



EDMUND RICE EDUCATION AUSTRALIA

Northern Region

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

2015

PART 1: COMMITMENT

Statement of Commitment (*mandatory requirement 1*)

Edmund Rice Education Australia (ERA) is committed to the safety and wellbeing of all students and children. ERA values and respects the preciousness and uniqueness of each student and child. In ERA we embrace the Gospel values of freedom, justice, love and respect and the teachings of Jesus and Blessed Edmund Rice. All children are precious in the sight of God who calls all of us to care for children and to take action where those in need may not be able to protect themselves.

Creating and maintaining the school as a place of safety in a supportive, nurturing community is an essential part of ERA's ethos and forms the basis of our commitment to the protection of students and children. ERA strives to ensure a culture within its schools and entities where all who have the responsibility and care of students and children understand that student and child protection is every person's responsibility. Important to developing this culture is ensuring the implementation of strategies enacted to minimise the risk of harm to students and children. That is, the education of staff and students about personal safety strategies and an acknowledgment by ERA schools and entities that the safety and wellbeing of students and children must be at the centre of every preventative and protective action they take.

Edmund Rice Education Australia (ERA) Northern Region's Child and Youth Risk Management Strategy has been developed in compliance with our obligations under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* to promote and protect children and young people.

Codes of Conduct (*mandatory requirement 2*)

ERA has developed codes of conduct and standards of behaviour for employees, volunteers **(including parents), students and other personnel (including contracted persons and groups)** in consultation with relevant parties. These codes of conduct set out ERA's requirements in relation to the conduct of employees, volunteers, **students and other personnel (including contracted persons and groups)**.

Employees are also bound to comply with ERA's Principles of Employment (Schools and Non- school Ministries) and other relevant standards (for example. The Australian Professional Standards for Teachers and the Australian Professional Standards for Principals).

Integrity in the Service of the Church, a resource document of Principles and Standards for lay workers in the Catholic Church in Australia is available to all EREA schools and entities to assist them in developing Principles and Standards. The document complements the document *Integrity in Ministry*, a Code of Conduct for Catholic Clergy and Religious in Australia.

EREA Employee/Volunteer Code of Conduct

The Edmund Rice Education Australia (EREA) *Code of Conduct* details, clarifies and affirms the standards of behaviour required by EREA in the performance of their employees' duties and volunteers (including parents) in their activities in the school. All employees and volunteers must comply with the *Code of Conduct*. It forms part of the contract of employment for all persons employed by EREA, including on a temporary, casual, fixed term or continuing basis and agreement entered into with persons (volunteers) who freely offer their services to EREA.

The *Code of Conduct* is a resource to assist employees and volunteers within Edmund Rice Education Australia (EREA) to ensure that their behaviour and conduct is in accordance with EREA's standards and expectations and does not impact or otherwise harm students/children. In addition the *Code of Conduct* covers the employees'/volunteers' duties in relation to risk management and duty of care obligations to students/children.

EREA has uploaded the *Code of Conduct* to its Intranet. EREA requires Principals and delegated persons to conduct *Code of Conduct* training for school employees. The Code will be made available to all existing and new employees and volunteers and will be an essential component of the induction of all new employees and volunteers.

The Code is supplemented by policies of Edmund Rice Education Australia and its schools, including child protection policies and child protection legislation. Further, child protection policies and child protection legislation (or other statutes) will apply if there is any inconsistency with the Code.

The Code includes obligations of persons who fulfil the definition of Employee or Volunteer.

The *Code* also sets out responsibilities of employees and volunteers which:

- govern interactions with students, management of students and physical contact with students
- govern interactions between colleagues
- outline expectations regarding the use of technology
- affirm Edmund Rice Education Australia's position on drugs, alcohol, tobacco, sexual harassment, workplace harassment and discrimination
- establish a process for reports and complaints to be made about breaches of the *Code*.

Student Behaviour Support Policy

EREA Northern Region requires EREA schools and entities to develop a Student Behaviour Support Plan for their school/entity, in consultation with all groups in the school community and implement that plan for a whole school/entity approach to support student/child behaviour in the school/entity environment.

EREA Code of Conduct for interacting with Children and Young People Northern Region

The *Code of Conduct for Interacting with Children and Young People* (“the Code”) is designed to assist Edmund Rice Education Australia (EREA) Northern Region to meet its legal obligation to provide a Code of Conduct for interacting with children and young people. Also, the Code is designed to enhance the requirements of EREA in its commitment to the provision of a safe and supportive environment for students and children entrusted to the care of Edmund Rice Education Australia Northern Region. This Code of Conduct applies to all Edmund Rice Education Australia (EREA) employees in the Northern Region contracted on a continuing, fixed term or casual basis. Volunteers (including parents) are also required to abide by the Code.

The *Code of Conduct for Interacting with Children and Young People* sets out the expectations of EREA Northern Region of its employees and volunteers in their interactions with students and children:

- Appropriate Professional Boundaries
- Appropriate Student Behaviour Management
- Appropriate Physical contact with students/children
- Preventing Sexual Misconduct

EREA Northern Region requires EREA schools and entity to ensure that:

- the *Code of Conduct for Interacting with Children and Young People Northern Region* (“the Code”) is implemented in the school and entity community;
- all employees and volunteers have access to a copy of “the Code”;
- parents are made aware of “the Code”.

PART 2: CAPABILITY

Procedures for recruiting, selecting, training and managing staff that enhance the safety and wellbeing of children and young people and the protection of children and young people from harm (*mandatory requirement 3*)

Recruitment and selection

EREA Northern Region’s recruitment and selection processes aim to recruit and select teaching and non-teaching staff, other employees and volunteers that work with students/children in EREA Northern Region schools and entity that are appropriately qualified and suitable for working with children and young people.

EREA Northern Region schools and entity are involved in staff recruitment, selection, training and management of employees and volunteers in partnership with personnel from the EREA Northern Region office.

Principals/Entity Director, teaching and non-teaching staff, other employees and volunteers must comply with EREA’s Northern Region policies and procedures in relation to recruitment, selection, training and managing of staff, other employees and volunteers. The procedures for the selection and appointment of employees which are published on the EREA Northern Region intranet include:

- EREA Employment Policy
- EREA Employment Policy Annexure 1
- EREA Employment Policy Appendix 1 Position Description Template
- EREA Employment Policy Appendix 3 Application Package (for teaching position)
- EREA Employment Policy Appendix 3A Application Package (for non-teaching position)
- EREA Employment Policy Appendix 4 Protocols for Panels
- EREA Employment Policy Appendix 6 Samples and Suggestions for Performance Reviews
- EREA Screening Policy
- EREA Screening Policy Annexure 'A' Suitability Declaration for all Teaching Staff
- EREA Screening Policy Annexure 'B' Suitability Declaration for all Non-teaching Staff
- EREA Screening Policy Annexure 'C' Blue Card Procedures
- Edmund Rice Education Australia Northern Region – Principles of Employment

In advertising new positions in schools and entities, EREA's Northern Region advertising template states that *"All applications for this position will be submitted to screening procedures as detailed in the Working with Children (Risk Management and Screening) legislation. These checks are consistent with Edmund Rice Education Australia's commitment to child protection policies and procedures"*.

EREA Northern Region adheres to the requirements of the *Working with Children (Risk Management and Screening) Act 2000*, *Working with Children (Risk Management and Screening) Regulation 2011*, *Education (Accreditation of Non-State Schools) Act and Regulation 2001*, and the *Education (Queensland College of Teachers) Act 2005* with regards to employment.

All non-teaching employees and volunteers working in EREA Northern Region schools and entity are required to comply with EREA Northern Region Blue Card Screening Procedures. EREA Northern Region requires all non-teaching employees, volunteers and trainee student teachers who work with students and who require a Blue Card under the *Working with Children (Risk Management and Screening) Act 2000*, to obtain a Blue Card and keep it current. All teachers are required to produce evidence of current teacher registration with the Queensland College of Teachers ("QCT") before they commence work in EREA schools and entities.

Training and Management of Employees

Edmund Rice Education Australia (EREA) Northern Region requires all teaching and non-teaching staff, other employees and volunteers to complete induction training. Principals and Entity Director are required by EREA Northern Region to ensure that all employees, other personnel and volunteers are provided with induction training on the school's/entity's processes and procedures, the values and expectations of EREA and the standard of behaviour required of employees, other personnel and volunteers in their interactions with students. EREA Northern Region provides support to EREA schools and entity to provide a safe and supportive environment for students. EREA Northern Region conducts induction training for all new Principals and Deputy Principals. This training specifies requirements of the Code of Conduct and EREA's key documents and includes meeting key people in EREA Northern Region who support Principals and Deputy Principals.

All teaching and non-teaching staff and other personnel who work within EREA Northern Region schools and entity must complete EREA Northern Region's mandatory online training in Child Protection within four weeks of commencing their employment. Volunteers are required to read the EREA Northern Region Student/Child Protection Policy and Processes and EREA Code of Conduct on commencement of their volunteer services. EREA Northern Region online training in Child Protection is offered to volunteers. All teaching, non-teaching staff and other personnel are required to attend face to face Student/Child Protection training offered by the school/entity during the course of the school year and mandatory online training every two years or earlier if it is considered necessary due to new legislation/reporting obligations. Student Protection training covers EREA Northern Region's requirements under the Student Protection Policy and Processes in relation to reporting by teaching, non-teaching staff and other personnel of suspicions or allegations of:

- sexual abuse/likely sexual abuse of students/children;
- harm or risk of harm to students/children caused by physical abuse, sexual abuse, emotional abuse or neglect; and
- inappropriate behaviour of staff to students.

This training provides EREA Northern Region employees who work with students/children sound skills to effectively respond to and report suspicions or allegations, as required by law.

Additional on-going training is provided by Edmund Rice Education Australia (EREA) Northern Region and employees are encouraged to attend. EREA Northern Region's professional student protection staff co-ordinate learning opportunities for EREA Northern Region employees to enhance their professional or personal knowledge and skills.

EREA Northern Region schools and entity give their employees opportunities to attend courses relating to the wellbeing of students/children e.g. Bullying, Harassment, Behaviour Management of students/children, students with special needs.

Where there is a complaint or allegation in relation to an employee, other personnel or volunteer of inappropriate behaviour or misconduct EREA Northern Region takes appropriate management action which includes following the requirements of the EREA Code of Conduct and EREA Northern Region Student/Child Protection Policy and Processes.

EREA provides the Employee Assistance program to give free and confidential counselling to employees who require support.

Other EREA Support for the wellbeing of students/children

EREA acknowledges that students learn best in school environments in which they feel safe, physically and emotionally, free from bullying and intimidation. EREA Northern Region and EREA Northern Region schools and entities have developed policies, processes and resources to support the care and wellbeing of students. Employees are made aware of these policies, processes and resources from time to time at staff meetings, 'in-service' days and staff notices.

These policies and processes may include and address:

- Preventing and Responding to Student Bullying

- Management of Drugs and Other Prohibited Substances
- Management of Police Intervention and Interviews Conducted with Students on School Premises
- Management of Weapons in Schools
- Suicide Prevention
- Students with Disabilities
- Student Attendance
- Acceptable Use of Technology
- Public Transport Use
- Administration of Medicine to Students
- Critical Incident Management

Every Edmund Rice Education Australia (EREA) Northern Region school employs School Counsellors to work with students and provide pastoral care, personal safety strategies, and support for marginalised students and students who may be at risk of being harmed. Each student in EREA Northern Region schools is allocated to a pastoral care group with a pastoral care co-ordinator who provides support and guidance throughout years 4 -12.

PART 3: CONCERNS

Policies and procedures for handling disclosures or suspicions of harm (*mandatory requirement 4*)

Student Protection Processes

Edmund Rice Education Australia (EREA) Northern Region's Student/Child Protection Policy and Processes provide a process for all staff, other personnel and volunteers who work in EREA schools and entity to recognise, respond and report allegations or suspicions of:

- sexual abuse/likely sexual abuse of students/children;
- harm or risk of harm to students/children caused by physical abuse, sexual abuse, emotional abuse or neglect; and
- inappropriate behaviour of staff/volunteers to students/children.

The Student/Child Protection Policy and Processes has been developed in accordance with the requirements of the *Education (Accreditation of Non-State Schools) Act and Regulation 2001*, the *Education (General Provisions) Act and Regulation 2006*, the *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2011*, the *Child Protection Act 1999* and the *Education (Queensland College of Teachers) Act 2005*.

The EREA Student/Child Protection Policy and Processes complement the procedures developed by the National Committee for Professional Standards entitled *Towards Healing – Principles and Procedures in Responding to Complaints of Abuse Against Personnel of the Catholic Church in Australia (2010)* and the document entitled *Integrity in the Service of the Church (September 2011)*.

In compliance with the law reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student/child or to the Department of Communities, Child Safety and Disability Services for harm/risk of harm to a student/child caused

by sexual abuse, physical abuse, emotional abuse or neglect. If a report is made in relation to inappropriate behaviour of a staff member, other personnel or volunteer towards a student/child that report will be handled by the Principal or Entity Director, with support from the EREA Director Northern Region Support and the Student Protection Officer. When required advice will be sought from relevant external professionals. All school based employees, and other personnel must complete mandatory on-line training every two years and EREA requires Principals/Entity Director at EREA schools and entity to sign off that the mandatory training has been completed. A register of all employees and volunteers who complete the training is kept at the school/entity and is available to the Director EREA Northern Region support when requested.

The EREA Northern Region Student/Child Protection Policy and Processes is readily available for employees, other personnel, volunteers, parents, students and carers and EREA Northern Region requires that all EREA Northern Region schools and entity upload the Policy and Processes to their school/entity website.

EREA Northern Region has developed a system to enable central management and monitoring where a Record of Concern about student wellbeing is brought to the notice of the Director EREA Northern Region Support, including allegations or suspicions of sexual abuse or likely sexual abuse of a student/child, harm or risk of harm to a student/child or inappropriate behaviour of a staff member, other personnel or volunteer towards a student/child.

EREA Northern Region has developed a complaints procedure to enable school/entity staff, other personnel, volunteers, parents or students to make a complaint that an EREA Northern Region school or entity has not complied with the Student/Child Protection Policy and Processes. School staff, other personnel, volunteers, parents or students may make a complaint via the Record of Complaint about Non-Compliance with EREA Northern Region's Student/Child Protection Policy and Processes. Principals and Entity Director are required to handle these complaints in accordance with EREA Northern Region's Procedure for Handling Complaints about Non-Compliance with EREA Northern Region's Student/Child Protection Policy and Processes.

School/Entity based Student/Child Protection Contacts

In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2001* each EREA Northern Region school and entity must have two stated staff members to whom a student/child can report behaviour of another staff member that the student/child considers to be inappropriate.

In EREA Northern Region schools and entity the Principal/Entity Director and at least one other staff member must be nominated as a Student/Child Protection Contact with the school or entity. The role of the Student/Child Protection Contact is to assist staff, other personnel, parents and students in student/child protection matters and to make or assist staff to make a report when a complaint or allegation of harm to a student/child is received as outlined in EREA Northern Region Student/Child Protection Policy and Processes. EREA Northern Region requires all EREA Northern Region schools and entity to make staff, other employees, volunteers, parents and students aware of the school/entity Student Protection Contacts, through school/entity newsletters, posters prominently displayed in the school/entity and other ways specific to and chosen by the school/entity e.g. daily student notices.

In EREA Northern Region larger schools additional Student/Child Protection Contacts have been appointed. Information about the Student/Child Protection Contacts and requirements for their appointment is detailed within the EREA Northern Region's Student/Child Protection Policy and Processes.

Student Protection Officers

Edmund Rice Education Australia Northern Region (EREA) has a Student/Child Protection Officer who assists the Director EREA Northern Region Support and provides assistance and support to EREA colleges. A Child Protection Co-ordinator assists the Director EREA Youth+ and provides assistance and support to Youth+ centres. Both these professionals have extensive experience in the field of child protection. They hold tertiary qualifications in human services (including Community Welfare, Social Sciences, Social Work, Psychology and Counselling). They work as a team with the Director EREA Northern Region Support in developing School/Youth+ Student Contact in-services, policy and processes, and resources for schools and entities.

The EREA Student Protection Officer and Youth+ Child Protection Co-ordinator assist school based employees in assessing sexual abuse and likely sexual abuse and harm caused or at risk of being caused to students/children by sexual abuse, physical abuse, emotional abuse or neglect. They also offer support and guidance to schools during and after a student protection intervention, assist with compliance with the EREA Northern Region Student/Child Protection Policy and Processes and develop and facilitate professional learning for staff.

A plan for managing breaches of the Child and Youth Risk Management Strategy (*mandatory requirement 5*)

Edmund Rice Education Australia (EREA) Northern Region takes any breach of its Child and Youth Risk Management Strategy seriously. Breaches may be dealt with as follows:

- if the alleged breach relates to the actions of an employee, EREA Northern Region will manage this, as appropriate, in accordance with its Employee Misconduct Process and Unsatisfactory Performance Process;
- if the alleged breach relates to a report of inappropriate behaviour of a staff member, other personnel or volunteer to a student/child, EREA will manage this in accordance with the process set out in the EREA Code of Conduct and the EREA Student/Child Protection Policy and Processes;
- if the breach relates to a complaint made via the Record of Complaint about Non-Compliance with EREA Northern Region Student/Child Protection Processes, that complaint will be dealt with in accordance with the Procedure for Handling Complaints about Non-Compliance with EREA Northern Region's Student/Child Protection Policy and Processes and legislative requirements.
- if the breach relates to the action of a contractor, EREA Northern Region will take appropriate action under EREA Northern Region's contract with the contractor.

A risk management plan for high risk activities and special events (*mandatory requirement 7*)

Risk Management Tools

Edmund Rice Education Australia Northern Region (EREA) requires all EREA Northern Region schools and entity to consider all curriculum and non-curriculum activities in terms of their level of risk. When undertaking all activities or special event (i.e. low, medium or high) EREA Northern Region schools and entity undertake responsibility for identifying potential risks and considering the safety and wellbeing of students/children and the risk of harm to students/children.

EREA Northern Region requires EREA Northern Region schools and entity to develop and implement a risk management plan to remove or minimise the risk of harm to students/children. The plan includes risk management assessment and risk mitigation which is carried out for activities undertaken within the school/entity and outside the school/entity. All EREA Northern Region schools/entity have been forwarded the Queensland Government *Child and Youth Risk Management Strategy Toolkit* and *Blue Card Services Learning Portal – Risk Management* to assist them in relation to risk assessments and risk management plans. EREA Northern Region has support persons to assist EREA Northern Region schools and entity with the development and implementation of risk management plans. There are Health and Safety teams and a dedicated Workplace Health and Safety Officer (“WHSO”) at each EREA Northern Region school and entity who provides support, if requested, to carry out risk assessments and develop and implement a risk management plan. Internal audits are carried out to ensure that EREA Northern region schools and entity are complying with legislative requirements.

Risk Management for Excursions and other Activities

In Edmund Rice Education Australia (EREA) Northern Region Principals and Entity Director are responsible for approving all excursions, retreats, immersion programs and school and outside school activities. EREA Northern Region schools and entity have developed parent/carer permission forms and documentation covering excursions (including OH & S standards and Risk Management Plans). A Risk Management Plan and a Risk Assessment Form is used by Principals/Entity Director to identify, assess and manage risks associated with excursions, school camps, school retreats, immersion programs and outside school activities particular to the school/entity. School/entity staff in carrying out a Risk Assessment and formulating a Risk Management Plan are required to specify on the forms and template used that student protection risks must be assessed and managed.

EREA Northern Region schools/entity conducts other outside school activities particular to the school/entity. These activities may include College Productions, Art Festivals, and community support e.g. visits to Retirement villages and breakfast vans for the homeless. Risk Management Assessments and Risk Management Plans are carried out for these events and staff responsible for these assessments and plans specify that student protection risks must be assessed and managed.

Other Strategies to Minimise Risks of Harm

EREA Northern Region and EREA Northern Region schools/entity take seriously their commitment in relation to the safety and protection of students/children and have developed strategies and procedures to manage risks of harm to students/children, for example:

- Supervision – EREA Northern Region schools/entity must manage the supervision of students/children appropriately to ensure that there is adequate supervision of students/children as detailed in the Code of Conduct and each schools/entity Position Statement.
- Emergency/Critical Incident situations – EREA Northern Region schools/entity have in place procedures to handle emergency situations and critical incidents and are briefed to appropriately handle such situations. These procedures must be sanctioned by Edmund Rice Education Australia Northern Region and the particular EREA Northern Region School Board/Entity Board.
- Fire/Lockdown – All EREA Northern Region schools/entity have procedures to address such situations and must ensure that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school/entity.
- Visitors/Outsiders – EREA Northern Region schools and entity must have procedures in place for the management of visitors and other outsiders, including relevant signage and directions together with a visitor sign in register and procedures for signing in and out of the school/entity. These procedures include the wearing of a visitor’s pass.
- Media/Communications strategies - EREA Northern Region schools and entity must have permission from parents/carers using the forms available for the use of student/child photographs and names in any materials issued to the public in printed or electronic form. Identifying information of students/children must not be used in promotional material without the specific permission of the parents/carers and the students concerned.
- Computer/Internet - All employees and students are required to observe the Edmund Rice Education Australia Acceptable Use Policy and the Consent Form is implemented.
- Travel – Travel guidelines for students/children have been developed by EREA Northern Region schools. These guidelines are accessible to staff, parents/carers and students are regularly reminded of these guidelines.

PART 4: CONSISTENCY

Policies and procedures for compliance with Chapter 8 of the *Working with Children (Risk Management and Screening) Act 2000* (which regulates the Blue Card system) (mandatory requirement 6)

Blue Card Requirements and Employee Register

Edmund Rice Education Australia (EREA) Northern Region Screening Policy details EREA Northern Region’s requirements in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that the required personnel hold a Blue Card. EREA Northern Region’s schools/entity and Principals must comply with the requirements of the EREA Northern Region Screening Policy.

In accordance with legislative requirements EREA Northern Region requires all non-teaching staff, other personnel, volunteers, trainee student teachers and school students (e.g. undertaking paid work within Boarding facilities) who work with students/children under 18 years of age to obtain and hold a Blue Card (unless exempt), including:

- all school/entity EREA Northern Region employees who are not registered with either the QCT or the Australian Health Practitioner Regulation Agency;
- all employees of EREA Northern Region Support
- volunteers (who are not parents of enrolled children);
- preservice teachers undertaking practical teaching sessions as part of compulsory academic course requirements;
- self-employed people, paid employees other than EREA Northern Region employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching or tutoring of a child, individually on a commercial basis;
- students who undertake formal traineeships as part of their studies which involve work in child related employment, including conducting sport and recreation activities directed at children; and
- School/Entity board members (excluding current parents on a board of their own child's school/entity).

EREA Northern Region requires all EREA Northern Region schools/entity to maintain a Blue Card Register for all eligible employees, volunteers, trainee student teachers and preservice teachers. Each school/entity has a Screening Contact Person who is appointed by the Principal/Entity Director. EREA Northern Region requires that the Screening Contact Person is an appropriate Leadership Team Member, Business/Personnel Manager or delegate appointed by the Principal/Entity Director. The Screening Register and details must be available to the EREA Director Regional Support when requested. The EREA Director Regional Support or his delegate may conduct internal audits of the school's/entity's Screening Register and other relevant details/information.

All teachers employed by EREA Northern Region must be registered with the QCT. Principals/Entity Director are required by EREA to sight the original certificates of registration and qualifications before employment commences. New non-teaching staff, other personnel and volunteers must have applied for a Blue Card prior to commencing work.

Procedures for reviewing the Child and Youth Management Strategy

To ensure that EREA Northern Region's Child and Youth Risk Management Strategy remains current and effective, this strategy will be monitored and reviewed annually. In the event that EREA Northern Region identifies concerns, EREA's Child and Youth Risk Management Strategy will be reviewed.

In the review, EREA Northern Region will record the date of the review, where the review took place, who was present and what was discussed. Issues to be considered in the review include:

- whether EREA Northern Region's policies and procedures were followed;
- the effectiveness of EREA Northern Region's policies and procedures in preventing or minimising harm to students/children;
- the effectiveness of EREA Northern Region's school's/entity's procedures and guidelines in preventing or minimising harm to students/children;
- whether any risk management incidents/issues occurred;
- the process used to manage any incidents/issues;
- the content and frequency of training in relation to EREA Northern Region's Child and youth Risk Management Strategy.

On completion of the review, EREA Northern Region schools/entity, employees, other personnel, parents and volunteers will be advised of any changes to EREA Northern Region's policies and procedures as a result of the review and where appropriate training will be provided.

Strategies for communication and support (mandatory requirement 8)

Student Protection Training

As discussed previously in this document, all EREA Northern Region school/entity based teaching and non-teaching staff and other personnel and must complete EREA Northern Region's mandatory online training on Child Protection. Volunteers must read the EREA Student/Child Protection Policy and EREA Code of Conduct and sign off that they have met this requirement. Volunteers are also offered online training. A school/entity Register of all staff and volunteers who have completed the online training is managed by the designated person in charge of the school's/entity's online Student/Child Protection Training. All staff (teaching and non-teaching) is required to complete the on-line training every two years.

EREA Northern Region requires all EREA Northern Region schools/entity to conduct annual in-services/workshops on Student/Child Protection and EREA Northern Region's procedures and the process for reporting child abuse incidents. These in-services/workshops include reporting the behaviour of a staff member, other personnel or volunteer that a student/child considers to be inappropriate.

EREA Northern Region schools/entity are required by EREA Northern Region to have the EREA Student/Child Protection Policy and Processes readily accessible to staff, other personnel, volunteers, students and parents. The EREA Northern Region Student/Child Protection Policy and Processes is uploaded on EREA's Northern Region website and on each school's/entity's website. Parents and students receive regular Student/Child Protection/Personal Safety information through the school's/entity's notices and newsletters. Principals/Entity Director are required to ensure that the EREA Northern Region's Student Safety Posters are displayed prominently in areas of the school/entity visible to staff, other personnel, volunteers, students and parents.

Training on EREA Northern Region's Child and Youth Management Strategy

EREA Northern Region's Child and Youth Risk Management Strategy is uploaded on EREA Northern Region's website. EREA Northern Region requires EREA schools and entity to have a copy of EREA Northern Region's Child and Youth Management Strategy (and, where available the school's/entity's Child and Youth Risk Management Strategy) uploaded on the school's/entity's website.