

Child Risk Management Strategy

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

SILVER LINING FOUNDATION AUSTRALIA LTD ('SLFA')
YALLORIN YIMBA SILVER LINING SCHOOL – Version 5, AUGUST 2025

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 <i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld) and its Regulations, Silver Lining Foundation Australia ('SLFA') and its School will implement employment risk management strategies, practices and procedures to promote the wellbeing of students enrolled at the School and to protect them from harm. ¹	
Scope:	Students and employees, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Accreditation and Governance Requirements:	<p>To attain and maintain accreditation a school must implement student welfare processes which comply with the requirements of health and safety under the <i>Work Health and Safety Act 2011</i> (Qld) and the <i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld).² 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.³</p> <p>The Child Risk Management Strategy policy is a mandatory policy that the School must implement for accreditation purposes. Mandatory policies are policies that a school's governing body is responsible for overseeing as part of their governance obligations.</p>	
Policy Status:	Version 5 - Approved	Supersedes: Version 4 September 2024
Authorised by:	SLFA Board of Directors – the School's Governing Body	Date of Authorisation: August 2025
References and Related Policies:	<ul style="list-style-type: none"> • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulation 2020 (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 • Criminal Code Act 1899 (Qld) • Blue Card Services – Child and Youth Risk Management Strategy Toolkit • SLFA - Restricted Person Declaration Form (re Blue Cards) 	
Review Date:	Annually	Next Review Date: August 2026
Policy Owner:	SLFA School Governing Body (SLFA Board of Directors).	

¹ *Working with Children (Risk Management and Screening) Act 2000* (Qld) ss 171–172; *Working with Children (Risk Management and Screening) Regulations 2020* (Qld) reg 3.

² *Education (Accreditation of Non-State Schools) Regulation 2017* s 15.

³ *Education (Accreditation of Non-State Schools) Regulation 2017* s 16.

Policy Review Records

Version Number	Date of Authorisation	Review Due Date	Date Reviewed	Review Outcome
1	August 2023	August 2024	October 2023	Update to reflect change of departmental name from Dept. Children, Youth Justice and Multicultural Affairs to Dept. Child Safety, Seniors and Disability Services.
2	October 2023	October 2024	June 2024	General amendments in response to the school working the through accreditation process. Addition of an Employee Declaration form and a Summary Table for reporting harm.
3	June 2024	June 2025	September 2024	General amendments only. Updated Child Protection Report form.
4	September 2024	September 2025	August 2025	Change of School's name from Silver Lining School (Cluden) to Yallorin Yimba Silver Lining School; other general amendments; Updated Child Protection Report Form and Restricted Person Declaration Form. Updated Department's name to Department of Families, Seniors, Disability Services, and Child Safety.
5	August 2025	August 2026		

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Statement of Commitment

SLFA and its Yallorin Yimba Silver Lining School ('the School') is committed to taking all reasonable steps to promote the safety and wellbeing of student enrolled at the School and to protect them from foreseeable harm.⁴

SLFA and its School is committed to acting in accordance the requirements of the *Working with Children (Risk Management and Screening) Act 2000* (Qld) ('the Act') to promote the safety and wellbeing of students and in practice, will do this by implementing the measures outlined below in points 1 to 8.

This Statement of Commitment is evidence of SLFA's and the School's fulfilment of the requirements of Schedule 1, regulation 2 of the *Working with Children (Risk Management and Screening) Regulation 2020* ('the Regulations').

Definitions

Restricted Person – A [restricted person](#) is a person who either:

- has been issued a negative notice;
- has a suspended blue card;
- is a [disqualified person](#);
- has been charged with a [disqualifying offence](#) that has not been finalised; or
- is the subject of an adverse interstate Working with Children Check decision that is in effect.

Restricted Employment – [Restricted employment](#) refers to the situations or exemptions that allow a person to work with children without a blue card, such as if they are:

- a parent volunteering;
- a volunteer who is under 18;
- paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year;
- a person with disability who is employed at a place where the person also receives disability services or NDIS supports or services;
- a secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a blue or exemption card.

1. Code of Conduct (Staff)

At SLFA and the School, we expect and require our staff to conduct themselves in accordance with the SLFA **Staff Code of Conduct Policy** as follows:

SLFA and 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:

- a) Staff should avoid situations where they are alone in an enclosed space with a student.

⁴ Working with Children (Risk Management and Screening) Regulation 2020 (Qld) Sch. 1 reg. 2(1).

- b) 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.
- c) 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.
- d) Staff must not have a romantic or sexual relationship with a student.

This commitment is evidence of SLFA's and the School's fulfilment of the requirements of Schedule 1, regulation 2(2) of the Regulations.

The SLFA *Staff Code of Conduct Policy* provides more information about conduct and expectations of SLFA and School staff.

2. Recruitment, Selection, Training and Management Procedures

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

- a) Ensure that its **recruitment and selection procedures** act to reduce the risk of harm to children from staff via:
 - i) 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.
 - ii) Advertising the position with a clear statement about SLFA's and 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.
 - iii) 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.
 - iv) A probationary period of employment, which allows SLFA and the School to further assess the suitability of the new staff and to act as a check on the selection process.
- b) Ensure that its **training and management procedures** act to reduce the risk of harm to students from staffs via:
 - i) Management processes that are consistent, fair, and supportive.
 - ii) Performance management processes to help staff to improve their performance in a positive and supportive manner.
 - iii) Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.

- iv) An induction program which thoroughly addresses SLFA'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.
- v) Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - SLFA's policies and procedures
 - identifying, assessing, and minimising risks to students
 - handling a disclosure or suspicion of harm to a child.
- vi) Keeping a record of the training provided to staff.
- vii) Exit interviews to assist SLFA and 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 and the School's fulfilment of the requirements of the Schedule 1, regulation 2(3) of the Regulations.

3. Handling Disclosures or Suspicions of Harm

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

- a) all staff with concerns about sexual abuse or likely sexual abuse or child sexual offence committed by an adult
- b) teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse
- c) all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, SLFA non-teaching staff should use the '[Child Protection Report Form - Report of Suspected Harm or Sexual Abuse](#)' in Appendix 2 of this document (or in the *Child Protection Policy*).

Staff who are **registered teachers**, in their capacity as a professional, can make a report online directly to Child Safety by phone or via the Child Safety [Online Reporting Form](#).

If a staff member suspects a student is currently in need of protection they should contact Emergency Services immediately by dialling 000 – before lodging a written report.

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 will be reported by the SLFA Executive Officer or the School Principal to the Queensland College of Teachers in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005* (Qld).

Any report made under this point 3 of this Child Risk Management Strategy or SLFA's *Child Protection Policy* will fulfill the reporting obligations of all adults under sections 229 BB and 229 BC of the *Criminal Code Act 1899* (Qld).

This commitment is evidence of SLFA's and the School's fulfilment of the requirements of Schedule 1, regulation 2(4) of the Regulations.

4. Managing Breaches of this Child Risk Management Strategy

SLFA and the School is committed to appropriately managing breaches of this *Child Risk Management Strategy* in accordance with other relevant SLFA policies as appropriate in the circumstances, such as its *Child Protection Policy*, *Staff Code of Conduct Policy*, *Complaints Handling Policy* and employment contracts.

This is evidence of SLFA's and the School's fulfilment of the requirements of Schedule 1, regulation 2(5) of the Regulations.

5. Implementing and Reviewing the Child Risk Management Strategy

This Child Risk Management Strategy document in its entirety, and its related policies and procedures, are evidence of fulfilment of the requirements of the Schedule 1, regulation 2(6)(a) of the Regulations relating to the requirement for SLFA and its School to implement a child risk management strategy.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state SLFA's and the School's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1, regulation 2(6)(a) of the Regulations relating to the requirement for SLFA and its School to review the Child Risk Management Strategy policy on a regular basis.

6. Blue Card Policies and Procedures

SLFA and the School is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of staff (including volunteers, etc.) in such a way that limits risks to children. In particular, SLFA and the School will:

- a) Require relevant prospective or current staff, volunteers, trainee students and the SLFA's Board of Directors (the School's Governing Body) to have working with children authority and check the validity and appropriateness of any currently held notices, in accordance with SLFA's Position (job) Descriptions and the Act, prior to the commencement of their engagement.
- b) 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.
- c) Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form declaring that they are not a restricted person prior to commencing their engagement.
- d) Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- e) Link and unlink individuals as they commence and conclude their engagement with SLFA.
- f) Appoint a SLFA contact person who will be responsible for managing the screening process and all related documentation and records.
- g) Keep written records of all the above actions, decisions, and outcomes, including the dates for working with children authorities.
- h) Ensure that all information in relation to working with children authorities is kept confidential.
- i) Act to remind staff to keep their working with children authority up to date and apply for a renewal prior to expiry.

- j) Take appropriate action if an employee, volunteer, trainee student or SLFA Board Director fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of SLFA's and the School's fulfilment of the requirements of Schedule 1, regulation 2(6)(b) of the Regulations.

7. Management of High Risk Activities and Special Events

SLFA and the School is committed to identifying, assessing, eliminating, and minimising risks and monitoring the risk of student safety on an ongoing basis. SLFA and the School will utilise various risk management tools to assist it in this risk management 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 and the School's fulfilment of the requirements of Schedule 1, regulation (2)(7) of the Regulations.

8. Strategies of Communication and Support

SLFA's and the School's commitment to making this *Child Risk Management Strategy* available to students, parents/carers and staff via the SLFA website – <http://www.silverlining.org.au/>, the SLFA intranet for staff, as well as on site at the School property is evidence of fulfilment of the requirements of Schedule 1 regulation 2(8)(a) of the Regulations.

SLFA and the School 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 the School Principal, SLFA Senior or Executive management and staff, and this is evidence of fulfilment of the requirements of Schedule 1, regulation 2(8)(b) of the Regulations.

Responsibilities

SLFA and the School is responsible for developing and implementing this *Child Risk Management Strategy* and related policies and procedures to ensure it fulfils its obligations.

All SLFA staff are responsible for acting in compliance with this *Child Risk Management Strategy* and any related policies and procedures.

Compliance and Monitoring

SLFA and the School is committed to the annual review of this Strategy. SLFA and the School will record, monitor, and report to SLFA's Board of Directors, the School Principal, the SLFA Executive Officer and other executive management staff regarding any breaches of the Strategy.

In addition, SLFA and the School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- a) SLFA's Blue Card Organisation Portal Register Account
- b) The School's QCT Teacher Registry
- c) SLFA Child Protection Report Form

- d) SLFA Child Protection Policy (and Procedures)
- e) SLFA Complaints Handling Policy (and Procedures)
- f) SLFA Staff Code of Conduct Policy
- g) SLFA Restricted Person Declaration Form
- h) SLFA Risk Management Framework
- i) SLFA's Recruitment and Performance Management Procedures

Helpful Links

- a) Independent Schools Queensland's **Child Protection Decision Support Trees** – accessible by staff after registering with [ISQ's Member Hub](#) and included in SLFA's *Child Protection Policy*.
- b) [Department of Families, Seniors, Disability Services, and Child Safety](#) – **Child Protection Guide**.
- c) **Reporting Child Abuse** information – <https://www.families.qld.gov.au/our-work/child-safety/protecting-children/report-child-abuse>
- d) [Blue Card Services resources](#)
- e) **Family and Child Connect** – is a local, community based service that helps families to care for and protect their children at home, by connecting them to the right services at the right time.
- f) [Aboriginal and Torres Strait Islander Family Wellbeing Services](#) – makes it easier for Aboriginal and Torres Strait Islander families in communities across Queensland to access support to improve their social, emotional, physical and spiritual wellbeing, and help them to safely care for and protect their children.

All Family Wellbeing Services are delivered by aboriginal and Torres Strait Islander community controlled organisations ensuring the support available is culturally safe and appropriate.

Appendices

- a) **Appendix 1 – Child Protection – Reporting by Legislation Factsheet** – below in this policy summarises the who, what, when, how, why to report.

All adults or persons should contact [Child Safety Services](#) to discuss their concerns or to seek guidance on their reporting obligations if unsure as to whether or not something needs to be reported.

The following few pages of this policy has a copy of child protection obligations in accordance with various legislation requirements.

To use the Child Protection – Reporting by Legislation Factsheet:

1. Decide on the type of abuse or harm first that you may or have to report – listed in the 'Legislation' column.
 2. Follow the other columns across the page which are relevant to the type of harm or abuse you have selected to report.
- b) **Appendix 2 – Child Protection Report Form**
 - c) **Appendix 3 – Restricted Person Declaration Form**

Appendix 1

Child Protection - Reporting by Legislation Factsheet



FACT SHEET

CHILD PROTECTION – REPORTING BY LEGISLATION

Legislation	If	Then	Offence
Reporting of sexual abuse or likely sexual abuse under sections 366 and 366A of the <i>Education (General Provisions) Act 2006</i>	<ul style="list-style-type: none"> You are a school staff member, including a teacher; and You are aware or reasonably suspect that a student under 18 has been, or is likely to be, sexually abused by another person 	<ol style="list-style-type: none"> Complete the school's reporting form Give the report to your principal immediately The principal will make a report to the Police <ul style="list-style-type: none"> As an alternative, the Act allows for giving your report to a Director of the Governing Body, who will forward it to the Police Keep appropriate records of your decisions and actions 	Maximum penalty—20 penalty units. (No penalty for likely sexual abuse)
NB: SLFA directors have delegated their reporting function under section 366 of the <i>Education (General Provisions) Act 2006</i> and have nominated the SLFA Executive Officer as their delegate to immediately submit a written report from a staff member, including a teacher, to Police upon receiving it.	<ul style="list-style-type: none"> You are a principal or a director of the Governing Body; and A staff member, including a teacher, reports a concern that a student under 18 has been, or is likely to be, sexually abused by another person 	<ol style="list-style-type: none"> Receive the school's reporting form Make a report to the Police immediately Keep appropriate records of your decisions and actions 	Maximum penalty—20 penalty units. (No penalty for likely sexual abuse)
	<ul style="list-style-type: none"> You are a principal; and You are the first person to be aware or reasonably suspect a student under 18 has been, or is likely to be, sexually abused by another person 	<ol style="list-style-type: none"> Complete the school's reporting form Make a report to the Police immediately Give the Governing Body a copy of the report immediately Keep appropriate records of your decisions and actions 	Maximum penalty—20 penalty units. (No penalty for likely sexual abuse)
Reporting of sexual and physical abuse under sections 13E and 13G of the <i>Child Protection Act 1999</i>	<ul style="list-style-type: none"> You are a teacher, nurse or early childhood education and care professional; and You have a “reportable suspicion”, i.e. a reasonable suspicion that a child— <ol style="list-style-type: none"> has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by sexual or physical abuse; and may not have a parent able and willing to protect the child from the harm 	<ol style="list-style-type: none"> Complete the school's reporting form Confer with the principal regarding your concerns Work through the Child Protection Guide with the principal Report to Child Safety Keep appropriate records of your decisions and actions 	Nil s.13G(5) To remove any doubt, it is declared that a person does not commit an offence against this or another Act only because the person omits to do an act required under section 13E(3) or 13F(3) or this section.

Contact Us

For further information or if you have any questions please contact ISQ PH 32281593

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FACT SHEET

Legislation	If	Then	Offence
	<ul style="list-style-type: none"> You are a principal; and A teacher confers with you regarding a reportable suspicion 	<ol style="list-style-type: none"> Confer with the teacher regarding their concerns Work through the Child Protection Guide with the teacher Report to Child Safety Keep appropriate records of your decisions and actions 	Nil
Referral of a concern about harm under section Chapter 5A of the Child Protection Act 1999	<ul style="list-style-type: none"> You are a school staff member, including a teacher; and You have a concern about harm to a child, caused by any type of abuse, that does not reach the level of reporting to Child Safety 	<ol style="list-style-type: none"> Complete the school's reporting form Discuss your concerns with your principal Work through the Child Protection Guide with the principal Principal may decide to: <ol style="list-style-type: none"> Offer support at the school level Seek parental consent to refer to Family and Child Connect (FCC) and then make the referral Refer a family to FCC without consent (a principal-only power) Keep appropriate records of your decisions and actions 	Nil
	<ul style="list-style-type: none"> You are a principal; and A staff member, including a teacher, reports a concern about harm to a child, caused by any type of abuse, that does not reach the level of reporting to Child Safety 	<ol style="list-style-type: none"> Receive the school's reporting form Work through the Child Protection Guide with the staff member Decide to: <ol style="list-style-type: none"> Offer support at the school level Seek parental consent to refer to FCC and then make the referral Refer a family to FCC without consent (a principal-only power) Keep appropriate records of your decisions and actions 	Nil
Reporting of harm (other than sexual abuse) under section 16 of the Education (Accreditation of Non-State Schools) Regulations 2017	<ul style="list-style-type: none"> You are a staff member; and You are aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by any type of abuse (see below); and You are aware or reasonably suspect that a student may not have a parent able and willing to protect the child from the harm <p>➤ Note, if the harm fits the EGPA or CPA processes identified above, follow that process/es as the priority</p>	<ol style="list-style-type: none"> Complete the school's reporting form Discuss your concerns with your principal Work through the Child Protection Guide with the principal The principal will make a report to Child Safety Keep appropriate records of your decisions and actions 	Nil

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FACT SHEET

Legislation	If	Then	Offence
	<ul style="list-style-type: none"> You are a principal; and A staff member has reported a concern that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm and the student that may not have a parent willing and able to protect them ➤ Note, if the harm fits the EGPA or CPA processes identified above, follow that process/es as the priority 	<ol style="list-style-type: none"> Receive the school's reporting form Work through the Child Protection Guide with the staff member Make a report to Child Safety Keep appropriate records of your decisions and actions 	Nil
Reporting of inappropriate behaviour under section 16 of the Education (Accreditation of Non-State Schools) Regulations 2017	<ul style="list-style-type: none"> You are a student; and A staff member at the school has behaved in a way you consider is inappropriate 	<ol style="list-style-type: none"> Report the behaviour to a stated staff member (in their Child Protection Policy schools must state at least 2 staff members to whom a student may report the behaviour) 	Nil
	<ul style="list-style-type: none"> You are a staff member; and A student has reported to you behaviour of another staff member that the student considers is inappropriate ➤ Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority 	<ol style="list-style-type: none"> Complete the school's reporting form Discuss the student's report with your principal The principal will take appropriate action in the circumstances Keep appropriate records of your decisions and actions 	Potential penalty under the Criminal Code 1899 s.229BB and 229BC
	<ul style="list-style-type: none"> You are a principal; and A staff member has reported to you a student's report of the inappropriate behaviour of another staff member ➤ Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority 	<ol style="list-style-type: none"> Receive the school's reporting form Interview the student reporting the behaviour Interview the staff member named in the report as engaging in inappropriate behaviour Interview any other person who may be able to provide useful information Take appropriate action on the basis of your investigation Keep appropriate records of your decisions and actions 	Potential penalty under the Criminal Code 1899 s.229BB and 229BC

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FACT SHEET

Legislation	If	Then	Offence
Reporting investigation of harm under section 76 and 77 of the <i>Education (Queensland College of Teachers) Act 2005</i>	<ul style="list-style-type: none"> You are a principal; and The school is investigating an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher 	<ol style="list-style-type: none"> As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers The notice must include the following— <ol style="list-style-type: none"> the name of the principal; the name of the school; the name of the relevant teacher; the day the investigation started; and the allegation, particulars of the allegation and any other relevant information <p>➤ See the Employing Authority Guidelines for more information</p>	<p>Section 76</p> <p>Maximum penalty—40 penalty units.</p> <p>Section 77</p> <p>Maximum penalty—40 penalty units.</p>
Reporting belief of child sexual offence under section 229BC of the <i>Criminal Code Act 1899</i>	<ul style="list-style-type: none"> You are an adult; and You gain information that causes you to believe on reasonable grounds, or ought reasonably to cause you to believe, that a child sexual offence is being or has been committed against a child under 16 by an adult; 	<p>Disclose the information to a police officer as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed; OR</p> <p>Report via your Child Protection policy.</p> <p>An adult has a reasonable excuse if— the adult has already reported the information under any of the following provisions, or believes on reasonable grounds that another person has done or will do so—</p> <ol style="list-style-type: none"> the Child Protection Act 1999, chapter 2, part 1AA; the Education (General Provisions) Act 2006, chapter 12, part 10 	<p>Maximum penalty—3 years imprisonment.</p> <p>(5) An adult who, in good faith, discloses information mentioned in subsection (1)(a) to a police officer is not liable civilly, criminally or under an administrative process for making the disclosure.</p>
Protecting a child from child sexual offence under section 229BB of the <i>Criminal Code Act 1899</i>	<ul style="list-style-type: none"> You are an accountable person; and you know there is a significant risk that another adult (the alleged offender) will commit a child sexual offence in relation to a child under 16; and The alleged offender is associated with an institution or a regulated volunteer; and the child is under the care, supervision or control of an institution; and You have the power or responsibility to reduce or remove the risk 	<ol style="list-style-type: none"> Take actions to reduce or remove the risk Keep appropriate records of your decisions and actions 	<p>Maximum penalty—5 years imprisonment.</p>

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Appendix 2

Child Protection Report Form

(Note: This is a PDF copy of the report form for the purposes of displaying it in the policy. Use the actual report form itself).



CHILD PROTECTION REPORT FORM

(Form - Version 7 August 2025)

PRIVATE & CONFIDENTIAL

REPORT OF SUSPECTED HARM OR SEXUAL ABUSE

SLFA SCHOOL OR SUPPORT SERVICES PROGRAM DETAILS

Report Date: dd / mm / yyyy	School or Support Service Name:
Phone:	Primary Contact Email:
Physical address:	

DETAILS OF STUDENT, CHILD or YOUNG PERSON HARMED OR AT RISK OF HARM OR ABUSE

Full Legal Name:	D.O.B. dd / mm / yyyy
Preferred or Other Known Name/s:	Current Year Level:
Identifies as: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander <input type="checkbox"/> None	
Sex descriptor: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Any other descriptor of sex:	
Cultural Background:	Primary language spoken:
Disability as per NCCD? <input type="checkbox"/> No <input type="checkbox"/> Yes – Disability Category:	
Residential Address (place where they ordinarily live, day to day – if unknown, state the SLFA location address):	
Home Phone:	Mobile:

FAMILY – PARENT / CARER DETAILS

PARENT / CAREGIVER 1

Name:	Relationship to Student/Child:
Address: <input type="checkbox"/> Same address as Student/Child stated above; OR <input type="checkbox"/> Different address to Student/Child:	
Phone – Mobile:	Home: Work:

PARENT / CAREGIVER 2

Name:	Relationship to Student/Child:
Address: <input type="checkbox"/> Same address as Student/Child stated above; OR <input type="checkbox"/> Different address to Student/Child:	
Phone – Mobile:	Home: Work:

OTHER FAMILY INFORMATION

Is the Student/Child in out of home care? ☐ No ☐ Yes – if yes, provide any known details (if known):

Are there any Family Court or Domestic Violence orders in place? ☐ Yes ☐ No ☐ Unsure

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE

☐ Parent/Carer ☐ Adult family member ☐ Other Adult family member
☐ Other adult ☐ Child family member ☐ Student/other child ☐ Unknown



CHILD PROTECTION REPORT FORM

(Form - Version 7 August 2025)

NAME of STUDENT, CHILD or YOUNG PERSON HARMED OR AT RISK OF HARM / ABUSE	
Full Legal Name:	Report Date: dd / mm / yyyy
PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages of written information if more space is required)	
<p>Record details of any harm and/or sexual abuse to the student, child or young person – include: Time, date & location of incident; source of information (e.g. who or where you got info from); details of person alleged to have caused harm or sexual abuse; physical appearance of any injury; any immediate or ongoing safety concerns; any disclosures made by student, child or young person; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; & if the information relates to an unborn child, the alleged risk to the unborn child.</p>	
<p>Provide details of the identity and particulars of <u>anyone else who may have information about the harm or abuse</u>:</p>	
<p>Has additional information been provided as an attachment to this form? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	

REPORTING DETAILS	
Name of Staff Member making the report: (if not the School Principal or Support Services Supervisor completing this report form)	
Staff Member's Position / Job Title:	
Signature:	Date: dd / mm / yyyy
<p>Give this form to the School Principal or Support Services Supervisor to sign – unless the report of harm or abuse relates to/is about the Principal or Support Services Supervisor</p>	
Principal/Supervisor Name:	Signature:
Principal/Supervisor's Email:	Date: dd / mm / yyyy
Response about report requested (if any):	

ACTION TAKEN – The Report Form was emailed to:	
<input type="checkbox"/> Queensland Police Services (QPS)	<input type="checkbox"/> Dept. Families, Seniors, Disability Services & Child Safety (aka 'Child Safety')
Email address:	Date: dd / mm / yyyy Time:
Other Notes/Info:	
<p>Confirm – Report Form received by recipient? <input type="checkbox"/> Yes – Date confirmed:</p>	
<p>Record Keeping: GIVE Report Form and any supporting documents to the Principal or Support Services Supervisor (if report is about the Principal or Support Services Supervisor, give the report to a SLFA Board Director – chair@slfa.edu.au). FILING: Principal / Supervisor – file report & supporting documents in secure location with restricted access.</p>	

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

Appendix 3

Restricted Person Declaration Form



RESTRICTED PERSON DECLARATION FORM

Blue Cards – Working with Children Clearance

Silver Lining Foundation Australia Limited ('SLFA') must ensure that all commencing and continuing individuals, working or volunteering with children and young people at SLFA, including its Schools or other programs working with children, are not a **RESTRICTED PERSON**. SLFA employees must hold and maintain a valid Blue Card before they commence employment, and for the duration of their employment, except for teachers registered with the Qld College of Teachers who are employed by SLFA to work at an SLFA School.

As of 31st August 2020, [Blue Card Services](#) made changes whereby certain individuals are no longer able to rely on exemptions that previously allowed them to work or volunteer to work with children. Two new terms were introduced under the amended legislation — restricted person and restricted employment. Under these changes to the legislation, it is now an offence for a restricted person to commence or continue working or volunteering to work with children, and it is an offence to commence or continue working or volunteering in restricted employment.

A **RESTRICTED PERSON** is a person who either:

- has been issued a negative notice;
- has a suspended blue card;
- is a **DISQUALIFIED PERSON** (i.e. convicted of a disqualifying offence);
- has been charged with a **DISQUALIFYING OFFENCE** that has not been finalised; or
- is the subject of an adverse interstate Working with Children Check decision that is in effect.

RESTRICTED EMPLOYMENT refers to situations that allow a person to work with children without a Blue or Exemption Card at SLFA, including its Schools or other programs working with children, such as:

- a volunteer parent;
- a volunteer who is under 18 years of age;
- paid staff or volunteers working in regulated child-related employment for not more than 7 days in a calendar year;
- a person living with disability who is employed at a place where the person also receives disability services or NDIS support services; and
- a secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a blue or exemption card.

OFFENCES & PENALTIES – Individuals and the Organisation (SLFA)

If you are a restricted person wanting to volunteer or work with SLFA, its Schools or other programs working with children, or you are currently volunteering or in paid employment with SLFA, its Schools or other programs working with children, it is an offence for you to commence or continue working or volunteering with SLFA, its Schools or other programs working with children.

As of 1 July 2024, the maximum **penalty** for individual for an offence is \$80,650.00 or 5 (five) years imprisonment. It is also an offence for SLFA to engage/employ or continue to engage/employ a restricted person and the maximum penalty for SLFA for an offence is \$32,260.00 or 2 (two) years imprisonment.

OBLIGATION TO NOTIFY SLFA

If you become a restricted person while working or volunteering at SLFA, its Schools or other programs working with children, you must **cease all child related work immediately and notify SLFA** that you are no longer able to work or volunteer for SLFA, its Schools or other programs working with children. Please contact SLFA at admin@slfa.edu.au or phone 1300 687 662.

DECLARATION

I, (insert full name) _____ declare:

1. I am not a restricted person;
2. I understand that it is an offence for me to start or continue working or volunteering in restricted employment (i.e. work or volunteer without a Blue or Exemption Card) if I am currently or become a restricted person; and
3. I will cease all child related work **immediately** and notify SLFA if my circumstances change.

I am not a restricted person, and I **am relying on the following restricted employment exemption** that enables me to work or volunteer working with children at SLFA, its Schools or other programs working with children without a Blue or Exemption Card: **(select one only)**

- ☐ I am a parent or carer volunteering at my child's SLFA school, or other SLFA program that works with children; or
- ☐ I am a volunteer who is under 18 years of age;
- ☐ I am a paid SLFA employee, a volunteer or contractor engaging in child-related services, but not for more than 7 (seven) days in a calendar year.

Signature: _____ Date: ____/____/____

Version 3 OCTOBER 2024

OWNER: Alison Wale

EMPLOYEE DECLARATION

Policy Declaration Form

I acknowledge that I have read the **CHILD RISK MANAGEMENT STRATEGY POLICY**, that I understand its content and that any questions I may have had about this policy have been clarified to me.

I understand that it is my responsibility to perform any obligations and responsibilities under this policy, any related policies and any relevant legislation, to the best of my ability and that I should continue to seek clarification or ask questions about the policy, procedures and any of my obligations under it, should I need to.

I understand that I can seek guidance or assistance from my supervisor and other SLFA leadership and executive staff whenever I need to.

EMPLOYEE SIGNATURE

Name:	
Job Title:	Signature:
Work Location: (e.g. school name, Central Office, Saddler Springs, etc)	Date: dd / mm / yyyy

EXECUTIVE OFFICER* OR PRINCIPAL / HEAD OF CAMPUS

Name:	Signature:
Job Title:	Date: dd / mm / yyyy

*Note: Governance Officer may sign as Executive Officer's delegate.

RECORD KEEPING PROCEDURE:

1. **Employee:** **SCAN** fully signed and completed form to admin@slfa.edu.au and cc your supervisor (e.g. Principal, Executive Officer) into the email.
2. **Supervisor:** **FILE** scanned form in employee's hardcopy HR folder at work site.
3. **Central Office:** **SAVE** scanned form to employee's digital Staff PD & Training folder in 365 and update the Policy Training Register.
4. **Employee:** keep a hard or digital copy of the signed form for your own personal records (you can email a copy to your personal email if you wish to).