

# 2026 Child Safe Action Plan: Operations Plan



## Purpose

The Child Safe Action Plan: Child Safe Operations, details the actions currently taken to comply with the Child Safe Standards and the Universal Principle, and related requirements, as per the *Child Safe Anglican Education Policy*.

*Note: Actions are allocated to the Standard that it primarily relates to. While they may relate to more than one Standard, they are only listed once, to avoid duplication. Actions related to the Universal Principle are also integrated into each respective Standard.*

## Scope

This Plan relates to the following Child Safe Entities:

Name	Type
<b>St Hilda's School – Gold Coast Queensland</b>	<ul style="list-style-type: none"> <li>• Education Service</li> <li>• Accommodation (Boarding House)</li> </ul>
<b>St Hilda's Aquatics Club</b>	<ul style="list-style-type: none"> <li>• Sport and active recreation (Aquatics)</li> <li>• Sport and active recreation (General)</li> </ul>
<b>St Hilda's Foundation</b>	<ul style="list-style-type: none"> <li>• Student Learning Experiences – Ammonite Grants</li> </ul>

*Note: Where an Action described below only relates to one or some of the Child Safe Entities covered by this plan, this will be specified within that Action (e.g. with the school, education & care service, or boarding house).*

## Approval

This Plan is endorsed and approved as follows:

Endorsed/Approved	Name	Role	Date	Signature
Approved by	Mrs Virginia Warner	School Principal	8 January 2026	
Endorsed by	Mrs Wendy Henning	Chair of School Council	5 February 2026	

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## Standard 1: Leadership and culture

No.	Action Taken	Responsible Person	Timeframe (where applicable)
1.1	Anglican Church of Southern Queensland Child Safe Anglican Education Policy; Procedures: Child Safe Operations; and Procedures: Child Safe Responses are available on the School website – Safeguarding our Students; Ammonite (Schoolbox).	Child Safe Chairperson and Secretariat	Ongoing
1.2	Child Safe Action Plan: Operations Plan is available on the School website – Safeguarding our Students; Ammonite (Schoolbox).	Child Safe Chairperson and Secretariat	February
1.3	Public Commitment is on display in prominent areas of the School; and available on the School website, Staff Handbook, Parent Handbooks, Student Organisers, Ammonite (Schoolbox); and referenced in periodic School Newsletters.	Child Safe Chairperson and Secretariat	Ongoing
1.4	Child Safe Advocates are on display in prominent areas of the School, School website, Staff Handbook, Parent Handbooks, Student Organisers, Ammonite (Schoolbox) and referenced in periodic School Newsletters.	Child Safe Chairperson and Secretariat	Ongoing
1.5	Communication to parents and carers at the commencement of each School term and during Child Protection Week with the Public Commitment and Child Safe Advocates list and where to find Child Safe policies.	Heads of School Head of Boarding	Terms 1, 2, 3 and 4
1.6	Child Safe messages and reference to Child Safe Advocates shared with students in Student Orientations, in Pastoral Care programs, Principal’s Welcome assemblies and other assemblies, and Year Level Meetings, in addition to, during Child Protection Week.	Heads of School Teachers Heads of Year Head of Boarding	Term 1 – at commencement of School year; Term 2, 3 and 4
1.7	Regular meetings to review the Child Safe Action Plans – Operations Plan and Improvement Plan, for reporting, monitoring, reflection and analysis.	Child Safe Chairperson and Secretariat Child Safe Committee	Quarterly
1.8	Anglican Church of Southern Queensland Risk Management Framework – available on Ammonite (Schoolbox).	Child Safe Chairperson and Secretariat	Ongoing

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## Standard 2: Voice of children

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
2.1	Student Organisers outline who students can ask for help from; and includes a list of Child Safe Advocates; and communication flowchart.	Heads of School	Ongoing
2.2	Online safety sessions held on an annual basis for students.	Heads of School	Annually
2.3	My Mind Check is sent to Years 4-12 students in Weeks 4 and 7 of each School term.	Heads of School	Weeks 4 & 7 each in School term; Weekly (Boarders)
2.4	A wellbeing check is sent to all boarders on a weekly basis via ORAH.	Head of Boarding	Weekly during School term
2.5	Invitations are sent to Student Leaders to attend the Child Safe Committee meetings to share their voice.	Heads of School	2 times per year
2.6	Students participate in and recognise key National Days such as Day for Daniel and Child Protection Week.	Heads of School	Ongoing
2.7	Friendship and support peer opportunities are provided through Pastoral Care curriculum, Buddy Bench, the Haven program, Student Council Representatives, lunchtime activities and clubs, library and Health Centre spaces.	Heads of School	Ongoing
2.8	Life education, health education and a series of guest speakers on topics such as stronger connections, and service activities, are provided to support students' voice and empowerment, wellbeing and growth.	Heads of School Head of Boarding	Ongoing
2.9	Outdoor education and activities provide opportunities for student voice and empowerment to ensure safe spaces and for supporting students' wellbeing and growth.	Heads of School Head of Boarding	Ongoing

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## Standard 3: Family and community

No.	Action Taken	Responsible Person	Timeframe (where applicable)
3.1	Expectations of the School Community are available on the School website, Staff Handbook, Parent Handbooks, Student Organisers, Ammonite (Schoolbox); and referenced in periodic School Newsletters.	Child Safe Chairperson and Secretariat	Ongoing
3.2	Parents and carers acknowledge the St Hilda's School Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement: Junior School parents and carers sign their daughter's Junior School Student Organiser; Middle Senior School parents and carers acknowledge the Agreement in Parent Lounge.	Heads of School	January
3.3	Child safety discussed at Parent Information Sessions.	Heads of School Head of Year	January
3.4	Online safety sessions held on an annual basis for parents and carers.	Heads of School	Annually
3.5	Information and videos shared with students and families from the Archbishop and Anglican Church of Southern Queensland (ACSQ).	Principal Heads of School	As available
3.6	Parents informed of risk management plans for all incursions, excursions, outdoor education, international exchange and interstate/overseas trips, and are required to read and accept risk management procedures in order for their daughter to attend the activity.	Deputy Principal – Middle and Senior School Operations Heads of School Head of Boarding	Per activity
3.7	Promotion of SchoolTV (available on the School website – Safeguarding our Students page) to parents and carers in periodic School Newsletters.	Deputy Principal – Strategic Projects, People and Culture	Ongoing
3.8	School Psychologists are available for support of students and families.	School Psychologists	Ongoing as required

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## Standard 4: Equity and diversity

No.	Action Taken	Responsible Person	Timeframe (where applicable)
4.1	St Hilda's School Reconciliation Action Plan – active working party of staff and student representation with a yearly plan in place, contributed by Kombumerri Traditional Custodians and Anglican Schools Commission Director of Indigenous Education. Key factors of the plan include relationships in the classroom around the School and in the Community; Respect in the classroom, around the School and with the Community; Opportunities in the classroom and around the School.	Chair of Reconciliation Action Plan Committee	November
4.2	St Hilda's School provides high-quality education for all St Hilda's students; responds constructively to the needs of educationally disadvantaged/marginalised students; views diversity as a resource to support learning; ensures that all school community members feel safe and free from discrimination, bias and harassment; and promotes locally negotiated responses to student, family and community needs through effective community engagement processes and cross-agency collaboration.	Head of Enrolments Heads of School Head of Boarding Connected Community Engagement Coordinator	Ongoing
4.3	Student Yarning Circle and Bushtucker Garden is open to all staff and students; and utilised for special events including the annual Reconciliation Week Service.	Chair of Reconciliation Action Plan Committee	Ongoing
4.4	Students are encouraged to participate in Aboriginal and Torres Strait Islander Student Symposiums and Anglican Schools Commission Traditional Games Festival.	Heads of School Head of Boarding	As available
4.5	Cultural diversity celebrated throughout the year and additional activities during Harmony Week.	Heads of School Form Teachers (Junior School) Heads of Year (Middle Senior School)	Ongoing
4.6	Indigenous Australian Languages map displayed around the School.	Chair of Reconciliation Action Plan Committee	Ongoing
4.7	Information relating to the students' cultural and language background shared with teachers from enrolment information and parents, to inform planning.	Head of Enrolments	Ongoing

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4.8	Resources purchased regularly to support inclusion of all students in the School, as required.	Heads of School	Ongoing
4.9	The Heads of Learning Enhancement support teachers with the development of Individual Education Plans for students with additional needs, as required.	Heads of Learning Enhancement	Ongoing
4.10	Allied health professionals (Speech Therapists, Occupational Therapists and Psychologists) are employed to offer services for students, as required. Students are referred to these professionals when required, following permission by parents.	Heads of School Chair of Reconciliation Action Plan Committee	Ongoing
4.11	Support for developing English language skills for English as an Additional Language or Dialect (EAL/D) students is offered by EAL/D teacher throughout the year.	Heads of Learning Enhancement	Ongoing
4.12	French and Japanese lessons teach different languages and cultures to students.	Heads of School Head of Faculty – Languages Teachers	Ongoing
4.13	Celebration of cultural identities in the Boarding House is shown in flag displays.	Head of Boarding	Ongoing
4.14	Ongoing monitoring of cohorts is in place to identify vulnerable or at-risk students (eg mental health, sexuality, religious diversity).	Heads of Year Teachers	Ongoing

## Standard 5: People

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
5.1	Prior to commencement of employment at St Hilda's School, the School requests the Anglican Schools Commission Director of Professional Standards conducts a National Register Check against the Anglican Church's National Professional Standards Register.	People and Culture Manager	Ongoing
5.2	Prior to commencement of employment at St Hilda's School, Queensland Teacher Registration is verified with the Queensland College of Teachers (QCT) for teachers and currency is monitored regularly.	People and Culture Manager	Ongoing

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5.3	Prior to commencement of employment at St Hilda's School, Australian Health Practitioner Regulation Agency (AHPRA) validation is verified in the AHPRA system for Registered Health Practitioners and currency is monitored regularly.	People and Culture Manager	Ongoing
5.4	All job advertisements have a reference to the Anglican Church of Southern Queensland Code of Conduct for Anglican Schools and Education & Care Services and Public Commitment and require acknowledgement of these, at the time of application.	People and Culture Manager	Ongoing
5.5	The School's recruitment process follows a 4-stage recruitment and selection process for continuing and fixed-term staff appointments: 1. Vacancy; 2. Application and short listing; 3. Screening and selection; and 4. Appointment. The interview process includes mandatory questions relating to child safe scenarios; and the minimum two reference checks include mandatory questions relating to candidate's suitability to be hired again, suitability for working with children and young people and specific child protection questions.	People and Culture Manager	Ongoing
5.6	Staff must have a blue card (Queensland's Working with Children Check), Queensland College of Teachers Registration, Australian Health Practitioner Regulation Agency registration or exemption card, prior to commencement of employment and renewed before expiry during employment. (Any staff member entering St Hilda's School Pre-Preparatory area must have a blue card or exemption card.) Regular internal audits are conducted of the blue card register.	People and Culture Manager Risk & Compliance Officer	Ongoing
5.7	Employees, volunteers or visitors are contacted four (4) months prior to blue card expiry date to be reminded to renew card. Employees, volunteers or visitors whose blue cards expire are unable to engage with the School until a renewed blue card is obtained. The Head of Junior School or Deputy Principal – Middle and Senior School Operations as applicable, is informed of any breach and actions are taken to rectify.	Risk & Compliance Officer Head of Junior School Deputy Principal – Middle and Senior School Operations	Ongoing
5.8	For alert dates within 16 weeks, appropriate action is taken to support the person to apply for their blue card renewal.	Risk & Compliance Officer	Ongoing
5.9	The HR Online Onboarding process includes acknowledgement of all relevant child safe policies and procedures and Anglican Church of Southern Queensland Code of Conduct prior to acceptance of employment contract.	People and Culture Manager	Ongoing

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5.10	Employment contracts contain reference to mandatory child protection training and Anglican Church of Southern Queensland Code of Conduct adherence.	People and Culture Manager	Ongoing
5.11	Staff complete mandatory Anglican Church of Southern Queensland child safe and code of conduct training upon commencement of employment; and annual refresher training each year thereafter.	People and Culture Manager	Ongoing
5.12	Staff complete mandatory Workplace Health and Safety training; and attend annual refresher training each year thereafter including evacuation and lockdown practices periodically.	People and Culture Manager	Ongoing
5.13	New employees undergo probationary reviews, 3-monthly in the first six months of employment.	People and Culture Manager	Ongoing
5.14	Position Descriptions are reviewed on an as needs basis or when positions become vacant.	People and Culture Manager	Ongoing
5.15	Staff are aware of the 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, Staff Handbook and in staff meetings throughout the year and information about the service is available on display in the Staff Rooms and via Ammonite>Staff Resources>People and Culture>AccessEAP.	People and Culture Manager	Ongoing
5.16	All visitors and contractors must sign in using the SINE system which includes the reading and signing off, of their understanding of the Public Commitment and Child Safe reporting procedures. A Visitor/Contractor pass is not issued until this is completed and all visitors and contractors are supervised whilst at the School.	Risk & Compliance Officer Deputy Principal – Middle and Senior School Operations Heads of School	Ongoing
5.17	All volunteers undertake an annual Volunteer Induction process.	Heads of School and Department Heads	Annually
5.18	Internal audits of the Volunteer Register are conducted throughout the academic year.	Risk & Compliance Officer	Ongoing
5.19	Visiting Specialist Therapists complete induction prior to visit and submit a copy of their health practitioner registration and/or blue card. This is verified on Australian Health Practitioner Regulation Agency, and copies of all documents stored on SharePoint and recorded in the Visitor Register.	Risk & Compliance Officer	Ongoing

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5.20	Induction or annual refresher inductions are conducted for external maintenance providers including contractors (eg plumbers, electricians, carpenters).	Director of Business and Operations Risk & Compliance Officer	Annually
5.21	Online safety sessions are held on an annual basis for staff.	Deputy Principal – Middle and Senior School Operations Head of Junior School	Annually
5.22	Staff Handbook, and Visitors and Volunteers Procedures Handbook, are updated annually to reflect policy and procedure changes, references, and regulatory requirements.	Deputy Principal – Middle and Senior School Operations People and Culture Manager	Annually
5.23	Induction materials are updated annually to reflect staff changes, policy and procedure changes, references, and regulatory requirements.	People and Culture Manager Deputy Principal – Middle and Senior School Operations	Annually
5.24	Working with Children Authority Procedures are reviewed regularly in line with regulatory requirements.	People and Culture Manager Risk & Compliance Officer	Ongoing as required
5.25	The Executive Director of the Anglican Schools Commission is to be immediately notified in writing by the Principal of all reported or identified breaches of 'the Working with Children Act'.	People and Culture Manager Principal	Ongoing as required
5.26	Risk Management Plans for school events such as Enrolment Tours, Open Days, Fete, Carols, are reviewed with the Heads of School for training purposes.	Head of Enrolments	Per event

## Standard 6: Complaints management

No.	Action Taken	Responsible Person	Timeframe (where applicable)
6.1	Complaints Management in Anglican Education Policy; Guidelines and Procedures are available on the School website – Safeguarding our Students; Ammonite (Schoolbox).	Child Safe Chairperson and Secretariat	Ongoing
6.2	Child Safe Anglican Education Policy; Procedures: Child Safe Operations; and Procedures: Child Safe Responses are available on the School website –	Child Safe Chairperson and Secretariat	Ongoing

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	Safeguarding our Students; Ammonite (Schoolbox).		
6.3	Staff receive annual training in the Anglican Schools Commission Complaints Management in Anglican Education Policy and Complaints Management in Anglican Education Guidelines and Procedures.	Risk & Compliance Officer	Annually

## Standard 7: Knowledge and skills

No.	Action Taken	Responsible Person	Timeframe (where applicable)
7.1	Child Safe Advocates receive Child Safe training by the Anglican Schools Commission.	Chairperson Child Safe Advocates	Maximum every three years
7.2	The Child Safe Action Plan: Operations Plan, Public Commitment and Child Safe Advocates are referenced in the offer of employment, at the Staff Induction and on the job Staff Inductions; and for School Council Members at Induction and in-service.	People and Culture Manager	Ongoing
7.3	All School Council Members and Staff receive professional development of the Anglican Church of Southern Queensland Code of Conduct for Anglican Schools and Education & Care Services.	Risk & Compliance Officer	Annually; and for new staff: upon commencement of employment
7.4	All School Council Members and Staff receive professional development in relation to the Child Safe Action Plans: Operations Plan and Improvement Plan.	Risk & Compliance Officer	Annually; and for new staff: upon commencement of employment
7.5	All Staff receive professional development and information on Child Safe Advocates, reporting child safety concerns, and how to respond effectively to issues of students' safety and wellbeing and support colleagues who disclose harm.	Deputy Principal – Middle and Senior School Operations	Annually; and for new staff: upon commencement of employment
7.6	All Staff receive professional development in relation to: <ul style="list-style-type: none"> <li>• Child Safe Anglican Education Policy</li> <li>• Child Safe Anglican Education Guidelines and Procedures</li> </ul>	Risk & Compliance Officer	Annually; and for new staff: upon commencement

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	<ul style="list-style-type: none"> <li>Complaints Management in Anglican Education Policy</li> <li>Complaints Management in Anglican Education Guidelines and Procedures</li> <li>Whistleblower Policy for Anglican Education</li> <li>Whistleblower Procedures for Anglican Education</li> </ul>		of employment
7.7	Teachers receive information on the creation of risk management plans for incursions and excursions, outdoor education and activities, and interstate/overseas trips as required, and staff travelling on overseas trips sign acknowledgement of the Overseas Tours Excursion Procedure.	Deputy Principal – Middle and Senior School Operations Head of Junior School	Annually; and for new staff: upon commencement of employment
7.8	All Staff receive information on how to use Pixevety for taking, storing and sharing of images.	People and Culture Manager Marketing Manager Head of Junior School Deputy Principal – Middle and Senior School Operations	Annually; and for new staff: upon commencement of employment
7.9	Volunteers acknowledge their understanding of the Anglican Church of Southern Queensland Induction Overview for those working, either paid or volunteering in Anglican Schools and Education & Care Services before volunteering at St Hilda's School; and expectations of conduct are included in the SINE process upon entry to the School. Training is delivered to staff on this process and associated record keeping.	Risk & Compliance Officer	Ongoing
7.10	All visitors must sign in upon entry to the school on SINE which includes the reading and signing off, of their understanding of the Public Commitment and Child Safe reporting procedures. Training is delivered to staff on this process.	Risk & Compliance Officer	Ongoing

## Standard 8: Physical and online environments

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
8.1	Cyber Safety Awareness promoted through SchoolTV (available on the School website – Safeguarding our Students) plus segments included in periodic School	Deputy Principal – Middle and Senior School Operations	At least once per School term

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	Newsletters.	Head of Junior School	
8.2	<p>Third Party Provider agreements are reviewed upon renewal in terms of risk management and ensuring a child safe environment. The agreements for the following are perpetual in nature:</p> <ul style="list-style-type: none"> <li>• Outdoor Education</li> <li>• Interstate and overseas tours/trips</li> <li>• Boarding</li> <li>• High-Risk curriculum activities</li> <li>• Excursions/incursions</li> <li>• Boarding staff living on campus</li> <li>• Memorandums of Understanding with International Exchange Schools</li> <li>• Homestay Agreement</li> <li>• A Team Tuition</li> <li>• Australian Acting Academy</li> <li>• Chartwells</li> <li>• Delta Gymnastics</li> <li>• GC Dance</li> <li>• My Fit Kids</li> <li>• Pure Tennis</li> <li>• Yalari</li> <li>• Yoga Classes by Danielle Williams</li> </ul>	<p>Director of Business and Operations Risk &amp; Compliance Officer Deputy Principal – Middle and Senior School Operations Head of Boarding</p>	Cyclical basis
8.3	<p>Third Party Provider Child Safe Action Plans are required and reviewed upon receipt for the following regular providers:</p> <ul style="list-style-type: none"> <li>• A Team Tuition</li> <li>• Australian Acting Academy</li> <li>• Chartwells</li> <li>• Delta Gymnastics</li> <li>• GC Dance</li> <li>• My Fit Kids</li> <li>• Pure Tennis</li> <li>• Yalari</li> </ul>	<p>Director of Business and Operations</p>	Annually

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	<ul style="list-style-type: none"> <li>Yoga Classes by Danielle Williams</li> </ul>		
8.4	Pre-excursion meetings are held by the Excursion and Child Protection Leader and Situational Safety Checklists are read and acknowledged by signature, by staff members attending each excursion.	Excursion and Child Protection Leader (ECPLs)	Ongoing
8.5	Playground Safety Checks are conducted by Maintenance.	Operations Manager	Monday to Saturday during School terms
8.6	Annual review and training of Enrolment Tours Risk Management Plan with Heads of School.	Head of Enrolments	Annually

## Standard 9: Continuous improvement

No.	Action Taken	Responsible Person	Timeframe (where applicable)
9.1	A School Council member/parent is included in the Child Safe Committee meetings as a voice for the parent body.	Child Safe Chairperson	Ongoing
9.2	The School's Student Leaders are included in selected Child Safe meetings to provide feedback.	Child Safe Chairperson	2 times per year
9.3	The Child Safe Action Plan: Operations Plan is referenced at each Child Safe Committee meeting.	Child Safe Chairperson Child Safe Committee	1-2 times per School term
9.3	The Child Safe Action Plan: Improvements Plan is referenced at each Child Safe Committee meeting and status of improvements tracked.	Child Safe Chairperson Child Safe Committee	1-2 times per School term
9.4	School policies and procedures are reviewed on a cyclical basis or after incidents or feedback received.	Head of Junior School Deputy Principal – Middle and Senior School Operations Deputy Principal – Strategic Projects, People and Culture People and Culture Manager	Ongoing

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## Standard 10: Policies and procedures

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
10.1	Regular communication to families about where to find Child Safe Advocates and child safety policies and procedures via periodic School Newsletters.	Head of Junior School Deputy Principal – Middle and Senior School Operations Deputy Principal – Strategic Projects, People and Culture	Ongoing

No.	Product	Location
<b>ACSQ</b>		
A1	ACSQ Child Safe Anglican Education Policy; Procedures: Child Safe Operations; and Procedures: Child Safe Responses	School website – Safeguarding our Students Ammonite (Schoolbox) Printed form – School Reception – Junior School, Middle and Senior School, Boarding, and Offices – Principal, Sport, Music and Health Centre Referenced in – Staff Handbook, Parent Handbooks, Student Organisers and in periodic School Newsletters
A2	Child Safe Response Form	Ammonite (Schoolbox)
A3	Public Commitment	School website – Safeguarding our Students Ammonite (Schoolbox) Printed form – School Reception – Junior School, Middle and Senior School, Boarding, and Offices – Principal, Sport, Music and Health Centre Referenced in – Staff Handbook, Parent Handbooks, Student Organisers and in periodic School Newsletters

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A4	ACSQ Creating Environments to Thrive Induction Overview	School website – Safeguarding our Students Ammonite (Schoolbox)
A5	ACSQ Complaints Management in Anglican Education Policy	School website – Safeguarding our Students Ammonite (Schoolbox)
A6	ACSQ Complaints Management in Anglican Education Guidelines and Procedures	School website – Safeguarding our Students Ammonite (Schoolbox)
A7	ACSQ Whistleblower Policy for Anglican Education	School website – Safeguarding our Students Ammonite (Schoolbox)
A8	ACSQ Whistleblower Procedures for Anglican Education	School website – Safeguarding our Students Ammonite (Schoolbox)
A9	ACSQ Working with Children in Anglican Education Policy	Ammonite (Schoolbox) – Staff
A10	ACSQ Working with Children in Anglican Education Guidelines and Procedures	Ammonite (Schoolbox) – Staff
A11	ACSQ Protocol for Responding to Child Sexual Abuse and Sexual Misconduct	Ammonite (Schoolbox) – Staff
A12	ACSQ Recruitment and Selection in Anglican Schools Policy	Ammonite (Schoolbox) – Staff
A13	ACSQ Risk Management Framework	Ammonite (Schoolbox) – Staff
<b>St Hilda's School</b>		
S1	Child Safe Advocates	School website – Safeguarding our Students Ammonite (Schoolbox) On display in prominent areas of the School, Staff Handbook, Parent Handbooks, Student Organisers, and referenced in periodic School Newsletters.
S2	Anti-Discrimination Policy	Ammonite (Schoolbox) – Staff
S3	Behaviour Management Policy	School website – Safeguarding our Students Ammonite (Schoolbox)
S4	Bullying, Harassment and Discrimination Policy – Staff	Ammonite (Schoolbox) – Staff
S5	Bullying, Harassment and Discrimination Policy – Students	School website – Safeguarding our Students Ammonite (Schoolbox)
S6	Bullying, Harassment and Discrimination Procedure – Staff	Ammonite (Schoolbox) – Staff
S7	Counselling Services in Anglican Schools Policy	School website – Safeguarding our Students Ammonite (Schoolbox)

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S8	Counselling Services in Anglican Schools Guidelines	School website – Safeguarding our Students Ammonite (Schoolbox)
S9	Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement	School website – Safeguarding our Students Ammonite (Schoolbox) Student Organisers – Junior, Middle and Senior Schools; and Staff Organiser (Middle Senior)
S10	Diversity Inclusion Guidelines	Ammonite (Schoolbox) – Staff
S11	Enrolment Contract	Enrolments
S12	Excursion and Incursion Policy	Ammonite (Schoolbox) – Staff
S13	Excursion and Incursion Procedure	Ammonite (Schoolbox) – Staff
S14	Excursion and Incursion Application and Risk Assessment	Ammonite (Schoolbox) – Staff
S15	Expectations of the School Community	School website – Safeguarding our Students Ammonite (Schoolbox)
S16	Expectations of Students	School website – Safeguarding our Students Ammonite (Schoolbox)
S17	Expectations of Boarders	School website – Safeguarding our Students Ammonite (Schoolbox)
S18	Homestay Risk Management Strategy	Ammonite (Schoolbox) – Staff
S19	International Risk Assessment	Ammonite (Schoolbox) – Staff
S20	Overseas Tours Excursion Procedure	Ammonite (Schoolbox) – Staff
S21	Performance Management Policy	Ammonite (Schoolbox) – Staff
S22	Performance Management Procedure	Ammonite (Schoolbox) – Staff
S23	Procedural Fairness Policy	Ammonite (Schoolbox) – Staff
S24	Procedural Fairness Procedure	Ammonite (Schoolbox) – Staff
S25	Professional Learning and Development Policy	Ammonite (Schoolbox) – Staff
S26	Risk Management Policy (Governance)	Ammonite (Schoolbox) – Staff
S27	Social Media Policy	School website – Safeguarding our Students Ammonite (Schoolbox)
S28	Staff Handbook	Ammonite (Schoolbox) – Staff
S29	Volunteer Policy	Ammonite (Schoolbox) – Staff
S30	Volunteers and Visitors' Procedures Handbook	School website – Safeguarding our Students Ammonite (Schoolbox)

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S31	Work Health and Safety Policy (Governance)	Ammonite (Schoolbox)
<b>St Hilda's School – People and Culture Processes</b>		
S32	Work Instruction – Human Resources Recruitment and Selection	Child Protection Audit HR File
S33	Work Instruction – Human Resources Flowchart	Child Protection Audit HR File
S34	New Staff Induction Checklist – Part 1	HR Induction Files
S35	New Staff induction Checklist – Part 2 (on the job)	HR Induction Files
S36	New Employee Checklist	HR Onboarding Files
S37	Work Instruction – Human Resources Child Protection Online Mandatory Training	HR Induction Files
S38	Working with Children Check Procedure Manual	Child Protection Audit Files
S39	Working with Children Authority Procedures	Ammonite (Schoolbox) – Staff
<b>External Resources</b>		
Z1	Australian Health Practitioner Regulation Agency (AHPRA) Check and Audit Procedure	Child Protection Audit HR File
Z2	Australian Institute for Teaching and School Leadership (AITSL) – Professional Standards for Teachers	<a href="http://www.aitsl.edu.au/standards">www.aitsl.edu.au/standards</a> Link available in Ammonite (Schoolbox) – Staff
Z3	Education (Queensland College of Teachers) Act 2005	<a href="#">Education (Queensland College of Teachers) Act 2005 - Queensland Legislation - Queensland Government</a>
Z4	Education (Accreditation of Non-State Schools) Regulation 2017	<a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (legislation.qld.gov.au)</a>
Z5	eSafety Commissioner	<a href="#">Parents   eSafety Commissioner</a>
Z6	Independent Schools Queensland – Duty of Care Handbook	Copy available in Ammonite (Schoolbox) – Staff
Z7	National Register Check Procedure	Child Protection Audit HR File
Z8	Queensland College of Teachers (QCT) Check and Audit Procedure	Child Protection Audit HR File
Z9	Queensland College of Teachers (QCT) Professional Conduct – Code of Ethics and Professional Boundaries: Guidelines for Teachers	<a href="http://www.qct.edu.au/standards-and-conduct">www.qct.edu.au/standards-and-conduct</a> Link available in Ammonite (Schoolbox) – Staff
Z10	SchoolTV	School website – Safeguarding our Students
Z11	The Queensland Anglican Schools Enterprise Agreement 2021	Ammonite (Schoolbox) – Staff
Z12	Working with Children (Risk Management and Screening) Act 2000	<a href="#">Working with Children (Risk Management and Screening) Act 2000 (legislation.qld.gov.au)</a>

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Z13	Working with Children (Risk Management and Screening) Regulation 2011	<a href="https://www.legislation.qld.gov.au">Working with Children (Risk Management and Screening) Regulation 2011 (legislation.qld.gov.au)</a>
Z14	ySafe Online Safety Hub	School website – Safeguarding our Students