Child and Youth Risk Management Strategy 2019
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

ST HILDA'S SCHOOL GOLD COAST

Document Details	
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Endorsed by School Council *[signature]* Date: 13-2-19	Contact Officer: Name: Ms Wendy Lauman Position: Deputy Principal

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 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 Hilda's School 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 school.

In order to comply with the legislative framework, a Child and Youth 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 Principal is accountable for ensuring that the Child and Youth Risk Management strategy is developed, implemented and reviewed annually.

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 St Hilda's School 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-month 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 of St Hilda's School.

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:

ACSQ	Anglican Church Southern Queensland	**SP**	Student Protection
AITSL	Australian Institute for Teaching and School Leadership	**SPOS**	Student Protection Officers
BC	Blue Cards	**HRM**	Human Resource Manager
EVR	Employee Volunteer Register		
BCS	Blue Card Services		
ERM	Enterprise Risk Management system		
HOS	Heads of School		
QCT	Queensland College of Teachers		

Child and Youth Risk Management Strategy

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
1. Statement of Commitment	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. Anglican schools support the rights of all children and young people and are committed to ensuring the safety and wellbeing of students attending an Anglican school. Anglican schools will provide a safe and supportive living and learning environment for students and will ensure staff, volunteers and visitors model and encourage behaviours that uphold the dignity, safety and wellbeing of students. Anglican schools will ensure they: - provide an appropriate and timely response to all allegations of harm to a student resulting from the conduct, action or inaction of any person, including staff and volunteers; - comply with all legislative obligations and student protection policy and procedural requirements; and - support, wherever possible and appropriate, individuals affected by student protection matters, including students, parents, staff and volunteers.	Student Protection in Anglican Schools Policy 2018. (v1.1) ACSQ Blue Card System in Anglican Schools Policy 2015. ACSQ Working with Children (Risk Management and Screening) Act 2000 S.171 + S.172	Director of Professional Standards ACSQ Principal	Student Protection in Anglican Schools Policy adopted on 16/04/2015. Reviewed Policy and Procedures effective 26/02/18. Updated Version effective January 2019. Statement of Commitment visible placement in all reception / administration areas of the School. Statement of Commitment advertised on School's website, in Student Diary, Staff Handbook and on ERM for staff access. Names of Student Protection Officers are clearly visible via the School's website and in main and sub-school receptions, Sport and Music receptions, Junior School Classrooms and the Health Centre. Student Protection in Anglican Schools Policy 2018 displayed in main and sub-school receptions, Sport and Music receptions, and the Health Centre. "Child Protection is your business" poster displayed in main and sub-school receptions, Sport and Music receptions, Junior School and Senior School Staff rooms, and the Health Centre. Poster 'I Feel Safe' developed in recognition of Child Protection Week displayed on noticeboards throughout Middle/Senior School.

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column
Requirement	Action/s	Reference	Responsible Officer	Evidence
2. Code of Conduct	All students, parents, teachers, staff and volunteers, have the right to be safe, and feel safe, in their school 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 has a specific Conduct Policy and Codes of Conduct for: the School Community, Council Members, Staff, Students, Boarding Students and Volunteers.	Student Protection in Anglican Schools Policy 2018 (v1.1), and Student Protection in Anglican Schools Procedures, 2018 (v1.3) ACSQ Safeguarding our Students, Student Protection policy and procedures guide for volunteers and visitors to Anglican Schools. Feb 2018, ACSQ Conduct Policy Code of Conduct: • Staff • Students • Boarding Students • Community • Volunteers • QCT Code of Conduct • QCT Code of Ethics • QCT Professional Boundaries: A Guidelines for Teachers	Principal Head of Business Deputy Principal Human Resource Manager	Conduct Policy located on ERM Codes of Conduct located on ERM, Induction packs, Student Diary and website (Community/Volunteers/Student) Code of Conduct Boarding located in Boarding Students Handbook After offer of employment, at new staff induction days, staff are provided with a copy of the Staff Code of Conduct and its contents are discussed during the Induction session. Staff Code of Conduct published and available on ERM and forms part of Staff Annual Mandatory training. Community Code of Conduct published and available on ERM and the School's website. Volunteers read and acknowledge their understanding of the Safeguarding our Students, Student Protection policy and procedures guide for volunteers and visitors to Anglican Schools (Feb 2018, ACSQ). The Volunteer Code of Conduct forms part of volunteer's induction. Community Code of Conduct and Volunteers Code of Conduct are contained in the Exchange Program Host information. Discussion on the codes forms part of the induction and homestay visit with the International Connections Officer.

2. Code of Conduct (continued)		AITSL Professional Standards for Teachers Duty of Care Policy Faithfulness in Service in Schools – A Code of Conduct Developed for School Principals Faithfulness in Service in Schools – A Code of Conduct Developed for Members of Governing Bodies in Schools		Student Code of Conduct is introduced to new students at Orientation. School assemblies and Boarding House meetings provide education on the School's behavioural expectations and reporting procedures. Regular review and update of Conduct Policy and Codes of Conduct as per Policy Review Register.

Part 2: CAPABILITY

Child and Youth Risk Management Strategy				
Column A	**Column B**	**Column C**	**Column D**	**Column E**
Requirement	**Action/s**	**Reference**	**Responsible Officer**	**Evidence**
3. Written processes for recruitment, selection, training and managing staff and volunteers.	St Hilda's School recognizes that risk management for child safety and welfare begins with the recruiting, screening and selection of the right people to work in schools, 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: volunteers, coaches, tutors and visitors/contractors to the School. In particular, the School will: • Ensure that its recruitment and selection procedures act to reduce the risk of harm to children and young people from employees and volunteers. • Ensure that its training and management procedures act to reduce the risk of harm to children and young people from employees and volunteers	Student Protection in Anglican Schools Policy 2018 (v1.1), and Student Protection in Anglican Schools Procedures, 2018 (v1.3) ACSQ Blue Card System in Anglican Schools Policy 2016. ACSQ Working with Children (Risk Management and Screening) Act 2000 S.171 + S.172 Staff Recruitment and Selection Policy Professional Development Policy Training table (ERM) New Staff Induction Part 1 and Part 2 Volunteers Handbook & Volunteers Code of Conduct	Principal Deputy Principal Human Resources Manager Head of Business	Accurate position descriptions: successful applicants must be registered with the Queensland College of Teachers (and subject to relevant police and other safety checks), or hold/be exempt from holding a Blue Card, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant. Advertising the position includes 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, identification verification and the requirement to disclose any information relevant to the candidate's eligibility to engage in activities which include children/young people. Screening with Anglican Church's Professional Standards Register 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. Interview Guide has a standard question relating to Child Protection as does the Referee Question Guide. Management processes that are consistent, fair and supportive. Probationary Periods. Supportive processes for staff when they are experiencing challenges that include mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.

3. **(continued)** Written processes for recruitment, selection, training and managing staff and volunteers.		Anti-Discrimination Policy Harassment Policy The Qld Anglican Schools Enterprise Agreement 2018 Safeguarding our Students, Student Protection policy and procedures guide for volunteers and visitors to Anglican Schools. Feb 2018, ACSQ Employee Assistance Program Access EAP Homestay Risk Management Strategy Cultural Exchange Risk Management Strategy		An Induction Program which thoroughly addresses the School's policies and procedures, particularly its expectations regarding child and youth risk management and assisting employees to understand their role in providing a safe and supportive environment for students. Signed by Human Resources Manager and employee. • Mandatory completion of the **Safeguarding our Students online training** by all new staff. • Mandatory Student Protection induction and acknowledgement via the **Safeguarding our Students, Student Protection policy and procedures guide for volunteers and visitors to Anglican Schools (**Feb 2018, ACSQ). • All Staff are required to electronically acknowledge that they have read and understood the **Student Protection in Anglican Schools Policy** on an ongoing annual basis. New staff thereafter are required to sign an acknowledgement form as part of the induction process. • Resource sheets by ACSQ form part of induction and ongoing training. These are presented at whole school briefings once issued. Resource sheets are published on ERM for staff. Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows: • The School's policies and procedures • Identifying, assessing and minimizing risks to students • Handling a disclosure or suspicion of harm to a child or young person Student Protection Officers attend one day workshops and then deliver professional development to the staff. Professional Development Register maintained by Human Resources Manager.

3. (continued)			Volunteer Departmental Representatives:	**Volunteers:**
Written processes for recruitment, selection, training and managing staff and volunteers.			. Boarding . Junior School . Middle/Senior School . Community . Sport . International Connections . School Council	Volunteer Departmental Representatives advertise volunteering roles, recruit, induct, train and manage volunteers. Volunteers are recorded in the EVR. Departmental Representatives liaise with the Human Resource Manager bi-monthly to screen for WWC compliance, and meet monthly with the Deputy Principal to monitor primary data registers. **Sub School Specific Processes:** • **Junior, Middle/Senior School:** Camp providers and Partner organizations are screened for WWC compliance **Boarding School:** Tutors for St Hilda's Tutorial Academy are school employees who are screened by Human Resources to ensure they hold current BCs prior to commencement with Boarders • **CRICOS** and other welfare-related government requirements are met in relation to International students. Boarding monitors compliance of leave arrangements. • **Boarder parents** approve their daughter's leave with hosts in Boarding Ware. Sign in and Sign out procedures required for hosts of Boarders maintained at Boarding Reception. Hosts provided with information regarding their Duty of Care via Boarding Ware. Hosts must be at least 21 years of age unless a sibling, and then this is negotiated with the parents. Parents are advised to make contact with hosts to determine the activities planned for their daughter whilst out on leave and to ensure families are comfortable with those activities and the supervision which will be provided • All visitors who enter via Boarders' Reception Sign in (Sine) which requires visitors, contractors et al to wear identifying sticker, and sign out via the system allowing staff to track who is on site. SINE includes information on reporting procedures.

3. (continued)				
Written processes for recruitment, selection, training and managing staff and volunteers.				• Boarders' Reception must advise International Connections Officer dates of Approved Host leave if the boarder is an international student for tracking purposes. • Information related to Child Protection is displayed for staff and students in Boarders' Reception **Homestay Program for International Students – Pathway to Boarding:** The School has partnered with Study Match Pt Ltd t/a Australian Student Accommodation Services to provide a safe and caring environment for International students who are awaiting a place in the School's Boarding House. The School meets with the provider regularly and reviews child protection policies and procedures, including recruitment selection, training and managing staff, as part of ongoing monitoring. **Cultural Exchange Program:** Parents of current students participate in the School's cultural exchange program. Families are selected for the program after application, interview process – including a homestay visit, and registering BC details with the HR Manager. Staff working with the Exchange Program liaise with parents and communicate expectations of the CP policy and procedures for reporting concerns. The School has established MOUs with schools participating in the Cultural Exchange Program which stipulate expectations for meeting Child Protection standards in the host school family. **Co-curricular Program:** The co-curricular program is staffed by St Hilda's employees and volunteers. Recruitment, selection, training and managing of staff is conducted through the School's HR department and via advertising in the School Community. **Visitors:** Visitors sign in through Visitors' Reception/Facilities Office/Maintenance during the day via SINE which requires visitors, contractors et al to wear identifying sticker, and sign out via the system allowing staff to track who is on site. SINE includes information on reporting procedures.

3. (continued) Written processes for recruitment, selection, training and managing staff and volunteers.				**Exit interviews with Staff:** Exit interviews are conducted where appropriate to assist the School to identify broader issues of concern that may impact on the safety and wellbeing of students at the School. • Current Teacher registration checked online at myQCT • Staff Training Register located with Human Resources • Volunteers Register located with Departmental Representatives • Visitors Register located with DP Office

Child and Youth Risk Management Strategy

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.	St Hilda's School follows the procedures identified in the Student Protection in Anglican Schools Procedures which stipulates legislative obligations and policy obligations. The purpose of these procedures is to provide guidance and direction to all Anglican schools 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 student (under 18 years of age) and inappropriate behaviour of a staff member or volunteer of an Anglican school towards a student. When an employee who is aware or reasonably suspects harm has been caused to a student under 18 years of age, the staff member must report the harm to the Principal, Deputy Principal or SPO. The Principal must report significant harm or suspected significant harm and if a student is in need of protection to the appropriate authorities. 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. The Principal will report via Form 2 to the Director of	Student Protection in Anglican Schools Policy 2018 (v1.1), and Student Protection in Anglican Schools Procedures, 2018 (v1.3) ACSQ Safeguarding our Students, Student Protection policy and procedures guide for volunteers and visitors to Anglican Schools. Feb 2018, ACSQ SP Resource Sheets ACSQ Safeguarding Our Children - Student Protection in Anglican Schools A Guide for Parents and Students 2018 (v1.0) ACSQ Complaints Management in Anglican Schools Policy 2019 (v2.0) ACSQ, and Complaints Management in Anglican Schools Procedures 2019 (v2.0)	• ACSQ (Director Professional Standards) • Principal • Deputy Principal • School Counsellors • Student Protection Officers • Human Resource Manager	Staff undertake annual professional development to review the Student Protection in Anglican Schools Policy and Procedures. New staff Induction introduces the Student Protection in Anglican Schools Policy and Procedures. New staff undertake the ACSQ Online training. Volunteers in the Junior School undertake induction and familiarization with the policy and reporting process with Deputy Head of Junior School. Parent volunteers assisting with Community Events undertake induction and familiarization with the policy and reporting process with the Community Liaison Officer. Visitors to all sub-schools working with children undertake induction and familiarization with reporting obligations with the supervising teacher in charge of the activity. Parents participating in the Cultural Exchange Program undertake induction and familiarization with reporting obligations with the International Connections Officer. Updated Version of Complaints Management in Anglican Schools Policy effective January 2019.

4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines. (continued)	Professional Standards a report made to Child Safety or the CPIU. 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 or young person because of the conduct of a relevant teacher at the School.	Education (General provisions) Act 2006 (Qld) Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) Education (Queensland College of Teachers) Act 2005 Protocol for Dealing with Sexual Misconduct Feb 2017 ASCQ. Bullying and Harassment Policy Sexual Harassment Policy		Visitors/Contractors sign in (sine) outlines procedures on who to report to in regards to SP when signing into the School. Boarding Staff additional training includes completion of the ABSA Duty of Care Course, as appropriate to role. Student education is undertaken through assemblies, pastoral care programs and Form classes (Junior School). Links in ERM – Student Protection in Anglican Schools – Forms 1, 2, 3 and 4.

Child and Youth Risk Management Strategy

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
5. A plan for managing breaches of your risk management strategy.	The School is committed to appropriately managing breaches of this strategy in accordance with its relevant policies appropriate to the circumstances. Behaviour which exploits the special position of trust and authority between a staff or volunteer member and a student, or which places the safety and well-being of a student at risk is deemed to contravene Christian and professional obligations. Consequences may be derived from legislative penalties, Diocesan rules or School protocol. Breaches must be immediately reported to the Principal or SPO on Form 3: Report of Alleged Inappropriate Behaviour by a Staff Member or Volunteer. Form 4: Record of Harm or Concerning Behaviour Any act or omission that causes harm to a student is a breach of trust and professional misconduct (in addition to a possible criminal act) and consequently, will be reported to the Director of Professional Standards, Anglican Church Southern QLD, as well as to QLD College of Teachers. If a volunteer or visitor is found to have not complied with this strategy and its associated policies and procedures, the Principal, will consider appropriate action which may include excluding the person from continuing their role as a School volunteer or visitor.	. Student Protection in Anglican Schools Policy 2018 (v1.1), and Student Protection in Anglican Schools Procedures, 2018 (v1.3) ACSQ • Bullying and Harassment Policy • St Hilda's Complaints Handling Policy and Procedure . Complaints Management in Anglican Schools Policy 2019 (v2.0) ACSQ, and Complaints Management in Anglican Schools Procedures 2019 (v2.0) • St Hilda's Social Media Policy • Work Health & Safety Act 2011	• Principal • Deputy Principal • Human Resources Manager • Head of Junior School	The School employs the following processes when dealing with issues of reported breaches: • Complaints management • Clear and formal communication about obligations • Closer supervision • Further support or training • Mentoring • Performance improvement plans • Mediation where appropriate • Disciplinary action if necessary • Dismissal or suspension of duties if justified • Legal proceedings if the violation constitutes a criminal offence This is documented promptly, confidentially and sensitively as part of human resources processes and if a reporting form is necessary it is recorded and held by the Principal. The School Community Code of Conduct and Volunteer Code of Conduct clearly stipulates actions taken with regards to breaches. This is reviewed regularly and published on the website. **Form 3, Report of Alleged Inappropriate Behaviour by a Staff Member or Volunteer**, and **Form 4, Record of Harm or Concerning Behaviour** can be accessed on ERM. **The Blue Card System Anglican Schools Policy** is available on ERM for staff access.

5. A plan for managing breaches of your risk management strategy. (continued)	Notification of breach of the Blue Card System (Appendix 11 of the Blue Card System in Anglican Schools Policy and Procedures) to be completed by the Principal and submitted to the Executive Director, ASC, should there be an incident that breaches the risk management strategy. Notifications to the QCT, including information sheet and guidelines located on QCT website at http://www.qct6.edu.au/standards-and-conduct/notifications	• Fair Work (Commonwealth Powers) and other Provisions Act 2009 • Work Health Safety Regulations 2011		Register of Form 4 (staff) is located with the Principal Register of Form 4 (students) is managed by SPOs. The **Complaints Register** is located on: T:Drive/Leadership/Complaints Register St Hilda's School WWC Check Work Instructions Deputy Principal provides a monthly report to the Principal on Child Protection reporting. Human Resources Manager provides a monthly update report to the Principal on Blue Card. Volunteer Departmental Representatives meet monthly with Deputy Principal.

Child and Youth Risk Management Strategy

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
6. Risk Management plans for high risk activities and special events	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 students and the area in which the excursion is to be held. The School 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. The teacher-in-charge of the activity is responsible for completing the forms with other relevant staff, which includes authorization by the Head of Department, Head of School, Head of Learning and Teaching, Deputy Principal or Head of Junior School. The completed forms are lodged with the Personal Assistant to the Deputy Principal for processing and recording. The Community Liaison Officer, Facilities Coordinator and Facilities Manager coordinate the completion of forms for community events.	• Risk Management Policy • Duty of Care Handbook • Excursion Process and Application for Incursion and Excursion Risk Assessment • Risk Assessment Manual • Tours Policy and Risk Assessment	• Principal • Deputy Principal • Head of Learning and Teaching • Head of Business • Facilities Manager • Community Liaison Officer • Facilities Coordinator • Operations Committee • Head of Learning and Teaching • Deputy Principal • Deputy Head Jnr School	St Hilda's School staff undertake the following six steps when conducting a risk assessment: • Establish the context • Identify the risks • Analyse the risks • Evaluate the risks • Manage the risks and reassess, and • Review 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 Procedures for high risk activities and special events reviewed annually at Operations Meetings and with teaching staff in annual mandatory training. Since 2017, the C&YRM committee review event safety risk management processes for the School's community events, and recommendations are adopted and communicated for inclusion with future events. Documentation for any event, incursion, excursion includes: • Activity and Excursion Administration Form: details the activity, groups involved, purpose, destination, staffing, transport usage, catering requirements, delivery method of parental information, costings and approval • TIC Responsibilities Checklist: tick expectations are met regarding calendar, budget, cover, permissions, risk assessment, alerts, staff requirements, Facilities requests, communication, first aid, transport, reporting procedures and participants lists.

Part 4: CONCERNS				
	Column B	**Column C**	**Column D**	**Column E**
	Action/s	**Reference**	**Responsible Officer**	**Evidence**
6. Risk Management plans for high risk activities and special events (continued)	Use of the template is mandatory for incursions, excursions, activities, special events, camps and tours.			• Visitors and Volunteer Guide (where required) sent to external participants/providers and induction provided. • Tours risk assessment includes identification of risks associated with overseas travel and homestay arrangements if applicable with hosting schools • Sample Parent Permission Letter: information to include / request parents' endorsement • Medical Alert Lists: records medical, dietary and allergy conditions and medications • Vehicle Transport Bus List/Taxi: records staff and student passengers and pick up / drop off times and locations • Parent Details: confidential list of parent contact details for use in an emergency provided with medical details for excursion • Staff Contact Details: lists key and senior staff contact information for use in an emergency – included in excursion document • Holiday Tours and Camps – paper copy of contact details, itinerary and other relevant details provided to James Receptionist • Risk Assessment guidelines: steps on how to register potential and actual risks, assess the severity of the consequence and likelihood of it occurring, calculate the overall risk and record control measures and mitigations, which may include specific risk action plans – Part 2 of excursion form. Additionally, staff use checklists for specific procedures relating to camps, excursions and incursions • Risk Assessment Verification: each staff member involved acknowledges by return email to the Excursions Officer that they are familiar with the risk assessment documentation and able to comply with the controls outlined If an incident

| 6. Risk Management plans for high risk activities and special events (continued) | | | | occurs there is an electronic incident form that needs to be completed by the teacher-in-charge of the activity upon return to School. Details for this report are recorded at the time of the incident including all contacts. A Review and reflection process is facilitated by the Teacher In Charge upon return from high risk activities. Notes documented and used to inform future planning.

The School has a Critical Incident Policy and Response Manual. The Plan includes:
• Guidelines for the Critical Response Team, general principles of planning the response, providing information to those affected, resuming normal routines as soon as possible, assessing the psychological and emotional needs of those affected and working with media
• An emergency recovery action checklist that details subsequent actions and the person responsible immediately following the incident, within the first 24 hours and up to recovery.
• Process that must be followed if the media arrives at the School or becomes involved in an incident.

The Operations Committee meets fortnightly and identifies ongoing management of hazards. The Committee reports to the Principal.

Screening procedures are used with Camp providers and Partner Organizations. |
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| 7. Policies and procedures for managing compliance with the Blue Card system | Where required by legislation, all staff, including Members of School Council, volunteers, Homestay Parents and other people in contact with students of the School must have current Blue Cards.

The School is committed to acting in accordance with legislative requirements to screen employees in such a way that limits risks to children and young people. | • Working with Children (Risk Management and Screening) Act 2000

• Working with Children (Risk Management and Screening) Regulation 2011

• Blue Card System in Anglican Schools Policy 2016. ASQ

. Student Protection in Anglican Schools Policy 2018 (v1.1), and Student Protection in Anglican Schools Procedures, 2018 (v1.3) ACSQ

• Blue Card System resources published within the policy (listed as evidence)

• Blue Card work instructions and templates

• Employee Volunteer Register and departmental volunteer registers | • Principal

• Human Resource Manager

• Head of Sport

• Organisation Representatives

• International Connections Officer

• Deputy Head Junior School

• Head of Boarding

• C&YRM Committee | Current teacher registrations checked against myQCT website.

Employee Volunteer Register (Blue Card Register) maintained by Human Resources and Departmental Reps.

Data lists are maintained by Departmental Representatives for cross reference during WWC Auditing.

Prior to commencement, for existing card holders the School will:
• Undertake **on-line validation and authorisation** of the card, followed by
• Lodging a **link an application/card holder to this organisation** form (on-line)
• Forward on relevant documentation to EVR Coordinator for entering into Employee Volunteer Register.

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 or Exemption Card and receive a Positive Notice, in accordance with the School's position descriptions and Blue Card System policy and are recorded in the EVR.

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).

BC Work instructions guide School processes for the above practices as well as command actions relating to:
• A change in police information: lodgement of the appropriate form with BCS if such change occurred
• Breaches: not allow a person to continue to continue work if their card expires without renewal in the legislated timeframes, becomes suspended or cancelled, or a |

| 7. Policies and procedures for managing compliance with the Blue Card system (continued) | | • Student Exchange Information for Parents

• Staff Code of Conduct

• Blue Card website information sheets | | Negative Notice is received after a change of police information
• Ceased work: lodgement of the appropriate form with BCS and recording of specific details in the EVR when a paid or volunteer employee discontinues services
• Contact person: lodgement of the appropriate advice to BCS of a change in the nominated 'notifiable person' (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).
• Confidential written records: actions, decisions and outcomes kept by Human Resources
• EVR: records the Blue Card status of all employees, volunteers and businesses associated with the School, 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.

Regular meetings are held with the Human Resources to monitor administration. Requirements include:
• A Blue Card folder has been established containing consistent documentation for all meetings and a register of participants which includes:
– The Blue Card System in Anglican Schools Policy and Procedures
– Blue Card Organisation Chart
– Blue Card Role Matrix
– Decision Tree Organisation Representative
– Decision Tree Volunteers
– Decision Tree Volunteers Excluding Homestay
– Decision Tree Employees
– Blue Card Checklist
– Disqualified Person Warning
– EVR example template |

7. Policies and procedures for managing compliance with the Blue Card system (continued)				− Student Protection in Anglican Schools Policy and Procedures − Work instructions − Workshop meeting agendas • Processes going forward agreed as a collaborative effort. • Actions for next meeting confirmed at the conclusion of each meeting. • Regular meetings for the next calendar year confirmed via the Meeting Schedule published to all staff and feedback for discussion is welcomed. The Human Resources Manager provides the Principal with a monthly report on any matters pertaining to Blue Card compliance issues. Reports are made to the School Council each month. Since 2018, The Child and Youth Risk Management Committee has committed to undertake audits on policies pertaining to welfare and report recommendations to the Principal.

8. Strategies for communication and support.	St Hilda's School is committed to communicating the Child and Youth Risk Management Strategy, as well as the consequences of breaching the strategy, to all staff and members of the school community.
	
	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 student is at risk of harm or a breach of the strategy is identified.
		. Student Protection in Anglican Schools Policy 2018 (v1.1), and Student Protection in Anglican Schools Procedures, 2018 (v1.3) ACSQ
		
		• St Hilda's School Cyber Safety and Digital Wellbeing student acceptable use of technology Agreement
			• Principal
			
			• Deputy Principal
			
			• C&YRM Committee
			
			• Marketing Manager
				• School Website – Governance/Safeguarding Our Students – policies, procedures, and information
				• ERM – policies and procedures associated with the Child and Youth Risk Management Strategy, except for the items relating to below communicated to School community via:
				  - Daily Correspondence
				  - Newsletter
				  - Sub-school assemblies
				  - Senior School Chapel Services
				  - Thrive Program
				  - Volunteers Handbook
				  - Introduction to Hosting Booklet (Cultural Exchange Program)
				  - Student Diary
				  - Posters displayed in each sub school

8. Strategies for communication and support. (continued)	The Marketing Manager assists the C&YRM committee in the development of an annual communication strategy.			- Signage at Reception areas on responsibility and reporting information for visitors to the School. - Induction - Staff professional development - Resources - Sub-school curriculum content - Observance of Child Protection Week • All Visitors and Contractors must sign in using the SINE system which includes the reading and signing off of their understanding of the Child Protection statement and reporting procedures. A Visitor/Contractor Pass is not issued until this is done. • At the commencement of the school year, all staff receive professional development in relation to the Child & Youth Risk Management Strategy. • Tailored individual and group inductions and training of employees in relation to risk of harm to students, how to handle disclosures or suspicions of harm and outline the School's Child & Youth Risk Management Strategy. • Through the year, the School will conduct regular training via professional development, staff meetings and discussion between supervisors/staff, as requested by ACSQ. • Regular correspondence about where to find student protection information on the School website and identification of the SPOs. • **Annual Assembly** reminder from Principal about the right to safety and who to approach regarding a concern. • **Student Diary** promotion of SP policy and SPOs. • **Social Media Policy** and **Manual** are published in ERM for staff access. Parents, students and staff are advised of eSafe practices through daily correspondence, email and assembly communications from staff, and staff morning briefings. **Cyberbytes** is advertised through daily correspondence and available on the School website. **Cybersafety online training** for Parents and staff is advertised through daily correspondence and accessed on the school website. Parents and students sign off on the School's Digital Technology Acceptable Use Agreement.

| 8. Strategies for communication and support. (continued) | | | | | • **Student protection promotional material** is on display in reception areas, as stated under requirement 1 – Statement of Commitment.
• In 2018, Student Council Representative developed an educative strategy for the 2018 Child Protection Week. An assembly presentation with an SPO Q and A, and a daily 'Did you know support fact' were the focus of the Middle/Senior School initiative. Junior School focused on Child Safety – the importance of the "safety hand" (5 people to talk to). True Relationships Australia presented workshops on Protective Behaviours.
• In 2018, Brett Lee presented Cyber Safety Workshop to parents and students in Years 4-6.
• In 2019 the School will continue to invite students to plan and acknowledge Child Protection Week as well as access presenters for parent workshops.
Links to the following documents and websites published on ERM for ease of all staff access:
• Blue Card System resource documents that assist compliance with the Blue Card System in Anglican Schools Policy and Procedures.
• Child protection resource documents that form part of ongoing staff training around the types of harm, indicators of harm, referral services and reporting frameworks.
• Child protection information sheets and newsletters confirming legislative changes and obligations
• Reporting forms relating to harm, sexual abuse, inappropriate behaviour and harm concern advice
• Other forms including education support plan template, request for information student protection and request for interview
• QCT professional boundaries
• Student protection presentations
• Student Protection in Anglican Schools Policy and Procedures viewable/printable versions.
• Safeguarding our Students Guide for Visitors and Volunteers. |