



# St Hilda's School Outside School Hours Care CHILD AND YOUTH RISK MANAGEMENT STRATEGY 2025

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APPROVAL			
Name	Role	Signature	Date
<b>Developed by:</b>			
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<b>Endorsed by:</b>			
Mrs Virginia Warner	Principal St Hilda's School		13/11/2024
<b>Approved by:</b>			
Mrs Catherine O'Sullivan	Executive Director Anglican Schools Commission		21/01/2025

## 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

This Strategy applies to all children, parents, employees, volunteers and visitors of St Hilda's School OSHC.

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

<b>Regulated business</b>	<b>Regulated employment</b>
<i>St Hilda's School Outside School Hours Care (OSHC)</i>	<i>St Hilda's School Outside School BHours Care (OSHC)</i>  <i>Note employment includes any work - paid/unpaid, full time, part time, casual, individual contract, by formal or informal arrangement.</i>

### KEY ROLES AND RESPONSIBILITIES

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

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 Nominated Supervisor and the School Council.

Role	Nominees
Child and Youth Risk Management Committee	<ol style="list-style-type: none"> <li>1. Pete Shaw – Acting Deputy Principal - Middle Senior School <b>(SPO) (Chair)</b></li> <li>2. Natalie Hanau – Executive Assistant to the Deputy Principal, Head of Senior School <b>(Secretariat)</b></li> <li>3. Lisa Cleverly – Nominated Supervisor St Hilda’s School Pre-Preparatory <b>(SPO)</b></li> <li>4. Josie deRooy – Payroll and Compliance Officer/Blue Card Coordinator</li> <li>5. Debbie Buckley – School Council</li> <li>6. Mandy Rice – Human Resources Manager</li> <li>7. Amanda Rigby – Head of Boarding <b>(SPO)</b></li> <li>8. Danielle Wruck – Director of Business and Operations, Parent of a St Hilda’s student</li> <li>9. Chan Welfare – Head of Junior School <b>(SPO)</b></li> <li>10. Lisa Roper – Head of Middle School <b>(SPO)</b></li> <li>11. TBC – Head of Senior School <b>(SPO)</b></li> <li>12. Virginia Warner – Principal</li> </ol>
Compliance Sub-Committee	<ol style="list-style-type: none"> <li>1. Josie deRooy – Payroll and Compliance Officer/Blue Card Coordinator <b>(Chair)</b></li> <li>2. Mandy Rice – Human Resources Manager</li> <li>3. Kaitlin Barrell – Head of Enrolments</li> <li>4. Lisa Cleverly – Nominated Supervisor St Hilda’s School Pre-Preparatory <b>(SPO)</b></li> <li>5. Peter Shaw – Acting Deputy Principal - Middle Senior School <b>(SPO)</b></li> <li>6. Michelle Leftwich – Deputy Head of Junior School</li> <li>7. Bree Haynes – Head of Community and Partnerships</li> <li>8. Mel Lilley – Director of Sport and Coaching</li> <li>9. Olivia Blair – Junior School Sport Coordinator</li> </ol>

## MONITORING AND REVIEW

### Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee. The Committee reports to the Nominated Supervisor and the School Council. This reporting occurs, at least, quarterly.

### Review

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

## 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 St Hilda's School OSHC.

*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 v1.2 (2024)

## STATEMENT OF COMMITMENT: IMPLEMENTATION

### **Communication and support:**

St Hilda's School OSHC currently does the following to communicate to and support people in our ECS community to understand and implement the Statement of Commitment:

<b>Action</b>	<b>Lead</b>
ASC Protecting Children and Young People in Anglican Education Policy, and Guidelines and Procedures displayed in Pre-Preparatory Office, OSHC Office, OSHC Rooms.	Director of Pre-Preparatory - Lisa Cleverly
Statement of Commitment placed on display in Pre-Preparatory Office, OSHC Office and at entrance to the OSHC Rooms.	Director of Pre-Preparatory - Lisa Cleverly
Statement of Commitment advertised on School's website, OSHC Handbook and in the OSHC Educators' Handbook and on the Staff Portal for staff access.	Director of Pre-Preparatory - Lisa Cleverly
'Child Protection is your Business' poster and other child protection information for educators displayed in Pre-Preparatory.	Pre-Preparatory Administration Officer - Tere Brown
Child Protection Contacts are clearly visible via the School's website, in the OSHC Handbook, Student Organiser and on posters on display in OSHC Rooms.	Director of Pre-Preparatory - Lisa Cleverly
Principles of Child Safe Organisation displayed in OSHC Rooms.	Director of Pre-Preparatory - Lisa Cleverly
Education for new families on Statement of Commitment and Principles of Child Safe Organisations and where this documentation can be found occurs at the beginning of each year through correspondence.	Director of Pre-Preparatory - Lisa Cleverly
Letter informing/reminding OSHC families of the Statement of Commitment, Child Protection Contacts and Child and Youth Risk Management Strategy along with parental education pertaining to child protection emailed to families at the beginning of the year and during Child Protection Week each year.	Director of Pre-Preparatory - Lisa Cleverly
Annual educator reflection on Statement of Commitment and how they uphold the Statement of Commitment.	OSHC Co-ordinator – Annika Wilson
Annual training to review with OSHC Educators the Statement of Commitment, ASC Protecting Children and Young People in Anglican Education Policy and Guidelines and Procedures, Principles of Child Safe Organisations and how to access these documents in OSHC and on the Staff Portal.	Director of Pre-Preparatory - Lisa Cleverly
Ensure that Child Protection Contacts are updated for 2025 in relevant locations around OSHC and on Website, in Student Organiser and OSHC Handbooks.	Director of Pre-Preparatory - Lisa Cleverly
Promote child safety and children's rights during Child Protection Week and Children's Week	Director of Pre-Preparatory - Lisa Cleverly OSHC Co-ordinator – Annika Wilson
Seek feedback from the girls and families regarding OSHC providing a safe and nurturing environment, when children feel safe /unsafe and what we do that makes them feel safe/unsafe, and reflect upon this feedback for possible further actions.	Director of Pre-Preparatory - Lisa Cleverly OSHC Co-ordinator – Annika Wilson

## STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
ASC Working with Children in Anglican Education Policy	1.2 Effective date: 31/12/2024	Pre-Preparatory Office Staff Portal
ASC Working with Children in Anglican Education Guidelines and Procedures	1.0 Effective date: 18/8/2020	Pre-Preparatory Office Staff Portal
National Principles of Child Safe Organisations	2018	Pre-Preparatory/OSHC Staff Area Abbey 4 Pre-Prep Classrooms Pre-Prep Noticeboard Staff Portal

## STATEMENT OF COMMITMENT: PLANNED ACTIONS

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

Action	Lead
<p><b>B1:</b> Professional development of educators to further understand the Statement of Commitment, in particular on Anglican Ethos and the meaning of the following statement:</p> <p><i>'Anglican Schools and Education &amp; 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.'</i></p>	Director of Pre-Preparatory - Lisa Cleverly

## 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 St Hilda's OHSC will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- Any changes to the approved Action Plan, including failure to deliver on intended actions within agreed timeframes, are to be detailed by the CYRMS Committee in their quarterly reporting. The Nominated Supervisor and School Council are to consider these changes and take appropriate action. Where failure to deliver an intended action indicates a performance issue for individual/s, it is to be managed as such, using approved performance management processes.
- In the absence of specific reference, the following approved Policies and Procedures outline how to manage breaches:
  - Protecting Children and Young People in Anglican Education Policy and Procedures
  - Complaints Management in Anglican Education Policy and Procedures
  - Working with Children in Anglican Education Policy and Guidelines and Procedures
  - Performance Management Policy and Procedures
  - Whistleblowers Policy and Procedures
- The Approved Provider and the Executive Director, Anglican Schools Commission, will be notified of any serious matters in writing. Serious matters include but are not limited to those that indicate a breach of law, or create a post mitigation, high (or greater) level of risk within the Service.

### MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
ASC Protecting Children and Young People in Anglican Education Policy	V1.3 Effective date: 31/12/2024	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal Website
ASC Protecting Children and Young People in Anglican Education Guidelines and Procedures	V1.2 Effective date: 1/6/2024	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal Website
ASC Complaints Management in Anglican Education Policy	1.0 Effective date: 1/6/2023	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal Website
ASC Complaints Management in Anglican Education Guidelines and Procedures	1.0 Effective date: 1/6/2023	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal Website
OSHC Performance Management Policy and Procedures	1.3 2025	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal

OSHC Procedural Fairness Policy and Procedures	1.2 2025	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal
ASC Whistleblowers Policy for Anglican Education	1.0 Effective date: 5/10/2020	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal Website
ASC Whistleblowers Procedures for Anglican Education	1.0 Effective date: 5/10/2020	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal Website
ASC Working with Children in Anglican Education Policy	1.2 Effective date: 31/12/2024	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal
ASC Working with Children in Anglican Education Guidelines and Procedures	1.0 Effective date: 1/6/2024	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal

## MANAGING BREACHES: PLANNED ACTIONS

The following actions are planned to further manage breaches:

Action	Lead
<b>C1:</b> All staff to sign off the Staff Handbook that references Managing Breaches annually or upon commencement of employment.	HR Manager/ Payroll & Compliance Officer
<b>C2:</b> Staff awareness of the CYRMS by having all educators read and sign off they have read and understood the CYRMS.	Director of Pre-Preparatory - Lisa Cleverly Payroll & Compliance Officer - Josie deRooy
<b>C3:</b> New educator awareness of the CYRMS by including the CYRMS in online Induction Program for all new educators.	Director of Pre-Preparatory - Lisa Cleverly Payroll & Compliance Officer - Josie deRooy
<b>C4:</b> Staff to acknowledge receipt and reading of the following policies at the beginning of the School year. <ol style="list-style-type: none"> <li>1. ASC Protecting Children and Young People in Anglican Education Policy</li> <li>2. ASC Protecting Children and Young People in Anglican Education Guidelines and Procedures</li> <li>3. ASC Complaints Management in Anglican Education Policy</li> <li>4. ASC Complaints Management in Anglican Education Guidelines and Procedures</li> <li>5. ASC Working with Children in Anglican Education Policy</li> <li>6. ASC Working with Children in Anglican Education Guidelines and Procedures</li> <li>7. St Hilda's School Performance Management Policy</li> <li>8. St Hilda's School Performance Management Procedure</li> <li>9. ASC Whistleblower Policy for Anglican Education</li> <li>10. ASC Whistleblower Procedures for Anglican Education</li> </ol>	Chairperson/ HR Manager/ Payroll & Compliance Officer



Statement of Commitment referenced and noted in Role Descriptions, performance agreements and review processes	HR Manager – Mandy Rice
OSHC Educators and families are invited to provide feedback through the review process in Term 3 on Child and Youth Risk Management Strategy.	Director of Pre-Preparatory - Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
Educators are aware of our Employer Assistance Program (EAP) , a voluntary, confidential and complimentary counselling service which can provide support to employees and volunteers when required. Educators are informed during the Induction process, annual reminders, OSHC Educator’s Handbook and in staff meetings throughout the year and information about the service is available on display in the Pre-Prep Staff Area and via the Staff Portal – Human Resources; Wellbeing Hub.	Human Resources Manager - Mandy Rice Director of Pre-Preparatory - Lisa Cleverly
School Psychologist available for support of educators.	School Psychologist - Tamara Sheppard, and Sophie Kruger
Families invited to give feedback during annual Policy review, Service Survey and regularly throughout the year.	Director of Pre-Preparatory - Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
Educators invited to give feedback during annual Service Survey and regularly throughout the year.	Director of Pre-Preparatory - Lisa Cleverly
Educators have discussions with Children to find out where they feel safe/unsafe and what they do when they feel unsafe. Feedback is reflected upon for future education sessions with children.	OSHC Co-ordinator – Annika Wilson
Teachers and Educators participate in annual professional development regarding behaviour guidance.	Director of Pre-Preparatory - Lisa Cleverly Pre-Preparatory  Teacher/Inclusion Support Leader - Karyn Turner  OSHC Co-ordinator – Annika Wilson
All visitors and contractors must sign in using the SINE system which includes the reading and signing off, of their understanding of the Statement of Commitment and child protection reporting procedures. A visitor/contractor pass is not issued until this is done.	Payroll & Compliance Officer – Josie deRooy Director of Pre-Preparatory – Lisa Cleverly
Additional staff who may work within the Pre-Prep/OSHC service required to read and sign-off on the Pre-Prep Creating Environments for Students to Thrive Form annually.	Director of Pre-Preparatory – Lisa Cleverly Pre-Prep and OSHC Administrator – Tere Brown
Progress of CYRMS action items reported regularly through CYRMS Meetings to CYRMS Committee.	Director of Pre-Preparatory – Lisa Cleverly

## COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

<b>Document</b>	<b>Version</b>	<b>Location</b>
ECS Induction Overview for new staff and volunteers		Pre-Preparatory Office
ASC Child Protection Refresher Materials	Issued annually	Pre-Preparatory Office Staff Portal
OSHC Child and Youth Risk Management Strategy	2025	Pre-Preparatory Office OSHC Office Website Staff Portal
ASC Protecting Children and Young People in Anglican Education Policy	1.2 Effective date: 1/6/2024	Pre-Preparatory Office OSHC Office OSHC Rooms Website Staff Portal
ASC Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.2 Effective date: 1/6/2024	Pre-Preparatory Office OSHC Office OSHC Rooms Website Staff Portal
ASC Working with Children in Anglican Education Policy	1.1 Effective date: 01/06/2024	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal
ASC Working with Children in Anglican Education Guidelines and Procedures	1.0 Effective date: August 2020	Pre-Preparatory Office OSHC office OSHC Rooms Staff Portal
National Principles of Child Safe Organisations	2018	Pre-Preparatory/OSHC Staff Area Pre-Preparatory/OSHC Kitchens Staff Portal Abbey 4
Code of Conduct: Our Commitment: Creating Environments for Children and Young People to Thrive	1.1 April 2019	Pre-Preparatory Office OSHC Office OSHC Rooms Staff Portal Website
Creating Environments for Students to Thrive	2024	Pre-Preparatory Office OSHC Office Staff Portal Website
Education and Care Services National Law	2013	Pre-Preparatory/OSHC Staff Area Abbey 4
Education and Care Services National Regulations	2017	Pre-Preparatory/OSHC Staff Area Abbey 4
St Hilda's School eSafety Commitment Charter and Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement	2025	Student Organiser
United Nations Convention on the Rights of the Child		OSHC Office OSHC Rooms Pre-Preparatory/OSHC Staff Area
CYRMS Action Plan Report (Progress notes of planned actions)	2025	Director of Pre-Preparatory

## COMMUNICATION AND SUPPORT: PLANNED ACTIONS

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

Action	Lead
D1: Purchase additional resources designed to be utilised in activities to support the education of the girls in personal safety.	Director of Pre-Preparatory – Lisa Cleverly OSHC Co-ordinator – Annika Wilson
D2: Educators participate in professional development regarding managing their own stress.	Director of Pre-Preparatory – Lisa Cleverly School Psychologist – Sophie Kruger

## E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

### CODES OF CONDUCT: IMPLEMENTATION

#### Communication and support:

St Hilda's School OSHC 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	<p>Induction – St Hilda's School and OSHC.</p> <p>Acknowledgement of understanding and agreeing to Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education &amp; Care Services) at the time of employment offer and induction.</p> <p>Training delivered to OSHC Educators on policies and procedures relating to relationships and interactions with children, families and educators and educators sign off on acknowledgement during annual policy training.</p> <p>OSHC Educators involved in annual policy review.</p>	<p>Families informed of Policies and Procedures relating to relationships with children, families and educators and invited to participate in review of these.</p> <p>Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education &amp; Care Services) on School Website under Pre-Preparatory page and available to families on Blackboard.</p> <p>Information relating to these policies and procedures and how to access them in Parent Handbook and communicated during Parent Information Sessions.</p> <p>Policies and Procedures can be found on the School Website, Staff Portal, and in Pre-Prep/OSHC Offices and OSHC Rooms.</p> <p>Staff annual mandatory training.</p>	<p>Human Resources Manager - Mandy Rice</p> <p>Director of Pre-Preparatory - Lisa Cleverly</p>
Volunteers – Parental and Student	<p>Volunteer Induction Course – including acknowledgement of understanding of Volunteer Handbook and completion of <i>Induction Overview New Volunteers and Staff V2</i>.</p> <p>Expectations for conduct included in SINE process on signing into School.</p>	<p>Documented requirement to undertake Volunteer Induction in Policies, Parent Handbook, on School Website on the OSHC Page and at the Parent Information Sessions during the year.</p> <p>Training delivered to OSHC Educators in Volunteer Induction Process and educators sign off on acknowledgement during annual policy training.</p> <p>OSHC Educators involved in annual policy review.</p>	<p>Director of Pre-Preparatory - Lisa Cleverly</p> <p>Pre-Preparatory Administration Officer – Tere Brown</p> <p>OSHC Co-ordinator – Annika Wilson</p>

<p>Parents/ families</p>	<p>Expectations of Children and OSHC Community displayed on Website for parents and families to access. Code of Conduct and Expectations of Children and OSHC Community discussed at Parent Information Sessions. Code of Conduct and Expectations of Children and OSHC Community included in Parent Handbook.</p>	<p>Families informed of Policies and Procedures relating to relationships with children, families and educators and invited to participate in review of these. Expectations of Children and OSHC Community displayed on Website for parents and families to access Code of Conduct and Expectations of Children and OSHC Community discussed at Parent Information Sessions Code of Conduct and Expectations of Children and OSHC Community included in Parent Handbook.</p>	<p>Director of Pre-Preparatory - Lisa Cleverly</p>
<p>Visitors</p>	<p>Expectations for conduct outlined in visitor letter emailed prior to visit. Expectations for conduct included in SINE process on visitor signing into School. Visitor required to complete and return <i>Induction Overview New Volunteers and Staff V2</i> prior to date of visit. These include:</p> <ul style="list-style-type: none"> <li>• ASC Ethos in Anglican Schools</li> <li>• Statement of Commitment</li> <li>• Volunteer/Visitor Induction Guidelines</li> <li>• Visitors' Procedures</li> <li>• Emergency Procedures</li> <li>• Handbook for Volunteers and Visitors to Pre-Prep/OSHC</li> </ul>	<p>Training delivered to OSHC Educators in visitor process and educators sign off on acknowledgement during annual policy training. OSHC Educators involved in annual policy review.</p>	<p>Director of Pre-Preparatory - Lisa Cleverly</p> <p>Pre-Preparatory Administration Officer – Tere Brown</p> <p>OSHC Co-ordinator – Annika Wilson</p> <p>OSHC Educators</p>
<p>Children</p>	<p>Modelling of expectations and utilising teachable moments to reinforce behavioural expectations and good choices by children.</p>	<p>Policies on Behavioural Guidance, Relationships with Children, Families and Educators and Interactions with Children available in classrooms, Staff Portal, Student Organiser, and Handbooks. Educators receive training in these policies each year and are involved in annual reviews.</p>	<p>Director of Pre-Preparatory - Lisa Cleverly</p> <p>Pre-Preparatory Administration Officer – Tere Brown</p> <p>OSHC Co-ordinator – Annika Wilson</p> <p>OSHC Educators</p>

Consultants/ contractors	Expectations for conduct included in SINE process on visitor signing into School.	Training delivered to OSHC Educators in visitor Process and educators sign off on acknowledgement during annual policy training. OSHC Educators involved in annual policy review.	Director of Pre-Preparatory - Lisa Cleverly  Payroll & Compliance Officer - Josie deRooy  Pre-Preparatory Administration Officer - Tere Brown  OSHC Co-ordinator - Annika Wilson  OSHC Educators
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### Managing breaches:

St Hilda's School OSHC 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 are managed as per the ASC Protecting Children and Young People in Anglican Education Policy and Guidelines and Procedures

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

St Hilda's School OSHC details the expected standards of behaviour for persons who interact with children as a result of their enrolment at St Hilda's School OSHC in the following documents:

Document	Version	Location	Target audience
ASC Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)	V2.2 Effective date: May 2024	Staff have allocated copies on Induction Pre-Preparatory Office Website Staff Portal	Staff and volunteers
ASC Working with Children in Anglican Education Policy	1.2 Effective date: 31/12/2024	Pre-Preparatory Office OSHC Room Staff Portal	Staff
ASC Working with Children in Anglican Education Guidelines and Procedures	1.0 Effective date: 18/8/2020	Pre-Preparatory Office OSHC Room Staff Portal	Staff
Induction Overview New Volunteers and Staff V2	V2.1 January 2025	Pre-Preparatory Office Website Staff portal	Volunteers and visitors to OSHC
Pre-Preparatory and OSHC Student and Parental Volunteer Handbook	2025	Pre-Preparatory Office Staff Portal Website	Student and Parental Volunteers

<p>OSHC Policy and Procedures and Policy Support Documents –</p> <ul style="list-style-type: none"> <li>• OSHC Respect for Children</li> <li>• ASC Interactions with Children in Anglican Education and Care Services</li> <li>• OSHC Interactions with Children, Families and Educators PSD</li> <li>• ASC Behaviour Guidance in Anglican Education and Care Services Policy and Procedures</li> <li>• OSHC Behavioural Guidance PSD</li> <li>• OSHC Communication</li> <li>• ASC Complaints Management Policy and Procedures</li> <li>• ASC Supervision in Anglican Education and Care Services Policy and Procedure</li> <li>• OSHC Supervision PSD</li> <li>• ASC Safe Arrival of Children in Anglican Education and Care Services Policy and Procedure</li> <li>• OSHC Arrival and Departure PSD</li> <li>• ASC Transport of Children</li> <li>• ASC Transfer of Children</li> <li>• ASC Illness Injury and Trauma in Anglican Education and Care Services</li> <li>• OSHC Illness and Infectious Diseases PSD</li> <li>• OSHC Immunisation PSD</li> <li>• ASC Medical Conditions in Anglican Education and Care Services</li> <li>• OSHC Medical Conditions PSD</li> <li>• ASC Dealing with Infectious Diseases and Communicable Conditions in Anglican Education and Care Services</li> <li>• OSHC Medication PSD</li> <li>• ASC Nutrition and Wellbeing in Anglican Education and Care Services</li> <li>• OSHC Nutrition PSD</li> <li>• ASC Sleep, Rest and Relaxation in Anglican Education and Care Services Policy and Procedure</li> <li>• OSHC Sleep, Rest and Relaxation PSD</li> <li>• ASC Administration of First Aid in Anglican Education</li> <li>• OSHC First Aid, Incident, Injury and Trauma PSD</li> <li>• ASC Emergency Situation Response in Anglican Education and Care Services</li> <li>• OSHC Emergency Situaition Response PSD</li> <li>• OSHC Photography, Film and Audio</li> <li>• OSHC Security</li> <li>• Toileting Procedure</li> </ul>	<p>2025</p>	<p>Pre-Preparatory Office OSHC Room Staff Portal</p>	<p>OSHC Educators, Families</p>
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<ul style="list-style-type: none"> <li>• ASC Water Safety in Anglican Education and Care Policy and Procedure</li> <li>• OSHC Water Safety PSD</li> <li>• OSHC Road Safety</li> <li>• OSHC Hazardous Substances and Poisonous Plants</li> <li>• OSHC Physical Environment</li> <li>• OSHC Security</li> <li>• OSHC Continuity of Care</li> <li>• OSHC Staff Recruitment and Selection</li> <li>• OSHC Staff Induction</li> <li>• ASC Appointing Roles in Anglican Education and Care Services</li> <li>• ASC Determining Responsible Persons in an Anglican Education and Care Service</li> <li>• OSHC Determining Nominated Supervisor, Responsible Person and Educational Leader PSD</li> <li>• ASC Student and Volunteers in Anglican Education and Care Services Policy and Procedure</li> <li>• OSHC Volunteers, Students and Visitors PSD</li> <li>• OSHC Social Media</li> <li>• OSHC Maintenance and Confidentiality of Records</li> <li>• OSHC Privacy and Confidentiality of Records</li> <li>• OSHC Parental Participation and Access</li> <li>• ASC Acceptance and Refusal of Authorisations in Anglican Education and Care Services</li> <li>• OSHC Work Health and Safety</li> <li>• ASC Whistleblowers in Anglican Education and Care Services Policy and Procedure</li> <li>• OSHC Anaphylaxis Management</li> <li>• OSHC Asthma Management</li> <li>• OSHC Bullying Prevention and Intervention</li> <li>• OSHC Clothing</li> <li>• OSHC Diabetes Management</li> <li>• ASC Sun Protection in Anglican Education and Care Services Policy and Procedure</li> <li>• OSHC Sun Protection PSD</li> <li>• ASC Safe Food Handling in Anglican Education and Care Services</li> <li>• OSHC Food Safety PSD</li> <li>• OSHC Hygiene</li> <li>• ASC Excursions, Incursions and Regular Outings in Anglican Education and Care Services Policy and Procedure</li> <li>• OSHC Excursions and Incursions PSD</li> </ul>			
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<ul style="list-style-type: none"> <li>Expectations of OSHC Community</li> <li>OSHC Expectations of Children</li> </ul>			
OSHC Handbook	2025	Pre-Preparatory Office Website OSHC Room Staff Portal	OSHC Educators and Families
OSHC Educators' Handbook	2025	Pre-Preparatory Office OSHC Room Website Staff Portal	OSHC Educators
Expectations of St Hilda's OSHC Community	2025	Pre-Preparatory Office OSHC Room Website Staff Portal	OSHC Families and community
St Hilda's School Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement	V1 2019	Student Organisers	Students Parents Educators
QCAN OSHC Code of Ethical Practice	2008	OSHC Office Staff portal	OSHC Educators
Early Childhood Association Code of Ethics	2016	Pre-Preparatory/OSHC Staff Area OSHC Office	OSHC Families and Educators
National Principles of a Child Safe Organisation	2018	Pre-Preparatory Office OSHC Room Staff Portal Website	OSHC Families and Educators

## CODES OF CONDUCT: PLANNED ACTIONS

The following actions, relevant to conduct expectations at St Hilda's School OSHC, are planned:

Action	Lead
<b>E1:</b> Update information on SINE for OSHC	Director of Pre-Preparatory Lisa Cleverly and Payroll & Compliance Officer - Josei deRooy
<b>E2:</b> OSHC Educators receive annual training in Volunteer and Visitor Induction Process	Director of Pre-Preparatory Lisa Cleverly
<b>E3:</b> Review Expectations of Children with OSHC Educators and community	Director of Pre-Preparatory Lisa Cleverly  OSHC Co-ordinator - Annika Wilson

## 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 St Hilda's School OSHC, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
<p><b>Employees</b> <b>Recruiting</b></p> <p>St Hilda's School follows a four stage recruitment and selection process for continuing and fixed-term staff appointments –</p> <ol style="list-style-type: none"> <li>1. Vacancy</li> <li>2. Application and short listing</li> <li>3. Screening and selection</li> <li>4. Appointment</li> </ol>	New and existing employees
All job advertisements have a reference to the ACSQ Code of Conduct for Anglican Schools and Education and Care Services and requires acknowledgement at time of application	Potential new employees
Position Description, including child safe and child protection requirements of role, communicated	New and existing employees
<p><b>Selecting</b></p> <p>Interview panel interview candidates against selection criteria which includes mandatory questions relating to scenarios relating to child wellbeing and protection scenarios</p>	New employees
Minimum two reference checks are conducted , includes mandatory questions relating to candidates suitability to be hired again, suitability for working with children and young people and specific child protection questions.	New employees
Director of Safe Ministry conducts National Register Check against the Anglican Church's National Professional Standards Register.	New employees
Blue Card (WWC) required prior to commencing.	New employees
Current Queensland Teacher Registration mandatory for all teachers.	New and existing employees
AHPRA Validation for Registered Health Practitioners	New employees
HR Online Onboarding process includes acknowledgment of all relevant child protection policies and procedures and ACSQ Code of Conduct prior to acceptance of employment contract.	New employees
Employment contract contains reference to mandatory child protection training and ACSQ Code of Conduct adherence	New employees
<p><b>Training</b></p> <p>School Induction on Child Protection, Child and Youth Risk Management and ACSQ Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education &amp; Care Services)</p>	New employees

OSHC Induction on Child Protection, Child and Youth Risk Management, ACSQ Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services), Policies and Procedures	New employees
Complete ASC online child protection training	New employees
Complete WHS Training (Online and face-to-face)	New employees
Pre-Preparatory/OSHC WHS training with Safety Leader	New employees
Sleep training on induction	New employees
Food Safety Training on induction	New employees
Safe Arrival of Children Training on induction	New employees
Complete refresher WHS training as required	Existing employees
Pre-Preparatory/OSHC Refresher WHS Training with Safety Leader	Existing employees
Annual training for school staff who visit within Pre-Preparatory/OSHC	Existing School employees
Annual ASC Child Protection Refresher Session	Existing employees
Annual Cyber Safety Session	Existing employees
Annual ASC Child Protection Mandatory Training Course	Existing employees
Annual Risk Management Online Course – includes Regular Outings	Existing employees
Annual Policy and Procedures Online Course	Existing employees
Annual Responsible Persons Training	Existing employees
Rehearsals of Transport and Transfer of Children Procedures every three months	Existing employees
Rehearsals of Evacuation and Lockdown procedures every three months	Existing employees
Risk Management training for all incursions and excursions	Existing employees
Sleep training annual refreshers	Existing employees
Food Safety Training annual refreshers	Existing employees
Safe Arrival of Children Training annual refreshers	Existing employees
<b>Managing</b>	
Probation period with regular check ins with Director and including gaining feedback from other employees	New employees
Feedback reviews – existing employees transferring roles within organisation	Existing employees
Role Descriptions reviewed annually or as positions become vacant	New and existing employees
Current Blue Card (Working with Children Check) requirement – daily, monthly and bi-monthly internal audits	New and existing employees
Annual Self-Appraisal process	Existing employees
Regular one-on-one catch up meetings with Director	Existing employees
Exit interviews conducted by Human Resources when an employee leaves the workplace.	Departing employees
<b>Volunteers</b>	
Volunteers undertake annual induction process	All volunteers
Current Blue Card (Working with Children Check) requirement	Student Volunteers
<b>Visitors</b>	
Visitors undertake annual induction process	All visitors
Current Blue Card (WVC) requirement	All visitors
Current registration as a health practitioner checked and validated	Visiting Health Practitioners
Visitors follow sign-in processes and always supervised	All Visitors
Visitor frequency is monitored by SINE system	Payroll & Compliance Officer – Josie deRooy

**Communication and support:**

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

<b>Action</b>	<b>Audience</b>	<b>Lead</b>
HR Induction – Face-to-face prior to commencement to cover CYRMS, policies and procedures and ACSQ Code of Conduct to assist employees to understand their role in providing a safe and supportive environment for children to live and learn	New employees	HR Manager – Mandy Rice
OSHC Induction - An Induction Program which thoroughly addresses the OSHC Service's CYRMS, policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children. This includes handbooks, discussions and meetings, annual refresher training as outlined by the ASC signed by Director	Pre-Preparatory Educators	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
Mandatory completion of the ASC Child Protection Training by all new staff who work across the School.	All staff	ASC HR Manager – Mandy Rice Payroll & Compliance Officer – Josie deRooy
Mandatory Child Protection in Anglican Education and Care Services Induction for new staff.	All Pre-Preparatory Educators	Director of Pre-Preparatory – Lisa Cleverly
Resources Sheets by ACSQ for part of induction and ongoing training. These are presented to the staff member during induction session and are also available on Staff Portal for staff.	All Pre-Preparatory Educators	Director of Pre-Preparatory – Lisa Cleverly
Monthly reporting for School Council Report and CYRMS on mandatory training tracking progress and Working with Children Check (Blue Card) internal audits.	New and existing employees	HR Manager – Mandy Rice Payroll & Compliance Officer – Josie deRooy
Probationary review tracking monthly	New employees	Director of Pre-Preparatory – Lisa Cleverly HR Manager – Mandy Rice
Feedback review tracking monthly	Transferred employees	Director of Pre-Preparatory – Lisa Cleverly HR Manager – Mandy Rice
Visitors sign in and out through Visitors' Reception/Facilities/Maintenance/Sports Office during the day via SINE which requires visitors, contractors et al to wear identifying sticker, and sign out via the system allowing staff to track who is on site. SINE includes information on reporting procedures.	Visitors to OSHC	Payroll & Compliance Officer – Josie deRooy

All OSHC educators and staff undertake annual training in CYRMS including the strategy, actions and planned actions at the beginning on the year.	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly
All OSHC educators and staff participate in the review of the CYRMS and drafting of the next year’s strategy.	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
All OSHC staff undertake Refresher WHS training with Safety Leader at beginning of the year. New OSHC educators complete training during their Induction.	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly  Safety Leader – Thea Boiser
Annual Child Protection Training for school staff who visit within Pre-Preparatory/OSHC to be held during staff days at the beginning of the year, or as staff are employed during the year.	School Staff who visit in OSHC	Director of Pre-Preparatory – Lisa Cleverly
Annual ASC Responsible Persons Training for all Responsible Persons	All OSHC Responsible Persons	Director of Pre-Preparatory – Lisa Cleverly
Annual ASC Child Protection Refresher Session for OSHC Educators.	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly Human Resources – Mandy Rice
Annual ASC Child Protection Mandatory Training Course completed by OSHC educators in Semester 2, 2025	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly Human Resources – Mandy Rice
Annual Risk Management Online Course – including Regular Outings completed by OSHC educators.	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly Payroll & Compliance Officer – Josie deRooy
Annual Policy and Procedures Online Courses QA 1 – 3 and 4 - 7 completed by OSHC educators.	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly Payroll & Compliance Officer – Josie deRooy
Rehearsals of Transport and Transfer of Children Procedures every three months for OSHC educators.	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
Rehearsals of Evacuation and Lockdown procedures every three months for Pre-Preparatory educators.	All Pre-Preparatory Educators	Director of Pre-Preparatory – Lisa Cleverly

		OSHC Co-ordinator – Annika Wilson
Risk Management training for all incursions and excursions to be held prior to the event.	All OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
Regular check ins up to 6 months of service with OSHC educators and staff with Director and including gaining feedback from other employees.	All new OSHC educators	Director of Pre-Preparatory – Lisa Cleverly
Annual review of Role Descriptions conducted with OSHC educators.	All OSHC educators	Director of Pre-Preparatory – Lisa Cleverly
Current Blue Card requirement checked regularly for required updates and renewal.		Payroll & Compliance Officer – Josie deRooy Pre-Preparatory Administration Officer – Tere Brown
Annual Self-Appraisal process undertaken by all OSHC educators.	All OSHC educators	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
Regular one-on-one catch up meetings with Director conducted throughout the year.	All OSHC educators	Director of Pre-Preparatory – Lisa Cleverly
Exit interviews conducted by Human Resources when an employee leaves the workplace.	Exiting OSHC staff	Human Resources – Mandy Rice Director of Pre-Preparatory – Lisa Cleverly

## RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
ASC Recruitment and Selection in Anglican Schools Policy	1.1 Effective date: 26/3/2019	Staff Portal
ASC Protecting Children and Young People in Anglican Education Policy	Version 1.3 31/12/2024	Pre-Preparatory Office OSHC Room Website – OSHC Staff Portal
ASC Protecting Children and Young People in Anglican Education Guidelines and Procedures	Version 1.2 1/6/2024	Pre-Preparatory Office OSHC Room Website – OSHC Staff Portal

OSHC Induction Overview	2025	Pre-Preparatory Office
Child Protection Induction for Anglican ECS	2025	Pre-Preparatory Office Staff Portal
ASC Child Protection Training on induction		Anglican Schools Commission HR Office
ASC 2025 Child Protection Refresher Materials		Pre-Preparatory Office Staff Portal
ASC Working with Children in Anglican Education Policy	Version 1.2 31/12/2024	Pre-Preparatory Office OSHC Room Staff Portal
ASC Working with Children in Anglican Education Guidelines and Procedures	Version 1.0 18/8/2020	Pre-Preparatory Office OSHC Room Staff Portal
Pre-Preparatory and OSHC Student and Parental Volunteer Handbook	2025	Pre-Preparatory Office Website – OSHC Safeguarding Our Children Page Staff Portal
OSHC Professional Development Policy and Procedures	Version 1.3 2025	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Staff Recruitment and Selection Policy and Procedure	Version 1.6 2025	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Staff Induction Policy and Procedure	Version 1.9 2025	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Performance Management Policy and Procedure	Version 1.3 2025	Pre-Preparatory Office Staff Portal OSHC Room
ASC Students and Volunteers in Anglican Education and Care Services Policy and Procedure	Version Effective date: 22/6/2023	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Volunteers, Students and Visitors Policy and Procedures	Version 1.10 2025	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Staff Review and Appraisal Policy and Procedure	Version 1.4 2025	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Professional Development Policy and Procedure	Version 1.3 2025	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Procedural Fairness Policy and Procedure	Version 1.2 2025	Pre-Preparatory Office Staff Portal OSHC Room
Work Instruction – Human Resources Recruitment and Selection	2.0	Child Protection Audit HR File
Work Instruction – Human Resources Flowchart	2.0	Child Protection Audit HR File
QCT Check and Audit Procedure	2.0	Child Protection Audit HR File
AHPRA Check and Audit Procedure	1.0	Child Protection Audit HR File
National Register Check Procedure	1.0	Child Protection Audit HR File
Staff Handbook	Version 1.0 18/1/2024	Staff Portal
New Staff Induction Checklist – Part 1	5.0	HR Induction Files

PP/OSHC New Staff Induction Checklist – Part 2	2025	PP/OSHC Induction Files
New Employee Checklist	5.0	HR Onboarding Files
Work Instruction – HR Child Protection Online Mandatory Training	5.0	HR Induction Files
Working with Children Check Procedure Manual	2.0	Child Protection Audit Files
Working with Children Risk Management and Screening Act 2000 and Regulation	2/8/2024	Staff Portal
Working with Children (Risk Management and Screening) Act 2000	1/7/2017	Staff Portal
Education (Queensland College of Teachers) Act 2005	1/2/2024	Staff Portal
Education (Accreditation of Non-State Schools) Regulation 2017	2017	Staff Portal
The Queensland Anglican Schools Enterprise Agreement 2021	2021	Staff Portal
School Bullying, Harassment and Discrimination Policy - Staff	Version 2.2 Effective date: 4/1/2024	Staff Portal
Bullying, Harassment and Discrimination Procedure - Staff	Version 2.2 Effective date: 4/1/2024	Staff Portal

## RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: PLANNED ACTIONS

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

Action	Lead
F1: All Anglican Schools and ECS Policies and Procedures are reviewed and communicated to staff as required.	ASC
F2: Review internal policies and procedures are reviewed on an annual, biennial and triennial schedule and communicated to employees via Staff Portal	Director of Pre-Preparatory – Lisa Cleverly and Human Resources Manager – Mandy Rice Payroll & Compliance Officer – Josei deRooy
F3: Implement new online HRIS for online recruitment and onboarding of employees.	Human Resources Manager – Mandy Rice Payroll & Compliance Officer – Josei deRooy HR Coordinator – Sharon Whitfield
F4: Review and update PP/OSHC Induction Checklist	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson

## 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 St Hilda's School Pre-Preparatory. Implementation of the plan and the records pertaining to engaged persons is reflected in the quarterly report to School Council and is in line with pages 29-30 of the Working with Children in Anglican Education Policy Version 1.0 – effective date: 31/08/2020.

<b>Policy or Procedure</b>	<b>Who they apply to</b>
ASC Working with Children in Anglican Education Policy and Guidelines and Procedures	All employees and volunteers
ASC Our Commitment: Creating Environments for Children and Young People to Thrive Code of Conduct for Anglican Schools and Education and Care Services – Staff and Volunteers (Version 1.1 April 2019)	All employees, volunteers and contractors
ASC Recruitment and Selection in Anglican Schools Policy	Employees
Expectations of OSHC Community	Parents/carers and members of OSHC Community
Staff Induction Policy and Procedure	All employees
Staff Recruitment and Selection Policy and Procedure	All employees
Students and Volunteers in Anglican Education and Care Services Policy and Procedure	Visitors to OSHC, Student Volunteers Parental Volunteers
OSHC Volunteers, Students and Visitors Policy Support Document	Visitors to OSHC, Student Volunteers Parental Volunteers
OSHC Parental Participation and Access Policy and Procedure	OSHC Parents and Educators
OSHC Maintenance and Confidentiality of Records Policy and Procedures	All employees, volunteers, OSHC Families
OSHC Privacy and Confidentiality Policy and Procedures	All employees, volunteers, OSHC Families
St Hilda's School Working with Children Check Work Manual Version 0.1	All employees and volunteers

**Communication and support:**

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

<b>Action</b>	<b>Audience</b>	<b>Lead</b>
Induct and enter engaged person that requires blue card in Working with Children Register. Ensure Blue Card information is collected and validated. Blue Card information is stored in the Pre-Preparatory Office.	Employees, visitors and volunteers	Pre-Preparatory Administraton Officer – Tere Brown Payroll & Compliance Office – Josie deRooy
Bimonthly audit conducted of Blue Card Register by Payroll & Compliance Officer and PP Administration Officer. Educators, staff, volunteers or visitors whose Blue Card expiry date is within 4 months of expiring are contacted and reminded to renew Blue Card and supply a copy of updated Blue Card. Outcomes of audit reported to Nominated Supervisor.	Employees, visitors and volunteers	Pre-Preparatory Administraton Officer – Tere Brown Payroll & Compliance Office – Josie deRooy
Volunteers complete induction forms to populate Volunteer Register. Student and Parent Volunteers complete Volunteer Induction prior to commencing volunteer role. Information to populate Volunteer Register and forms and documents stored in Pre-Preparatory Office.	Student and Parent Volunteers	Director of Pre-Preparatory – Lisa Cleverly Pre-Preparatory Administraton Officer – Tere Brown Payroll & Compliance Office – Josie deRooy
Visitors/Contractors complete Induction prior to visit. Information to populate Visitor Register and forms and documents stored in Pre-Preparatory Office.	Visitors and Contractors	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson  Pre-Preparatory Administraton Officer – Tere Brown
Visiting Specialist therapists complete induction prior to visit and submit a copy of their health practioner registration and/or Blue Card, if required. This is verified on AHPRA and copies of all documents stored in Pre-Preparatory Office. Information to populate Visitor Register.	Visiting Specialists	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson  Administraton Officer – Tere Brown

### Managing breaches:

The Executive Director of ASC is to be immediately notified in writing by the Principal or Nominated Supervisor of all reported or identified breaches of 'the Act'. This includes, but may not be limited to:

- If the Service engages a person who is required to have a WWCA and does not.
- If the Service continues to engage a person whose WWCA has expired and an application or renew was not made prior to their expiry.
- If the Service engages a person they reasonably suspect or know is a Restricted Person.

This written notification is to include:

- What actions lead to the breach
- What actions have been/are being taken to remedy the matter
- What action are being taken to prevent a similar breach in the future

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

Action	Lead
Internal Audits of Working with Children (WWCA) Register to monitor expiry dates within 16 weeks of expiry	Pre-Preparatory Administrator Officer – Tere Brown Payroll & Compliance Office – Josie deRooy
Internal audits of Volunteer Register	Pre-Preparatory Administrator Officer – Tere Brown Payroll & Compliance Office – Josie deRooy
Employee, volunteer or visitor contacted 4 months prior to Blue Card expiry date to be reminded to renew card and forward a copy to the Pre-Preparatory Office. Employee, volunteer or visitor whose Blue Card expires are unable to engage with OSHC Service until a renewed Blue Card is obtained. Nominated Supervisor informed of any breach and actions taken to rectify.	Pre-Preparatory Administrator Officer – Tere Brown Payroll & Compliance Office – Josie deRooy
For alert dates within 16 weeks, appropriate action is to be taken to support the person to apply for their WWCA renewal.	Human Resources Manager – Mandy Rice Payroll & Compliance Officer – Josie deRooy Pre-Preparatory Administrator Officer – Tere Brown
Any engaged person who does not have a valid blue card is not permitted to work.	Human Resources Manager – Mandy Rice Payroll & Compliance Officer – Josie deRooy Pre-Preparatory Administrator Officer – Tere Brown
Any reportable breach of WWCA (Blue Acard) requirements is reported in writing to the Executive Director ASC as per page 39 ASC Working with Children in Anglican Education Guidelines and Procedures.	Human Resources Manager – Mandy Rice Payroll & Compliance Officer – Josie deRooy Director of Operations – Danielle Wruck

Internal Audits of Volunteer Register	Director of Pre-Preparatory – Lisa Cleverly Human Resources Manager – Mandy Rice Payroll & Compliance Officer – Josie deRooy
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## WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
ASC Recruitment and Selection in Anglican Schools Policy	Version 1.0 Effective date: 26/3/2019	ASC Website
ASC Working with Children in Anglican Education Policy	Version 1.2 31/12/2024	Pre-Preparatory Office OSHC Room Staff Portal
ASC Working with Children in Anglican Education Guidelines and Procedures	Version 1.2 1/6/2024	Pre-Preparatory Office OSHC Room Staff Portal
Working with Children Authority Procedures (HR Document)	Version 2.0 Effective Date: 18/7/2022	T:\Policies Maunals and Forms\Policies\2. Human Resources\Reference
ASC Creating Environments for Students to Thrive	Version 2.2 January 2022	School Website – OSHC Page Pre-Preparatory Office
Working With Children Check Manual	2022	Compliance Office
Student and Volunteers in Anglican Education and Care Services Policy and Procedure	Version 1.0 Effective date: 22/6/2023	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Volunteers, Students and Visitors Policy Support Document	Version 1.10 2025	Pre-Preparatory Office Staff Portal OSHC Room
Pre-Preparatory and OSHC Student and Parental Volunteer Handbook	2025	Pre-Preparatory Office Website – OSHC Safeguarding Our Children Page Staff Portal OSHC Room

## WRITTEN RECORDS OF ENGAGED PERSONS: PLANNED ACTIONS

The following further actions are planned regarding this section:

Action	Lead
<b>G1:</b> Continued review of procedures relating to Working with Children Checks and training provided.	Director of Pre-Preparatory – Lisa Cleverly Pre-Preparatory Administraton Officer – Tere Brown Payroll & Compliance Officer – Josie de Rooy OSHC Co-ordinator – Annika Wilson

<p><b>G2:</b> Continued review of visitor and volunteer management process</p>	<p>Director of Pre-Preparatory – Lisa Cleverly Pre-Preparatory Administrator Officer – Tere Brown Payroll &amp; Compliance Officer – Josie de Rooy OSHC Co-ordinator – Annika Wilson</p>
<p><b>G3:</b> Continued update of internal HR Process Documents for Employee lifecycle</p>	<p>Director of Pre-Preparatory – Lisa Cleverly Human Resources Manager – Mandy Rice Payroll &amp; Compliance Officer – Josie de Rooy</p>
<p><b>G4:</b> Review and update Working with Children Check – Employee Volunteer Register Manual, Implementation Strategy and Work Instructions Working with Children Internal Audit</p>	<p>Director of Pre-Preparatory – Lisa Cleverly Pre-Preparatory Administrator Officer – Tere Brown Human Resources Manager – Mandy Rice Payroll &amp; Compliance Officer – Josie de Rooy</p>
<p><b>G5:</b> Review and update Volunteer Handbook to ensure key guidance to staff and volunteers relating to WWC Checks is current and clear.</p>	<p>Director of Pre-Preparatory – Lisa Cleverly Payroll &amp; Compliance Officer – Josie de Rooy</p>
<p><b>G6:</b> Continued updates of St Hilda’s Working with Children Authority Procedures.</p>	<p>Human Resources Manager – Mandy Rice Payroll &amp; Compliance Officer – Josie de Rooy</p>

## H: RISK MANAGEMENT PLANS

### RISK MANAGEMENT PLANS: IMPLEMENTATION

St Hilda's School OSHC undertakes the following processes to assess risk, as related to the wellbeing of children and their protection from harm. This leads to the identification of high-risk activities and special events:

- Regular Outings
- Incursions
- Excursions
- Extra-Curricular Activities
- Transport and Transfer of children to and from OSHC

For relevant activities and events the follow processes are followed to complete and document a risk management plan:

- Seek permission to hold event from Director of Pre-Preparatory.
- Application for Incursion/excursion and Risk Management of activity completed and submitted to Director of Pre-Preparatory.
- Approval from Director of Pre-Preparatory of incursion/excursion and risk management procedure planned.
- Approval of excursion and risk management from ASC.
- Communication to parents – letter outlining event and terms and conditions developed to communicate to parents for consideration and acknowledgement of permission for their child to participate.
- Pre-Preparatory Administration Officer and OSHC Co-ordinator ensure all parents have accepted prior to their child participating in the event.

The following plans are perpetual in nature:

<b>Plan</b>	<b>Lead</b>	<b>Review process</b>
Regular Outing – School Classrooms and buildings, Chapel, and Offices	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Regular Outing – Nature Walk	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Regular Outing – Transfer to After School Activities	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Regular Outing – Transfer of Children to OSHC	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Regular Activity - Classroom Fish Tank	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Regular Activity - Cooking Activities	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Regular Activity - Water Play	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.

Regular Activity - Pet Visit	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Regular Activity – Sleep and Rest	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Potential Emergencies	Director of Pre-Preparatory – Lisa Cleverly	Reviewed annually and training provided in Term 4 prior to beginning of new year.
Incursion and Excursion Documents	Director of Pre-Preparatory – Lisa Cleverly	Reviewed during approval process of each incursion/excursion.
Delta Gymnastics	Director of Business Operations – Danielle Wruck Payroll and Compliance Officer – Josie de Rooy	Reviewed annually
Pure Tennis	Director of Business Operations – Danielle Wruck Payroll and Compliance Officer – Josie de Rooy	Reviewed annually
GC Dance	Director of Business Operations – Danielle Wruck Payroll and Compliance Officer – Josie de Rooy	Reviewed annually
My Fit Kids	Director of Business Operations – Danielle Wruck Payroll and Compliance Officer – Josie de Rooy	Reviewed annually
St Hilda’s Aquatics	Director of Business Operations – Danielle Wruck Payroll and Compliance Officer – Josie de Rooy	Reviewed annually

**Communication and support:**

The following actions are taken to implement the above processes:

<b>Action</b>	<b>Audience</b>	<b>Lead</b>
Annual review and training of Regular Outing and Activities Risk Management Plans with OSHC Educators.	OSHC educators	Director of Pre-Preparatoy – Lisa Cleverly Payroll & Compliance Officer – Josie de Rooy
Regular review and training in Incursion and Excursion Policy and Procedures.	OSHC educators	Director of Pre-Preparatoy – Lisa Cleverly
Regular review and training (including quarterly rehearsal) in Transport and Transfer of Children Policy and Procedures.	OSHC educators	Director of Pre-Preparatoy – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
Staff meetings to discuss plans and procedures for organisation and risk management in incursions and excursions as they are planned.	OSHC educators	Director of Pre-Preparatoy – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
Parents informed of risk management plans for regular outings and activities and required to read and accept risk management procedures in order for their daughter to attend the activity.	OSHC families	Director of Pre-Preparatoy – Lisa Cleverly  Pre-Preparatory Administraton Officer – Tere Brown  OSHC Co-ordinator – Annika Wilson
Parents informed of incursions and excursions and required to read and accept risk management procedures in order for their daughter to attend the activity.	OSHC families	Director of Pre-Preparatoy – Lisa Cleverly  Pre-Preparatory Administraton Officer – Tere Brown  OSHC Co-ordinator – Annika Wilson

Conduct induction or annual refresher induction for external providers including contractors and inform Nominated Supervisor.	External Providers and Contractors	Director of Business Operations – Danielle Wruck  Payroll & Compliance Officer – Josie de Rooy
CYRMS of contractors requested for submission to Compliance Officer to review. If a company does not have a CYRMS, Compliance Officer/Director of Operations to undertake a risk assessment of the utilisation of the provider and inform Nominated Supervisor.	External Providers and Contractors	Director of Business Operations – Danielle Wruck  Payroll & Compliance Officer – Josie de Rooy
CYRMS of providers of incursions and excursions requested for submission to OSHC for review. If a provider does not have a CYRMS Director of Pre-Preparatory to undertake a risk assessment of the utilisation of the provider.	External Providers for incursions and excursions in OSHC	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson

## RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
ASC Risk Management Framework	Version 1.0 Effective date: 2020	Staff Portal
ASC Working with Children in Anglican Education Policy	Version 1.3 Effective date: 31/12/2024	Pre-Preparatory Office Staff Portal OSHC Room
ASC Working with Children in Anglican Education Guidelines and Procedures	Version 1.0 Effective date: 18/8/2020	Pre-Preparatory Office Staff Portal OSHC Room
Excursions Incursions and Regular Outings in Anglican Education and Care Services Policy and Procedure	Effective date: 1/9/2023	Pre-Preparatory Office Staff Portal OSHC Room
OSHC Excursion and Incursion Policy Support document	Version 1.9 2025	Pre-Preparatory Office Staff Portal OSHC Room
Excursion Application for Incursion/Excursion including bus booking form (Part 1)	2025	T:\General\Excursions and Incursions\Application Forms, Parent Letter and T& C Templates\
ASC Education and Care Services Risk Assessment Template	2025	Staff Portal

## RISK MANAGEMENT PLANS: PLANNED ACTIONS

The following actions are planned regarding this section:

<b>Action</b>	<b>Lead</b>
<b>H1:</b> OSHC Responsible Persons undertake professional development training on managing child abuse and risks	Director of Pre-Preparatory – Lisa Cleverly

## I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

### HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

St Hilda's School OSHC implements the following policies and procedures for the handling of disclosures or suspicions of harm to children.

<b>Policy or Procedure</b>	<b>Audience</b>
ASC Protecting Children and Young People in Anglican Education Policy	OSHC Educators, Volunteers, Parents/Carers
ASC Protecting Children and Young People in Anglican Education Guidelines and Procedures	OSHC Educators, Volunteers, Parents/Carers
ASC Working with Children in Anglican Education Policy	OSHC Educators, Volunteers, Parents/Carers
ASC Working with Children in Anglican Education Guidelines and Procedures	OSHC Educators, Volunteers, Parents/Carers
Child Protection Contacts Poster	OSHC Educators, Volunteers, Parents/Carers, children
Child Protection at St Hilda's School – Statement of Commitment (Student Organiser)	Parents/Carers
ASC Protection Form – Sensitive Record	Staff

#### **Managing breaches:**

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

#### **Communication and support:**

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

<b>Action</b>	<b>Audience</b>	<b>Lead</b>
Annual ASC Child Protection Refresher Training undertaken by all OSHC educators.	OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly Payroll & Compliance Office – Josie de Rooy
Annual Child Protection Training for school staff who visit within OSHC to be held during staff days at the beginning of the year, or as staff are employed during the year.	School Staff who visit in OSHC	Director of Pre-Preparatory – Lisa Cleverly
ASC Protecting Children and Young People in Anglican Education Policy and Guidelines and Procedures information included OSHC Educators' Handbook, Staff Portal, OSHC Room Policy Folder.	OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly

Discussed regularly at staff meetings.	Pre-Preparatory Educators	Director of Pre-Preparatory – Lisa Cleverly  OSHC Co-ordinator – Annika Wilson
OSHC Educators receive ASC Child Protection Resource Sheets during Induction and have access to these on the Staff Portal.	OSHC Educators	Director of Pre-Preparatory – Lisa Cleverly
ASC Protecting Children and Young People in Anglican Education Policy and Guidelines and Procedures included in OSHC Handbooks, Student Organiser, School Website on OSHC Pages, and in the OSHC Policy Folder.	OSHC Families	Director of Pre-Preparatory – Lisa Cleverly
Child Protection Contacts displayed outside the OSHC Room, in OSHC handbooks, in Student Organiser and during Parent Information Sessions and communications during the year to families.	OSHC Educators and Families	Director of Pre-Preparatory – Lisa Cleverly
Child Protection Contacts and personal safety messages discussed with children regularly throughout the year.	OSHC Children	OSHC Co-ordinator – Annika Wilson  OSHC Educators

## HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
ASC Protecting Children and Young People in Anglican Education Policy	Version 1.3 Effective date: 31/12/2024	Pre-Preparatory Office OSHC Room Website – OSHC Page Staff Portal
ASC Protecting Children and Young People in Anglican Education Guidelines and Procedures	Version 1.2 Effective date: 1/6/2024	Pre-Preparatory Office OSHC Room Website – OSHC Page Staff Portal
ASC Complaints Management in Anglican Education Policy	Version 1.0 Effective date: 1/6/2023	Pre-Preparatory Office OSHC Room Website – OSHC Page Staff Portal
ASC Complaints Management in Anglican Education Guidelines and Procedures	Version 1.0 Effective date: 1/6/2023	Pre-Preparatory Office OSHC Room Website – OSHC Page Staff Portal
ASC Whistleblower Policy for Anglican Education	Version 1.0 Effective date: 5/10/2020	Pre-Preparatory Office OSHC Room Website – OSHC Page Staff Portal

ASC Whistleblower Procedures for Anglican Education	Version 1.0 Effective date: 5/10/2020	Pre-Preparatory Office OSHC Room Website – OSHC Page Staff Portal
OSHC Maintenance and Confidentiality of Records Policy and Procedures	Version 1.8 2025	Pre-Preparatory Office OSHC Room Staff Portal
OSHC Privacy and Confidentiality Policy and Procedure	Version 1.4 2025	Pre-Preparatory Office Staff Portal OSHC Room
ASC Protection Form – Sensitive Record	Version 1.0	Staff Portal

## HANDLING DISCLOSURES OR SUSPICIONS OF HARM: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
I1: All staff to receive training at the commencement of the year on handling disclosures of suspicion of harm.	Director of Pre-Preparatory – Lisa Cleverly
I2: Update the service-based training provided to be more overt in relation to the process for reporting including scenario testing.	HR Manager – Mandy Rice Payroll & Compliance Officer – Josie de Rooy

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

Action no.	Action planned	Person responsible	Timeframe for completion	Status
<b>B1:</b>	Professional development of educators to further understand the Statement of Commitment, in particular on Anglican Ethos and the meaning of the following statement: <i>'Anglican Schools and Education &amp; 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.'</i>	Director of Pre-Preparatory - Lisa Cleverly	Term 3, 2025	
<b>C1:</b>	All staff to sign off the Staff Handbook that references Managing Breaches annually or upon commencement of employment.	Director of Pre-Preparatory - Lisa Cleverly	Term 1, 2025	
<b>C2:</b>	Staff awareness of the CYRMS by having all educators read and sign off they have read and understood the CYRMS.	Director of Pre-Preparatory - Lisa Cleverly Payroll & Compliance Officer – Josie deRooy	Term 1, 2025	
<b>C3:</b>	New educator awareness of the CYRMS by including the CYRMS in online Induction Program for all new educators.	Director of Pre-Preparatory - Lisa Cleverly Payroll & Compliance Officer – Josie deRooy	Term 1, 2025	

<b>C4:</b>	<p>Staff to acknowledge receipt and reading of the following policies at the beginning of the School year.</p> <ol style="list-style-type: none"> <li>11. ASC Protecting Children and Young People in Anglican Education Policy</li> <li>12. ASC Protecting Children and Young People in Anglican Education Guidelines and Procedures</li> <li>13. ASC Complaints Management in Anglican Education Policy</li> <li>14. ASC Complaints Management in Anglican Education Guidelines and Procedures</li> <li>15. ASC Working with Children in Anglican Education Policy</li> <li>16. ASC Working with Children in Anglican Education Guidelines and Procedures</li> <li>17. St Hilda’s School Performance Management Policy</li> <li>18. St Hilda’s School Performance Management Procedure</li> <li>19. ASC Whistleblower Policy for Anglican Education</li> </ol> <p>ASC Whistleblower Procedures for Anglican Education</p>	Payroll & Compliance Officer – Josie deRooy	Term 1, 2025	
<b>D1:</b>	Purchase additional resources designed to be utilised in activities to support the education of the girls in personal safety.	Director of Pre-Preparatory – Lisa Cleverly	Term 4, 2025	
<b>D2:</b>	Educators participate in professional development regarding managing their own stress.	Director of Pre-Preparatory – Lisa Cleverly School Psychologist – Sophie Kruger	Term 4, 2025	
<b>E1:</b>	Update information on SINE for OSHC	Director of Pre-Preparatory Lisa Cleverly and Payroll & Compliance Officer - Josei deRooy	Term 1, 2025	

<b>E2:</b>	OSHC Educators receive annual training in Volunteer and Visitor Induction Process	Director of Pre-Preparatory Lisa Cleverly	Term 1, 2025	
<b>E3:</b>	Review Expectations of Children with OSHC Educators and community	Director of Pre-Preparatory - Lisa Cleverly  OSHC Co-ordinator – Annika Wilson	Term 2, 2025	
<b>F1:</b>	All Anglican Schools and ECS Policies and Procedures are reviewed and communicated to staff as required.	Director of Pre-Preparatory - Lisa Cleverly	Term 4, 2025	
<b>F2:</b>	Internal policies and procedures are reviewed on an annual, biennial and triennial schedule and communicated to employees via Staff Portal	Director of Pre-Preparatory – Lisa Cleverly  Human Resources Manager – Mandy Rice  Payroll & Compliance Officer – Josei deRooy	Term 4, 2025	
<b>F3:</b>	Implement new online HRIS for online recruitment and onboarding of employees.	Human Resources Manager – Mandy Rice  Payroll & Compliance Officer – Josei deRooy  HR Coordinator – Sharon Whitfield	Term 1, 2025	

<b>F4:</b>	Review and update PP/OSHC Induction Checklist	Director of Pre-Preparatory – Lisa Cleverly OSHC Co-ordinator – Annika Wilson	Term 1, 2025	
<b>G1:</b>	Continued review of procedures relating to Working with Children Checks and training provided.	Director of Pre-Preparatory – Lisa Cleverly  Pre-Preparatory Administraton Officer – Tere Brown  Payroll & Compliance Officer – Josie de Rooy	Term 3, 2025	
<b>G2:</b>	Continued review of visitor and volunteer management process	Director of Pre-Preparatory – Lisa Cleverly Pre-Preparatory  Administraton Officer – Tere Brown  Payroll & Compliance Officer – Josie de Rooy  OSHC Co-ordinator – Annika Wilson	Term 3, 2025	

<b>G3:</b>	Continued update of internal HR Process Documents for Employee lifecycle	Director of Pre-Preparatory – Lisa Cleverly  Human Resources Manager – Mandy Rice  Payroll & Compliance Officer – Josie de Rooy	Term 3, 2025	
<b>G4:</b>	Review and update Working with Children Check – Employee Volunteer Register Manual, Implementation Strategy and Work Instructions Working with Children Internal Audit	Director of Pre-Preparatory – Lisa Cleverly  Pre-Preparatory Administraton Officer – Tere Brown  Human Resources Manager – Mandy Rice  Payroll & Compliance Officer – Josie de Rooy	Term 3, 2025	
<b>G5:</b>	Review and update Volunteer Handbook to ensure key guidance to staff and volunteers relating to WWC Checks is current and clear.	Director of Pre-Preparatory – Lisa Cleverly  Payroll & Compliance Officer – Josie de Rooy	Term 1, 2025	

<b>G6:</b>	Continued updates of St Hilda’s Working with Children Authority Procedures.	Human Resources Manager – Mandy Rice Payroll & Compliance Officer – Josie de Rooy	Term 1, 2025	
<b>H1:</b>	OSHC Responsible Persons undertake professional development training on managing child abuse and risks	Director of Pre-Preparatory – Lisa Cleverly	Term 1, 2025	
<b>I1:</b>	All educators to receive training at the commencement of the year on handling disclosures of suspicion of harm.	Director of Pre-Preparatory – Lisa Cleverly	Term 1, 2025	
<b>I2:</b>	Update the service-based training provided to be more overt in relation to the process for reporting including scenario testing.	HR Manager – Mandy Rice Payroll & Compliance Officer – Josie de Rooy	Term 1, 2025	

## 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 all Responsible Persons.

Name	Roles	Contact details
<b>Lisa Cleverly</b>	Member of CYRMS Committee, Director of Pre-Preparatory	<a href="mailto:lcleverly@sthildas.qld.edu.au">lcleverly@sthildas.qld.edu.au</a> 5577 3778 0433 503 703
<b>Belinda Robson</b>	Educational Leader, Responsible Person and Teacher in Pre-Preparatory	<a href="mailto:berobson@sthildas.qld.edu.au">berobson@sthildas.qld.edu.au</a> Ext: 112
<b>Karyn Turner</b>	Responsible Person and Teacher in Pre-Preparatory	<a href="mailto:kturner@sthildas.qld.edu.au">kturner@sthildas.qld.edu.au</a> Ext: 115
<b>Therese Rundle</b>	Responsible Person and Teacher in Pre-Preparatory	<a href="mailto:trundle@sthildas.qld.edu.au">trundle@sthildas.qld.edu.au</a> Ext: 394
<b>Thea Bosier</b>	Assistant Educator in Pre-Preparatory	<a href="mailto:tboiser@sthildas.qld.edu.au">tboiser@sthildas.qld.edu.au</a> Ext: 115
<b>Mondi Stewart</b>	Assistant Educator in Pre-Preparatory	<a href="mailto:mstewart@sthildas.qld.edu.au">mstewart@sthildas.qld.edu.au</a> Ext: 112
<b>Sheela Nolan</b>	Assistant Educator in Pre-Preparatory	<a href="mailto:snolan@sthildas.qld.edu.au">snolan@sthildas.qld.edu.au</a> Ext: 394
<b>Mandy Rice</b>	HR Manager Member of CYRMS Committee	<a href="mailto:mrice@sthildas.qld.edu.au">mrice@sthildas.qld.edu.au</a> 5577 7332
<b>Josie de Rooy</b>	Payroll and Compliance Officer Member of CYRMS Committee	<a href="mailto:jderooy@sthildas.qld.edu.au">jderooy@sthildas.qld.edu.au</a> 5577 72909
<b>Tere Brown</b>	Pre-Preparatory Administration Officer	<a href="mailto:tebrown@sthildas.qld.edu.au">tebrown@sthildas.qld.edu.au</a> 5577 7346
<b>Danielle Wruck</b>	Director of Business Operations Member of CYRMS Committee	<a href="mailto:dwruck@sthildas.qld.edu.au">dwruck@sthildas.qld.edu.au</a> 5577 7213
<b>Kaitlin Barrell</b>	Head of Enrolments Member of CYRMS Committee	<a href="mailto:kbarrell@sthildas.qld.edu.au">kbarrell@sthildas.qld.edu.au</a> 5577 7232
<b>Sophie Kruger</b>	Junior School Psychologist	<a href="mailto:skruger@sthildas.qld.edu.au">skruger@sthildas.qld.edu.au</a> 5577 7250