONSIBLE OFFICER*

The Principal is responsible to ensure that the necessary training occurs.

Training is provided by the Anglican Schools Commission, the Student Protection Officers, HR Manager or outside providers engaged to provide training on specific topics within the child protection scope.

#### *EVIDENCE*

- Training Register/records
- Records of on-line training completed
- Safeguarding our Students – Student Protection Policy and Procedures guide – folder at Reception

Resources and references to Student Protection can also be found in the following places:

#### *Students*

- Diary
- Posters
- Assemblies
- Child Protection Week Activities
- Daniel Morcombe Day
- Cyber safety information sessions
- eSmart accreditation
- College Handbook
- College Website



### *Staff*

- Induction
- Intranet
- Posters
- Professional Development Training Sessions
- On-line training
- Staff meetings
- Staff Handbook
- College Website

### *Parents*

- Website
- Enrolment documentation
- Cyber Safety online courses

### *Volunteers*

- Induction
- Posters
- Volunteer Handbook

## **MANAGEMENT**

To provide effective ongoing management of all who work, volunteer or contribute to the College, there are a number of policies and procedures in place to support and encourage a safe and supportive environment for children and young people. We constantly endeavour to ensure that management processes are consistent, fair and supportive.

The College has in place:

- Professional development strategies which promote the safety and wellbeing of children and young people
- Professional Growth processes that include the review of skill sets of staff and feedback processes, including goal setting aimed at improving the performance of staff
- A complaints management process
- Performance management policies and procedures, including processes to address issues related to performance which may impact on the safety or wellbeing of children. This includes disciplinary procedures up to and including criminal matters.
- Probation Period (6 months) for all staff
- Exit interviews which contain questions around concerns that may impact on the safety and wellbeing of children and young people.



*REFERENCE*

- *Student Protection in Anglican Schools Policy 2018*
- Education (Accreditation of Non-State Schools) Regulation 2017
- Professional Standards Canon – Anglican Church of Australia Diocese of Brisbane
- Professional Standards for Queensland Teachers – Queensland College of Teachers
  
- Code of Ethics for Teachers in Queensland – Queensland College of Teachers
- Professional Boundaries: A Guideline for Queensland Teachers – Queensland College of Teachers
- Counselling Services in Anglican Schools Policy

*RESPONSIBLE OFFICER*

The Director, Office of the Director of Professional Standards ASC is responsible for the Student Protection in Anglican School Policy and Procedures.

The Principal, Senior Leadership Team, Student Protection Officers and the HR Manager are all responsible for aspects within the requirement.

*EVIDENCE*

- Professional Growth Reports, including SMART goals focused at improving performance of staff
- Complaints Management in Anglican Schools Policy and Procedures
- Protocols for dealing with complaints of sexual harassment, assault or sexually inappropriate behaviour
- Performance Management Policy
- Records of Exit interviews
- Survey results from Staff, Parents and Students



### PART 3 - CONCERNS

#### 4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines

Coomera Anglican College will ensure that each child's welfare and safety is protected at all times.

Any of the following concerns or reports should be reported and managed under the Coomera Anglican College Protection Policy which is written in accordance with the Child Protection Act 1999 the Education (General Provisions) Act 2006, the *Student Protection in Anglican Schools Policy (2018)* and the *Student Protection in Anglican Schools Procedures 2015*:

- All staff with concerns about sexual abuse or likely sexual abuse;
- Teachers with concerns of sexual abuse; and
- All staff who have received a report of inappropriate behaviour by another staff member.

Section 13A of the Child Protection Act 1999 states that all teachers and registered nurses are mandatory reporters. Under Sections 366 and 366A of the Education (General Provisions) Act 2006 all staff employed by Coomera Anglican College are mandatory reporters.

Therefore all teachers and registered nurses, in accordance with Section 13E of the Child Protection Act 1999, must make a written report when they reasonably and honestly suspect:

- a) A child may have suffered, may be suffering or may be at risk of suffering harm as a result of physical or sexual abuse and may not have a parent able and willing to protect the child from harm; or
- b) A child may have suffered, may be suffering or may be at risk of suffering significant harm as a result of any type of abuse or neglect and may not have a parent able or willing to protect the child from harm; or
- c) An unborn child may be at risk of significant harm after birth and may not have a parent able and willing to protect the child from harm.

In accordance with the Child Protection Act 1999, all Coomera Anglican College staff, volunteers and visitors must immediately discuss any suspicions of harm or risk of harm to a student, or risk of harm to an unborn child, with a Student Protection Officer (SPO) or the Principal and if required, provide information to the SPO or Principal for inclusion in a report to Child Safety.

Harm to a child, is defined as

1. *'Any detrimental effect of a significant nature on the child's physical. Psychological or emotional wellbeing'*.
2. *It is immaterial how harm is caused*
3. *Harm can be caused by –*
  - a) *Physical, psychological or emotional abuse or neglect or*
  - b) *Sexual abuse or exploitation.*



4. *Harm can be caused by –*

- a) *A single act, omission or circumstance; or*
- b) *A series or combination of acts, omissions or circumstances. (Section 9 of the Child Protection Act 1999.)*

*[https://www.legislation.qld.gov.au/LEGISLTN//CURRENT/C/Child ProtectA99.pdf](https://www.legislation.qld.gov.au/LEGISLTN//CURRENT/C/Child%20ProtectA99.pdf)*

When the SPO or Principal is made aware of such concerns that harm has been caused and the child is in need of protection, the Principal must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*). In assessing whether a child is in need of protection, the Principal will consider the ‘Significant Harm Test’ and the ‘Able and Willing Test’ as outlined in the Child Protection Act 1999, as well as utilize the Department of Communities, Child Safety and Disability Services Child Protection Guide resource.

To report any type of harm, all staff members should report to the Principal who will complete the relevant form/s identified in the *Student Protection in Anglican Schools – Policy and Procedures 2015*.

Coomera Anglican College has in accordance with the *Education (Accreditation of Non-State Schools) Regulations 2017 (QLD)* identified eleven designated people to whom reports of harm or abuse (including likely and suspected) as well as the behaviour of another staff member which is believed to be inappropriate will be directed to. These are the designated Student Protection Officers.

In accordance with section 76 of the Education (Queensland College of Teachers) Act 2005, the Principal will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a child because of the conduct of a relevant teacher at the College.

*REFERENCE*

Education (Accreditation of Non-State Schools) Regulation 2017  
*Student Protection in Anglican Schools Policy 2018*  
*Student Protection in Anglican Schools Procedures 2015*  
Child Protection Act 1999  
Education (General Provisions ) Act 2006

*RESPONSIBLE OFFICER*

The Director, Office of the Director of Professional Standards ASC is responsible for the Student Protection in Anglican School Policy and Procedures.

The Principal is responsible for implementing these policies and procedures

Student Protection Officers are responsible for the Policy for Handling Disclosures or suspicions of Harm



*EVIDENCE*

Copies of the Student Protection in Anglican Schools Policy and Procedures 2015 and the Policy for Handling Disclosures or Suspicions of Harm are available on the Common drive (G: Student Protection), *Complispace*, on the College website and hard copies are available at all receptions.

Eleven trained Student Protection Officers across the College.

This commitment is evidence of our fulfilment of the requirements of section 3(1)(d) of the Regulations.

**5. Plan for managing breaches of your risk management strategy**

Coomera Anglican College is committed to appropriately managing breaches of this Child and Youth Risk Management Strategy in accordance with other relevant policies as appropriate in the circumstances, such as the *Student Protection in Anglican Schools Policy 2018*, *Student Protection in Anglican Schools Procedures 2015*, the Diocesan *Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour*, the *Code of Conduct*, *Community Code of Conduct* and *Enterprise Bargaining Agreement*.

*DEFINITION*

A breach is any action or inaction by any member of the College, including children and young people, that fails to comply with any part of the strategy.

Coomera Anglican College has developed a plan for managing any breaches of this strategy.

*REFERENCE*

Student Protection in Anglican Schools Policy and Procedures  
Plan for Managing breaches of the Risk Management Strategy

*RESPONSIBLE OFFICER*

The Director, Office of the Director of Professional Standards Anglican Church Southern Queensland (ACSQ) is responsible for the Student Protection in Anglican School Policy and Procedures.

Breaches of the Risk Management Strategy will be managed by the Principal in consultation with the Student Protection Officers and the HR Manager.

*EVIDENCE*

- Plan for Managing breaches of the Risk Management Strategy
- Documentation of any breaches which occur



## 6. Risk Management plans for high risk activities and special events

This strategy in its entirety and its related policies and procedures are evidence of the fulfilment of the requirements of section 3(1)(f)(i) of the Regulations relating to implementation.

Coomera Anglican College is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risks to the safety of children at all times.

Coomera Anglican College has an extensive Risk Management and Compliance system which assesses and identifies risk and compliance.

All high risk activities or special events will be subject to the Risk Assessment procedure. This ensures that all risks, including student protection are assessed on an event by event basis.

The high risk events have been identified as:

- Grandparents' Day
- Under 8s' Day
- Community Fair
- Mothers' Day
- Fathers' Day
- Discos
- Sport Carnival Days

### *REFERENCE*

The Risk Assessment procedure has been embedded in the College from commencement in 1997. It also highlights any risks that can be identified from a Student Protection perspective and requires that this is addressed as part of the Assessment.

### *RESPONSIBLE OFFICER*

The Compliance Officer manages the Risk Assessment procedure and reports to the College Council. All staff members are required to complete Risk Assessments on an event basis. The Head of Campus is responsible for ensuring that this is completed and for reviewing the Assessments.

### *EVIDENCE*

- *Complispace* – online Risk Management and Compliance system
- Risk Assessment Procedure
- Completed Risk Assessments for high risk events
- Risk Assessment Matrix and Report to College Council



## PART 4 - CONSISTENCY

### 7. Policies and procedures for managing compliance with the blue card system

Coomera Anglican College is committed to acting in accordance with Chapter 8 of the Act relating to the screening of staff in such a way that limits risks to children. Coomera Anglican College:

- Has appointed a contact person who is responsible for managing blue cards and exemption cards within the College. Currently this is the Human Resources Manager
- Requires relevant prospective or current staff, volunteers, trainee students and College Council members to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate in accordance with the staff member's position description and the Act
- Assists all staff members who are required to obtain a Blue Card or Exemption Notice to complete the appropriate form
- Assists all staff members who have a Blue Card prior to commencing at the College to complete an *Authorisation to confirm a valid card* application
- Submits a *Change in police notification* form when notified by a staff member that such a change has occurred
- Does not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information
- Completes a *No longer with organisation* form when a staff member ceases employment
- Assists staff members or volunteers who are registered teachers, health practitioners or police officers to obtain an Exemption notice if required
- Ensures that all information pertaining to Blue Cards and Exemption Notices is kept confidential
- Keeps up to date a Blue Card register in accordance with the requirements of Blue Card Services which contains any action, decision and outcomes of applications, including the dates of expiry for Blue Cards and Exemption Notices
- Ensures that Blue Card Services are notified if the College receives notification that there is a change in the person's police information
- Acts to remind staff to keep their Blue Card or Exemption Notice up to date (Blue Cards expire every three years and Exemption Cards remain valid until a teacher is no longer registered with QCT or a police officer is no longer engaged in that profession)

#### REFERENCE

- *Student Protection in Anglican Schools Policy 2018 and Student Protection in Anglican Schools Procedures 2015*
- The Public Safety Business Agency – Blue Card Services (<https://www.bluecard.qld.gov.au/>)
- Managing Blue Card Policy
- Working with Children (Risk Management and Screening) Act 2000



*RESPONSIBLE OFFICER*

The Director, Office of the Director of Professional Standards ASC is responsible for the Student Protection in Anglican School Policy and Procedures.

The HR Manager at the College is responsible for the Managing Blue Card Policy and activities associated with this process.

*EVIDENCE*

- Policy and Procedures for Managing Blue Cards
- Blue Card Register
- Notifications from Blue Card Services

This commitment is evidence of Coomera Anglican College's fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

## **8. Strategies for communication and support**

Coomera Anglican College is committed to making this Child and Youth Risk Management Strategy available to students, parents, staff and trainee students via Staff Handbooks, Induction Packs, Website, Parent Portals and Annual training is evidence of the fulfilment of the requirements of section 3(1)(h)(i) of the Regulations

Coomera Anglican College:

- Ensures that all people in the College are aware of their responsibilities and understand what is acceptable behaviour for interacting with children
- Enables people to feel comfortable addressing issues or concerns
- Highlights the importance of the College's commitment to protection the safety and wellbeing of children and students
- Works to actively reduce the likelihood of breaches of the Child and Youth Risk Management Strategy.

### ***Communication***

The strategy is communicated in the following ways:

- Induction for Staff
- Induction for Volunteers
- Professional Development Days
- Online Training
- Posters
- Staff Handbook
- College Intranet
- College Website
- Cyber safety training for students
- Student Protection Officer photos and details around campus and on Intranet



### ***Support***

Staff, students, parents and volunteers who are required to deal with difficult situations such as behaviour management, stress, conflict, bullying, child protection concerns, breaches of the Risk Management Strategy and dealing with disclosures or suspicions of harm are provided with training on how to obtain support from within the College and externally.

The College provides support to staff through the provision of an Employee Assistance Program which also provides support to Managers (Assure Programs; [www.assureprograms.com.au](http://www.assureprograms.com.au)).

Students and parents are also able to access support through the Student Protection Officers.

Volunteers are also able to access the Employee Assistance Program (Assure Programs) should the need arise.

The College employs two registered Psychologists who are available to Students, Staff and Parents.

### ***RESPONSIBLE OFFICER***

The Responsible Officer for the communication and support of the Risk Management Strategy is the Principal, along with Student Protection Officers and the Senior Leadership Team.

This strategy is also supported by the HR Manager.

### ***EVIDENCE***

- Records of Training
- Information in correspondence from the College to parents, for example, *Gumleaf Gazette*
- Policy of the month promoted to students, staff and parents
- Provision of an Employee Assistance Program to staff
- Employment of two full time Psychologists
- Student online Dropbox for anonymous reporting

### **Responsibilities**

Coomera Anglican College is responsible for developing and implementing this Child and Youth Risk Management Strategy and related policies and procedures to ensure it fulfils our obligations to the safety and welfare of children.

All staff, parents, volunteers and students at the College are responsible for acting in compliance with this Child and Youth Risk Management Strategy and related policies and procedures.

### **Compliance and Monitoring**

Coomera Anglican College is committed to the annual review of this strategy by November each year and to reviewing this strategy should any breach occur.