



CHILD AND YOUTH RISK MANAGEMENT STRATEGY

(March 2017)

Purpose

The purpose of this Strategy is to help to identify potential risks of harm to children and young people and to implement strategies to prevent and minimise those risks.

Legislation / Legal Framework

Working with Children (Risk Management and Screening) Act 2000 (Qld)
Working with Children (Risk Management and Screening) Regulation 2011 (Qld)
Child Protection Act 1999 (Qld)
Education (Accreditation of Non-State Schools) Act 2001 (Qld)
Education (Accreditation of Non-State Schools) Regulation 2001 (Qld)
Education (General Provisions) Act 2006 (Qld)
Education (General Provisions) Regulation 2006 (Qld)
Education Services for Overseas Students (ESOS) Act 2000 (Cth)
Education (Overseas Students) Regulation 1998 (Qld)
Education (Queensland College of Teachers) Act 2005 (Qld)
Education and Care Services National Law (Queensland) Act 2011 (Qld)
Education and Care Services National Regulation 2011 (Qld)
Child and Youth Risk Management Strategy Toolkit

Scope

This Strategy applies to students, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Policy Statement and Statement of Commitment

The Glennie School is committed to the safety, welfare and wellbeing of students enrolled at The School. 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; and
- respond to allegations of student harm resulting from the conduct or actions of any person including that of employees.

In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, The Glennie School is dedicated to eliminating and minimising risks to child safety through this Strategy which includes and refers to various other policies, procedures and training to effectively ensure the safety and wellbeing of children in The School's care.

This Child and Youth Risk Management Strategy is evidence of Glennie's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the *Working with Children (Risk Management and Screening) Regulation 2011 (Qld)*.

Implementation

In practice, The Glennie School's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act* to ensure the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

1. Codes of Conduct

The Glennie School's *Code of Professional Practice* for employees and the *Community Code of Conduct* for parents and supporters of The School, which outline clear standards of conduct to follow in the areas of teaching and learning, the curriculum, student welfare, personal conduct, attending School events, and the relationships one has with students, parents, colleagues and The School, are evidence of fulfilment of the requirements of section 3(1)(b) of the Regulation.

The School's staff and student cyber safety policies, responsible use of technology agreements, and the *Duty of Care Guide for Teaching and Non-Teaching Staff* provide additional guidelines to ensure the safety and welfare of all students.

2. Recruitment, Selection, Training and Management Procedures

The Glennie School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children.

In terms of recruitment and selection procedures, The Glennie School's *Recruitment and Selection Policy* and *Enterprise Agreement 2013* are evidence of fulfilment of the requirements of section 3(1)(c) of the Regulation.

In terms of training and managing employees, The Glennie School will ensure that its training and management procedures act to reduce the risk of harm to children from employees via:

- Management processes that are consistent, fair and supportive
- Performance management processes to help employees to improve their performance in a positive manner
- Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services
- An induction program which thoroughly addresses The School'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
- 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 minimising risks to children
 - Handling a disclosure or suspicion of harm to a child
- Keeping a record of the training provided to employees
- Exit interviews to assist The School to identify broader issues of concern that may impact on the safety and wellbeing of children at The School

This commitment is evidence of The Glennie School's fulfilment of the requirements of section 3(1)(c) of the Regulation. The Glennie School's *Customer Service Charter* and Teacher and Non-Teacher Appraisal systems are also evidence of fulfilment of these requirements.

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under The School's child protection policy, the *Student Protection in Anglican Schools: Policy and Procedures 2015*, as follows:

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

In accordance with the *Child Protection Act 1999*, if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the *Student Protection in Anglican Schools: Policy and Procedures 2015*, the staff member must report the harm to the Principal. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Principal is aware or reasonably suspects the harm has been caused and that the student is in need of protection, the Principal must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*). In assessing whether a student is in need of protection, the Principal will consider the "Significant Harm Test" and the "Parent Willing and Able Test" as outlined in the *Child Protection Act 1999*, as well as utilise the Department of Communities, Child Safety and Disability Services' Child Protection Guide resource.

To report any type of harm, all staff members should use the forms identified in the *Student Protection in Anglican Schools: Policy and Procedures 2015*.

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

This commitment is evidence of The Glennie School's fulfilment of the requirements of section 3(1)(d) of the Regulation.

4. Managing Breaches of this Child and Youth Risk Management Strategy

The Glennie School is committed to appropriately managing breaches of this Child and Youth Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as the *Student Protection in Anglican Schools: Policy and Procedures 2015*, the *Diocesan Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour*, the *Code of Professional Practice, Community Code of Conduct and Enterprise Agreement 2015*, and this is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulation.

5. High-Risk Management Plans

The Glennie School's *Risk Management Plan, Risk Management Guidelines*, risk assessments for all school activities and excursions, and *Responding to a Crisis* document are evidence of fulfilment of the requirements of section 3(1)(g) of the Regulation.

6. Blue Card Policies and Procedures

The Glennie School's *Blue Card Policy* and Register are evidence of fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

This Policy and Register requires relevant prospective or current employees, volunteers, trainee students and School Council members to apply for a Blue Card or Exemption Notice, and for The School to check the validity and appropriateness of any currently held notices as appropriate, in accordance with the Act.

Under the Policy and Register, Glennie will:

- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a *Change in police notification* form when notified by employee that such a change has occurred
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received
- Submit a *No longer with organisation* form when appropriate
- Appoint a School contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices

- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

7. Strategies of Commitment and Support

The Glennie School's commitment to making available this Child and Youth Risk Management Strategy (and all the policies, processes and procedures described therein) to students, parents and employees in hard copy and via the Staff Handbook, Intranet Portals and the Website is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

Glennie is committed to training employees in relation to risks to children and will conduct this training annually via professional development at staff workshops and meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulation.

8. Implementing and Reviewing the Child and Youth Risk Management Strategy

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

The introduction to this Child and Youth Risk Management Strategy and the "Compliance and Monitoring" section below state The Glennie School's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulation relating to review.

Responsibilities

The Glennie School is responsible for developing and implementing this Child and Youth Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at The School are responsible for acting in compliance with this Child and Youth Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

The Glennie School is committed to the annual review of this Strategy. The School will also record, monitor and report to The School Executive and School Council regarding any breaches of the Strategy.

In addition, Glennie is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

Anglican Church of Australia / Anglican Schools Commission:

- *Blue Card Policy*
- *Child Protection Resource Sheets*
- *Complaints Management in Anglican Schools*
- *Faithfulness in Service in Schools – codes of conduct for principals and members of governing bodies*
- *Guidelines: Safeguarding our Students 2016*
- *National Register Canon 2007*
- *Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour*
- *Requirements for Blue Cards (Suitability Cards) or Exemption Notices*
- *Student Protection in Anglican Schools: Policy and Procedures 2015*

The Glennie School:

- *Code of Professional Practice*
- *Community Code of Conduct*

- *Customer Service Charter*
- *Duty of Care Guide for Teaching and Non-Teaching Staff*
- *Queensland Anglican Schools Enterprise Agreement 2015*
- *Recruitment and Selection Policy*
- *Risk Management Plan*
- *Risk Management Guidelines*
- *Responding to a Crisis*
- *Smart Device Policy*
- *Student Cyber Safety Policy*
- *Staff Cyber Safety Policy*
- *Teacher Appraisal and Non-Teacher Appraisal policies*

Queensland College of Teachers:

- *Code of Ethics for Teachers in Queensland*
- *Professional Standards for Queensland Teachers*

Document Information

Date to be reviewed: March 2018
Contact Person: Head of Senior Years