



1. Preamble

Mt St Michael's College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

In responding to this call Mt St Michael's College is a Christ-centered community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

2. The Strategy

The Mt St Michael's College Child and Youth Risk Management Strategy has been developed in compliance with our obligations under the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2020 to promote and protect children and young people.

3. Rationale

The purpose of this strategy is to create and promote a child-safe environment by implementing strategies to identify and minimize risk of harm to children and young people.

As our mission statement attests:

Mt St Michael's College aims to provide an excellent education to students in a Catholic educational environment administered through Mary Aikenhead Ministries. Students educated at Mt St Michael's College will be nurtured in the tradition of the Sisters of Charity to be principled young women with a passion for life, a commitment to justice and the courage to live out the teachings of Jesus.

Our values of Hope, Justice, Love and Compassion, were gifted to us by the Sisters of Charity and underpinned all that we do.

4. Scope

The Child and Youth Risk Management Strategy applies to students and staff, including full-time, part-time, permanent, fixed-term and casual staff, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Eight Minimum Requirements of the Strategy

There are eight minimum requirements which addresses the Mt St Michael's College Child and Youth Risk Management Strategy. These are:

1. Statement of Commitment
2. Code of Conduct

3. Recruitment, selection, training and management
4. Handling disclosures or suspicions of harm, including reporting guidelines
5. Managing breaches
6. Risk management plans for high-risk activities and special events
7. Compliance with the requirements of the blue card system
8. Communication and support.

1. Statement of Commitment

Mt St Michael's College is committed to providing education and care to children and young people to assist them to develop into high achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.

The College is committed to ensuring the safety and wellbeing of our students and is dedicated to protecting them from harm.

At Mt St Michael's College we have zero tolerance for child abuse. Our child protection responsibilities are of the utmost importance for the College and, as such, the College is committed to providing the necessary resources to ensure compliance with all relevant child protection laws, regulations and standards, and to maintain a safe and supportive environment for all children and young people.

Mt St Michael's College demonstrates commitment to the safety and wellbeing of children and young people by:

1. implementing strategies that promote child safety and wellbeing through the leadership, governance and culture of the College;
2. listening to the views of students and keeping students informed about decisions that affect their safety and wellbeing;
3. involving families, carers and relevant communities in decision making processes that support the development of a child safe culture and environment;
4. promoting equity and respecting the cultural diversity of families and reflecting this in our policies and practices;
5. maintaining robust selection, recruitment and training practices for directors, staff, contractors and volunteers and supporting all personnel to uphold child safety and wellbeing values;
6. responding swiftly and sensitively to any child safety concerns and applying clear procedures for managing and reporting child safety concerns;
7. investing in regular training and education so that staff are able to recognise the nature and indicators of child abuse and other harm and how to build safe environments for young people;
8. promoting policies and procedures that help to mitigate risks to young people in online environments and supporting teachers and parents/carers by sharing helpful advice and resources about e-safety;

9. supporting and promoting the National Child Safe Principles by regularly reviewing our practices to ensure that the safety and wellbeing of children and young people is at the forefront our decisions; and
10. implementing policies and procedures that support child safety.

2. Code of Conduct

Mt St Michael's College operates on a philosophy of restorative justice that promotes understanding and acceptance and a commitment to restore relationships and build trust. The College has developed codes of conduct and standards of behaviour for employees, students, and parents.

(a) Employee Code of Conduct

Mt St Michael's College requires all employees to maintain a high standard of personal and professional conduct guided by Mission and to comply with all Mt St Michael's College policies and procedures. Expectations are clearly outlined in the Employee Code of Conduct.

The Mt St Michael's College Student Protection Processes and Guidelines clearly states the expectations of behaviour for all community members when interacting with students in our College and the consequences of failing to do so.

(b) Student Positive Behaviour Policy

Mt St Michael's College strives to build a safe and positive school environment where the dignity of all members of the community is honoured. The development of positive relationships is a shared responsibility of staff, students and families. The Mt St Michael's College Student Positive Behaviour Policy prioritises respectful relationships and safety in response to the rights and needs of all members of the community. A safe and supportive environment respects the rights of all students to learn, the rights of all teachers to teach and the rights of all members of the College community to be safe.

(c) Positive Behaviour Support Strategy

The Positive Behaviour Support Strategy implemented at Mt St Michael's emphasises the importance of the development and maintenance of positive relationships between all community members. This strategy is underpinned by the College values of Hope, Love, Justice and Compassion and focuses on proactive and early interventions in behaviour matters to ensure engaged classrooms where students can reach their full potential.

The Positive Behaviour Support Strategy is founded on a system of tiers to support students to demonstrate expected behaviours as per the Mt St Michael's College Positive Behaviour Matrix, which is accessible in the Student College Diary and visible in learning spaces. Responses to unexpected behaviours are outlined in the Positive Behaviour Support Policy which is available in Teams. The policy outlines the importance of restorative practices in resolving behaviour and relationship concerns as well as appropriate consequences when necessary.

(d) Parent/Guardian/Carer Code of Conduct

Parents, guardians and carers are the most important role models for a child. Therefore, Mt St Michael's College expects a high standard of conduct consistent with our values from parents, guardians and carers that will contribute to a collaborative College culture. These expectations apply while on College grounds, attending College events, using social media and emails which is related or could reasonably be connected to their role as a parent/guardian/carers at the

College or communicating with staff, parents/guardians/carers or other College community members. The Parent/guardian/carer Code of Conduct is signed upon enrolment and is available on the College website.

3. Recruitment, Selection, Training and Management

(a) Recruitment and Selection

It is the intention of the College to appoint staff who support the ethos of the College and who are qualified, highly competent and suitable for working with young people. As the College is a Catholic College under the Stewardship of Mary Aikenhead Ministries, the College reserves the right to make decisions regarding employment based on suitability in supporting this tradition, College expectations and policies.

The recruitment process is outlined in the College's Recruitment and Employment Policy.

The processes adopted when employing staff at Mt St Michael's College include child safe recruitment practices which are embedded in all stages of the recruitment cycle including:

- 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 College's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or working with children screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidate's eligibility to engage in activities including children.
- A selection process that includes assessing the application via an interview process and referee checks (including the current Principal for a teaching position) based on the position description.
- A probationary period of employment, which allows the College to further assess the suitability of the new employee and to act as a check on the selection process.

All teachers are required to produce evidence of current teacher registration with the Queensland College of Teachers (QCT) before they commence work at Mt St Michael's College. Directors and non-teaching employees working at Mt St Michael's College are required to comply with the Working with Children Screening Procedures. All volunteers and pre-service teachers who work with students and who require a working with children authority under the Working with Children (Risk Management and Screening) Act 2000, are required to obtain a working with children clearance or exemption and keep it current. The College operates on a no card, no start basis.

(b) Training and Management of Employees

Mt St Michael's College ensures that its training and management procedures act to reduce the risk of harm to students from employees via:

- Management processes that are consistent, fair, supportive and align with the College values.
- Performance management processes that encourage and support employees in enhancing their professional practices, ensuring constructive improvement and positive, growth-oriented focus.
- Supportive processes for staff when they are experiencing challenges, such as coaching, mediation, additional training, and external support and counselling services.
- An induction program which addresses the College'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 minimise exposure to risks.
- Maintaining records of all training activities provided to employees.
- Exit interviews to assist the College to identify broader issues of concern that may impact on the safety and wellbeing of students at the College.

All staff must complete mandatory in person training in Child Safeguarding (including Student Protection Processes) every year. Child Safeguarding training covers our responsibilities in relation to reporting by staff of suspicions or allegations of sexual abuse/likely sexual abuse of students, harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect and inappropriate behaviour of staff to students.

This training provides staff with skills to effectively respond to and report suspicions or allegations, as required by law. New employees must complete this training within four weeks of commencing work at the College.

The College also encourages staff to attend professional learning courses. Student Protection Contacts attend the annual training provided by Queensland Catholic Education Commission (QCEC). Many of the courses offered to employees relate to the safety and wellbeing of students. For example, courses are offered from time to time on bullying, behaviour management of students, cyber security for young people and students at risk of harm.

Where there is a complaint or allegation in relation to an employee of inappropriate behaviour, unsatisfactory performance or misconduct, the Principal will take all appropriate management action, which may include requiring employees to undertake additional training, mentoring employees, suspending an employee or dismissal.

This commitment is evidence of fulfilment of the requirements of Schedule 1 s.2(3).

(c) Student Wellbeing

Student Wellbeing is a vital part of the culture at Mt St Michael's College. Academic engagement and success and student wellbeing are intrinsically linked; therefore, student wellbeing is an important focus of the College community. The vision for pastoral care at Mt St Michael's College is a 'Positive School for Individual and Community

Flourishing' in alignment with the OECD directive of the primary purpose of education is human flourishing.

At Mt St Michael's College the Positive Education Program teaches the knowledge, cognitive skills and practices required for human flourishing underpinned by Positive Psychology. The Positive Behaviour Strategy incorporates Restorative Practices to ensure a community that is compassionate, just and safeguards the wellbeing of all members. The goal is to animate the College values of Love, Hope, Compassion and Justice in all contexts to promote an environment that attains and sustains student wellbeing.

Mt St Michael's College has an experienced Student Wellbeing Team which consists of Year Level Pastoral Leaders and College Counsellors. The Student Wellbeing Centre provides a place of support and access to key personnel. The Pastoral Leaders provide care and guidance in matters relating to wellbeing, managing relationships and developing strategies for success in the classroom. The College Counsellors are available to work individually with students to develop personalised strategies for self-care, safety and to manage the support of students who are socially, emotionally or psychologically at risk. The College liaises with families and external providers to ensure effective and consistent support to students with diagnoses and through the process of seeking assessments.

All staff members are responsible for fostering positive relationships with students; either directly through their interactions with students on a day-to-day basis or indirectly by being positive and professional role models for students.

The College has developed several policies, processes and resources to support the pastoral care and wellbeing of students. These policies and processes include, but are not limited to:

- Positive Education Program
- Guest Speakers on topics such as cyberbullying, on-line safety and consent education
- Student Protection Policy, Procedures and Guidelines
- Student Positive Behaviour Policy
- Preventing and Responding to Student Bullying
- Digital Citizenship Policy and Information Technology Use Guidelines
- Behaviour/Positive Relationships/Student Protection general guidelines in Student Diary
- Student Attendance Policy and Procedures
- Positive Behaviour Strategy. Professional Development, practices, processes
- Restorative Practices Procedures and processes
- Student Behaviour Support Policy and Procedures and the template for School Behaviour Support Plan
- Evacuation and Lockdown Procedures
- Administration of Medication Policy

4. Disclosure or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Mt St Michael's College Student Protection Policy, Processes and Guidelines, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the Student Protection Reporting Form or Inappropriate Behaviour Reporting Form available on Teams or the electronic form available on the Queensland Government website in consultation with the Student Protection contact at the College.

Student Protection Policy, Processes and Guidelines

The processes detailed in the Mt St Michael's College 'Student Protection Policy' and 'Student Protection Processes' were developed by the Queensland Catholic Education Commission (QCEC), in consultation with Catholic School Authorities, in order to meet legislative and procedural processes for responding to, and reporting, abuse, harm, likely harm and behaviour of a staff member that a student considers inappropriate. The College conducts in person Student Protection Training at the beginning of each College year with practical scenarios workshopped to ensure a safe environment and to embed an organisational culture of child safety within the College. Training is provided for new staff as part of induction processes at the beginning of each term.

The policy sets out a summary of the actions that must be taken if a staff member has concerns or suspicions, or makes allegations about suspected abuse of, or harm to, a student or if there is a report of behaviour by a staff member that a student considers is inappropriate. In general terms the process for responding to and reporting student protection concerns is as follows:

IDENTIFY – Identify student protection concerns through recognising the signs of abuse and harm, and through disclosures or receipt of information.

CONFER - Seek guidance and support – if necessary, confer with the Principal, Dean of Student Wellbeing or Psychologists/Counsellors, or use resources such as the Child Protection Guide to establish whether a 'reasonable suspicion' has been formed.

REPORT - Where a reasonable suspicion of abuse, harm or inappropriate behaviour is formed – report the concerns according to the specific processes outlined in this document.

SUPPORT - Remain focused on the support needs of the student and liaise with the Principal around any planning or actions that are required.

Mt St Michael's College has processes to enable staff to report concerns about student wellbeing, including allegations or suspicions of sexual abuse or likely sexual abuse of a student, harm or risk of harm to a student or inappropriate behaviour of a staff member towards a student. These processes are detailed in our Student Protection Policy, Processes and Guidelines which is published on the College website.

Under the Education (Accreditation of Non-State Schools) Regulation 2017 (Section 16(3)), Mt St Michael's College has at least two nominated staff members to whom a student can report behaviour of another staff member that the student considers inappropriate. The names of these Student Protection Contacts are recorded in the Student College Diary and names and photos on posters that are visible in all learning spaces.

In accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal 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 College.

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

This commitment is evidence of Mt St Michael's College's fulfillment of the requirements of Schedule 1 s.2(4).

5. Managing Breaches

Mt St Michael's College considers any breach of the Child Youth Risk Management Strategy a serious matter. A breach is defined as any action or inaction by a College community member that does not comply with any aspect of the Child Youth Risk Management Strategy.

Breaches may be managed as follows:

- In cases where the alleged breach pertains to a report of inappropriate behaviour by a staff member towards a student, it will be addressed following the procedures outlined in the 'Student Protection Policy, Processes and Guidelines'
- Should the alleged breach involve any actions or lack thereof by a Board Director, Staff Member, Volunteer, Third Party Contractor, External Education Provider, parent/carer, visitor, or student that does not adhere to any aspect of the College's student protection framework, it will be managed according to the process specified in the 'Student Protection Policy, Processes and Guidelines'.
- If the alleged breach concerns the conduct of an employee, it will be handled appropriately in line with the Employee Code of Conduct, Professional Conduct and Diminished Performance Policy, and the Enterprise Bargaining Agreement.
- In instances where the breach is related to a complaint submitted through the Complaints Management Policy, that complaint will be processed in accordance with the established procedure for managing complaints.

6. Risk Management Plans for High Risk Activities

(a) Risk Management Framework

Mt St Michael's College is committed to providing a safe and supportive environment for students, staff and the wider community. The College has developed a comprehensive risk management policy to ensure that:

- The safety and well-being of employees, students and the wider community is given the highest priority in their interaction with the College.
- The heritage and mission of the College as a Catholic school that educates under the stewardship of Mary Aikenhead Ministries is preserved and enhanced.
- The College conforms to all legal and regulatory requirements.
- Employment policies and practices are implemented to provide staff with a workplace established in fairness and justice.
- The College's reputation is strengthened through excellence in educational offerings, service delivery, marketing or fund-raising activities.
- The internal financial controls are in place to safeguard the College's assets effectively.
- Buildings, facilities, equipment, materials, copyright and trademarks are managed with care, reflecting responsible stewardship.

The College has also developed a risk management framework to improve risk management throughout the College. Through monitoring all levels of the College's risk management plans, the Board oversees the College's commitment to safety and good work practices for its staff, students and wider community.

(b) Risk Management for High Risk Activities

Mt St Michael's College is committed to a proactive approach to our duty of care to protect students from harm by implementing risk mitigation strategies through our Risk Assessment processes.

The Principal is responsible to approving all activities which are considered high risk. These may include:

- Residential Retreats and Camps
- Excursions
- Immersions
- Tours.

Prior to any such activity taking place a Risk Assessment must be conducted by a member of the College Leadership Team. Each risk assessment includes:

- Name of person undertaking the assessment;
- Name and date of event;
- Each key risk category identified;
- A description of what could go wrong;
- Any contributing factors detailing what could contribute to something going wrong;
- Management and controls to be put in place to reduce the identified risks;
- Risk Assessment Action Plan detailing actions to be taken.

This commitment reflects Mt St Michael's College's adherence to the requirements of Schedule 1 s.2(7).

(c) Other strategies to minimize risk of harm to students

Mt St Michael's College has implemented other strategies to manage risk of harm to students. These include:

- Supervision – Teachers must manage the supervision of students to ensure the safety and wellbeing of students.
- Critical Incidents – Staff are trained to manage emergency situations and critical incidents.
- Fire Evacuation and Lockdown- Staff and students participate in drills to practice fire evacuations and lockdowns.
- Visitors to the College – Procedures in place for the management of visitors and other outsiders, including relevant signage and directions and procedures for signing in and out of the College.
- General Safety – The College has Work Health and Safety Policies and Procedures and undertakes annual WHS training for staff and students.
- Accident Management – Procedures are in place to manage and report incidents and hazards at the College.
- Media/Communications strategies – Mt St Michael's College must obtain the permission of parents/guardians for the use of student photographs and names in any materials issued to the public in printed or electronic form. Identifying information of students is not used in promotional material without consent of the parents/guardians and the students concerned. Specific informed consent is obtained for any publication of names and photos in media outside the consent already given to the College.
- Digital Responsibilities – all staff, students and visitors are required to adhere to the College's Information Technology Policy.
- Cyber Safety – Cyber safety is managed through a 'whole of College community' approach involving students, staff and parents/carers.
- Counselling Services – Psychologists /Counsellors are employed by the College to offer support and guidance to all students.

7. Compliance with the Blue Card System

(a) Working with Children Clearance Procedures (Blue Card/Exemption)

Mt St Michael's College has developed a Working with Children Clearance Procedure which details requirements in accordance with the Working with Children (Risk Management and Screening) Act 2000 to ensure that the required personnel have relevant working with children authority.

The College is 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 College:

- Requires relevant prospective or current employees, volunteers, coaches, pre-service teachers and board and committee members to have working with children authority, and check the validity and appropriateness of any currently held notices, prior to the commencement of their engagement.
- Does 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.
- Ensures all relevant prospective employees and volunteers acknowledge and sign a Restricted Person Declaration declaring they are not a restricted person prior to commencing their engagement.
- Does not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Links and unlinks individuals as they commence and conclude their engagement with the College.
- Has appointed the Human Resources Officer to be responsible for managing the working with children screening process and all related documentation and records.
- Keeps written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- Ensures that all information in relation to working with children authority is kept confidential.
- Acts to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Takes appropriate action if an employee, volunteer, trainee student or board member fails to submit a renewal application prior to their working with children authority expiring.

A centralised register of Blue/Exemption Card information is maintained through data capture in the College's database. The College ensures that details of any renewals, applications and changes in status are also followed up as appropriate by the Human Resources Officer.

All teachers must be registered with the Queensland College of Teachers. The Principal or delegate sights the original certificates of registration and qualifications before employment commences at the College.

This provides evidence of fulfilment of the requirements of Schedule 1 s.2(6)(b).

(b) Procedures for reviewing the Child and Youth Management Strategy

The Child and Youth Risk Management Strategy is an integral part of the suite of policies, procedures, and guidelines at Mt St Michael's College. To maintain its relevance and effectiveness, the strategy will undergo annual monitoring and review. This review will assess:

- compliance with policies and procedures;
- any incidents related to the risk management of children and young people;
- the actual methods employed to handle any incidents;

- the success of policies and procedures in preventing or reducing harm to children and young people; and
- the content and frequency of training concerning Child and Youth Risk Management Strategies

After the review, employees, parents, and volunteers will be informed of any modifications to policies and procedures resulting from the review, and training will be provided where necessary.

The introduction of this Child and Youth Risk Management Strategy confirm Mt St Michael’s College’s commitment to implementing and reviewing the Strategy annually and is evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to implementation and review.

8. Communication and Support

The Child and Youth Risk Management Strategy has been made available on the College website along with the Student Protection Policy, Processes and Guidelines.

The Principal ensures that the Child and Youth Risk Management Strategy is communicated to parents, employees, volunteers, and other personnel by:

- Placing the Child and Youth Risk Management Strategy on Teams and the College website;
- Communicating frequently with the College community:
 - at College events and functions,
 - via the ‘Spirit’, College newsletter,
 - via e-mail to staff, students and parents.

This is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a)

Mt St Michael’s College is Committed to educating its employees about potential risks to students and provides this training consistently through yearly online courses, professional development sessions, informal staff updates, and ongoing conversations between managers and their staff.

5. Policy Management

This Policy may be reviewed annually (or as required) and updated to reflect appropriately the changes to the legislative framework and the College’s operations and activities.

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1.0	06 June 2025	Principal	06 June 2025	Principal	Principal

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.