

Document Details	
Approved by: School Council Date: 22 February 2017	Developed by: Child and Youth Risk Management Strategy Committee

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.

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.

A well-developed Strategy will help the Anglican Church Grammar 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 the 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.

SCOPE

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

The following describes how the Strategy document is to be developed.

- **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*.
- **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.
- **Reference:** Describes the policy, procedures, protocols and other guidelines which form the authority for the particular **Action/s**.
- **Responsible Officer:** This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action/s.
- **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
APS	Australian Psychological Society
AITSL	Australian Institute for Teaching and School Leadership
CYRMC	Child and Youth Risk Management Committee
NMBA	Nursing & Midwifery Board Australia
QCT	Queensland College of Teachers
Strategy	Child and Youth Risk Management Strategy
The School	Anglican Church Grammar School

Part 1: COMMITMENT

Requirement	Action/s	Reference	Responsible Officer	Evidence
1. Statement of commitment	<p>The Anglican Church Southern Queensland (ACSQ) 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>The Anglican Church Grammar School (the School) support the rights of children and young people and are committed to ensuring the safety, welfare and wellbeing of students. The School is committed to responding to allegations of student harm 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 students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.</i></p> <p><i>In support of this commitment, the School is dedicated to its Child and Youth Risk Management Strategy, which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in their care.</i></p>	<ul style="list-style-type: none"> • Student Protection in Anglican Schools Policy and Procedures 2015 ACSQ • Blue Card System in Anglican Schools Policy 2016 ACSQ 	<ul style="list-style-type: none"> • Director, Office of the Director of Professional Standards ACSQ • Headmaster 	<ul style="list-style-type: none"> • Policy adopted on 25 November 2015. • Statement of Commitment framed. Visible placement in Preparatory School Office, Senior School Office and the Administration Office. • Statement of Commitment published on the School's website and Staff Portal. • Student Protection Officers (SPOs) are located in key areas of the School to investigate allegations of harm. • A sign in register is mandatory for all staff to record their attendance for Student Protection training. Records of attendance are forwarded by the Head of Senior School and the Head of Preparatory School to Human Resources. Absent staff are provided with a follow up session at a later date. • Engagement of a volunteer and visitor registration system.
2. Code of Conduct	<p>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</p>	<ul style="list-style-type: none"> • Code of Conduct and Ethics (School Council) • School Community Code of Conduct 	<p>Chairman</p> <p>Headmaster</p>	<ul style="list-style-type: none"> • Available on the School Portal • Available on the School Website, Staff Portal, Parent Portal and in the School Handbook

Requirement	Action/s	Reference	Responsible Officer	Evidence
	<p>their future. All staff 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:</p> <ul style="list-style-type: none"> • School Council • Headmaster • Teachers • Boarding Staff • Nursing Staff • Non-teaching Staff • Clergy • Volunteers • Parents & Carers • School Counsellor 	<ul style="list-style-type: none"> • 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) 	<p>Deputy Headmaster (Co-curricular)</p> <p>Senior Chaplain, Director of Service</p> <p>Deputy Headmaster (Academic)</p> <p>Deputy Headmaster (Academic)</p> <p>Deputy Headmaster (Academic)</p> <p>Headmaster</p> <p>Health Centre Manager</p> <p>Director of Boarding</p> <p>Headmaster</p>	<ul style="list-style-type: none"> • Available on the Staff and Parent Portal • Available on the Staff Portal • Available from the Director of Boarding • Anglican Diocese website and School website

Requirement	Action/s	Reference	Responsible Officer	Evidence
		<ul style="list-style-type: none"> • GPS Code of Conduct • APS Code of Conduct 	<p>GPS Headmasters</p> <p>School Psychologist</p>	<ul style="list-style-type: none"> • Available on the School website and Staff Portal and signage has been placed in designated areas. • Available on the Staff Portal

Part 2: CAPABILITY

Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>3. Written processes for recruitment, selection, training and managing staff and volunteers.</p>	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> • Staffing Policy • Blue Card Register Framework • Blue Card Screening Checks • Applicants subjected to standardised questions to gain assurance that they are comfortable with the Anglican Church Ethos. • Casual teaching staff are required to undergo a thorough vetting process via Blue Cards and the Anglican Schools National Register. 	<p>Deputy Headmaster (Co-curricular)</p> <p>HR Manager</p>	<p>During the recruitment and selection of new employees the following is undertaken:</p> <ul style="list-style-type: none"> • External Advertisements: e.g. on Seek always include: " <i>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.</i> • 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. • The School contract of employment includes: <ul style="list-style-type: none"> Teachers: <i>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.</i> Officers: <i>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.</i> • When candidates are invited to attend an interview, the HR Manager will ask them to bring photo ID e.g. Passport or Drivers Licence and their Blue Card so copies can be made. Any

		<ul style="list-style-type: none"> • National Register for Anglican Schools • Compulsory Professional Development training for all staff on Child Protection (termly). • Volunteer online screening process incorporating working with Children checks 	<p>HR Manager & Organisational Reps</p> <p>HR Manager and Volunteer Co-ordinators</p>	<p>unsuccessful candidates will have their IDs etc. destroyed in line with privacy requirements.</p> <ul style="list-style-type: none"> • 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 – <i>Safe Guarding our Students</i> and this must be completed within four (4) weeks of commencing at the School. • 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 Volunteer Co-ordinator who assists them with any questions and/or issues. All volunteers are expected to complete the Information Booklet for Coaches, Volunteers and Visitors (ASC). • Expression of interest in Volunteering Form
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Part 3: CONCERNS

Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>The School has adopted the ACSQ Safeguarding our Students Policies and Procedures. The School's Student Protection policy and procedures provide a process for all staff to recognise, respond and report allegations or suspicions of:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>The Headmaster has appointed trained Student Protection Officers and Student Protection processes are readily available for employees, parents, and students.</p>	<ul style="list-style-type: none"> • Student Protection in Anglican Schools Policy and Procedures 2015 ACSQ • Protocol for Dealing with Complaints (SUMMARY) • Protocol for Dealing with Complaints (DETAIL) • Suspected Sexual Abuse or Likely Sexual Abuse Report Form (1) • Notification of Report to a State Authority • Inappropriate Behaviour Report Form (3) • Harm Concern Advice Form (4) 	<p>Head of the Preparatory School</p> <p>Headmaster</p> <p>Headmaster</p> <p>Headmaster and Reporting Staff Member</p> <p>Headmaster</p> <p>Headmaster and Reporting Staff Member</p> <p>Reporting Staff Member and Student Protection Officer</p>	<ul style="list-style-type: none"> • Policies are available on the School's website and Staff Portal • Student Protection Officers are located in the Preparatory School, Senior School, Health Centre and Boarding community and their names are published in the School Diary and on the School's website. • Termly training of all staff in Child Protection matters. • Child/Student Protection is covered on page 7 of the School Diary. • "Forms are located on the Staff Portal" where appropriate.
<p>5. A plan for managing breaches of the</p>	<p>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</p>	<ul style="list-style-type: none"> • Blue Card System in Anglican Schools Policy 	<p>Deputy Headmaster (Co-curricular)</p>	<ul style="list-style-type: none"> • New and updated Synergetic Register for Blue Cards

Requirement	Action/s	Reference	Responsible Officer	Evidence
Risk Management strategy.	<p>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. Formation and scheduling of regular meetings of the CYRMS Committee.</p>	<ul style="list-style-type: none"> • Student Protection in Anglican Schools Policy and Procedure 2015 ACSQ • Blue Card System in Anglican Schools Policy – Appendix 10: Blue Card System Incident Report form • Blue Card System in Anglican Schools Policy – Appendix 11: Notification of Breach of the Blue Card System in Anglican Schools Policy and Procedures 	<p>Head of Preparatory School</p> <p>HR Manager</p> <p>HR Manager</p> <p>Deputy Headmaster (Co-curricular)</p>	<ul style="list-style-type: none"> • Regular reporting to the School’s Executive and School Council • The School conducts training with all employees each term, and will communicate these policies and procedures to students each term. • Blue Card System in Anglican Schools Policy is available on the Staff Portal. • The Child and Youth Risk Management Strategy Committee will meet regularly and breaches will be a standing action item.
6. Risk management plans for high-risk activities and special events.	<p>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</p>	<ul style="list-style-type: none"> • Camps and Tours Policy • Transport Manual • Excursion and Risk Assessment Forms 	<p>Deputy Headmaster (Co-curricular)</p> <p>Head of Senior School</p> <p>Compliance Officer</p>	<ul style="list-style-type: none"> • Staff Professional Development on the completion of Risk Assessments for all activities and events. Forms are located on the Staff Common Drive. • The Camps and Tours Policy and the Transport Manual are located on the Staff Portal. • All Risk Assessment forms are to be signed off by the Compliance Officer

Requirement	Action/s	Reference	Responsible Officer	Evidence
	<p>ISO31000 and the School employs a Compliance Officer to assist the School with Risk Management.</p> <p>Child & Youth Risk Management is incorporated into the whole School's risk mitigation, in particular:</p> <ul style="list-style-type: none"> • Boarding • Excursions • Camps & Tours • Co-Curricular activities • Before & After School • Special Events 	<ul style="list-style-type: none"> • Boarding Handbook and Boarding Staff Handbook • Each co-curricular has its own Risk Assessment • Preparatory School Parent Information 2017 • Preparatory School Staff Handbook 	<p>Boarding Recreation Officer</p> <p>Director of Boarding</p> <p>Compliance Officer</p> <p>Head of the Preparatory School</p> <p>Head of the Preparatory School</p>	<ul style="list-style-type: none"> • Rostered sport and activities • Available on the Student, Parent and Staff Portal and is also available from the Director of Boarding • Located on the Staff Common Drive • Available on the Parent Portal • Distributed to all Preparatory School staff

Part 4: CONSISTENCY

Requirement	Action/s	Reference	Responsible Officer	Evidence
7. Policies and procedures for managing compliance with the Blue Card system.	<p>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.</p> <p>Clearance on the National Register (with Director of Professional Standards) is also a condition of employment.</p>	<ul style="list-style-type: none"> • Blue Card System in Anglican Schools Policy ACSQ • Staffing Policy • Blue Card Register Framework (2017) 	<p>Director of IT and Organisational Blue Card representatives / HR Manager</p> <p>Deputy Headmaster (Co-curricular)</p> <p>HR Manager</p>	<ul style="list-style-type: none"> • The School's Blue Card Register is managed through the School's database system, Synergetic • Available on the Staff portal • Available on the Staff portal • Available on the Staff portal
8. Strategies for communication and support.	<p>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.</p> <ul style="list-style-type: none"> • Staff 		<p>School Librarians</p> <p>Deputy Headmaster (Academic)</p>	<ul style="list-style-type: none"> • Senior School and Preparatory School libraries source reference material that is available for staff, parents and students to borrow. • Termly training to staff on Professional Development days. • All student protection newsletters and Professional development presentations are available on the Staff Portal.

Requirement	Action/s	Reference	Responsible Officer	Evidence
	<ul style="list-style-type: none"> • Public 	<ul style="list-style-type: none"> • School Community Code of Conduct • Student Protection in Anglican Schools • Child and Youth Risk Management Strategy • Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour • School Community Code of Conduct • Student Protection in Anglican Schools 	Director of Marketing and Communications	Website