

Child Protection Compliance Strategy

PURPOSE OF THE STRATEGY

The purpose of this strategy is to provide written processes to ensure that St James Lutheran College complies with legislation applying in Queensland about the care and protection of children. In particular, the strategy sets out a risk management strategy for the purpose of reducing the risk of harm to children.

Scope

This strategy applies to all staff, including volunteers, and other operators associated with the College and covers information about the school's commitment to child protection, procedures related to recruiting, selecting, training and managing staff; policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines; risk identification and management; and communication and support.

Responsibility

Principal

Point of Contact

Principal

LEGISLATION

Relevant Legislation

[Child Protection Act 1999 \(QLD\)](#)

[Child Protection Regulation 2011 \(QLD\)](#)

[Child Protection Reform Amendment Act 2017](#)

[Education \(General Provisions Act\) 2006 \(QLD\)](#)

[Education \(General Provisions\) Regulation 2017 \(QLD\)](#)

[Education \(Queensland College of Teachers\) Act, 2005 \(QLD\)](#)

[Education \(Accreditation of Non-State Schools\) Act 2017 \(QLD\)](#)

[Education \(Accreditation of Non-State Schools\) Regulation 2017 \(QLD\)](#)

[Education and Training Legislation Amendment Act 2011 \(QLD\)](#)

[Working with Children \(Risk Management and Screening\) Act 2000 \(QLD\)](#)

[Working with Children \(Risk Management and Screening\) Regulation 2020 \(QLD\)](#)

[Work Health and Safety Act 2011 \(QLD\)](#)

This strategy should be read in conjunction with the St James Lutheran **College Child Protection Policy**.

STRATEGY

St James Lutheran College is committed to the protection of all children in its care. In order to manage the risks surrounding child protection the following policies, strategies and procedures apply at the College.

Child Protection Policy

St James Lutheran College has a current Child Protection Policy which meets criteria as set down in legislation and regulation. The Policy outlines policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines and is available:

- on the School website;
- in the Staff Policy Handbook;
- at Administration Office; and
- a summarised copy of the policy is in student journals.

In addition, the school's policy, strategy and attitude towards child protection is conveyed via the newsletter twice a year, including details about how to report harm or suspected harm.

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Recruitment, Selection, Training and Management Procedures

The College recognises that risk management for child protection begins with the recruiting, screening and selection of the right people to work in schools, and continues by having consistent procedures in place for all staff (including volunteers) and contractors to follow, with adequate management and supervision to ensure they comply with these procedures.

The College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, the College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
 - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
 - A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
 - Management processes that are consistent, fair and supportive.
 - Performance management processes to help employees to improve their performance in a positive manner.
 - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
 - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
 - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the school's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm to a child.
 - Keeping a record of the training provided to employees.

Induction

The College has a written induction process which applies to all staff, volunteers and contractors (hereafter called 'staff') during the first twelve months of appointment, and includes procedures for making staff members aware of the legislation on Child Protection and the Code of Conduct expected of staff.

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The Induction process includes, but is not limited to:

- professional development about identifying and reporting harm or suspected harm;
- making staff aware of the protocols for the protection of children (see below);
- working through policies related to child protection such as;
 - behaviour management;
 - anti-bullying; and
 - disabilities' policy.

Code of Conduct

School employees are expected to always behave in ways that promote the safety, welfare and well-being of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed.

It should be noted that it is a policy of the School that:

- Employees should avoid situations where they are alone in an enclosed space with a student.
- Employees do not use their private vehicles to transport students without the permission of the parent / guardian and principal;
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.

Blue Cards

St James Lutheran College is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, St James Lutheran College will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with St James Lutheran College position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information.
- Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a [Restricted Person Declaration Form](#) declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the school.
- Appoint a school contact person who will be responsible for managing the working with child screening process and all related documentation and records.
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority
- Ensure that all information in relation to working with children authority is kept confidential.
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if an employee, volunteer, trainee student or school board member fails to submit a renewal application prior to their working with children authority expiring.



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Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the St James Lutheran College Child Protection Policy

- all staff with concerns about sexual abuse or likely sexual abuse
- teachers with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members need to follow the link provided below;

Furthermore, and in accordance with section 76 of the Education (Queensland College of Teachers) Act 2005, the Principal of St James Lutheran College will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

It is NOT the role of the person receiving a disclosure or a report to investigate allegations of harm.

Reporting of Harm

The school has reporting procedures that comply with legislation.

Please refer to the College Child Protection Policy for details on reporting harm.

To report harm and suspected harm refer to the Child Protection Policy and please follow the link below

<https://secure.communities.qld.gov.au/cbir/home/ChildSafety#>

SCOPE AND DEFINITION OF “HARM”	
SCOPE:	applies to: <ul style="list-style-type: none"> • harm of any student of this school who was under 18 years at the time the harm was caused; and • behaviour of a staff member that a student considers is inappropriate.
DEFINITION:	“harm”:- <ul style="list-style-type: none"> • is any detrimental effect of a significant nature on a student’s physical psychological or emotional well being, however caused • can be caused by <ul style="list-style-type: none"> - physical, psychological or emotional abuse or neglect; or - sexual abuse or exploitation.
CHILD RISK MATRIX:	https://www.childsafestandards.org.au/wp-content/uploads/VCC-Risk-management-for-Child-Safe-toolkit.pdf

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Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to Police	EGPA sections 366 and 366A
Teacher	Sexual and physical	Significant harm parent may not be willing and able	Confer with Principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to family and Child Connect	CPA Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Any member of the public	Any	Significant harm parent may not be willing and able	Child Safety	CPA section 13A

STRATEGY DETAILS

Date of Strategy

Updated and Reviewed 4 August 2021

Approved by Principal

August 2021

Review Date

Biennially

RELATED POLICIES AND DOCUMENTS

Child Protection Policy
Staff Code of Conduct