Child Risk Management Strategy

(This strategy should be read in conjunction with the Child Protection Policy)

Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students. As provided by the *Working with Children (Risk Management and Screening) Act 2000* (Qld)[1] and it Regulations[2], Silver Lining Foundation Australia ('SLFA') will implement employment practices and procedures to promote the wellbeing of students and to protect students from harm.	
Scope:	Students and staff, including full-time, part-time, permanent, fixed-term and casual staffs, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Accreditation and Governance Requirements:	To attain and maintain accreditation, a school must implement student welfare processes which comply with the requirements of health and safety under the *Work Health and Safety Act 2011* (Qld), and the *Working with Children (Risk Management and Screening) Act 200* (Qld).[3] A school must also have written processes about the appropriate conduct of staff and students and how a school will respond to harm or allegations of harm to students.[4] The Child Risk Management Strategy is a <u>mandatory</u> policy which is required for accreditation and legal purposes. Mandatory policies are those that the board is responsible for overseeing as part of their governance responsibilities and should be reviewed annually.	
Status:	Approved.	**Supersedes**: n/a this is the first version.
Authorised by:	School Governing Body	**Date of Authorisation**: February 2019
References and Related Policies:	• *Working with Children (Risk Management and Screening) Act 2000 (Qld)* • *Working with Children (Risk Management and Screening) Regulation 2011 (Qld)* • *Child Protection Act 1999 (Qld)* • *Education (Accreditation of Non-State Schools) Act 2017 (Qld)* • *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)* • *Education (General Provisions) Act 2006 (Qld)* • *Education (General Provisions) Regulation 2017 (Qld)* • *Education Services for Overseas Students (ESOS) Act 2000 (Cth)* • *Education (Overseas Students) Regulation 2018 (Qld)* • *Education (Queensland College of Teachers) Act 2005 (Qld)* • *Education and Care Services National Law (Queensland)* • *Education and Care Services National Regulations* • Child and Youth Risk Management Strategy Toolkit	
Review Date:	Annually	**Next Review Date**: February 2020
Policy Owner:	SLFA School Governing Body (the Board of Directors).	

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[1] Sections 171-172.
[2] *Working with Children (Risk Management and Screening) Regulations 2011* (Qld) s 3.
[3] Education (Accreditation of Non-State Schools) Regulation 2017 s 15.
[4] Education (Accreditation of Non-State Schools) Regulation 2017 s 16.

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Policy Statement and a Statement about Commitment

Silver Lining Foundation Australia Ltd (SLFA) is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm. [5]

Definitions

- **'Head of Campus'** – the role of Head of Campus is likened to that of school Principal. Therefore, the Head of Campus assumes the role of fulfilling the responsibilities of 'Principal' as provided in relevant legislation. (i.e. where this policy refers to 'Principal', the role inherently applies to the 'Head of Campus').

Implementation

In practice, SLFA's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000* (Qld) ("the Act"), to promote the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

1. Code of Conduct (Staff)

At SLFA, we expect and require our staffs to conduct themselves as follows:
School staff are expected to always behave in ways that promote the safety, welfare, and well-being of our students. Staff must actively seek to prevent harm to students, and to support those who have been harmed.
Specific responsibilities include:

- Staff should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, staff must exercise caution to ensure that the contact is appropriate and acceptable. Staff must always advise the student of what they intend doing and seek their consent.
- Staff 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.
- Staff must not have a romantic or sexual relationship with a student.

The *Code of Conduct (Staff)* provides more extensive information on the requirements and expectations of SLFA staff.
This commitment is evidence of SLFA's fulfilment of the requirements of the *Working with Children (Risk Management and Screening) Regulation 2011* (Qld) s 3(1)(b) ("the Regulations").

2. Recruitment, Selection, Training and Management Procedures

SLFA is committed to recruiting, selecting, training, and managing staff in such a way that limits risks to students. In particular, SLFA will:

- Ensure that its **recruitment and selection procedures** act to reduce the risk of harm to children from staff 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

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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 staff 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 staffs via:

- ▪ Management processes that are consistent, fair, and supportive.
- ▪ Performance management processes to help staff to improve their performance in a positive and supportive 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 child risk management and to assist staff 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 staff.
- ▪ Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of SLFA's fulfilment of the requirements of the Regulations s 3(1)(c).

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the SLFA's *Child Protection Policy* and the child protection reporting procedures, as follows:

➢ 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 should use the '*Report of Suspected Harm or Sexual Abuse Form'* in Appendix 2 of this document or alternatively in the *Child Protection Policy*.
Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, SLFA Head of Campus 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.
This commitment is evidence of SLFA's fulfilment of the requirements of the Regulations s 3(1)(d).

4. Managing Breaches of this Child Risk Management Strategy

SLFA is committed to appropriately managing breaches of this *Child Risk Management Strategy* in accordance with its other relevant policies as appropriate in the circumstances, such as its *Child Protection Policy*, *Code of Conduct (Staff), Sexual Harassment Policy, Anti-Discrimination Policy, Bullying Policy and Complaints Handling Policy* and Employment Contracts. This is evidence of fulfilment of the requirements of the Regulations s 3(1)(e).

5. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to implementation.
The introduction to this *Child Risk Management Strategy* and the "Compliance and Monitoring" section below state SLFA's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Regulations s 3(1)(f)(i) relating to review.

6. Blue Card Policies and Procedures

SLFA is committed to acting in accordance with chapter 8 of the Act relating to the screening of staff (including volunteers) in such a way that limits risks to children. In particular, SLFA will:

- ➢ Require relevant prospective or current staff, volunteers, trainee students and school Board Directors to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with SLFA's position descriptions and the Act.
- ➢ Complete an *Authorisation to confirm a valid card* application when necessary.
- ➢ Submit a *Change in police notification* form when notified by staff that such a change has occurred.
- ➢ Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information.
- ➢ Submit a *No longer with organisation* form when appropriate.
- ➢ Appoint a school contact person who will be responsible for managing the screening process and all related documentation and records.
- ➢ Keep written records of all the above actions, decisions, and outcomes, including the dates of expiry of Blue Cards and Exemption Notices.
- ➢ Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential.
- ➢ Act to remind staffs to keep their Blue Card or Exemption Notice up to date.

This commitment is evidence of SLFA's fulfilment of the requirements of the Regulations s 3(1)(f)(ii).

7. High Risk Management Plans

SLFA is committed to identifying risks, assessing risks, eliminating, and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. SLFA will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.
This commitment is evidence of SLFA's fulfilment of the requirements of the Regulations s 3(1)(g).

8. Strategies of Communication and Support

SLFA's commitment to making this *Child Risk Management Strategy* available to students, parents, and staffs via its *Code of Conduct (Staff)*, the school's administration and the school's website - http://www.silverlining.org.au/ . This is evidence of fulfilment of the requirements of the Regulations s 3(1)(h)(i).

SLFA is committed to training staff in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff. This is evidence of fulfilment of the requirements of the Regulations s 3(1)(h)(ii).

Responsibilities

SLFA is responsible for developing and implementing this *Child Risk Management Strategy* and related policies and procedures to ensure it fulfils its obligations.
All staff at SLFA are responsible for acting in compliance with this *Child Risk Management Strategy* and related policies and procedures.

Compliance and Monitoring

SLFA is committed to the annual review of this Strategy. SLFA will also record, monitor, and report to the school's Board Directors, the Head of Campus, and senior staff regarding any breaches of the Strategy.
In addition, SLFA is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- ➢ Child Protection Policy (and Procedures)
- ➢ Complaints Handling Policy (and Procedures)
- ➢ Code of Conduct (Staff)
- ➢ SLFA Performance Management System

Helpful Links

- ➢ Independent Schools Queensland's Child Protection Decision Support Trees
- ➢ Department of Communities, Child Safety and Disability Services' Child Protection Guide resource

Appendices

- ➢ Appendix 1 - Summary of Reporting Harm
- ➢ Appendix 2 – Report of Suspected Harm or Sexual Abuse Form

Appendix 1

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

Appendix 2

Child Protection Report Form

(Version 1 Feb 2019)

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:	
School:	
School Phone:	
School Email and/or Fax:	

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal ☐　　　　　Torres Strait Islander ☐　　　　　Aboriginal and Torres Strait Islander ☐	
Does the student have a disability verified under EAP: Yes ☐ No ☐	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone:　(H):　　　　　　　　(W):　　　　　　　　　(M):	
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone:　(H):　　　　　　　　(W):　　　　　　　　　(M):	
Is the student in out of home care? Yes ☐　No ☐	
Are there any Family Court or Domestic Violence orders in place? Yes ☐　No ☐　Unknown ☐	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE
☐Parent/carer　　　　☐Adult family member　　　　☐Other Adult family member   ☐Child family member　　　☐Other adult　　　☐Student/other child　　　☐Unknown

STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Name:	Date:

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).

Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Please indicate the identity of anyone else who may have information about the harm or abuse

Additional information provided as an attachment   YES ☐   NO ☐

Name of staff member making report <u>if not the Principal</u>:		
Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address:		
Response requested by school:		

ACTION TAKEN			
Form was faxed or emailed to (please tick which agencies the form was sent to):	☐	Queensland Police Services (QPS)	
		Date: Time: Signature:	
	☐	Department of Communities, Child Safety and Disability Services ('Child Safety Services')	
		Date: Time: Signature:	
	☐	Family and Child Connect	
		Date: Time: Signature:	
Record keeping:	Original report and support documents given to principal (except where allegation is against principal, give report to a board director). Principal to store report in secure location. Report received by Principal - **Date:** **Time:** **Signature:**		

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)