



CHILD AND YOUTH RISK MANAGEMENT STRATEGY 2018

Contact Officer:	Deputy Headmaster Co-curricular
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Related Policies:	Student Protection in Anglican Schools Policy. Working with Children (Risk Management and Screening) Act 2000 ss. 171 – 172 Working with Children (Risk Management and Screening) Regulation 2011 s. 3

INTRODUCTION

Safe service environments don't just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing.

The Blue Card system has three 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.

PURPOSE

The purpose of a Child and Youth Risk Management Strategy (the 'Strategy') is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks.

SCOPE

This Strategy applies to all students, parents, employees, volunteers and visitors of the Anglican Church Grammar School.

STRATEGY REQUIREMENTS

In order to comply with the legislative framework, a Child and Youth Risk Management Strategy must address eight (8) minimum requirements. 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.

STRATEGY STATEMENTS

1. Statement of Commitment

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.

The Statement of commitment is displayed in the reception areas of the Preparatory School, Senior School and Administration buildings.

The Statement of Commitment is published on the School's website and Staff Portal.

2. Code of Conduct

Our learning and Behavioural values support the foundation of our School. Through the teaching of these values, Churchie students see the best in themselves, their achievements, their efforts, their friendships, their beliefs and their future. Staff and others are expected to uphold and demonstrate these values and as such, a suite of references are available to clearly document expectations across all areas of the School community, including:

- School Council
- Headmaster
- Teachers
- Boarding Staff
- Nursing Staff
- Non-teaching Staff
- Clergy
- Volunteers
- Parents & Carers
- School Counsellor
- Students

Due to the complex and diverse nature of the School community, the School relies on and utilises a broad range of guidance material to achieve best practice, including:

- Staff and Community Code of Conduct
- Anglican Church: Faithfulness in Service in Schools
- Code of Ethics for Teachers in Qld (QCT)
- Professional Boundaries: A Guideline for Qld Teachers (QCT)
- Australian Professional Standards for Teachers (AITSL)
- Australian Professional Standards for Principals (AITSL)
- Code of ethics for Nurses (NMBA)
- Australian Boarding Standard (ABSA)
- Ethos Statement for Anglican Schools in the Province of Queensland (ASC)
- GPS Code of Conduct
- APS Code of Conduct

Guidance material is made available to the community via the School's website, staff, student and parent portals, websites of professional bodies and associations, and Student and School Handbooks. Other material is available on request from the School's Compliance Officer.

3. Written procedures for Recruiting, Selecting, Training and Managing Staff and Volunteers

The School is embarking on an exciting vision to ensure that the School remains at the forefront of boys' education. Building on a foundation of over 100 years and, in partnership with the School community, this vision seeks to establish the School as an international leader in academic, creative, pastoral, co-curricular and service pursuits. Leading this vision will be talented and enthusiastic staff who are trained in child protection and supported by key positions.

All applications for roles at the School must include a covering letter addressing the selection criteria, a full resume including referees and any other documentation as outlined in the Position Description.

During the recruitment and selection of new employees the following is undertaken:

- External Advertisements: e.g. on Seek always include: "All staff at Churchie are expected to support the philosophies of the School and must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers.
- During phone screening for an interview each candidate is asked if they hold a valid Blue Card and if not whether they are prepared to apply for one.
- Applicants subjected to standardised questions to gain assurance that they are comfortable with the Anglican Church Ethos.
- Casual staff are required to undergo a thorough vetting process via Blue Card and the Anglican Schools National Register.

The School contract of employment includes:

- Teachers:
 - This appointment is made subject to the successful registration with the Queensland College of Teachers (QCT). Upon your departure from Churchie, it is your responsibility to notify QCT that you are no longer in the employment of the School.
- Officers:
 - In accordance with current legislation, if you do not hold a current Queensland College of Teachers Registration, this appointment is made subject to you holding and maintaining a current Positive Blue Card issued by Blue Card Services, Queensland Department of Justice and Attorney-General.
- When candidates are invited to interview, Human Resources staff will ask them to bring photo ID e.g. Passport or Drivers License and their Blue Card so copies can be made. Unsuccessful candidates will have their IDs destroyed as per privacy requirements.
- During the interview, if candidates have a valid Blue card, the candidate will be advised that their card will need to be linked to the School. If the candidate does not have a valid Blue Card, they will be asked if they are willing to apply for one.
- All new employees are checked against the Anglican Church National Professional Standards Register.
- All new employees are contacted directly by the Anglican Schools Commission to undertake online training – Safe Guarding our Students and this must be completed within four (4) weeks of commencing at the School.
- Parent Volunteers are screened via an online form which incorporates automated workflows to ensure all required information is recorded in the School's Blue Card Register.
- Volunteers receive a thorough induction and are assigned to a coordinator who assists them with any questions and/or issues. All volunteers are expected to

complete the Guide for Volunteers and Visitors to Anglican Schools (ASC).

- All staff are required to complete annual child safety training and will be provided with regular updates at each all staff meeting. Additional training will be undertaken by each of the School's Student Protection Officers.
- Volunteers including parent volunteers will be required to complete annual and refresher child safety training.

4. Policies and Procedures for Handling Disclosures or Suspicions of Harm including Reporting Guidelines

The School has adopted the ACSQ Student Protection Policies and Procedures. The School's Student Protection policy and procedures provide a process for all staff to recognise, respond to and report allegations or suspicions of:

- sexual abuse/likely sexual abuse of students;
- harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and
- Inappropriate behaviour of staff towards students.

The School has policies, procedures and forms in place for handling disclosures or suspicions of harm, including reporting guidelines. In the event of a disclosure or suspicion of harm being reported the policies and procedures will be reviewed for effectiveness and amended if required. The Headmaster has appointed trained Student Protection Officers and Student Protection processes are readily available for employees, parents, and students.

Guidance materials including reporting forms include:

Student Protection in Anglican Schools Policy ACSQ
Student Protection in Anglican Schools Procedures ACSQ
Student Protection Officer Policy
Child and Youth Risk Management Strategy
Protocol for Dealing with Complaints (SUMMARY)
Protocol for Dealing with Complaints (DETAIL)
Form 1 Report of Suspected Sexual Abuse or Likely Sexual Abuse
Form 2 Notification of Report to a State Authority of Suspected Child abuse
Form 3 Report of Alleged Inappropriate Behaviour by a Staff member or Volunteer
Form 4 Record of Harm or Concerning Behaviour (Internal Use Only)

The Student Protection in Anglican Schools Policy and this Strategy are published on the School's website. Other forms are available to staff via the staff portal or by contacting the Compliance Officer.

Direct links to the reporting forms including links to Child Safety Report and Referral are available to all staff on the staff portal including mandatory reporters.

The School's Student Protection Officers are identified in policy and other School publications including the School and Students handbooks. Student Protection Officers are located in key areas of the School including:

- Health centre;
- Boarding;

- Senior School Teaching;
- Preparatory School Teaching;
- Outdoor Education; and
- Counselling

Contact details for all Student Protection Officers is available in the Student Protection Officer Policy. Student Protection Officers are also identified during all staff meetings.

As well as attending all staff training and annual Student Protection Officer training, all Student Protection Officers at the School voluntarily participate in group discussion and scenario based workshops to keep their skills and knowledge relevant and effective.

5. A plan for managing breaches of the Risk Management Strategy

The School is committed to appropriately managing breaches of the Child and Youth Risk Management Strategy in accordance with relevant policies. If a breach occurs due to an individual not being aware of the policies and procedures relating to student protection, or not having sufficient understanding of these policies and procedures, a review of all Student Protection training will be conducted to improve the level of understanding. Churchie has procedures in place to deal with any breaches in a consistent, fair and supportive manner.

Churchie has a Child and Youth risk Management Committee who meet at least once each term. The Committee will monitor, review and update the strategy with a focus on continual improvement.

6. Risk Management Plans for High Risk Activities and Special Events

The School aims to develop young men of character who can lead and serve their community. We do this by providing a learning environment, which aids their academic, spiritual, moral and personal growth. The School seeks to fulfil its duty to manage risk, including Child and Youth risk with robust systems and in a consultative environment. All risks are assessed using the principles set in ISO 31000 and the School employs a Compliance Officer to assist the School with Risk Management.

Child & Youth Risk Management is incorporated into the whole School's risk mitigation, in particular:

- Boarding
- Excursions
- Camps & Tours (Including Billeting)
- Co-Curricular activities
- Before & After School
- Special Events

7. Policies and Procedures for managing compliance with the Blue Card System

The School has a number of Blue Card policies and procedures in place that set the guidelines for the requirement to hold a Working with Children clearance (Blue Card) at the School. A detailed Blue Card register linked to the School's management system Synergetic, records and tracks compliance for all persons engaged by the School. Regular audits are scheduled and reported on to the Headmaster, Risk Management Committee, CYRM Committee, School Council and the Anglican Schools Commission.

Clearance on the National Register (with Director of Professional Standards) is also a

condition of employment.

The School's Blue Card Register is managed through the School's database system, Synergetic and is designed to align with the ASC Blue Card Register Template.

- Blue Card System in Anglican Schools Policy ACSQ
- Staffing Policy
- Automated and manual audits of Blue Card register

8. Strategies for Communication and Support

The School views child and youth protection as both a professional and moral obligation that extends to and can affect the whole community. To that end, the School aims to provide information and support to as wide an audience as possible. Making information and trained student protection officers available to staff, students, parents and others is critical to this Strategy's effectiveness.

School staff receive regular updates via:

- Termly training to staff on Professional Development days.
- All student protection newsletters and Professional development presentations are made available on the Staff Portal.

School students are informed via:

- School Psychologist and Head of Preparatory School who read a statement to all boys on the protocols for reporting instances of harm and abuse at assemblies each semester.
- An annual publication of Child Protection policies are available in the Student Diary.
- Child Protection posters are displayed in key areas of the School.

School Volunteers receive:

- Detailed induction programs including student protection information.
- Guide for Volunteers and Visitors to Anglican Schools.

School Parents access information via:

- Regular newsletters
- Parent portal
- School Website
- Information evenings arranged by the School.

Members of the public can also access information via:

- School website
- Information in advertised position descriptions

Additionally both the Senior School and Preparatory School libraries source reference material that is available for staff, parents and students to borrow.

In recognition of the very serious nature of creating and maintaining child safe environments, the School utilises a number of systems to support its community.

- All School employees have access to a professional and independent Employee Assistance Program who they may contact at any time for support and practical advice.
- All staff have the opportunity to participate in a staff wellness program which focuses on a psychological as well as physical fitness.
- Staff, students and parents have access to our professionally qualified psychologist who is also one of the School's Student Protection officers.
- The School's Chaplain is also available to assist and support.