



**Child Risk Management Strategy 2018**  
**Pre-Preparatory Annual Strategy**

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



Document Details	
Approved by: School Council  Name: Professor Susan Brandis Signed: <i>[Signature]</i> Date: <i>2.2.18</i>	Developed by: Mrs Lisa Cleverly (Nominated Supervisor) – and members of the Pre-Preparatory Centre and Child and Youth Risk Management Strategy Committee  Reviewed by : The Corporation of the Synod of the Diocese of Brisbane (The Approved Provider)  Next Review Date : October 2018
Endorsed by The Approved Provider  Date: ...../...../.....	Contact Officer: Name: Mrs Lisa Cleverly Position: Nominated Supervisor

**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 organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

The purpose of a Child Risk Management strategy is to help to identify potential risks of harm to children and to implement strategies to minimise these risks.

A well-developed strategy will help St Hilda's School Pre-Preparatory Centre achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to their Education and Care Service.

In order to comply with the legislative framework, a Child Risk Management strategy must address eight (8) 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.
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 Nominated Supervisor is accountable for ensuring that the Child Risk Management strategy is developed, implemented and reviewed annually.

The strategy is to be reviewed at the completion of each year with the results to inform the development of the new strategy document. The new strategy is to be approved in accordance with St Hilda's School Pre-Preparatory Centre's governance requirements for implementation at the beginning of the subsequent 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 month review period, the strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

**Scope**

This strategy applies to all children, parents, employees, volunteers and visitors of St Hilda’s School Pre-Preparatory Centre.

**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 2011*.

**Column B – Action/s:** Intentional actions, programs and processes that have been developed and will be implemented. The **Action/s** 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.

**Abbreviations**

<b>ACSQ</b>	Anglican Church Southern Queensland
<b>ASC</b>	Anglican Schools Commission
<b>BC</b>	Blue Card
<b>BCS</b>	Blue Card Services
<b>ECS</b>	Education and Care Service
<b>OSHC</b>	Outside School Hours Care
<b>CPC</b>	Child Protection Contact
<b>CPA</b>	Child Protection Advisor
<b>QCT</b>	Queensland College of Teachers
<b>ERM</b>	Enterprise Risk Management System

**Definitions**

<b>Approved Provider</b>	The governing management of the service. St Hilda’s School Pre-Preparatory Approved Provider is The Corporation of the Synod of the Diocese of Brisbane.
<b>Nominated Supervisor</b>	The person with responsibility for the day-to-day management of an Approved Service. All services must have a Nominated Supervisor appointed by the Approved Provider.
<b>Responsible Person</b>	A responsible person must be present in the Centre at all times that the Service is educating and caring for children. The Responsible Person is a point of contact for parents and staff in the absence of the Nominated Supervisor.

**Part 1: COMMITMENT**

<b>Child Risk Management Strategy</b>				
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p><b>1. Statement of commitment</b></p>	<p>The Anglican Church Southern Queensland has developed as stated below a statement of commitment to the safety and wellbeing of children and the protection of children from harm.</p> <p><i>St Hilda’s School Pre-Preparatory Centre supports the rights of children and is committed to ensure the safety, welfare and wellbeing of children. St Hilda’s School Pre-Preparatory Centre is therefore committed to responding to allegations of harm to a child resulting from the conduct or actions of any person including that of employees.</i></p> <p><i>This commitment includes the provision of a safe and supportive living and learning environment for all children and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of children from harm.</i></p> <p><i>In support of this commitment St Hilda’s School Pre-Preparatory Centre is dedicated to our Child Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of children in their care.</i></p>	<p>Child Protection in Anglican Education and Care Services Policy 2017. <b>ACSQ</b></p> <p>This policy has been adopted by St Hilda’s School Preparatory Centre</p> <p>Child Protection in Anglican Education and Care Services Procedures 2017. <b>ACSQ</b></p> <p>Blue Card System in Anglican Schools Policy 2016 <b>ACSQ</b></p> <p>Working with Children (Risk Management and Screening) Act 2000 S.171 + S.172</p> <p>Education and Care Services National Law</p> <p>Education and Care Services National Regulations</p> <p>National Quality Standards</p>	<p>Director, Office of the Director of Professional Standards <b>ACSQ</b></p> <p>Approved Provider</p> <p>Nominated Supervisor</p>	<p>Child Protection in Anglican Education and Care Services</p> <p>Policy 2017 displayed in Junior School Reception, Junior School Staffroom, Pre-Preparatory Office and Pre-Preparatory Kitchen.</p> <p>Child Protection in Anglican Education and Care Services</p> <p>Procedures 2017 displayed in Junior School Reception, Junior School Staffroom, Pre-Preparatory Office and Pre-Preparatory Kitchen.</p> <p>Statement of Commitment placed on display in Pre-Preparatory Office and at entrance to each Pre-Preparatory classroom.</p> <p>Statement of Commitment advertised on school’s website, in Parent Handbooks and on ERM.</p> <p>‘Child Protection is your Business’ poster displayed in Pre-Preparatory Centre.</p> <p>Child Protection Contact posters on display in Pre-Preparatory Rooms.</p>

<p><b>2. Code of Conduct</b></p>	<p>All children, parents, teachers, staff, and volunteers, have the right to be safe, and feel safe, in their Centre’s community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk others or oneself. Therefore, St Hilda’s School Pre-Preparatory Centre has a specific Staff Professionalism Policy and Codes of Conduct for: The School Community, Council Members, Staff, Children and Volunteers. These outline behavioural expectations for staff, visitors, parents and children</p> <p>The Policies and Policy Support Documents outline policy and procedures to ensure a safe environment.</p>	<p>Child Protection in Anglican Education and Care Services Policy 2017 <b>ACSQ</b></p> <p>Child Protection in Anglican Education and Care Services Procedures 2017<b>ACSQ</b></p> <p>Safeguarding our Children Guide for Volunteers and Visitors to Anglican Education and Care Services July 2017 <b>ACSQ</b></p> <p>Codes of Conduct – Staff, Children, Community and Student and Parental Volunteers</p> <p><b>ACSQ</b> Code of Conduct</p> <p>QCT Code of Conduct</p> <p>QCT Code of Ethics</p> <p>QCT Professional Boundaries: A Guidelines for Teachers</p> <p>Early Childhood Australia Code of Ethics</p> <p>AITSL Professional Standards for Teachers</p> <p>Education and Care Services National Law</p> <p>Education and Care Services National Regulation</p> <p>National Quality Standards</p> <p>St Hilda’s Pre-Preparatory Leadership and Service Management Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>Maintenance and Confidentiality of Records Policy Support Document</li> </ul> <p>St Hilda’s Pre-Preparatory Staffing Arrangements Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>Staff Professionalism Policy Support Document</li> </ul>	<p>Principal</p> <p>Deputy Principal</p> <p>Head of Staff</p> <p>Head of Junior School</p> <p>Nominated Supervisor</p> <p>Responsible Persons of Pre-Preparatory</p> <p>Pre-Preparatory Staff</p>	<p>Policies and Policy Support Documents located on ERM and website. All policies are reviewed annually. Parents and staff are contacted and sent current policies and feedback of these when requested. During the policy review this feedback is taken into consideration by the panel of staff reviewing the policy documents.</p> <p>Codes of Conduct located on: ERM, Induction packs, Student Diary, Handbook and website</p> <p>At new Staff Induction Days, staff are provided with a copy of the School’s Staff Professionalism Policy Support Document and made aware of where they can find policy documents for Pre-Preparatory.</p> <p>All Pre-Preparatory staff receive a copy of policies and instruction on how to access these on ERM. The policies are referred to during staff meetings throughout the year.</p> <p>Volunteers read and acknowledge their understanding of the Safeguarding our Children Guide for Coaches, Tutors, Volunteers and Visitors.</p> <p>Workplace Health and Safety Playground Check conducted daily by staff every morning.</p> <p>All staff are trained in first aid (including asthma, anaphylaxis) and CPR is updated annually. Staff</p>
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		<ul style="list-style-type: none"> <li>• Continuity of Care Policy Support Document</li> <li>• Determining Nominated Supervisor, Responsible Person and Educational Leader Policy Support Document</li> </ul> <p>St Hilda's Pre-Preparatory Physical Environment Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Lost Property or Broken Equipment Policy Support Document</li> <li>• Maintenance of Indoor Environment Policy Support Document</li> <li>• Maintenance of Outdoor Environment Policy Support Document</li> </ul> <p>St Hilda's Pre-Preparatory Relationships with Children Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Behaviour Management Policy Support Document</li> <li>• Behaviour Management Guide</li> </ul> <p>St Hilda's Pre-Preparatory Children's Health and Safety Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Arrival and Departure Policy Support Document</li> <li>• Supervision Policy Support Document</li> <li>• Hygiene Policy Support Document</li> <li>• Illness and Infectious Diseases Policy Support Document</li> <li>• Medical Conditions Policy Support Document</li> <li>• Medication Policy Support Document</li> <li>• Sun Protection Policy Support Document</li> <li>• Photography, Film and Audio Policy Support Document</li> </ul>		<p>undertake a Diabetes Workshop with a Diabetic Educator.</p>
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		<ul style="list-style-type: none"><li>• Security Policy Support Document</li><li>• Toileting Procedure Policy Support Document</li><li>• Water Safety Policy Support Document</li></ul>		
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**Part 2: CAPABILITY**

<b>Child Risk Management Strategy</b>				
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p><b>3.</b> Written processes for recruitment, selection, training and managing staff and volunteers.</p>	<p>St Hilda’s School Pre-Preparatory Centre recognises that risk management for child safety and welfare begins with the recruiting, screening and selection of the right people to work in ECS, and continues by having consistent procedures in place for all staff to follow, with adequate management and supervision to ensure they comply with these procedures. This includes: parents participating in the program, visiting students and visitors/contractors to the Centre. Other volunteers are not utilised in the Centre.</p> <p>In particular, the Centre will:</p> <ul style="list-style-type: none"> <li>• Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees and visitors.</li> <li>• Ensure that its training and management procedures act to reduce the risk of harm to children from employees and visitors.</li> <li>• Primary Source Register for Visitors is reviewed monthly with Head of Staff Pre-Preparatory/OSHC Blue Card Register.</li> </ul>	<p>Child Protection in Anglican Education and Care Services Policy <b>2017 ACSQ</b></p> <p>Child Protection in Anglican Education and Care Services Procedures <b>2017 ACSQ</b></p> <p>Working with Children (Risk Management and Screening) Act 2000 S.171 + S.172</p> <p>Staff Recruitment Policy and Manual</p> <p>Professional Development Policy</p> <p>Blue Card System in Anglican Schools Policy <b>2016 ACSQ</b></p> <p>Education and Care Services National Regulations</p> <p>Education and Care Services National Law</p> <p>National Quality Standards</p> <p>Pre-Preparatory/OSHC Parental Volunteer and Visitor Handbook</p> <p>Code of Conduct – Student and Parental Volunteers and Visitors</p> <p>St Hilda’s Pre-Preparatory Staffing Arrangements Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Staff Induction Policy Support Document</li> <li>• Staff Professionalism Policy Support Document</li> <li>• Continuity of Care Policy Support Document</li> </ul>	<p>Head of Staff</p> <p>Approved Provider</p> <p>Nominated Supervisor</p>	<p>Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant.</p> <p>Position Descriptions located with Head of Staff department.</p> <p>Advertising the position with a clear statement about the School’s commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, screening with the Anglican Church’s Professional Standards Register, identification verification and the requirement to disclose any information relevant to the candidates’ eligibility to engage in</p>



		<ul style="list-style-type: none"> <li>• Volunteers, Students and Visitors Policy Support Document</li> <li>• Work Health and Safety Policy Support Document</li> <li>• Staff Review and Appraisal Policy Support Document</li> <li>• Determining Nominated Supervisor, Responsible Person and Educational Leader Policy Support Document</li> </ul> <p>St Hilda's Pre-Preparatory Partnership with Families and Communities Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Parental Participation and Access Policy</li> <li>• Complaints Handling Policy Support Document</li> </ul>		<p>activities which include children/young people.</p> <p>A selection process that includes assessing the application via an interview process, scenario challenges and referee and other checks (as identified above) based on the accurate position description.</p> <p>A probationary period of employment, which allows the Centre to further assess the suitability of the new employee and to act as a check on the selection process.</p> <p>Management processes that are consistent, fair and supportive.</p> <p>Supportive processes for staff when they are experiencing challenges that include mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.</p> <p>An Induction Program which thoroughly addresses the Pre-Preparatory Centre's policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children. This includes handbooks, discussion at meetings and checklists.</p> <p>Training for Pre-Preparatory staff occurs annually and certificates</p>
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			<p>stored on file and recorded in Staff Record. Child protection referred to in regular staff meetings.</p> <p>Primary Source Data kept in Pre-Preparatory and added to Employee Volunteer Register located with Head of Staff each month.</p> <p>Staff Record located with Nominated Supervisor.</p> <p>Parental volunteers register and details are kept on a data base which is kept with Nominated Supervisor and added to Head of Staff Register monthly.</p> <p>Compliance Register located in ERM recording staff attendance at training workshops.</p> <p>Mandatory Child Protection induction and acknowledgement via the Safeguarding Children Guide for Volunteers and Visitors to Anglican Education and Care occurs annually.</p> <p>Resource Sheets by ACSQ form part of induction and ongoing training. These are presented at Staff Meetings and are stored on ERM.</p> <p>Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:</p> <ul style="list-style-type: none"> <li>➤ The Centre’s policies and procedures</li> <li>➤ Identifying, assessing and minimising risks to children</li> <li>➤ Handling a disclosure or suspicion of harm of a child</li> </ul>
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				<p>Professional Development Register maintained by Pre-Preparatory Office.</p> <p>Employee Volunteer Register located with Head of Staff Office</p> <p>Current Teacher Registration Register checked online at myQCT</p> <p>Pre-Preparatory policies and policy support documents and resources located on ERM.</p>
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**Part 3: CONCERNS**

<b>Child Risk Management Strategy</b>				
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p><b>4.</b> Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>St Hilda’s School Pre-Preparatory Centre follows the procedures identified in the Child Protection in Anglican Education and Care Services Policy and Procedures Manual, which stipulates legislative obligations and policy obligations.</p> <p>The purpose of these procedures is to provide guidance and direction to all Anglican ECS in the implementation of written processes and safe management practices for responding and reporting to allegations of sexual abuse, likely sexual abuse, harm or an unacceptable risk of harm of a child and inappropriate behaviour of a staff member or volunteer of an Anglican ECS towards a child.</p> <p>An employee, parental volunteer or visitor who is aware or reasonably suspects harm has been caused to a child, must report the harm to the Nominated Supervisor. The Nominated Supervisor confers with the ASC’s Child Protection Advisor and consults the Child Protection Guide. A relevant reporting form or referral form is completed and when required support is provided for the child.</p> <p>Sexual abuse, suspected sexual abuse or likely sexual abuse must be immediately reported to the Police – CPIU (Child Protection Investigation Unit) via reporting Form 1, after discussion with the Nominated Supervisor. The Nominated Supervisor will consult the CPA and report via Form 2 to the CPA and Principal of a report made to Child Safety or the CPIU.</p>	<p>Child Protection in Anglican Education and Care Services Policy 2017</p> <p>Child Protection in Anglican Education and Care Services Procedures 2017</p> <p>CP Resource Sheets ACSQ</p> <p>Child Protection Information for Parents ASCQ</p> <p>Complaints Management in Anglican ECS Policy. ACSQ 2017</p> <p>Complaints Handling Policy and Procedure</p>	<p>Approved Provider</p> <p>Nominated Supervisor</p> <p>Responsible Persons of Pre-Preparatory</p> <p>Pre-Preparatory Staff</p>	<p>Staff undertake annual professional development to review the Child Protection in Anglican ECS Policy and Procedures. Certification filed in staff member’s file and recorded on Staff Record.</p> <p>New staff Induction introduces the Child Protection in Anglican ECS Policy and Procedures. A workshop incorporating ASC ECS Child Protection PowerPoint, discussion and quiz is completed. Certificate and Quiz filed in staff member’s file.</p> <p>Parental Volunteers in the Pre-Preparatory undertake familiarization with the policy and reporting process with Nominated Supervisor</p> <p>Child Protection policies and procedures located on ERM and Website.</p> <p>St Hilda’s School Pre-Preparatory have four designated Child Protection Contacts to whom students can report harm or abuse (including suspected and likely) as well as the behaviour of another staff member which the child believes to be inappropriate.</p>

	<p>The Nominated Supervisor 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 educator at the Centre.</p>			<p>These staff members are clearly visible on the website and in Pre-Preparatory classrooms.</p> <p>All Staff attended Child Protection in ECS Workshop conducted by ASC in 2017 in preparation for changes to mandatory reporting and will attend a refresher workshop with ASC staff.</p> <p>Pre-Preparatory staff have been given the Guide for accessing ERM online which contains ECS Policy and Procedures relating to Child Protection and ASC ECS Resource Sheets.</p> <p>All Pre-Preparatory Staff have been given copies of ASC ECS Resource Sheets.</p> <p>All Pre-Preparatory Staff have a hard copy of ECS Policy and Procedures relating to Child Protection and this is also on display in Pre-Preparatory Office and Kitchen.</p>
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<p><b>5.</b> A plan for managing breaches of your risk management strategy.</p>	<p><b>Definition of a breach:</b></p> <p>A breach is any action or inaction by any member of the organisation, including children, who fails to comply with any of the policies and procedures identified in the St Hilda’s Pre-Preparatory Child Risk Management Strategy.</p> <p><b>Processes for reporting breaches:</b></p> <p>Report all concerns of inappropriate behaviour of another employee, parental volunteer, visitor or contractor, towards a child to the Nominated Supervisor.</p> <p>If a parental volunteer or visitor is found to have not complied with this strategy and its associated policies and procedures, the Nominated Supervisor will consider appropriate action which may include excluding the person from continuing their role as a Centre parental volunteer or visitor.</p>	<p>Child Protection in Anglican Education and Care Services Policy 2017</p> <p>Child Protection in Anglican Education and Care Services Procedures 2017</p> <p>Complaints Management in Anglican ECS Policy and Procedures 2017 ACSQ</p> <p>St Hilda’s Pre-Preparatory Children’s Health and Safety Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Bullying and Harassment Policy Support Document</li> <li>• Social Media Policy Support Document</li> <li>• IT Acceptable Usage Policy Support Document</li> <li>• Photography, Film and Audio Policy Support Document</li> </ul> <p>St Hilda’s Pre-Preparatory Partnerships with Families and Communities Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Volunteers, Students and Visitors Policy Support Document</li> <li>• Code of Conduct – School Community Policy Support Document</li> <li>• Grievance and Complaints Policy Support Document</li> </ul> <p>Fair Work (Commonwealth Powers) and other Provisions Act 2009</p> <p>Work Health and Safety Act 2011</p>	<p>Approved Provider</p> <p>Nominated Supervisor</p> <p>Responsible Persons of Pre-Preparatory</p> <p>Pre-Preparatory Staff</p>	<p>Child Protection policies and procedures and resources for parents, visitors and staff located on website, Pre-Preparatory Office and ERM.</p> <p>All Pre-Preparatory staff have a hard copy of policies and procedures relating to child protection in Anglican ECS and these are on display in Pre-Preparatory Office and kitchen.</p> <p>Complaints Register is maintained by Nominated Supervisor</p> <p>The St Hilda’s School employs the following processes when dealing with issues of reported breaches:</p> <ul style="list-style-type: none"> <li>➤ Complaints management</li> <li>➤ Clear and formal communication about obligations</li> <li>➤ Closer supervision</li> <li>➤ Further support or training</li> <li>➤ Mentoring</li> <li>➤ Mediation where appropriate</li> <li>➤ Disciplinary action if necessary</li> <li>➤ Dismissal or suspension of duties if justified</li> </ul> <p>Form 3 is available on Anglican ECS ERM and School ERM</p>
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**Part 4: CONCERNS**

<b>Child Risk Management Strategy</b>				
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p><b>6.</b> Risk management plans for high risk activities and special events.</p>	<p>All activities contain some level of risk. Some activities will have a risk level much greater than others. It is essential that all adults involved in the activity have an understanding of the level of risk and are able to manage the risk at a level commensurate with the ability of the children and the area in which the incursion is to be held.</p> <p>The ECS documents risk management expectations and established plans for activities and events via a series of form templates which are contained within the activity and excursion administration and risk assessment document.</p> <p>The teacher-in-charge of the activity is responsible for completing the forms with other relevant staff, which includes authorization by the Nominated Supervisor. The completed forms are lodged with the Personal Assistant to the Deputy Principal for inclusion on the School calendar.</p> <p>Use of the template is mandatory for incursions.</p>	<p>ISQ Duty of Care Handbook</p> <p>Blue Card System in Anglican Schools</p> <p>Education and Care Services National Law</p> <p>Education and Care Services National Regulations</p> <p>National Quality Standards</p> <p>St Hilda’s Pre-Preparatory Educational Programs and Practice Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Excursion and Incursion Policy Support Document</li> </ul> <p>St Hilda’s Pre-Preparatory Children’s Health and Safety Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Risk Management Manual</li> <li>• Supervision Policy Support Document</li> <li>• Water Safety Policy Support Document</li> <li>• Sun Protection Policy Support Document</li> </ul> <p>St Hilda’s Pre-Preparatory Children’s Partnerships with Families and Communities Policy and Policy Support Documents</p> <ul style="list-style-type: none"> <li>• Volunteers, Students and Visitors Policy Support Document</li> <li>• Code of Conduct – School Community Policy Support Document</li> </ul>	<p>Principal</p> <p>Deputy Principal</p> <p>Head of Staff</p> <p>Approved Provider</p> <p>Nominated Supervisor</p> <p>Junior School Administration Assistant</p> <p>Pre-Preparatory Administration Officer</p> <p>Responsible Persons of Pre-Preparatory</p> <p>Pre-Preparatory Teachers</p> <p>Compliance Officer</p> <p>Community Liaison Officer</p> <p>Facilities Manager</p> <p>Business Manager</p> <p>Child Risk Management Audit Committee</p>	<p>St Hilda’s School staff undertake the following six steps when conducting a risk assessment:</p> <ol style="list-style-type: none"> <li>1. establish the context</li> <li>2. identify the risks</li> <li>3. analyse the risks</li> <li>4. evaluate the risks</li> <li>5. manage the risks and reassess, and review</li> </ol> <p>Risk Assessment Management Ratings based on those specified in ISO 31000:2009 in which potential risks are ranked as Extreme, Significant, High, Moderate or Low, are used for all Risk Assessments.</p> <p>Procedures for high risk activities and special events reviewed annually in the context of Staff Professional Development by Nominated Supervisor.</p> <p>List of forms that need to be completed include:</p> <ol style="list-style-type: none"> <li>1. Application for Incursion Form</li> <li>2. Terms and Conditions</li> <li>3. Sample Parent Permission Letter</li> <li>4. Medical Alert Lists</li> <li>5. Parent Details</li> <li>6. Risk Assessment Guidelines</li> </ol>

		<p>St Hilda's Template for Application for Incursions</p>	<p>If an incident occurs there is a Health and Safety Incident Form on ERM to complete and a hard copy one located in Pre-Preparatory Classrooms.</p> <p>Work Health and Safety Committee meet regularly and address any hazard, incident and accident reported.</p> <p>Parents to accept at the beginning of year (or on enrolment) the invitation for their daughter to attend regular excursions within the school grounds - such as attending swimming lessons, gymnastics lessons, HPE lessons, or classrooms within the school grounds such as MPC, Chapel, RE Room, Preparatory Classrooms or School Office. This invitation outlines all identified risks and management of these.</p> <p>Pre-Preparatory policies and policy support documents located on ERM. These are reviewed annually with staff.</p>
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**Part 5: CONCERNS**

<b>Child Risk Management Strategy</b>				
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p>7. Policies and procedures for managing compliance with the blue card system.</p>	<p>Where required by legislation, all staff, including Members of School Council, volunteers and other people in contact with children of St Hilda’s Pre-Preparatory must have current blue cards.</p> <p>St Hilda’s Pre-Preparatory is committed to acting in accordance with legislative requirements to screen employees in such a way that limits risks to children.</p> <p>Work instructions guide Pre-Preparatory processes for the above practices as well as command actions relating to:</p> <ul style="list-style-type: none"> <li>• A change in police information: lodgement of the appropriate form with BCS if such change occurred</li> <li>• Breaches: not allow a person to continue to work if their card expires without renewal in the legislated timeframes, becomes suspended or cancelled, or a Negative Notice is received after a change of police information</li> <li>• Ceased work: lodgement of the appropriate form with BCS and recording of specific details in the BCR when a paid or volunteer employee discontinues services</li> <li>• Contact person: lodgement of the appropriate advice to BCS of a change in the nominated ‘notifiable person’</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Children (Risk Management and Screening) Act 2000</li> <li>• Working with Children (Risk Management and Screening) Regulation 2011</li> <li>• Blue Card System in Anglican Schools Policy 2016. ASQ</li> <li>• Child Protection in ECS Policy 2017. ACSQ</li> <li>• Blue Card System resources published within the policy</li> <li>• Blue Card work instructions and templates</li> <li>• Employee Volunteer Register and departmental volunteer registers</li> <li>• Decision Tree Organisation Representative                             <ul style="list-style-type: none"> <li>– Decision Tree Volunteers</li> </ul> </li> <li>• Decision Tree Volunteers                             <ul style="list-style-type: none"> <li>– Blue Card Checklist</li> <li>– Disqualified Person Warning</li> </ul> </li> <li>• BCR example template                             <ul style="list-style-type: none"> <li>– Student Protection in Anglican ECS Policy and Procedures</li> <li>– Education and Care Services National Law</li> <li>– Education and Care Services National Regulations</li> <li>– National Quality Standards</li> </ul> </li> </ul>	<p>Head of Staff and HR Department</p> <p>Approved Provider</p> <p>Nominated Supervisor</p> <p>Pre-Preparatory/OSHC Administration Officer</p> <p>C&amp;YRM Strategy Committee – Pre-Preparatory and OSHC Representative</p> <p>Child Risk Management Audit Committee</p>	<p>Current Teacher registration checked against my QCT Website.</p> <p>Staff Record located with Nominated Supervisor.</p> <p>Blue Card numbers maintained by HR and Pre-Preparatory department.</p> <p>St Hilda’s School Pre-Preparatory/OSHC has its own Blue Card Identity.</p> <p>Prior to commencement, for existing card holders the School will:</p> <ul style="list-style-type: none"> <li>• Undertake <b>on-line validation and authorisation</b> of the card, followed by</li> <li>• Lodging a <b>link an application/card holder to this organisation form</b> (on-line)</li> <li>• Forward on relevant documentation to EVR Coordinator for entering into Employee Volunteer Register</li> </ul> <p>Prospective or current employees, volunteers, trainee students, School Council Members and contractors where appropriate are required to consent to the screening process, unless exempt by legislation. They must apply for the relevant Blue Card</p>

	<p>(responsible for managing the organisation representatives who maintain the screening process and all related documentation and records. Has the power to immediately remove an employee from services (if in breach).</p> <ul style="list-style-type: none"> <li>• Confidential written records: actions, decisions and outcomes is kept by the Head of Staff Department</li> <li>• BCR: records the Blue Card status of all employees, volunteers and businesses associated with the Pre-Preparatory Centre, including parent volunteers, School Council and committee members, regardless of whether or not they are required to hold a Blue Card or Exemption Card. If exempt from screening by legislation, the reason for the exemption is recorded and regularly reviewed to maintain accuracy and currency</li> <li>• Regular meetings are held for Blue Card Committee administration staff. Requirements include:             <ul style="list-style-type: none"> <li>• A Blue Card folder has been established containing consistent documentation for all meeting participants which includes:                 <ul style="list-style-type: none"> <li>– The Blue Card System in Anglican Schools Policy and Procedures</li> <li>– Blue Card Organisation Chart</li> <li>– Blue Card Role Matrix</li> <li>– plans</li> <li>– Work instructions</li> <li>– Workshop meeting agendas</li> </ul> </li> </ul> </li> <li>• Workshops held regularly throughout 2017.</li> <li>• Compulsory attendance was registered according to training procedures.</li> <li>• Feedback collaborated as part of group discussion.</li> </ul>			<p>or Exemption Card and receive a positive notice, in accordance with the Pre-Preparatory’s position descriptions and Blue Card System Policy and are recorded in the EVR. Copies of this are also kept in Pre-Preparatory Centre Staff Files with the Nominated Supervisor.</p> <p>Expiring Blue Cards are followed up four months prior to expiry, with the aim to lodge the renewal application with BCS at least two months prior (or where renewed via another organisation, authorisation to confirm a valid card must be lodged).</p> <p>Building Bridges Workshop held in 2017. Compulsory attendance was registered according to training procedures.</p> <p>Staff meetings held to discuss Blue Card requirements and feedback given.</p> <p>Incursion process requires citation of Blue Card and Safeguarding our Children Form for ECS to be completed on booking incursion.</p> <p>Pre-Preparatory policies and policy support documents are located on ERM. These are reviewed annually.</p>
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<p>8. Strategies for communication and support.</p>	<p>St Hilda's School Preparatory Centre is committed to communicating the Child Risk Management Strategy, as well as the consequences of breaching the strategy, to all staff and members of the St Hilda's School Pre-Preparatory community.</p> <p>To ensure the strategy remains current and effective in identifying and minimising risks of harm to children, the documents forming part of the strategy are monitored and reviewed annually. These documents will also be reviewed after any incident where a child is at risk of harm or a breach of the strategy is identified.</p> <p>Tailored individual and group inductions and training of employees in relation to risk of harm to children, how to handle disclosures or suspicions of harm and outline the Pre-Preparatory's Child Risk Management Strategy.</p> <p>Through 2018, St Hilda's Pre-Preparatory will conduct regular training via professional development, staff meetings and discussion between supervisors/staff, as requested by ACSQ.</p> <p>Regular correspondence about where to find child protection information on the School website and the Child Protection Contacts, Policy and Procedures are included in Handbooks, parent information sessions, regular Newsletters and Correspondence.</p> <p>Student Diary promotion of Child Protection Policy and Child Protection Contacts.</p>	<p>Child Protection in Anglican Education and Care Services Policy 2017</p> <p>Child Protection in Anglican Education and Care Services Procedures 2017</p> <p>Blue Card System in Anglican Schools</p> <p>National Quality Standards</p>	<p>Principal</p> <p>Head of Staff</p> <p>Nominated Supervisor</p> <p>C&amp;YRM Strategy Committee – which included representation from Pre-Preparatory and OSHC</p> <p>Pre-Prep Teachers</p> <p>Child Risk Management Audit Committee</p>	<p>School Website contains information pertaining to Child Protection and the Child Risk Management Strategy for Pre-Preparatory – Pre-Prep/Safeguarding Our Children – policies, procedures and information</p> <p>ERM – policies and procedures associated with the Child Risk Management Strategy, except for the items relating to below</p> <p>Communicated to School community via:</p> <ul style="list-style-type: none"> <li>- Daily Correspondence</li> <li>- Newsletter</li> <li>- Volunteers Handbook</li> <li>- Pre-Preparatory Handbook</li> <li>- Student Diary</li> <li>- Posters displayed in Pre-Preparatory Centre</li> <li>- Signage at Reception areas on responsibility and reporting information for visitors to the Pre-Preparatory.</li> <li>- Induction</li> <li>- Staff professional development resources</li> <li>- Curriculum content</li> <li>- Observance of Child Protection Week</li> <li>- Parent Information Sessions</li> <li>- Pre-Preparatory Noticeboard</li> </ul> <p>Policies and Policy Support Documents available on Blackboard for parents.</p> <p>All Visitors and Contractors must sign in using the SINE system which includes the reading and signing off of</p>
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