



Carey Lane Early Learning Centre
**CHILD AND YOUTH RISK MANAGEMENT
 STRATEGY**

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APPROVAL			
Name	Role	Signature	Date
Endorsed by:			
Paul Salter	Executive Officer		16/4/24
Approved by:			
John Gregg	A/Executive Director, Anglican Schools Commission		11/3/2024

A: ADMINISTRATION OF CYRMS

PURPOSE

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to achieve the following **outcome**:

- practices and procedures **implemented** to:
 - support the wellbeing of children affected by the service we provide and
 - to protect children from harm.

In doing so, it includes matters prescribed in s3 of the *Working with Children (Risk Management and Screening) Regulations 2011*. A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172).

SCOPE

The following regulated business/es and employment are within the scope of this CYRMS:

Regulated business	Regulated employment
Carey Lane Early Learning Centre Education and Care Services	Education and Care Services including - paid/unpaid, full time, part time, casual, individual contract, by formal or informal arrangement.

KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
Executive Director, Anglican Schools Commission	<ul style="list-style-type: none">• Approve the Child Youth Risk Management Strategy and any changes following review.
Executive Officer	<ul style="list-style-type: none">• Endorse the CYRMS and review changes following review.• Support the Nominated Supervisor to meet their responsibilities.
CYRM Committee	<ul style="list-style-type: none">• Report to the Executive Officer on a quarterly basis.
ECS Nominated Supervisor	<ul style="list-style-type: none">• Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS.• Lead the development, implementation, and review of the CYRMS.
ECS Management Committee	<ul style="list-style-type: none">• Support the Nominated Supervisor to meet their responsibilities.• Endorse the CYRMS and any changes following review.

See appendix 2 of this CYRMS for a list of all people with responsibilities under this strategy and their contact details.

CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring, and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (the Committee). This Committee has a key role in facilitating collaboration with stakeholders and reports to the Executive Officer and Management Committee.

Role	Nominees
Chairperson	Kirsty Pearson - Director/Nominated Supervisor
Members	Debra Du Plooy - 2IC/Educational Leader Pooja Dhupar – ECT/ Kindy Lead Educator Paul Salter – Director of Operations Mandy Rice – Human Resource Manager

MONITORING AND REVIEW

Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee.

The Committee reports to the Executive Officer and Management Committee. This reporting occurs, at least, quarterly.

Review

As per the *Working with Children (Risk Management and Screening) Act 2000*, this CYRMS is reviewed annually.

If you would like to provide feedback on child and youth risk management, or participate in the review of the CYRMS, please contact the Chairperson, or a Member of the Committee (see Appendix 2).

LOCATION OF DOCUMENTS

All documentation is uploaded to the Service (S) Drive so that they can be easily accessed for quarterly and annual reviews.

B: STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within Carey Lane Early Learning Centre.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values, and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations, or suspicions.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

Carey Lane Early Learning Centre currently does the following to communicate to and support people in our Early Childhood Service and community to understand and implement the Statement of Commitment:

Action	Lead
A framed copy of the Statement of Commitment is on Display in the foyer reception area.	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
A statement of Commitment is made available to staff and families through online KindyHub, the enrolment pack, policy, and procedure folder (located in the foyer)	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
A statement of Commitment is made available to staff through the staff information pack at the time of employment and induction.	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
A Statement of Commitment is made available for visitors and scheduled visitors through our Creating Environments for Students to Thrive induction and on display in the foyer	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
Statement of commitment is made available for parents, contractors, visitors to Carey Lane ELC when signing in using the kiosk	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
The Working with Children in Anglican Education Policy (v1.0)	1.0	The policy folder in the service foyer KindyHub Communication Staff Room – Child Protection Folder
Working with Children in Anglican Education Guidelines & Procedures	1.0	The policy folder in the service foyer KindyHub Communication Staff Room – Child Protection Folder

STATEMENT OF COMMITMENT: PLANNED ACTIONS

The following actions are planned to support implementation of the Statement of Commitment:

Action	Lead
B1: We will ensure that the Statement of Commitment is accessible on the Carey Lane Webpage platform.	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer) Marketing Manager Compliance Manager
B2: We will ensure that the Statement of Commitment is sent out on the KindyHub platform every quarter to ensure feedback and review	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

B3: Include the statement of commitment in new employee staff packs. This would include conversation with employee or how we embed this statement into our operation. Acknowledgement of understanding will be reflected on induction checklist. Staff are also to complete Creating Environments to Thrive acknowledgement.	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
B4: Ensure that the Statement of Commitment is easily accessible in the foyer and staffroom spaces.	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
B5: Review the Statement of Commitment with staff each year within staff meetings	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
B6: Assessment and planning to occur to analyse how the Statement of Commitment is reflected in our culture, governance, and operation of the Centre at present and how we can improve moving forward	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

C: MANAGING BREACHES

MANAGING BREACHES: IMPLEMENTATION

A plan for managing breaches of the CYRMS

- Throughout relevant sections of this CYRMS there are specific references to how Carey Lane Early Learning Centre will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together as a plan to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS, including the Action Plan (Appendix 1), will be detailed by the Committee in their reporting. The Executive Officer and Nominated Supervisor will consider these changes and respond as appropriate to the circumstance.

MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
Complaints Management in Anglican Education – Guidelines and Procedures	1.0	Foyer Policy Folder
Complaints Management in Anglican Education Policy	1.0	Foyer Policy Folder
Whistle-blower Policy for Anglican Education	1.0	Foyer Policy Folder
Code of Conduct for Anglican Schools and Education and Care Services	1.0	Foyer Policy Folder
Protecting Children and Young People in Anglican Education - Policy	1.1	Foyer Policy Folder
Protecting Children and Young People in Anglican Education: Guidelines and Procedures	1.1	Foyer Policy Folder
Complaint and Conflict Resolution Policy	4.05	Foyer Policy Folder
Staff Performance Evaluation	4.17	Foyer Policy Folder
Training and Development Policy	4.24	Foyer Policy Folder
Staff Performance Policy	4.18	Foyer Policy Folder

MANAGING BREACHES: PLANNED ACTIONS

The following actions are planned to further manage breaches:

Action	Lead
C1: Review of how breaches are managed and how this is communicated with staff and documented in the CYRMS	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer) HR Manager
C2: Staff Training in Child Protection Breach Management Plan Staff Meeting Agenda Minutes and evidence from communications	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
C3: Complaints Policy Training Staff - Meeting Agenda Minutes and evidence from communications should reflect this	Director /Nominated Supervisor

	Assistant (2IC/Educational Leader/Administration officer)
C4: Notification to ECS Management and ACS Management	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
C5: Staff awareness of the CYRMS by including the Strategy	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management.

- Throughout applicable sections of this CYRMS there are specific references to how Carey Lane Early Learning Centre will provide communication and support to relevant persons as relevant to that section.
- Broader than this, actions undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by the service and parents/carers of children, are:

Action	Lead
Staff Induction Training - All new employees and visitors to the centre	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
KindyHub correspondence from Carey Lane ELC to parents.	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
CYRMS Folder with information in Carey Lane ELC foyer	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
Through: <ul style="list-style-type: none"> • staff ongoing training • robust discussions • Posters • Educational leader supported discussion. 	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
Induction Overview for new staff and volunteers for Early Childhood Services	2.0	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
ASC Learning and Partnerships Platform Child Protection Overview Module and Child Protection Staff Module – completed annually online		Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
Information for Families Policy	6.04	Policy Folder in Foyer
Partnerships with Families and Communities Policy	6.08	Policy Folder in Foyer
Conditions of Employment Policy	4.01	Policy Folder in Foyer

COMMUNICATION AND SUPPORT: PLANNED ACTIONS

The following actions are planned to further provide communication and support about this CYRMS:

Action	Lead
D1: Add to the staff calendar for training	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
D2: Staff to be present at committee meetings	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
D3: Regular item on the staff meeting agenda	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
D4: Information and updates via Kindyhub for families and educators	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

CODES OF CONDUCT: IMPLEMENTATION

Communication and support:

Carey Lane Early Learning Centre undertakes the following activities to communicate and provide support to relevant persons to understand the expected conduct for interacting with children:

Relevant persons	Actions taken for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
Staff	<ul style="list-style-type: none"> Employee Induction Ongoing training Interview questionnaire and referees Centre Policies and Procedures 	<ul style="list-style-type: none"> Parents and children are made aware of the expectations of staff as outlined in the Code of Conduct for Anglican Schools and Education and Care Services. Expectation's poster is in the foyer and in the staff room. Code of Ethics in the foyer. Parent handbook, staff handbook. 	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
Casual Staff	<ul style="list-style-type: none"> Employee Induction Ongoing training Interview questionnaire and referee Centre Polices and Procedures 	<ul style="list-style-type: none"> Parents and children are made aware of the expectations of staff as outlined in the Code of Conduct for Anglican Schools and Education and Care Services. Expectation's poster is in the foyer and in the staff room. Code of Ethics in the foyer. Parent handbook, staff handbook. Updates placed on KindyHub 	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
Contractors	<ul style="list-style-type: none"> Contractor Induction Acknowledgement of expectations and Statement of Commitment upon each sign into Carey Lane ELC via SINE. 	<ul style="list-style-type: none"> SINE - contractor sig in portal Code of Ethics in foyer. Portal allows snapshot view of who has signed into Centre. 	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
Parents	<ul style="list-style-type: none"> Enrolment interview Enrolment contract Community Expectations document Parent Handbook Enrolment checklist 	<ul style="list-style-type: none"> Parent Handbook Policy folder in foyer CYRMS in foyer Code of Conduct 	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

Children	<ul style="list-style-type: none"> Children are informed through age-appropriate curriculum planning. The Bravehearts program is presented annually for the children and staff. A Christian support volunteer attends the centre regularly to support our Statement of Commitment Incursions from multicultural persons and people in the community Role and guided play 	<ul style="list-style-type: none"> Parents are informed on enrolment and at different times throughout the year of that is planned for the children and their learning. We put out a yearly calendar of events showing our incursions. KindyHub to send daily reports to keep our families informed and up to date on children's learning and programmed experiences. Parent input and children's voices incorporated into our curriculum and planning. 	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
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Managing breaches:

Carey Lane Early Learning Centre takes breaches to expected conduct seriously. Alleged breaches are managed:

- as per the processes for complaints management and performance management detailed in 'section C: managing breaches'; and
- allegations of harm to children managed as per the Protecting Children and Young People in Anglican Education Policy and Guidelines

Concerns about conduct, raised in good faith, will not result in penalty, discrimination or adverse actions towards the person who raises the concern.

CODES OF CONDUCT: REFERENCE DOCUMENTS

Our Service details the expected standards of behaviour for persons who interact with children as a result of their enrolment at Carey Lane Early Learning Centre in the following documents:

Document	Version	Location	Target audience
Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)	1.0	Parent Handbook Staff Handbook Staff Room	Staff, Parents, contractors, and volunteers.
Australian ECA Code of Ethics		Frame poster mounted in the foyer	Staff, Parents, contractors, and volunteers.
Behaviour Management and Guidance Policy	5.03	Foyer Policy Folder	Staff, employees
Parent Handbook		Enrolment Pack	Parents
Conditions of Employment Policy	4.01	Foyer Policy Folder	Staff, employees
Interactions with Children	5.07	Foyer Policy Folder	Staff, employees
Child Safe Environment	2B.02	Foyer Policy Folder	Staff, employees, parents
Child Protection & Risk Management	2B.03	Foyer Policy Folder	Staff, Parents, contractors, and volunteers.
Child Safe Environments – Contractors	2B.04	Foyer Policy Folder	Contractors

CODES OF CONDUCT: PLANNED ACTIONS

The following actions, relevant to conduct expectations at Carey Lane Early Learning Centre, are planned:

Action	Lead
E1: Review of Parent Handbook section relating to Code of Expectation	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
E2: Staff review of the Code of conduct Interactions with Children policy at staff meeting.	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
E3: Staff professional development – face to face, online presentations, and mandatory training	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
E4: Staff discussions and appraisals every 6 months	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
E5: Review sign in and out information every 6 months	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

F: RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: IMPLEMENTATION

This CYRMS references the following procedures for **recruiting, selecting, training, and managing** persons, paid or unpaid, engaged by the Service, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
All procedures involved in the recruitment process comply with the 'Recruitment and Selection in Anglican Schools Policy'.	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer) HR Manager
<p>Recruitment Procedures:</p> <ol style="list-style-type: none"> 1. Advertise internally through the service, and to the wider community via 'Seek' and our Carey Lane ELC Website 2. Applicants to provide copies of full qualifications, resume, cover letter, current blue card, date of birth for National Register check a two up to date referees with childcare background 3. Staff receive position description and the terms and conditions outlined in the Code of Conduct for Anglican Schools and Education & Care Services. 	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer) HR Manager
<p>Selection Procedure:</p> <ul style="list-style-type: none"> • Applicants complete the service process for screening in accordance with the child protection laws and blue card processes. • Minimum of three applicants to be short listed for interviewing process. • Interview questions are prepared relating to the position description as per advertised and ASC interview questionnaire. • Reference Checks completed from applicant. • Blue card validity check completed by Human Resources Officer • National Professional Standards Register ASC by Human Resources Officer 	<p>Human Resources Officer completes the advertisement for the position. National Professional Standards Register</p> <p>Shortlist & Interview is conducted by Director and Assistant Director.</p> <p>Collection of Blue card, resume and all other documents are collected by Assistant Director / Administration Officer.</p> <p>Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)</p>
<p>Induction Procedure:</p> <p>All new employees complete a staff welcome pack.</p> <ul style="list-style-type: none"> • Validated prior to starting • They are linked on their first day. Blue Card Services • Follow up with daily checks on the blue card portal and regular audits from HR • New staff employee forms for payroll are collected and delivered to payroll before the employee begins work <p>New staff induction is completed (Minimum 1 hour) prior to their first day.</p>	<p>New employees</p> <p>Human Resources Officer Payroll Officer Assistant Director/administration officer Director</p>
<p>Staff Training</p> <ul style="list-style-type: none"> • Mandatory Training in Child Protection Modules are provided by email to staff and completed. Staff sign off to 	Director /Nominated Supervisor

demonstrate completion. Training is logged in staff training folder.	Assistant (2IC/Educational Leader/Administration officer)
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Communication and support:

The following actions are taken to implement the above procedures with relevant persons:

Action	Audience	Lead
Induction & staff meeting training	Staff Training	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer) HR
Blue Card validation and linking with ECS	All staff, volunteers, contractors, regular visitors to the centre	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer) HR
Child Protection Training – Anglican ECS (Biannually)	All staff	Director Assistant Director/administration officer Educational Leader Human Resources Officer

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
Recruitment and Selection in Anglican Schools Policy	0.1	Foyer Monthly review system
Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures (for training requirements)	1.3	Email Staff Meeting KindyHub
Induction Overview for Anglican Education	2	Staff induction
Child Protection Induction for Anglican ECS	1.0	Email Staff Meeting Induction/acknowledgement
ASC 2023/2024 Child Protection Refresher Materials	Annually	Staff Meeting Professional development
Working with Children in Anglican Education (both schools and ECS) and Procedures	1.0	Email Staff Meeting Policy and Procedures on foyer
Staff Handbook		Included in Staff Pack
Conditions of Employment Policy	4.01	Policy in Foyer Folder
Professional Standards – code of expectation Policy		Policy in Foyer Folder
Training and Development Policy	4.24	Policy in Foyer Folder
Staff Performance Evaluations Policy	4.17	Policy in Foyer Folder
Staff Performance Counselling Policy	4.18	Policy in Foyer Folder

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: PLANNED ACTIONS

The following actions are planned regarding the development, implementation, and review of relevant procedures:

Action	Lead
F1: Review and update new employee induction process	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
F2: Development of online induction and training to ensure all staff are trained and aware of the service policies and procedures at Carey Lane ELC	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
F3: Training Schedule for staff training	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)
F4: Regular bi monthly staff meetings	Director /Nominated Supervisor Assistant (2IC/Educational Leader/Administration officer)

G: WRITTEN RECORDS OF ENGAGED PERSONS

WRITTEN RECORDS OF ENGAGED PERSONS: IMPLEMENTATION

This CYRMS references the following policies and procedures for compliance with *the Working with Children (Risk Management and Screening) Act* and the keeping of written records of matters about all persons, paid and unpaid, engaged by Carey Lane Early Learning Centre:

Policy or Procedure	Who they apply to
Recruitment and selection in Anglican Schools Policy	All staff, Visitors and volunteers
Working with Children in Anglican Education and Care Services Policy	All staff, Parents Visitors and volunteers
Procedure	
Working with Children in Anglican Education Guidelines and Procedures	All Staff, visitors, and volunteers
Induction Procedure	All staff, Parents Visitors and volunteers
Our Commitment to creating Environments for children and young people to thrive	All staff , incursion operators, volunteers, regular visitors to Carey Lane ELC

These policies and procedures are followed so Carey Lane ELC keeps written records as required by the Act, including:

- whether the ECS considers a person employed by the ECS is required to apply for a working with children authority
- if the ECS employs a person in restricted employment—whether the ECS considers the person is a restricted person
- whether a person has made a working with children check application
- whether a person holds a working with children authority, and if so, the expiry date of the person’s authority

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
All staff must hold a current working with children authority	All Staff	Director Assistant Director/administration officer Human Resources Officer
Blue Card recruitment is listed on advertisements and contracts.	All Staff	Director Assistant Director/administration officer Human Resources Officer
Blue Card expiry dates for all employees identified in ECS services are tracked by the Assistant Director and reminders are provided by email. Are audited by management committee on a monthly basis.	All Staff	Director Assistant Director/administration officer Human Resources

		Officer
Staff received generated reminders by the Blue Care Authority prior to renewal date.	All Staff	Director Assistant Director/administration officer Human Resources Officer
Staff Handbook Information	All Staff	Director Assistant Director/administration officer
Excel Spreadsheet for quick reference and updates	All Staff	Director Assistant Director/administration officer
Induction Conversation	All Staff	Director Assistant Director/administration officer
APHRA checks conducted	Teachers, incursions, visitors, specialists	Director Assistant Director/administration officer

Managing breaches:

The following actions are undertaken to monitor compliance of this section, including identification and management of any breaches:

Action	Lead
Working with Children Register monitored regular and the organizational blue card portal is checked daily. If any person has any issues with their blue card and if it has expired or is suspended the person is stood down immediately.	Director Assistant Director/administration officer

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
Recruitment and Selection in Anglican Schools Policy	1.0	Located onsite
Working with Children in Anglican Education Policy, Guidelines and Procedures	1.0	Located onsite
Induction Overview for Anglican Education	1.0	Located onsite

WRITTEN RECORDS OF ENGAGED PERSONS: PLANNED ACTIONS

The following further actions are planned regarding this section:

Action	Lead
G1: Annual Reviews of all policies	Director Assistant Director/administration officer Parents and educators

H: RISK MANAGEMENT PLANS

RISK MANAGEMENT PLANS: IMPLEMENTATION

Carey Lane Early Learning Centre is committed to protecting children and young people from harm and promoting the safety, dignity, and wellbeing of children within their care. The Working with Children (Risk Management and Screening) Act 2000 requires those carrying on regulated businesses or employing someone in related employment to develop and implement an annual Child and Youth Risk Management Strategy. Carey Lane Early Learning Centre promotes a child-safe environment that ensures the wellbeing of children and young people and protects them from harm within our environment.

Carey Lane ELC undertakes a process to assess risk, as related to the wellbeing of children and their protection from harm. High risk activities, special events, incursion, and excursions are subject to a risk management framework that guides and assesses the risk and further action. Risk assessments are carried out by management and subject to review by the Assistant Director, Educational Leader and or our service Executive Officer. Child protection is considered as part of the ongoing risk management process.

The most common high-risk events that have been identified include:

- Mother's Day, Father's Day, Easter, Christmas Party, Grandparents Day
- Excursions (Local School Networking)
- Incursion Experiences (shows & events)
- Regular Visitors (Community Visitors)

For relevant activities and events, the Service Director, and Assistant Director work together for low grade risk assessments. For all events such as Excursions or high-risk events our internal management team seek support from our Executive Officer. These include excursions, large group events and building construction/maintenance. The Director is responsible for ensuring that the risk assessment has been completed and shared with the appropriate management systems and all staff are aware prior to the event date.

Management shares the risk assessment for all incursions and excursions with parents prior to the event so that parents can give permission for their child to participate.

The following plans are perpetual in nature:

Plan	Lead	Review process
Risk Assessments • Staff Risk assessments • External Providers Students	Director Assistant Director/administration officer	Annually
Contractor Sign in SINE Facility	Director Assistant Director/administration officer	Annually
High Risk activities that require Risk assessment for Executive officer review. All persons that are included in the risk assessment receive a copy of the risk assessment so that they are aware of the risks that have been identified.	Director Assistant Director/administration officer	Risk Assessments are completed and forwarded to the ASC for approval two weeks prior to the event taking place

Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
Compliance Reviews – Annual risk assessment reviews	All staff	Director Assistant Director/administration officer Educational Leader
External Providers – Provide a copy of their risk assessment, Public Liability Insurance, Blue Card, CYRMS	External provider	Director Assistant Director/administration officer Educational Leader

RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Location
ASC Risk Management Framework	Onsite at service
Risk Assessment Procedure	Onsite at service
Excursion & Incursion Acknowledgement forms	Onsite at service
Working with Children in Anglican Education Guidelines and Procedures (section 9)	Onsite at service

RISK MANAGEMENT PLANS: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
H1: Review of the Excursion approval process and procedures.	Director Assistant Director/administration officer ASC Management
H2: Review the risk assessment documentation	Director Assistant Director/administration officer ASC Management
H3: Post event reflection and reviews on risk assessments	Director Assistant Director/administration officer ASC Management

I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

Carey Lane Early Learning Centre implements the following policies and procedures for the handling of disclosures or suspicions of harm to children:

Policy or Procedure	Audience
Protecting Children and Young People in Anglican Education Policy, Guidelines & Procedures	Staff, Parents and Visitors, Contractors
Complaints Management in Anglican Early Childhood Services Policy & Procedures.	Staff, Parents and Visitors, Contractors
Whistle-blower in Anglican Education Policy and Procedures	All Staff
Code of Conduct for Anglican Schools and Education and Care Service	Staff, contractors, Parents and Visitors

Managing breaches:

Procedures for managing concerns that the Protecting Children and Young People in Anglican Education Policy and Guidelines have not been followed are detailed in the Complaints Management in Anglican Schools and ECS Policy and Procedures, and Whistleblowers in Anglican Education Policies and Procedures.

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
Handbooks	Staff, Parents and Visitors	Director Assistant Director/administration officer
Child Protection Mandatory Training (annual)	All Staff	Director / Nominated Supervisor Assistant Director/administration officer
Child Protection Information Induction Information	Staff, Volunteers, Contractors	Assistant Director/administration officer
Child Youth Risk Management Committee	CYRMC Members Executive Officer	Director / Nominated Supervisor Management Team
Policy and Procedure Reviews completed annually	Staff, families	Director / Nominated Supervisor Assistant Director/administration officer
Resources displayed in the centre foyer, staff room	Staff, families	Director / Nominated Supervisor Assistant Director/administration officer

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
Protecting Children and Young People in Anglican Education Policy and Procedures	1.1	Onsite Foyer
Complaints Management in Anglican Schools ECS Policy and Procedures	2.0	Onsite Foyer
Whistle Blower Policy for Anglican Education	1.0	Foyer Policy Folder
Confidentiality and Record Keeping Policy	7.01	Foyer Policy Folder

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
I1: Ensure confidential information is stored on internal portal	Director
J: APPENDIX	
1	CYRMS Action Plan
2	Key CYRMS Contact List

APPENDIX 1 – CYRMS Action Plan (as at date of approval)

Action no.	Action planned	Person responsible	Timeframe for completion	Status
B1:	We will ensure that the Statement of Commitment is accessible on the Carey Lane Webpage platform.	Director /Nominated Supervisor Assistant Director/Administration officer Marketing & Communications Manager	Term 1 - 2024	To update
B2	We will ensure that the Statement of Commitment is sent out on the KindyHub platform.	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 – 2024 Term 2 – 2024 Term 3 – 2024 Term 4 -2024	Continuous 2024
B3:	Include the statement of commitment in new employee staff packs.	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 -2024	Reviewed annually
B4:	Ensure that the Statement of Commitment is easily accessible in the foyer and staffroom spaces.	Director /Nominated Supervisor Assistant Director/Administration officer	December 2023	Complete CYRMS review and ensure copy is up to date
B5:	Review the Statement of Commitment with staff annually.	Director /Nominated Supervisor Assistant Director/Administration officer	Term 2 2024	Add to Jan 2024 Staff meeting agenda / discussed quarterly
B6:	Assessment and planning to occur to analyse how the Statement of Commitment is reflected in our culture, governance, and operation of the Centre at present and how we can improve moving forward	Director /Nominated Supervisor Assistant Director/Administration officer	Term 2 2024	In progress
C1:	Build a Child Protection Breach Management Plan	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	In progress

C2:	Staff Training in Child Protection Breach Management Plan	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	In progress – training to be sent via online to complete
C3:	Complaints Policy Training	Director /Nominated Supervisor Assistant Director/Administration officer	Term 2 2024	In progress – Ongoing throughout the year
C4:	Notification to ECS Management and ACS Management	Director /Nominated Supervisor Assistant Director/Administration officer	Term 2 2024	In progress – Ongoing throughout the year
D1:	Add to the staff calendar for training	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	Update calendar for new year
D2:	Staff to be present at committee meetings	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	In progress – to have a parent on the committee
D3:	Standing item on staff meeting agenda	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	Ongoing
D4:	D4: Information and updates via Kindyhub for families and educators	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	Ongoing
E1:	Review of Parent Handbook section relating to Code of Conduct	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	Review and update if required

E2:	Staff review of the Code of conduct Interactions with Children policy at staff meeting.	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	Review and reflection at first staff meeting
E3:	Staff professional development – face to face, online presentations, and mandatory training	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	Ongoing
E4:	Staff discussions and appraisals every 6 months	Director /Nominated Supervisor Assistant Director/Administration officer	Term 2 & 4 2024	Ongoing
E5:	Review sign in and out forms every 6 months	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 & 3 2024	Review and update if required
F1:	Review and update new employee induction process	Human Resources Officer Director Assistant Director/administration	Term 2 2024	Ongoing – In progress
F2:	Development of online induction and training to ensure all staff are trained and aware of the service policies and procedures at Carey Lane ELC.	Director/ ASC	2024	Ongoing – In progress
F3:	Training Schedule for staff training for the commencement of 2024	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	Ongoing – in progress
F4:	Regular BI - Monthly staff meetings	Director /Nominated Supervisor Assistant Director/Administration officer	Term 1 2024	Ongoing
G1:	Annual review of all policies	Director /Nominated Supervisor Assistant Director/Administration officer	2024 - refer review schedule	Ongoing

H1:	Review of the Excursion approval process and procedures.	Director Assistant Director/administration officer	Term 1 2024	Ongoing – reviewed for each incursion and excursion
H2:	Review the risk assessment documentation	Director Assistant Director/administration officer	Term 2 2024	Ongoing – reviewed for each incursion and excursion
H3:	Post event reflection and reviews on risk assessments	Director Assistant Director/administration officer	Term 2 2024	Ongoing – reviewed for each incursion and excursion

APPENDIX 2 – Key CYRMS Contact List (as at date of approval)

List persons with a role associated with this CYRMS, for example the roles listed in section A of the CYRMS (both in 'roles and responsibilities' as well as the Committee chairperson and members), any other lead persons responsible for actions listed in the CYRMS and (for schools) Student Protection Officers and (for ECS) all Responsible Persons.

Name	Roles	Contact details
Kirsty Pearson	Director Nominated Supervisor	kpearson@careylane.com.au admin@careylane.com.au
Debra du Plooy	Assistant Director/ Educational Leader	dduplooy@careylane.com.au
Paul Salter	Executive Officer	psalter@sthildas.qld.edu.au
Mandy Rice	Human Resource Manager	mrice@sthildas.qld.edu.au