

CHILD RISK MANAGEMENT STRATEGY

STATUS	Approved	Document No.	1.35
Authorised by:	Board Chair	Date of Authorisation:	27 April 2026
Review Date:	Annually	Next Review Date:	March 2027
Policy Owner:	School Governing Body (Cairns Rudolf Steiner School Ltd)		
References	<ul style="list-style-type: none"> • Working with Children Check Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulation 2020 (Qld) • Child Protection Act 1999 (Qld) • Criminal Code Act 1899 • 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 (Queensland College of Teachers) Act 2005 (Qld) • Education and Care Services National Law (Queensland) • Education and Care Services National Regulations • Child and Youth Risk Management Strategy Toolkit • Cairns Hinterland Steiner School Child Protection Policy • Cairns Hinterland Steiner School Complaints Resolution Policy • Cairns Hinterland Steiner School Complaints Resolution Procedure • Cairns Hinterland Steiner School Staff Code of Conduct 		

Purpose

The purpose of this strategy is to eliminate and minimise risk to student 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.

Policy Statement and a Statement about Commitment

Cairns Hinterland Steiner School 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. ¹

Implementation

In practice, Cairns Hinterland Steiner School's commitment to acting in accordance with the *Working with Children Check 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. Staff Code of Conduct

At Cairns Hinterland Steiner School, we expect our employees to conduct themselves as follows:

School employees are expected to always behave in ways that promote the safety, welfare, and well-being of our students. Employees must actively seek to prevent harm to students, 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 to do and obtain 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.

2. Recruitment, Selection, Training and Management Procedures

Cairns Hinterland Steiner School is committed to recruiting, selecting, training, and managing employees in such a way that limits risks to students. Cairns Hinterland Steiner School will:

- Ensure that 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 students, and the experience and qualifications required by the successful applicant.
 - 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 training and management procedures act to reduce the risk of harm to students from employees via:
 - Management processes that are consistent, fair, and supportive;
 - Performance management processes that help employees improve their performance in a positive manner; and
 - 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 student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
- 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 students;
 - Appropriate handling of 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 the safety and wellbeing of students at the school.

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below must be reported and managed under the Cairns Hinterland Steiner School's Child Protection Policy and the Child Risk Management Strategy, as follows:

- All staff with concerns about sexual abuse, or likely sexual abuse, or a child sexual offence committed by an adult;
- Teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse;
- 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. All staff who suspect harm (other than harm arising from physical or sexual abuse) must report the harm using the Report of Suspected Harm or Sexual Abuse Form and provide it to the Head of School, who will report to Child Safety. If the harm is not at a level that is otherwise reportable to Child Safety, the matter should be referred to the Head of School, who may then refer the matter to Family and Child Connect.

Furthermore, and in accordance with section 76 of the Education (Queensland College of Teachers) Act 2005, the Head of School for Cairns Hinterland Steiner School will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

Any report made under this section, or the Cairns Hinterland Steiner School Child Protection Policy will fulfill the reporting obligations of all adults under the Criminal Code Act 1899.

4. Managing Breaches of this Child Risk Management Strategy

Cairns Hinterland Steiner School 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, Staff Code of Conduct and Complaints Resolution Policy.

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 Schedule 1 s.2 (6) (a) relating to implementation.

6. The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state Cairns Hinterland Steiner School’s commitment to reviewing the Strategy annually. Blue Card Policies and Procedures

Cairns Hinterland Steiner School is committed to acting in accordance with Working with Children Check Act 2000 (Qld) relating to the screening of employees in such a way that limits risks to children. In particular, the school will:

- Require relevant prospective or current permanent, part-time, fixed term and casual employees, contractors, volunteers, trainee students, people undertaking work experience or vocational placements, and school board members to have working with children authority and check the validity and appropriateness of any currently held notices as appropriate, in accordance with Cairns Hinterland Steiner School’s position descriptions and the Act prior to the commencement of the engagement.
- All parent and or carer volunteers and volunteers that are attending overnight camps must have a volunteer Blue Card or equivalent (Blue Card or Blue Card Exemption).
- Maintain the school’s Blue Card register including linking staff to the organisation.
- 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 working with children authority is cancelled or suspended or a negative notice is received after a change of police information.
- Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the school.
- Appoint a school contact person (Human Resources and Administration Coordinator) 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 for working with children authority.
- Ensure that all information in relation to working with children authority is kept confidential
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if an employee, volunteer, trainee student or school board member fails to submit a renewal application prior to their working with children authority expiring.

7. High Risk Management Plans

Cairns Hinterland Steiner School’s Risk Management Framework is evidence of fulfilment of the requirements of the Act.

8. Strategies of Communication and Support

Cairns Hinterland Steiner School’s commitment to making this Child Risk Management Strategy available to students, parents and employees via the school website and upon request. Cairns Hinterland Steiner School is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between line managers and their staff. In addition, the school will inform staff and parents through this and the Child Protection Policy, that the Criminal Code Act 1899 includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence.

Failure to Report¹

*Under section 229BC of the Code, **all adults** must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies to all adults inclusive of students 18 years or older, as well as parents/guardians and volunteers at the school. A reasonable excuse not to make a report under the Criminal Code Act 1899 includes that a report has already been made under the Education (General Provisions) Act 2006 (reporting sexual abuse or likely sexual abuse) and the Child Protection Act 1999 (reporting significant harm or risk of significant harm) as per this policy.*

Failure to Protect²

Under section 229BB of the Code, **all adults** in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence

¹ Criminal Code Act 1899 (Qld)

² Criminal Code Act 1899 (Qld) s.229BC

1. Responsibilities

Cairns Hinterland Steiner School 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 Cairns Hinterland Steiner School are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

2. Compliance and Monitoring

Cairns Hinterland Steiner School is committed to the annual review of this Strategy. Cairns Hinterland Steiner School will also record, monitor, and report to the Board of Directors and the Head of School and others as appropriate at the school regarding any breaches of the strategy.

In addition, Cairns Hinterland Steiner School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

3. Related Documents

- Cairns Hinterland Steiner School Child Protection Policy
- Cairns Hinterland Steiner School Complaints Resolution Policy
- Cairns Hinterland Steiner School Blue Card Register
- Cairns Hinterland Steiner School Risk Management Framework
- Cairns Hinterland Steiner School Complaints Handling Procedures
- Cairns Hinterland Steiner School Staff Code of Conduct
- Cairns Hinterland Steiner School Recruitment Policy
- Cairns Hinterland Steiner School Performance Management System
- Cairns Hinterland Steiner School Restricted Person Declaration Form

4. Helpful Links

- Independent Schools Queensland's Child Protection Decision Support Trees
- Department of Families, Seniors, Disability Services and Child Safety - Child Protection Guide resource
- Blue Card Services resources