# Child and Youth Risk Management Strategy 2019

Introduction

The Queensland **blue card system** contributes to the creation of safe and supportive environments for children and young people when receiving services and participating in activities which are essential to their development and wellbeing, such as child care, education, sport, and cultural activities.

The blue card system is made up of three components which considers past, present and future risks:
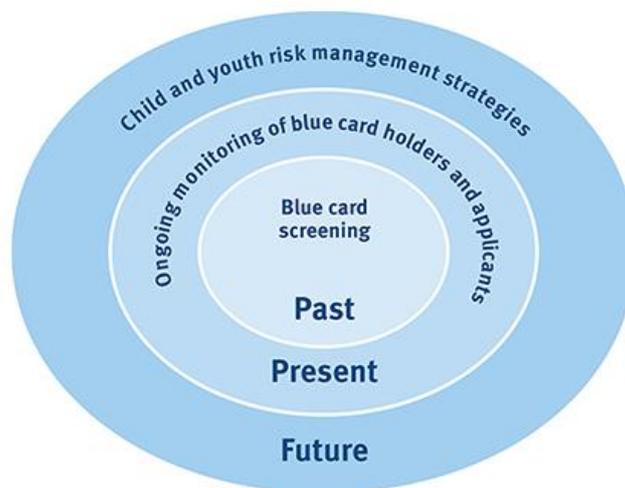
1. **PAST (Blue card screening)** - assesses a person's eligibility to work with children based on their known past police and disciplinary information. It prevents people from working with children if their past behaviour indicates that they are unable to protect a child from harm and promote their wellbeing. It also disqualifies certain people from applying for a blue card.

2. **PRESENT (Ongoing monitoring)** - Blue Card holders and applicants are closely monitored for changes in their criminal history to enable action to be taken to protect children and young people if the person is charged with an offence relevant to their child-related employment.

   FUTURE (Risk management strategies) - Organisations providing child related services are required to mitigate future risk by developing and implementing child and youth risk management strategies and reviewing them annually. All Saints Anglican School falls within the scope of the blue card system as a *regulated business* and is therefore required to develop, maintain and review a *Child and Youth Risk Management Strategy* pursuant to s172 (Chapter 8 Part 3) of the *Working with Children (Risk Management and Screening) Act 2000*.

S3 of the *Working with Children (Risk Management and Screening) Regulation 2011* sets out the 8 matters required to be included in this Strategy, each of which have its own numbered heading in this document.

Scope

This Strategy applies to employees, volunteers, contractors and visitors of All Saints Anglican School including All Saints Pre Prep (which is to be read in conjunction with the All Saints Pre Prep Centre Policies & Procedures available in the All Saints Pre Prep Office).

Responsibility

The Headmaster has responsibility for ensuring this Strategy is implemented at the School however delegates responsibility to key employees as noted within each requirement of the Strategy.

Annual Review Timing

Pursuant to paragraph 10.3 of the *Blue Card System in Anglican Schools Policy*, the School aims to adhere to the below review timing:

Term 3	Feedback is requested from stakeholders in relation to the following year's version of the Strategy
	Committee meets with feedback and stakeholder involvement and completes review
Term 4	Strategy put forward for approval at Governance & Risk Committee and then School Council (Final meetings for the year)
Term 1	Strategy document is released for the current year

1. Statement of Commitment

All Saints Anglican School is committed to the safety and wellbeing of its students and the protection of its students from harm. This commitment is evidenced by the implementation of the risk management strategies outlined in this document.

All Saints Anglican School has adapted the ACSQ's Statement of Commitment contained at paragraph 4 of the *Student Protection in Anglican Schools Policy* and has displayed it in the following areas throughout the School:

- Main Administration reception
- Each sub-school office
- International House reception
- Library
- Pre Prep office
- Performing Arts reception
- Psychologists' offices
- Complispace Internet
- School website

The School's **Statement of Commitment** is as follows:

All Saints Anglican School supports the rights of all children and young people and is committed to ensuring the safety and wellbeing of students attending the School.

All Saints Anglican School 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.

All Saints Anglican School will ensure it:

- *provides 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*

- *complies with all legislative obligations and student protection policy and procedural requirements; and*

- *supports, wherever possible and appropriate, individuals affected by student protection matters, including students, parents, staff and volunteers*

Responsible Persons	Headmaster, Compliance

2.   Code of Conduct

Codes of Conduct are in place at the School to outline the School's expectations regarding the behaviour of everyone involved in our School, particularly those who have interactions with students, and the consequences if they fail to meet those expectations. The following table sets out the School's Codes of Conduct and how they are communicated to whom they apply:

	Audience	Communicated
Code of Professional Expectations	Employees (permanent, temporary, casual) including Relief/Supply Teachers and staff.	- Intranet (Complispace) - Letter of Offer, sent to and must be signed by new employees, includes an "*Obligations to the Employer*" paragraph and the requirement to abide by the Code of Professional Expectations. - Employees are required to electronically confirm they have read and agree to abide by the Code of Professional Expectations as part of their online Induction (Complispace) – records of which are maintained by HR. - Relief Teachers are required to electronically confirm they have read and agree to abide by the Code of Professional Expectations as part of their online Induction (via the School's electronic visitor management system *Whosonlocation*) ("WOL") - records of which are maintained by HR.
Code of Conduct (School Community)	Employees, Contractors (including Music Teachers and School Cleaners), Volunteers, Students (including Trainee Students), Relief/Supply Teachers, Parents/ Guardians, and Visitors of the School	- Intranet (Complispace) - School website. - Included in the following WOL Inductions: - Pre-Service Teacher - Student Based Trainees (includes Gap Students at International House) - Visiting Professionals/Regulated Businesses - and requires the individual to acknowledge the statement that they agree to abide by it whilst involved at the School.
Volunteer (excluding Homestay) Code of Conduct	Volunteers	The Visitor Management Policy requires individuals or Businesses providing services to students (including Volunteers) to complete an Engagement Form. The selection of the *Volunteer* option in the form displays a Volunteer Code of Conduct and requires the Volunteer to specifically confirm their acknowledgement to abide by the Code of Conduct whilst engaged as a Volunteer at the School.
Volunteers (Homestay)	Homestay Volunteers	Homestay selection policy and Homestay Code of Conduct: - On intranet - School website - Handed out to every family
Contractor Code of Conduct	Contractors and Service Providers	The Visitor Management Policy requires Contractors and Service Providers to complete an online induction prior to commencing works at the School which includes the Contractor Code of Conduct and the requirement to abide by it whilst at the School.
Teachers	QCT registered / classroom teachers	The following documents apply to QCT teachers, are located on the Intranet and are provided to teachers at Induction, including the Relief Teacher Induction: - Discipline & Welfare Statement - Code of Ethics for Teachers in Queensland - Australian Professional Standards for Teachers

3. Recruitment, selection, training and management of employees and volunteers including external engagements

All Saints Anglican School is committed to an equitable, transparent, consistent and merit-based approach to the recruitment and selection of staff and volunteers in order attract, select and retain the most capable and suitable people. The policies, procedures and documents to be followed at each stage of the recruitment and selection process have been developed to reflect this. All staff involved in the recruitment, selection, training and managing of employees, volunteers, and visiting professionals, must abide with the relevant policies, procedures and documents as detailed below.

3.1   RECRUITMENT & SELECTION (pre-appointment)

(a)   Employees

The recruitment and selection of employees is our first opportunity to determine a person's suitability to be engaged by the School. The School has implemented the following risk management strategies in relation to recruiting and selecting employees:

- Recruitment and Selection Policy - available to all staff on Complispace, and prospective employees on the School website.
- Approval to recruit form (in draft)
- Job advertisements for each position advertised which:
    o contain clear statements about the School's commitment to child safety
    o Specify the experience and qualifications required for the role, including whether a Teacher Registration (QLD) or Blue Card is required for the successful candidate.
    o Specify the School's requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate's eligibility or suitability to engage in activities involving children.
- Position Descriptions advising the qualification and specific requirements for each position. This ensures prospective and current employees are informed of the requirement to hold, or be eligible to apply for, and maintain for the duration of employment, either a current QCT registration (teaching positions) or blue card (non teaching positions) or exemption cards (Pre Prep).

    Position descriptions are:
    o available on the website at the time of the job advertisement and on the school server at all other times; and
    o reviewed every two year period or earlier as required.
- Applicant interview questions template which includes child / student protection specific scenario questions and questions that assist in obtaining the applicant's understanding and perspective on the School's child protection obligations and policies.
- Pre-employment checks (referee checks, national register checks, criminal history checks, qualifications verification) for all positions including positions of financial trust
- Working with Children checks (Blue Card Policy and Blue Card Procedures) including online validation of existing Blue Cards
- Letter of offer signed by Headmaster/Commercial Manager in accordance with the *Delegation of Authority (Financial & General) Policy* and refers to an employee's requirement to adhere to School policies and procedures – specifically the Code of Professional Expectations and Code of Conduct (School Community).
- General expressions of interest, including interest for relief teaching, are collected via the HR inbox. HR screens the applications received and submits those suitable to the relevant sub schools Heads for

consideration. Each sub school is encouraged to hold an interview with suitable applicants, prior to engaging, and then informs HR of the outcome. HR then proceeds with the relevant pre-screening checks in line with the All Saints Recruitment and Selection policy.

Student Protection Officers

To assist in providing a safe and supportive school environment and preventing and responding to allegations or concerns around safety, harm and abuse, a total of 10 Student Protection Officers have been appointed by the Headmaster.

In addition to the 3 psychologists who work across the Pre Prep to Year 12 campus, the Head of Junior School, Director of Pre Prep and Assistant Heads of Junior School (Prep to Year 2 and Years 3 to 6) are SPOs.

The role of SPOs support students, teachers, parents and the community to respond to and support any individual's needs around allegations or concerns relating to harm, risk of harm of a student and inappropriate behaviour of a staff member or volunteer towards a student.

(b)   Volunteers (excluding homestay)

Our Volunteers include parents/guardians and grandparents, past students, past parents and members of the wider School Community, the majority of which are involved in the Junior School and the All Saints Anglican School's International House Homestay Program.

In accordance with the School's *Visitor Management Policy*, all Volunteers are directed to complete an [Engagement form](). This Engagement Form is located on the [Volunteering at All Saints]() page of the School website (or can be provided directly by the engaging staff member by email) and the completion of which addresses 3 key areas of the Policy:

- Registration of the volunteer's details and details of their engagement (dates, times, frequency etc) which becomes a central database
- a platform to obtain electronic copies of relevant documentation such as blue cards (non parent volunteers) and photo identification etc
- Is a platform to complete an online induction eg Work Health & Safety, incident/injury reporting, Code of Conduct, the ACSQ's *Student Protection in Anglican Schools – Guide for Volunteers and Visitors* information and informs volunteers of the obligation to sign in and out via the visitor management kiosks

(c)   Volunteer (Homestay Program)

All Saints Anglican School offers students from abroad the opportunity to study for up to one academic year as a high school student in Australia. International students stay in either the in-house boarding school (International House) or with one of the School's carefully selected Homestay families.

The School has a dedicated Homestay Co-ordinator to recruit and select host families. Homestay families are either current or past ASAS parents or known to the school community in some way.

Interested homestay volunteers complete an Enquiry Form in the [International section]() of the School website. If after speaking with the Homestay Co-ordinator they would like to apply, they complete the [Homestay Registration form]().

This form is the initial step in the recruitment and selection process where details of the homestay families are obtained including every household member residing in the home, photo ID, blue cards etc.

If deemed suitable from initial assessment of the information contained in the form, the Homestay Co-ordinator arranges a home visit and inspection. This visit provides the opportunity to meet the family in

person to further assess their suitability, complete ID checks, blue card applications, the inspection checklist, ACSQ's *Student Protection in Anglican Schools – Guide for Volunteers and Visitors,* and provide the Homestay Booklet (which includes the Code of Conduct) and other relevant information to the host family.

(d) Contractors (including external individuals or businesses providing services or activities to our Students)

As specified in the Visitor Management Policy, contractors providing services *to the School* are managed through Whosonlocation (WOL), the School's electronic visitor management system. WOL assists the School to manage all aspects of Contractors such as inductions and insurance requirements – the satisfaction of both are required (in accordance with the Policy) prior to commencing work.

The School engages external School Cleaners where the Cleaning Manager ensures new employees complete an induction (online or in-person) which includes child protection information. Training records are maintained and held by the Cleaning Manager.

Further risk management strategies are set up such as an automatic trigger in WOL to alert key staff when a contractor attempts to sign in with an outstanding requirement (not completing the induction, an expired insurance certificate on record). Following up on these requirements is carefully managed by the School's Main Receptionist.

Individuals or businesses providing services *to students* are directed to complete an [Engagement form] (sent by the Engaging Staff Member) which, by completing, addresses 4 keys areas of the Policy:

* Registration of the Individuals or business's details with the School and details of their engagement (dates, times, frequency etc and who else they may be bringing with them to ensure the same checks and induction requirements apply to their employees or sub-contractors)
* a platform to obtain electronic copies of relevant documentation such as blue cards (where required by legislation), photo identification and copies of insurances (public liability, professional indemnity etc)
* a platform to complete an online induction including Work Health & Safety, incident/injury reporting, Code of Conduct, ACSQ's Student Protection document and advising them of the obligation to sign in and out via the visitor management kiosks.

(e) Visiting Professionals

The Educational Support Team engages Visiting Professionals (Occupational Therapists, Speech Language Professionals, Psychologists) who are recommended by families of students, to work at the School for one day a week on a long-term basis.

The Visiting Professionals are appointed with the view to working collaboratively with the School and the families and to support functional skill development (linking therapy to school learning). Occasionally the need arises for an external Visiting Professional to work with a student for assessment purposes in the school environment but will then see them in their clinic on a private basis.

Parent and teacher feedback for the engagement of the School's Visiting Professionals are positive and assist in the development of students.

3.2   TRAINING AND MANAGEMENT (POST APPOINTMENT)
### (a)   Employees

Whilst recruitment and selection of employees is our first opportunity to determine a person's suitability to work at our School, ongoing training and management allows us to monitor and develop our employees' skills and performance as well as track and update position specific requirements and qualifications.

Training for employees commences upon appointment and includes assessment or testing on topics in essential areas such as Work Health & Safety, Employment and Student Protection listed below:

- Bullying: Prevention and Management
- Equal Employment Opportunity, Anti-Discrimination and Harassment
- Fire Safety & Fire Extinguisher Training
- Evacuation & Lockdown Procedures
- WHS & Injury Management
- Privacy and Complaints Handling

To manage all key training of employees and volunteers, the School maintains a complete governance, risk, compliance and policy management solution to meet its legal obligations (Complispace).

Complispace contains 3 platforms pictured and further explained below:
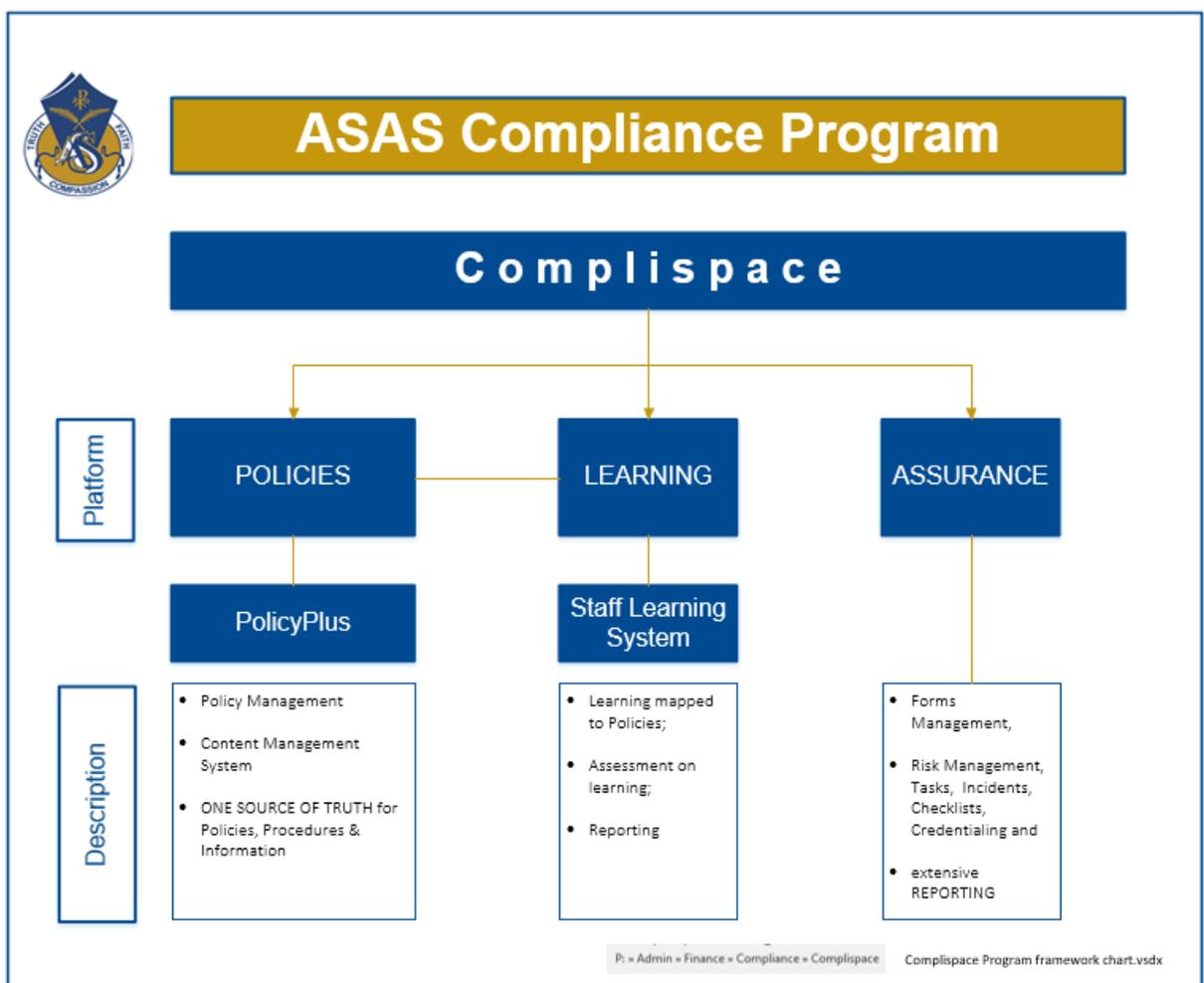
(a) **PolicyPlus** - contains regularly updated policies, procedures and content in respect of WHS, Human Resources, Boarding, Student Protection, Student Duty of Care, Governance, Risk & Compliance, Privacy and Complaints Handling.

(b) **CompliLearn (Staff Learning System)** – learning mapped to the policies as well as all other School related training and requires assessment or testing in key areas as part of an employee's online induction.

(c) **Assurance** – Forms (mentioned throughout this Strategy), risk management, tasks, Incidents, Checklists and Credentialing. Comprehensive reporting is available across the Staff Learning System and Assurance platforms.

Staff are given access to all the modules in PolicyPlus upon commencement and requested to familiarise themselves with the policies and information contained in them.

Additional Student Protection training is provided by the ASC directly to the employee in the form of an online course "Safeguarding our Students" within 6-8 weeks of commencing employment.

Other risk management strategies in relation to training and management of employees are:

- New employee welcome email and new starter paperwork
- Induction program and staff induction day
- Staff Handbook
- Mentoring program for early career teachers: - a formal program where staff are trained to be mentors for Early Career Teachers
- Buddy program for all new staff
- Enterprise Bargaining Agreement
- Position descriptions reviewed
- Probation Period (6 months) interview and review forms
- Employee Assistance Program
- Annual Performance Review and identification of achievements, goals and any professional development needs
- Complaints Management in Anglican Schools Policy

All required training is carefully monitored and managed by Human Resources through the Reporting function in Complispace. Reports are generated regularly regarding completed and outstanding training and Human Resources issues reminders to employees, and when required, escalates these employee's details to Heads of School).

All required training is documented in the *Mandatory Training Matrix* which accompanies the School's *Staff Training Policy* outlining the required training for all staff for the current year and ongoing annual refresher training.

The Employee assessment also requires an online test to be completed for new Employees to specifically acknowledge their understanding of the student protection policies, online Staff Handbook and agreement to abide by the Codes of Conduct and key school policies and procedures. Responses are monitored and managed by Human Resources.

(b) Student Protection Officers

Student Protection Officers deliver training to staff in each sub-school as required throughout the year as required by legislation or in accordance with School policy or ASC's letter of recommended training. Such training is recorded and maintained via Complispace Assurance.

Additional training is provided to Student Protection Officers as recommended by the ASC.

(c) Blue Card Officer

The School has a dedicated Blue Card Officer to:

- ensure compliance with Chapter 8 of the Act
- manage or assist staff engaging individuals providing services or activities to students
- ensure the documented blue card procedures are followed including the ASC's Blue Card Checklist.

3.3 Maintaining Employee records

All forms and documents, including interview notes, reference checks, letters of offer etc are stored securely on employee files and on also the school server. Identification is required in person, a copy of which is also kept on the employee / recruitment file.

A record of teacher registrations is maintained by the Human Resources Officer.

(a) Volunteers, Contractors and External Parties Providing Services to, or Interacting with, Students

Volunteer training is completed electronically through Complispace Assurance with the forms stored in a central database. The training completion date is tracked in WOL with reminders sent to the engaging staff member (and in other cases such as insurance and blue cards also to the individual) to ensure:

- volunteers do not commence in their role until they are "eligible to commence"
- refresher training is provided on an annual basis to keep regular volunteers updated on any recent legislative changes and refreshed on their obligations
- ensure the Employee and Volunteer Register is current and accurate.

Junior School Volunteers must complete additional induction and annual refresher training delivered by an Assistant Head or the Head of Junior School. A comprehensive Volunteer Handbook is provided at this induction for volunteers to refer to regarding school procedures.

3.4 Electronic sign in system (Visitor Management)

The School manages visitors, volunteers and contractors through its electronic sign in system (WhosonLocation). Kiosks are set up at each sub-school, Main Reception, International House, Grounds, Performing Arts and Pre Prep where contractors cannot sign in without at least having completed an induction and providing evidence of public liability insurance. The system tracks the expiry dates of insurances and other qualifications such as blue cards and inductions (including the student protection document). Reminder email notifications are sent to the Organisation and ASAS designated Staff Member prior to, just prior to and one day after the expiry dates.

In addition, this system provides an electronic record of visitors to the School.

Paper based sign in sheets are available in classrooms for ad hoc classroom volunteers.

3.5 Homestay Program (International House)

The School's dedicated Homestay Co-ordinator arranges twice yearly information nights for Homestay families (as part of the induction process) and all aspects of the student's homestay experience is maintained in a Host Family Database (includes blue card information) which also tracks induction, home visit, pets etc.

The Blue Card Co-ordinator works closely with the Homestay Co-ordinator in relation to all blue card related changes to ensure the Employee and Volunteer Register and the Host Family Database are accurate and current.

3.6 Visiting Health Professionals

As with Volunteers and External parties providing services to the School, Visiting Health Professionals such as Occupational Therapists and Speech Language Professionals are required to complete an online Induction (in WOL) which includes the Student Protection guide and the Engagement Form (which asks for their AHPRA registration number if relevant (therefore exempt from blue card requirements). Currently

our Visiting Professionals have long term engagements with the School.

3.7 Safeguarding our Students – Guide for Visitors and Volunteers to Anglican Schools Guide

The School aims to ensure all Visitors (including External Parties) and Volunteers who interact with our students sign or electronically complete the ACSQ's *Safeguarding our Students – Guide for Visitors and Volunteers to Anglican Schools* Guide.

It is specifically included in the [Engagement Form](#) which Volunteers and External Parties must acknowledge having read and understood before being "eligible to commence". An electronic pdf of this document is available to send by email as well as hard copies to provide in person who to an individual who has not completed the online Engagement Form.

A copy is provided to all volunteers involved in the ASAS Homestay Program.

Responsible Persons	Human Resources, Compliance, Main Receptionist, Blue Card Co-ordinator, Homestay Co-ordinator, Educational Support Officer
Software	WOL, Complispace

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines

All Saints Anglican School follows the Policy and Procedure documents developed by the ASC - Student Protection in Anglican Schools (2018) in relation to handling disclosures or suspicions of harm, and reporting guidelines. Both documents are available in the following locations throughout the School:

- Main Administration reception
- each sub-school office
- International House reception
- Junior and Middle/School Libraries
- Pre Prep office
- Performing Arts reception
- Psychologists' offices
- Complispace Intranet
- School website

Volunteers, Contractors and Visitors who interact with our Students are required to read, complete and acknowledge their understanding of the *Student Protection Guide for Volunteers and Visitors.* The Guide lists the 10 SPOs and their contact numbers available to whom they can report as part of their responsibilities under legislation and/or policy. Mandatory annual training is offered to all volunteers and from 2019 no volunteer will be able to support students without this training.

The mandatory reporting forms are located on Complispace in the Student Protection Homepage and communicated to relevant staff by Compliance and Psychologists and Heads of School at annual small group training and through annual e-mails and updates when required.

The Student Protection Officers and/or school psychologists work closely with any person wishing to disclose past, present or future based harm or has any suspicions of harm to ensure they have accurate information and understand their rights and obligations. All allegations or suspicions that meet reporting criteria are reported by the staff member forming the suspicion with the support of a Student Protection Officer.

Employees are bound by obligations such as those prescribed by legislation and school policy to report reasonable suspicions of sexual abuse, likely sexual abuse, significant harm or an unacceptable risk of significant harm of a student or inappropriate behaviour towards a student as outlined in the Anglican School's policy and Guidelines.

Additional documents and resources are used to support all staff and Student Protection Officers to make decisions around reporting including liaising with Anglican School Specialist Staff for Child Protection and Cyber Safety in Brisbane, use of the Queensland Child Protection Guide and liaising with experienced members of staff in Child Protection (Psychologists, SPOs).

All written records and reports are kept in a secure and confidential place accessed only by the Headmaster.

Responsible Persons	Psychologists, Heads of School, Compliance

Procedures are in place to manage any action or inaction by a person who fails to comply with any of the policies and procedures making up our Child and Youth Risk Management Strategy in a fair, consistent, confidential and supportive manner.

The following policies and procedures are in place:

Concern	Applicable document
Possible non-compliance with the Student Protection in Anglican Schools Policy and Procedures,	*Complaints Management in Anglican Schools Policy and Procedures*.
Complaints about the actions/decisions of staff or volunteers or non-compliance with other policies or procedures	*Complaints Management in Anglican Schools Policy and Procedures*.
Allegations of sexual misconduct	ACSQ *Protocol for Dealing with Sexual Misconduct*
Alleged workplace bullying, discrimination, physical assault, harm or harassment (other than sexual harassment)	Bullying, Harassment and Discrimination Policy and Procedures.
Non compliance with Blue Card requirements	Blue Card System in Anglican Schools Policy and Procedure
Breaches of School Policies	Refer to specific Policy under the "Breaches" heading
Breaches of the Child & Youth Risk Management Strategy	Managing Breaches of the Child and Youth Risk Management Strategy.
Privacy and Complaints	Privacy Policy, Complaints Policy and Complaints Handling Guide.
The abuse of a school staff member or other person not enrolled at the school and is an allegation of sexual assault	Professional Standards Canon
Alleged workplace bullying, discrimination, physical assault, harm, harassment or sexual harassment.	Administrative Guidelines for Discrimination, Sexual Harassment and Workplace Bullying
The abuse of an enrolled student under 18 years of age and is an allegation of sexual abuse or likely sexual abuse, significant harm or unacceptable risk of harm or inappropriate behaviour.	Student Protection in Anglican Schools Policy and Procedures
Non compliance with the Student Protection Policy and Procedures (2018)	Make a complaint to the Director of Professional Standards, Anglican Church Southern Queensland dops@anglicanchurchsq.org.au or telephone 07 3835 2266.

Responsible Persons	Headmaster, Commercial Manager, Psychologists, Compliance, Heads of Sub Schools

6. Risk management plans for high risk activities and special events.

A Risk Management Plan is required for all activities and events, particularly for high risk activities or events, to minimise the risk of harm to students.

Risk Management involves identifying potential hazards or events that might cause harm; quantifying the consequences and likelihood of the hazard or event occurring and then managing the risk of the hazard or event occurring in accordance with the School's appetite for risk, by planning and implementing controls and treatments.

Consultation takes place with key internal and external stakeholders to identify specific risks and existing controls and develop additional controls where necessary.

The Risk Management Plan includes (but is not limited to) consideration of supervisions and ratios, transportation, toileting and change room procedures, medication and allergy management procedures, environmental risks, supervision of volunteers, accommodation requirements and consent forms including emergency contact details.

A full review of each RMP is conducted after each activity or event to provide feedback and assess any concerns or incidents as part of our commitment to continuous improvement.

This is reflected in our Risk Management Framework which is available to employees on Complispace.

The majority of the School's excursions and activities have a low risk rating; moderate risk activities are carefully considered and any proposed activity with a risk rating of Very High / Extreme does not proceed until additional controls are introduced to lower the risk rating.

The School is looking to engage an external WHS consultant to review its risk assessment process and develop individual and specific risk assessments for each category of activities in which the Students participate, including overseas tours.

Responsible Persons	Headmaster, Commercial Manager, Heads of Sub Schools, Director of Sport, Director of International House, Compliance

7.   Policies and procedures for managing compliance with the blue card system.

The following information demonstrates the School's compliance with Chapter 8 of the *Working with Children (Risk Management and Screening) Act 2000* and the blue card system generally.

- All employees are screened in accordance with the requirements of Chapter 8 of the Act. Employees with QCT or AHPRA registration are exempt unless providing child-related services outside of the function of their employment (where an Exemption Card may be required).

- The Employee & Volunteer Register (Blue Card Register) comprising all employees (including student based trainees, gap students, Pre-Service Teachers), Volunteers (School Council Directors, Homestay Families, parent and non-parent volunteers) and external parties (individuals or businesses who provide services, activities or interact with our students.

    The expiry dates in the Blue Card Register are closely monitored by the Blue Card Co-ordinator, with a function present to highlight upcoming expiry dates 3 months out, upon which the Blue Card Co-ordinator commences the renewal process.

    The Blue Card Register is managed by the Blue Card Co-ordinator and accessible by Human Resources and Compliance as back up.

    An additional safeguarding is by expiry dates of blue cards also stored in WOL which automatically sends electronic reminders to the Blue Card Co-ordinator and applicable staff member leading up to expiry.

- Dedicated blue card email address (bluecards@asas.qld.edu.au) monitored by the Blue Card Co-ordinator (Human Resources and Compliance as back up)

- C&YRMS Committee, established to discuss the unique nature of the School, how identified risks are managed and how the School will further promote student safety for students, employees, volunteers and parents), meets regularly throughout the year to discuss risk management strategies including conducting an annual review of the Child and Youth Risk Management Strategy document.

- Adopting the ACSQ's *Blue Card System in Anglican Schools Policy* ensures:

    o   employees do not commence employment with the School until an application for a Blue Card has been submitted to Blue Card Services; and

    o   other employees or engagements such as regulated businesses, pre-service teachers and non parent volunteers providing services to students must hold a blue card prior to commencing at the School

- Our Child and Youth Risk Management Strategy is a live document, continually monitored throughout the year and reviewed annually by the C&YRMS Committee to ensure that it remains up-to-date with any legislative changes and continues to be effective in addressing the risks to students at the School.

    The annual review considers:

    o   whether the School's policies and procedures were followed
    o   whether any incidents relating to student's risk management issues occurred
    o   the actual process used to manage any incidents
    o   the effectiveness of the School's policies and procedures in preventing or minimising harm to students, and
    o   the content and frequency of training in relation to this Strategy.

- Documented procedures to capture every area of the School involved in engaging individuals requiring blue cards such as:

    o Volunteers (School Council Directors, homestay and billeting, parent/non parents)
    o Contractors (music teachers, individuals/businesses providing before and after school sporting activities)
    o Pre-Service Teachers
    o Gap Students, Kids Club Helpers and Student Based Trainees
    o New employees including relief and casual staff
    o Careers and VET (RTOs and VET trainers)

- Each *Engagement form* submitted through Assurance contains an *Eligibility to Commence* field where the individual or business is unable to commence in their role until all requirements are addressed (after which they are assigned the status *Eligible to Commence* by the Blue Card Co-ordinator or delegate). The Visitor Management Policy stipulates that staff are not permitted to use the services of a volunteer or contractor unless they have satisfied all requirements.

Responsible Persons	C&YRMS Committee

8. Strategies for communication and support.

8.1 Communication

All Saints Anglican School communicates student protection information and training to employees, students, parents and volunteers regularly throughout the year through formal training events, informal updates at staff meetings and regular discussions between managers and their staff.

The C&YRM Strategy is communicated as follows:

- By email to All Staff that it is accessible on our website and Intranet.
- A link contained in the Engagement Form under the Student Protection training heading which is sent out to all volunteers and externally engaged parties
- In the Volunteer Handbook, a copy of which is provided to all Junior School volunteers, who are required, in addition to the online induction, to complete an induction at the School with the Assistant Heads or Head of Junior School.
- Saints Alive electronic newsletter

Student Protection information is included in the following methods or publications

- New Students Guide
- Saints Alive
- Junior School inductions
- Posters displayed throughout the School ie HPE, Canteen, Sub-school admin blocks, International House, Psychologists' offices, Nurses' sickbay, Pre Prep, Main noticeboards.
- Annual e-mail sent to parents notifying them of any updates to student protection legislation and policies.
- Students receive information through published diaries, classroom lessons and printed material.
- emails, student and parent information sessions, parent portal, noticeboards, Facebook, Letter to parents, School Website, Student Lounge, Intranet

8.2 Support

Extensive support is provided by the School to employees, volunteers, parents and students including but not limited to, the following:

- 11 **Student Protection Officers** to whom employees, volunteers, students and parents can report allegations or concerns of harm, risk of harm of a student and inappropriate behaviour of a staff member or volunteer towards a student (within their legislative responsibility)
- 3 **onsite psychologists** – assisting individual students and families with personal issues and share in the responsibility working alongside family, teaching and support staff to provide a positive learning environment
- **Educational Support** includes extension or support to the student's learning program. In situations where more intensive and specific help is required, the class teachers and learning support staff work together to prepare the most appropriate management plan.
- 4 **Chaplains** - The School Chaplain and the 3 sub-school lay chaplains are responsible for the religious and spiritual life of the School. This team collaborates with the Wellbeing team to provide pastoral care for students, staff and parents as required.
- **Pastoral Care Program** - Every academic staff member is involved in the School's Pastoral Care program as well as Year Level Co-ordinators in Middle School, a Deputy Head of School – Pastoral Care, Tutors, Heads of House and the Director of Pastoral Care to support students in need of a little extra help.

- **Wellness Program** – specific wellbeing classes for students Pre Prep to Year 12 as well as International House which teaches students the skills for flourishing as a growing individual. Some of these skills include emotion management, problem solving skills, relationship building, persistence, positive choices, bullying prevention, safe behaviours, growth mindset, etc and encourage characteristics such as grit, resilience, kindness.

- An Anonymous Dropbox - an electronic mailing system where students can report concerns about a student or staff anonymously and it is sent to the Director of Pastoral Care. The intelligence gathered through this support method results in early interventions and perceived improved outcomes for students.

- Access to the School's onsite psychologists for initial discussion and referral to external psychologists and psychiatrists, allied health professionals or community based supports such as the Family and Child Connect Service (FACC).

- Access to the School's Employee Assistance Program (EAP) for issues such as behaviour management, stress, conflict, bullying, child protection concerns, breaches of the risk management strategy and dealing with disclosures or suspicions of harm

- Students are informed of their options by their teachers in class lessons, receive information via their student diaries and other methods. Students and parents who have concerns or information relating to the safety of a student are encouraged to report the information to one of the School's 11 Student Protection Officers or the Headmaster.

Responsible Person/s	CYRMS Committee	**Legislation**	• *Working with Children (Risk Management and Screening) Act* 2000 • *Working with Children (Risk Management and Screening) Regulation* 2011		
Approved by	School Council 7/11/18	**Commenced**	January 2019	**Review by**	September 2019

Responsible Persons	C&YRMS Committee