



# CHILD RISK MANAGEMENT STRATEGY

<b>Policy Owner:</b>	Calvary Christian College Board
<b>Status:</b>	Approved
<b>Supersedes:</b>	CCC Child Risk Management Strategy 2016
<b>Authorised By:</b>	Pastor James Macpherson - Chairman
<b>Date of Authorisation:</b>	17/4/18
<b>Review:</b>	This policy is to be reviewed annually. The next review will take place in 2019.

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## **PURPOSE**

The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all students.

## **SCOPE**

Students 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.

## **REFERENCES**

### ***Legislation***

- 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 2017 (Qld).
- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld).
- Education (General Provisions) Act 2006 (Qld).
- Education (General Provisions) Regulation 2017 (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).
- Education and Care Services National Regulation.
- Child and Youth Risk Management Strategy Toolkit.

### ***Related Documents***

- Calvary Christian College Blue Card Register.
- Calvary Christian College Child Protection Policy.
- Calvary Christian College Complaints Handling Policy.
- Calvary Christian College Complaints Handling Procedure.
- Calvary Christian College Employment Policy.
- Calvary Christian College Employee Code of Conduct.
- Calvary Christian College Performance and Misconduct Policy.
- Calvary Christian College Risk Management Framework.
- Calvary Christian College Student Welfare Procedures.

### ***Helpful Links***

- Independent Schools Queensland's "Child Protection Decision Support Trees".
- Department of Communities, Child Safety and Disability Services' "Child Protection Guide Resource".

## **POLICY STATEMENT**

Calvary Christian College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm.

<sup>1</sup>

## **IMPLEMENTATION**

In practice, Calvary Christian College's commitment to acting in accordance to the Working with Children (Risk Management and Screening) Act 2000 (Qld) ("the Act") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

### **1. Code of Conduct**

At Calvary Christian College we expect our employees to conduct themselves as follows:

- College employees are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.
- Specific responsibilities include:
  - ➔ Employees should avoid situations where they are alone in an enclosed space with a student.
  - ➔ When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
  - ➔ Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
  - ➔ Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of Calvary Christian College's fulfilment of the requirements of the Regulations S3(1)(b).

### **2. Recruitment, Selection, Training and Management Procedures**

Calvary Christian College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, Calvary Christian College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - ➔ Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant.

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<sup>1</sup> Working with Children (Risk Management and Screening) Regulation 2011 (Qld) Reg.3

- Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
- A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process.
- 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 College'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 College'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 College to identify broader issues of concern that may impact on the safety and welling of children at the College.

This commitment is evidence of Calvary Christian College's fulfilment of the requirements of the Regulations S3(1)(b).

### **3. Handling Disclosures or Suspicions of Harm**

Any of the types of concerns or reports below should be reported and managed under the Calvary Christian College Child Protection Policy 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.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of Calvary Christian College 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 College.

This commitment is evidence of Calvary Christian College's fulfilment of the requirements of the Regulations S3(1)(b).

#### **4. Managing Breaches of the Child Risk Management Strategy**

Calvary Christian College is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employee Code of Conduct and Complaints Handling Policy. This is evidence of fulfilment of the requirements of the Regulations S3(1)(e).

#### **5. Implementing and Reviewing the Child Risk Management Strategy**

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Calvary Christian College's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to review.

#### **6. Blue Card Policies and Procedures**

Calvary Christian College is committed to acting in accordance with chapter 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, Calvary Christian College will:

- Require relevant (prospective or current) employees, volunteers, trainee teachers and College Board Members to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with Calvary Christian College's position descriptions and the Act.
- 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 after a change of police information.
- 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.

This commitment is evidence of Calvary Christian College's fulfilment of the requirements of the Regulations S3(1)(b).

#### **7. High Risk Management Plans**

Calvary Christian College is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis. Calvary Christian College will utilise various risk management tools to assist it in this process

and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of Calvary Christian College's fulfilment of the requirements of the Regulations S3(1)(b).

#### **8. *Strategies of Communication and Support***

Calvary Christian College's commitment to making this Child Risk Management Strategy available to students, parents and employees via its College Website and College network folders is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(i).

Calvary Christian College is committed to training employees in relation to risks to children and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff. This is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(ii).

## **RESPONSIBILITIES**

Calvary Christian College is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at Calvary Christian College are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

## **COMPLIANCE AND MONITORING**

Calvary Christian College is committed to the annual review of this Strategy. Calvary Christian College will also record, monitor and report to Executive Team and the College Board regarding any breaches of the Strategy.

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

## APPENDIX A

<b>SUMMARY OF REPORTING HARM</b>				
<b>Who?</b>	<b>Abuse</b>	<b>Test</b>	<b>Report to?</b>	<b>Legislation</b>
All Staff.	Sexual.	<ul style="list-style-type: none"> <li>➔ Awareness or a reasonable suspicion.</li> <li>➔ Sexually abused or likely to be sexually abused.</li> </ul>	➔ Principal through to Police.	EGPA Sections 366 and 366A.
Teachers.	Sexual and physical.	<ul style="list-style-type: none"> <li>➔ Significant harm.</li> <li>➔ Parent may not be willing and able.</li> </ul>	<ul style="list-style-type: none"> <li>➔ Confer with Principal.</li> <li>➔ Teacher through to Child Safety.</li> </ul>	CPA Sections 13E and 13G.
All Staff.	Physical, psychological, emotional, neglect, exploitation.	<ul style="list-style-type: none"> <li>➔ Significant harm.</li> <li>➔ Parent may not be willing and able.</li> </ul>	➔ Principal through to Child Safety.	Accreditation Regulations Section 16.
All Staff.	Any.	<ul style="list-style-type: none"> <li>➔ Not of a level that is otherwise reportable to Child Safety.</li> <li>➔ Refer to FCC with consent.</li> </ul>	➔ Principal through to Family and Child Connect.	CPA Sections 13B and 159M.
Principal.	Any.	<ul style="list-style-type: none"> <li>➔ Not of a level that is otherwise reportable to Child Safety.</li> <li>➔ Refer to FCC without consent.</li> </ul>	➔ Family and Child Connect.	CPA Sections 13B and 159M.
Any member of the public.	Any.	<ul style="list-style-type: none"> <li>➔ Significant harm.</li> <li>➔ Parent may not be willing and able.</li> </ul>	➔ Child Safety.	CPA Section 13A.

➔ In the case that the Principal is the suspected offender in any of these cases the reports will go directly through to the College Board.

## APPENDIX B

REPORT OF SUSPECTED HARM OR SEXUAL ABUSE	
Date:	Region: North Queensland
School: Calvary Christian College	
School Address: PO Box 1544, Aitkenvale 4814 OR 569 Bayswater Rd, Mt Louisa 4014	
School Phone: 07 4722 9201	
School Fax: 07 4722 9201	

DETAILS OF STUDENT HARMED OR AT RISK OF HARM:	
Legal Name:	Preferred Name:
DOB:	Year Level: <input type="checkbox"/> Male <input type="checkbox"/> Female
Cultural Background: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander	
Does the student have a disability verified under EAP <input type="checkbox"/> Yes <input type="checkbox"/> No	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS:	
Parent/Caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone (H):	(W): (M):
Parent/Caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone (H):	(W): (M):
Is the student in out of home care? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any Family Court or Domestic Violence orders in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

OTHER HOUSEHOLD MEMBERS (all known names of children, family and significant others):				
Name	DOB	Gender	Relationship to Student	School

PERSON ALLEGED TO HAVE CAUSED THE HARM OR RISK OF HARM:		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

**PLEASE PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR RISK OF HARM (attach extra pages if necessary):**

**Details of any harm and/or risk of harm to the student** – please include: time and date of incident, source of information, details of person alleged to have caused harm, physical appearance of any injury, immediate and ongoing safety concerns, any disclosures made by the student, any previous incidents of harm, behavioural indicators of harm, presence of any medical needs or developmental delays, and if the information relates to an unborn child, the alleged risk to the unborn child.

**Details of Parent/Carer's circumstances** – parenting capacity; protective capacity; presence of complicating factors including domestic violence, drug/alcohol misuse; mental health history; physical or intellectual disabilities, family stressors – financial, isolation, accommodation, unemployment, family law disputes; mobility and transience.

**Parent/Carer knowledge of incident and their response:**

**Identity of any other person aware of the harm or abuse:**

**Details of environmental factors:**

**Other services of support currently in place to support the student:**

**Additional information provided as an attachment?**  Yes  No

**NAME OF STAFF MEMBER MAKING THE REPORT IF NOT THE PRINCIPAL:**

<b>Position:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>

**Principal's Email Address:**

**Response requested by school:**

**ACTION TAKEN: Form was faxed or emailed to -**

<input type="checkbox"/>	Queensland Police Services (QPS)
<input type="checkbox"/>	Department of Communities (Child Safety Services)
<input type="checkbox"/>	Family and Child Connect

**Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.**