Child Protection Risk Management Strategy Procedures

Aim:	The purpose of the Child Protection Risk Management Strategy Procedures (the Procedures) is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all students. The Moreton Bay Colleges are committed to the safety and wellbeing of students enrolled at either College, in accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* (the Act). The Moreton Bay Colleges are dedicated to proactively minimising risks to child safety through these Procedures which include and refer to various other policies and procedures to effectively ensure the safety and wellbeing of the students. These Procedures are evidence of The Moreton Bay Colleges' commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of Schedule 1, section 2(1) of the *Working with Children (Risk Management and Screening) Regulation 2020 (Qld) (the Regulation)*.
Roles, Responsibilities and Accountabilities:	In practice, The Moreton Bay Colleges commitment to acting in accordance with the *Working with Children (Risk Management and Screening) Act (*"the Act"), to promote the safety and wellbeing of students, means it will implement the measures outlined below in points 1-8.
Monitoring, Review and Assurance:	The Moreton Bay Colleges are committed to the annual review of this procedure. The Moreton Bay Colleges will also record, monitor, and report to the appropriate Board Delegate or Board of Governors/Directors, the Executive Leadership Team and others as appropriate at the Colleges regarding any breaches of the Procedures. In addition, The Moreton Bay Colleges are committed to other various compliance and monitoring arrangements made under relevant policies and procedures.
Recording and Reporting:	
Related Documentation	Child Protection Policy Complaints Policy and Procedures Blue Card Register Staff Code of Conduct Restricted Person Declaration Form

1. ***Code of Conduct***
   The Moreton Bay Colleges Staff Code of Conduct is evidence of fulfilment of the requirements of Schedule 1, Section 2(2) of the Regulation

Child Protection Risk Management Strategy Procedures

2. ***Recruitment, Selection, Training and Management Procedures***
   The Moreton Bay Colleges are committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular we will:
   - Ensure that our 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 successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant.
     - Advertising vacancies with a clear statement about the Colleges' 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 and suitability to engage in activities including children.
     - A selection process that includes assessing the application via an interview process, exploring employment history and referee and other checks (as identified above) based on the accurate position description.
     - A probationary period of employment, which allows the Colleges to further assess the suitability of the new employee and to act as a check on the selection process.
   - Ensure that our training and management procedures act to reduce the risk of harm to children employees via:
     - Induction and ongoing training in safeguarding, Code of Conduct and expectations of professional boundaries.
     - Management processes that are consistent, fair and supportive.
     - Performance management processes to help employees to improve their performance in a positive manner.
     - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services via our Employee Assistance Program.
     - Training new and existing staff on an ongoing basis to enhance skills and knowledge and reduce exposure to risks including:
       - The Colleges' policies and procedures
       - Identifying, assessing and minimising risks to children
       - Handling a disclosure or suspicion of harm to a child
     - Keeping a record of the training provided to employees
     - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of children at the Colleges.

The commitment is evidence of The Moreton Bay Colleges' fulfilment of the requirements of Schedule 1, Section 2(3) of the Regulation.

3. *Handling Disclosures or Suspicions of Harm*

Any types of concerns or reports below should be reported and managed under the Colleges' Child Protection Policy as follows:

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

In accordance with the C*hild Protection Act 1999*, if a staff member, teaching, or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to the CEO and Executive Principal, Principal or to the College Reporting Delegate. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

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

The Independent Schools Queensland's Child Protection Decision Support Trees in *Appendix A* contain information on the process for reporting all types of harm, including sexual abuse.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form *Appendix B* of this Procedure. The Child Protection Guide referred to in the attached decision trees (Appendix A) is the on-line Child Protection Guide produced by the Queensland Government Child Safety department from time to time which may be found at - QLD Child Protection Guide.

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

Any report made under this section or the College's Child Protection Policy will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899.*

This commitment is evidence of The Moreton Bay Colleges' fulfilment of the requirements of Schedule 1, section 2(4) of the Regulation.

4. *Managing Breaches of this Child Protection Procedure*

The Moreton Bay Colleges are committed to appropriately managing breaches of this Child Protection Risk Management Strategy Procedure in accordance with their other relevant policies as appropriate in the circumstances, such as their Child Protection Policy, Employees Code of Conduct, Complaints Policy and Enterprise Bargaining Agreement, and this is evidence of fulfilment of the requirements of Schedule 1, Section 2(5) of the Regulation.

Child Protection Risk Management Strategy Procedures

5. *Blue Card Procedures*

The Moreton Bay Colleges are committed to acting in accordance with Chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, the Colleges will:

- Require relevant prospective or current employees, volunteers, trainee students and College Board members to apply for a Blue Card or Exemption Notice and check the validity and appropriateness of any currently held notices as appropriate, in accordance with position descriptions and the Act prior to commencement of their engagement.
- Complete and authorisation to confirm a valid card application when necessary
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information
- 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
- Submit a 'no longer with organisation' form when appropriate
- Appoint a school contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions, and outcomes, including the dates of expiry of Blue Cards and Exemption Notices.
- Ensure that all information in relation to Blue Cards and Exemption Notice and any changes in police information up to date and apply for a renewal prior to expiry
- Take appropriate action if an employee, volunteer, trainee student or Board member fails to submit a renewal application prior to their Blue Card or Exemption Notice expiring.

This commitment is evidence of The Moreton Bay Colleges' fulfilment of the requirements of Schedule 1, Section 2(6)(b) (1)(f)(ii) of the Regulation.

6. *High Risk Management Plans*

With respect to any high-risk activities or special event the Moreton Bay Colleges are committed to identifying risks, assessing risks, and either eliminating or mitigating risks inherent in such activities to an acceptable level and the Colleges will monitor the risk to the safety of children on an ongoing basis. The Colleges will utilise various risk management tools to assist in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.
This commitment of evidence of The Moreton Bay Colleges' fulfilment of the requirements of Schedule 1, section 2(7) of the Regulation.

7. *Strategies of Communication and Support*

The Moreton Bay Colleges are committed to making the Child Protection Policy and the Child Protection Risk Management Strategy Procedure available to students, parents, and employees via appropriate avenues (including their Enrolment Package, Staff Manual and respective College websites). Such commitment is evidence of fulfilment of the requirements of Schedule 1, section 2(8)(a) of the Regulation.

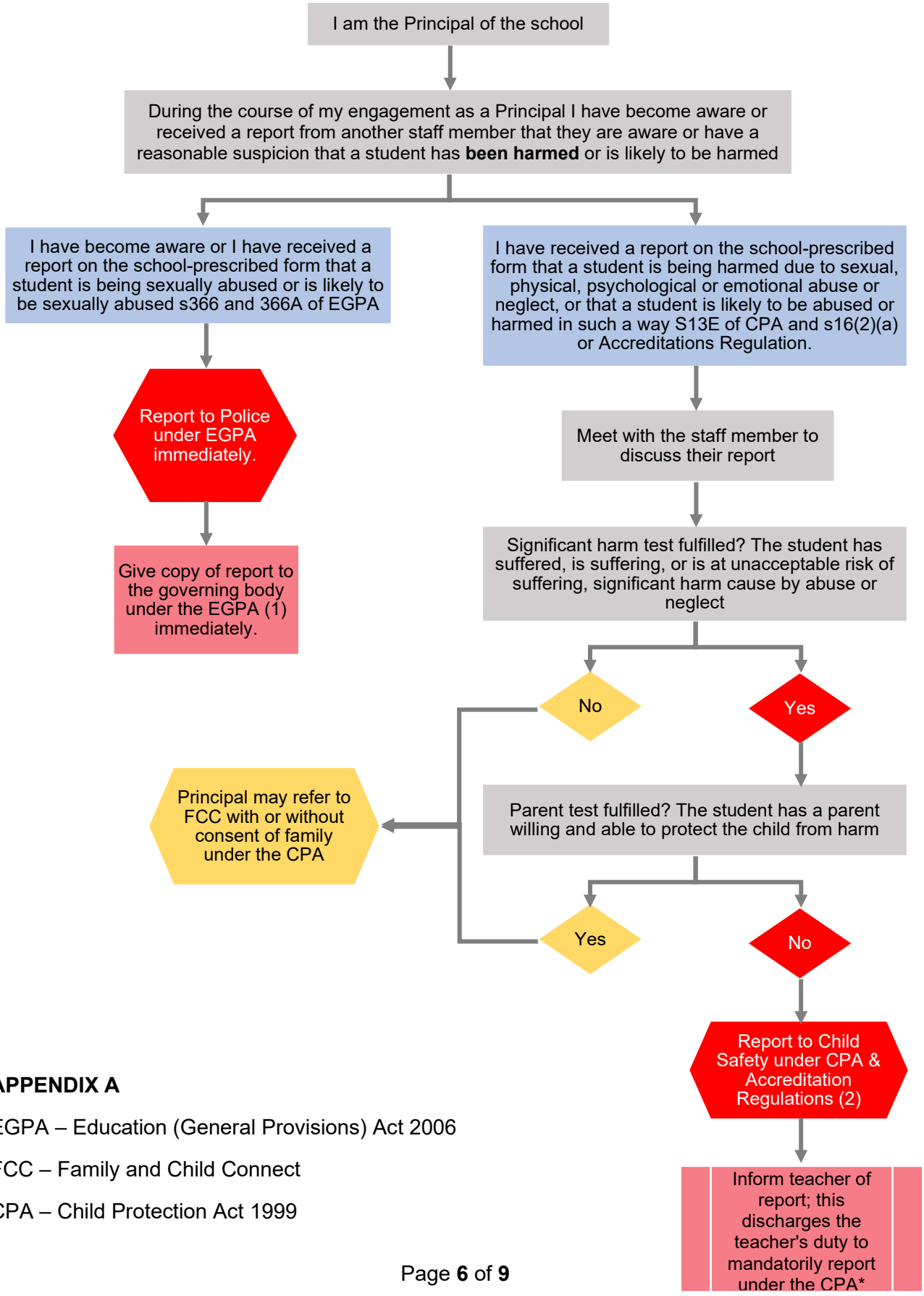
Child Protection Risk Management Strategy Procedures

The Moreton Bay Colleges are committed to training employees in relation to risks to children and will conduct training regularly via annual formal staff training days, informal updates at staff meetings and discussions between managers and their staff. This is evidence of fulfilment of the requirements of Schedule 1, section 2(8)(b) of the Regulation.

8. Responsibilities

The Moreton Bay Colleges are responsible for developing and implementing this Child Protection Risk Management Strategy Procedure and related policies to ensure it fulfils its obligations.
All employees at the Moreton Bay Colleges are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Child Protection Risk Management Strategy Procedures



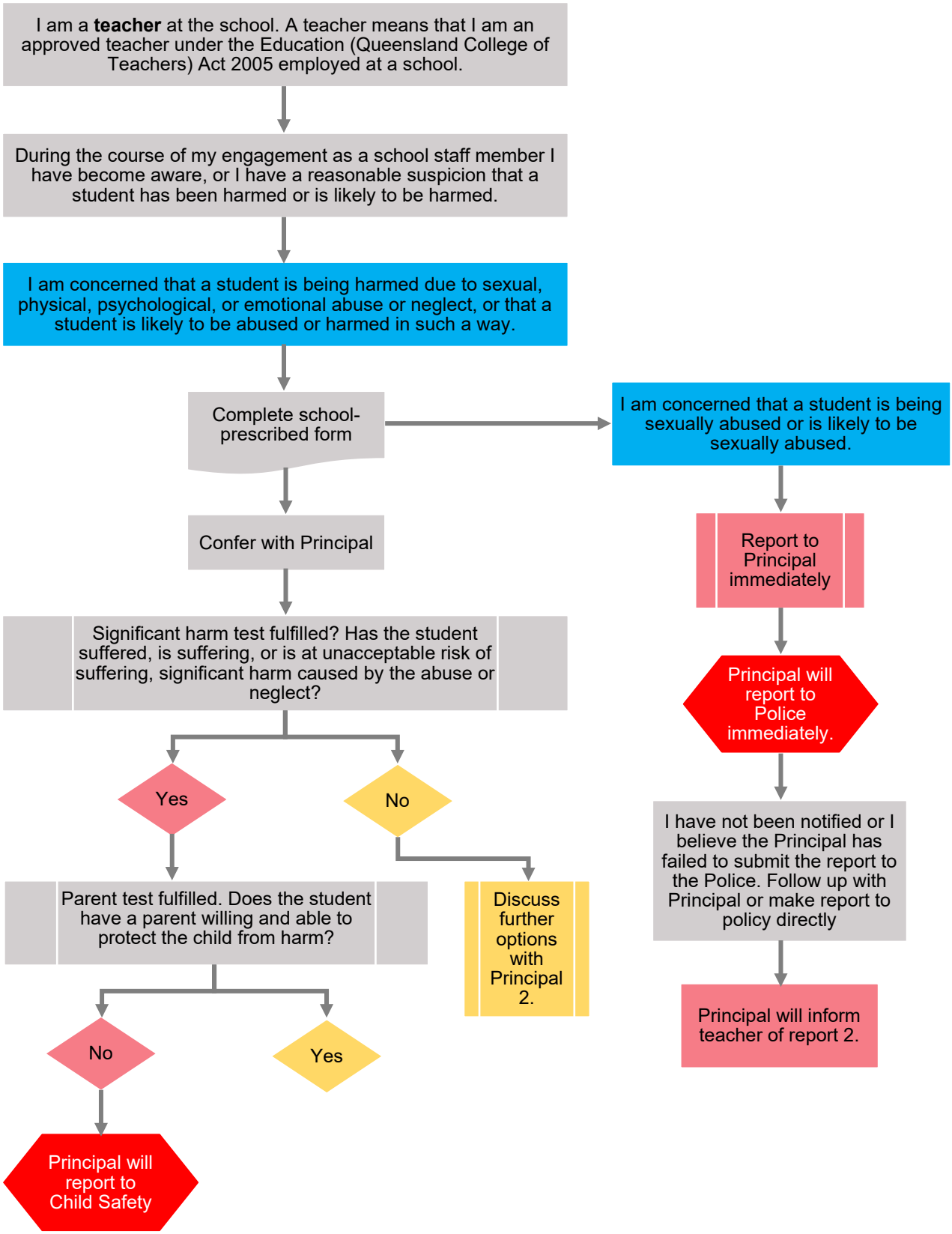
APPENDIX A

EGPA – Education (General Provisions) Act 2006

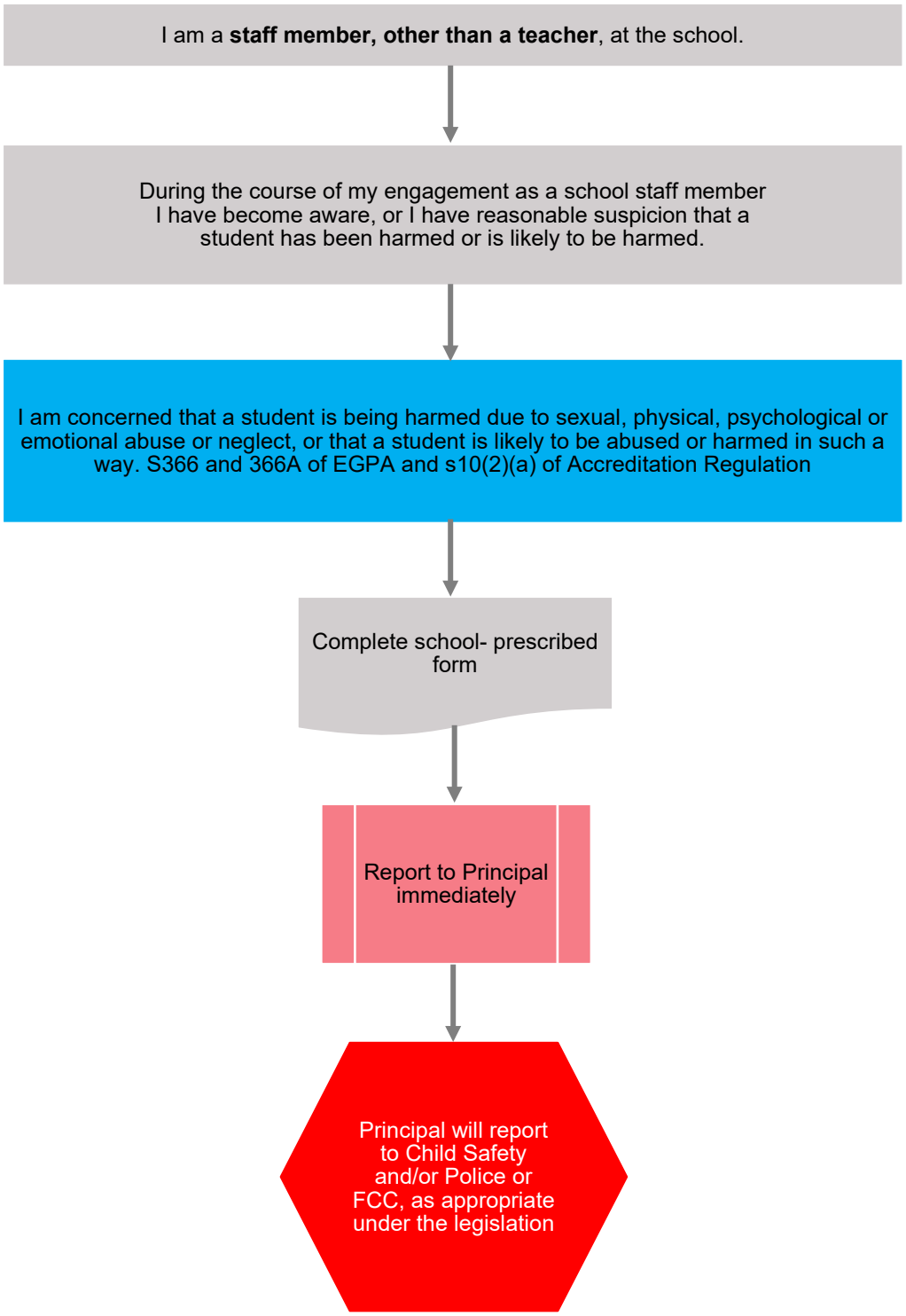
FCC – Family and Child Connect

CPA – Child Protection Act 1999

Child Protection Risk Management Strategy Procedures



Child Protection Risk Management Strategy Procedures



Child Protection Risk Management Strategy Procedures

DOCUMENT CONTROL INFORMATION

Document Status

The current status of this document is shown below.

Policy	Child Protection Procedures
Version	V6
Issue Date:	January 2024
Revision Date:	November 2024
Owner:	CEO and Executive Principal
Confidentiality	N/a

Document History

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
1.0	March 2015	
2.0	March 2017	Annual review
3.0	October 2017	Further review of decision trees
4.0	March 2021	Annual review
5.0	August 2023	Annual review and further review of decision trees
6.0	January 2024	Respond to NSSAB correspondence
7.0	November 2024	Annual review

Approval This document has been approved for publishing by:

Reviewed by	CEO Executive Principal
Authorised by	Board

Distribution

Controlled paper copies of this document are distributed as follows:

No.	Issued To
N/A	