

Child & Youth Risk Management Strategy 2015 Annual Strategy

Working with Children (Risk Management and Screening) Act 2000 ss. 171 – 172
Working with Children (Risk Management and Screening) Regulation 2011 s. 3

Document Details	
Approved by: Head of College Name: Donna Anderson Signed: Date:	Originally Developed by: Guidance Counsellor Name: Michelle Sams
Approved/Issued by College Board Original Issue Date: 12 October 2015	Contact Officer: Name: Tony Nutt Position: Dean of Middle and Senior Schools

Part 1: COMMITMENT

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>1. Statement of commitment</p> <p><i>Working with Children (Risk Management and Screening) Regulation 2011. ss3(1)(a)</i></p>	<p>Canterbury College support the rights of children and young people and is committed to the safety and wellbeing of students. Enrolled at the College. In accordance with Sections 171 and 172 of the <i>Working With Children (Risk Management and Screening) Act 2000</i> Canterbury College is dedicated to eliminated and minimising risks to Child Safety through this strategy which includes and refers to other various policies and procedures to effectively ensure the safety and wellbeing of children in the College's care. This Child Risk Management Strategy is evidence of Canterbury College's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1) (a) of the <i>Working with Children (Risk Management and Screening).Regulation 2011 (QLD)</i>.</p> <p>Canterbury College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.</p> <p>This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that</p>	<p>Student Protection in Anglican Schools Policy 2015. Anglican Church Southern Queensland.</p> <p>This policy has been adopted by Canterbury College.</p>	<p>Head of College</p> <p>Senior Leadership Team</p>	<p>Policy adopted on 23/04/2015</p> <p>Statement of Commitment in the Child Protection Policy is on the College website under Our College Policies.</p> <p>The Statement of Commitment in the Child Protection Policy is published in the Staff Handbook.</p> <p>Student Protection in Anglican Schools Policy and Procedures Manual 2015. Anglican Church Southern Queensland (ACSQ) available on College website and intranet</p> <p>Student Diary contains a section dedicated to Student Protection.</p>

	<p>upholds the dignity and protection of students from harm.</p> <p>The Mission of Canterbury College is to serve God while preparing people in an inclusive learning community to deal effectively and responsibly with the joys and challenges of their lives.</p> <p>The Values aim to develop and support the safety and wellbeing of students within the College care. They are: Respect, Integrity, Compassion, Social and Environmental Responsibility, Scholarship and Community.</p>			
--	---	--	--	--

Part 1: COMMITMENT

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>2. Code of Conduct</p> <p><i>Working with Children (Risk Management and Screening) Regulation 2011. ss3(1)(b)</i></p>	<p>At Canterbury College all personnel including school employees, visitors, volunteers, parents/carers, consultants etc. are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Employees 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, 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. 	<p>Code Of Conduct – Staff Handbook</p> <p>QCT Ethical Standards – Staff Handbook</p> <p>College Mission Statement, Vision and Values/ Charter of Values/ Student Code of Conduct –College Website</p> <p>Student Protection in Anglican Schools Policy and Procedures Manual 2015. ACSQ – College website and intranet</p> <p>Behaviour Management Policy – Staff Handbook, College Website</p> <p>International Student Information Pack</p> <p>Performance and Initiative Planning – Canterbury College Policy Manual</p> <p>Student Diary</p>	<p>Head of College</p> <p>Deans of Schools</p> <p>Assistant Dean</p> <p>Director of Students</p> <p>Directors of Curriculum</p> <p>Guidance Counsellor</p> <p>Student Protection Officers</p>	<p>Employee Code Of Conduct is placed on the College Website and Intranet</p> <p>Staff on an annual basis recommit to the details in the Staff Handbook.</p> <p>Visitor protocols are placed on the College Website (refer to Student Protection Volunteer and Visitor Guide)</p> <p>Charter of Values publically displayed in venues on campus</p> <p>Student Code of Conduct displayed in classrooms and administration</p> <p>Behaviour Management Procedure displayed in Administrations (refer to Code of Conduct and Charter of Values), Student Diary, Staff Handbook</p> <p>Students and Parents commit to the College's expectations annually via the Student Diary which has a specific section related to Student Protection.</p>

Part 2: CAPABILITY

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>3. Written processes for recruitment, selection, training and managing staff and volunteers.</p> <p><i>Working with Children (Risk Management and Screening) Regulation 2011. ss3(1)(c)</i></p>	<p>Canterbury College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, Canterbury College will:</p> <p>Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:</p> <ul style="list-style-type: none"> • 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 or Exemption Notice is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, 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 	<p>Staff Recruitment and Selection Policy and Procedures Policy – Staff Handbook</p> <p>Professional Development Policy – Staff Handbook</p> <p>Professional Development Record</p> <p>Professional Development Application Form</p> <p>Annual professional Development in-service on Student Protection for all staff</p> <p>Staff Recruitment and Selection Policy and Procedures</p>	<p>Head of College</p> <p>Deans of Schools</p> <p>HR Manager</p> <p>Director of Students</p> <p>Assistant Dean of Junior School</p> <p>Curriculum Coordinators</p>	<p>Canterbury College Recruitment Policy published in Staff Handbook and outlined in Procedures Manual.</p> <p>Student Protection in Anglican Schools Policy and Procedures Manual 2015. ACSQ is accessible on the College Website and Intranet.</p> <p>Safeguarding our Students – Student Protection policy and procedures guide: Responsibility, recognising and reporting – information for coaches, tutors, volunteers and visitors to Anglican Schools available on College website.</p> <p>Volunteer Induction video available on College Website and Intranet.</p> <p>Professional Development Feedback Reports.</p> <p>Visitor/Contractors Procedures – Staff Handbook.</p> <p>Records of teaching practise and conduct are held with the Human Resources Officer.</p> <p>Induction Program and Presentations are available.</p>

	<p>the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including young people</p> <ul style="list-style-type: none"> • 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 children from employees via: <ul style="list-style-type: none"> • 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 child risk management and to assist employees to understand their role in providing a safe and supportive environment for children 			
--	--	--	--	--

	<ul style="list-style-type: none"> • Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows: <ul style="list-style-type: none"> ○ The school's policies and procedures ○ Identifying, assessing and minimising risks to children ○ Handling a disclosure or suspicion of harm to a child • Keeping a record of the training provided to employees • Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and welling of children at the school 			<p>Records of staff internal development are accessible to individual staff by the College Portal.</p>
--	--	--	--	--

Part 3: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.	<p>The Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ applies to all issues concerning the protection, care and safety of children and young people at Canterbury College. All persons such as employees, visitors, coaches, tutors, volunteers, parents/carers, board members, contractors and consultants are expected to comply with all obligations specified in the Manual.</p> <p>The Head of College ensures that a copy of the Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ is held at reception, published in the staff handbook, displayed on the College Website and intranet, will be discussed at least twice a year in the College Newsletter and reviewed annually.</p> <p>In further support of the Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ, Canterbury College also holds a number of existing or developing Associated Protective Policies e.g. Anti-bullying, Protective Behaviours and Critical Incident Plans, which also provide guidelines for child protection procedures.</p>	<p>Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ</p> <p>Staff Handbook</p> <p>Annual Staff Training in Student Protection</p> <p>Induction Program outlining obligations according to Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ</p> <p>Safeguarding our Students – Student Protection policy and procedures guide: Responsibility, recognising and reporting – information for coaches, tutors, volunteers and visitors to Anglican Schools</p> <p>Volunteer Induction video</p> <p>Student Diary</p> <p>Resource Sheet 4: Child Protection - Reporting 'Harm' to a Child Resource Sheet 5: Child Protection – Referral to Support Services</p>	<p>Head of College</p> <p>Student Protection Officers</p>	<p>Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ, available on College Website and intranet. Hard copies available in Junior and Senior Libraries, Staff Rooms and Main Offices.</p> <p>Student Protection Training Register.</p> <p>Safeguarding our Students – Student Protection Policy and Procedures Guide: Responsibility, recognising and reporting – information for coaches, tutors, volunteers and visitors to Anglican Schools available on College website.</p> <p>Volunteer Induction video available on College Website and intranet.</p> <p>Resource sheets from ACSQ available from http://ascqld.org.au/spo-resources/</p>

	<p>10.2 LEGAL / POLICY OBLIGATIONS</p> <p>10.2.1 Mandated reporting of harm (legislative requirement) Relevant school staff will comply with the following mandatory reporting requirements as specified in legislation —</p> <p>All school staff</p> <ul style="list-style-type: none"> • Under s.366 and s.366A of the <i>Education (General Provisions) Act 2006</i> a school staff member in the course of their employment must immediately make a written report when they become aware or reasonably suspect the sexual abuse or likely sexual abuse of a student under 18 years by another person. This report is to be immediately given to a police officer as outlined in legislation.⁴ Relevant person (teachers and registered nurses) • Under s.13E of the <i>Child Protection Act 1999</i> a teacher or registered nurse (relevant person)⁵ must make a written report to the Department of Communities, Child Safety and Disability Services when they reasonably and honestly suspect a child has suffered, is suffering or is at risk of suffering significant harm caused by physical or sexual abuse and may not have a parent able and willing to protect the child from harm. <p>10.2.2 Mandated reporting of harm (policy obligation)</p> <p>Under s.13A of the <i>Child Protection Act 1999</i> any person may make a report when they reasonably suspect:</p> <ul style="list-style-type: none"> • a child may be in need of protection; or 	<p>Resource Sheet 7 v2: Child Protection – Guide for Reporting or Referring ‘Harm’ to a Child</p> <p>Resource Sheet 8 v2: Child Protection - Principal’s Reporting Process</p>		<p>Resource sheets relating to reporting published on College intranet.</p>
--	---	--	--	---

	<ul style="list-style-type: none"> • an unborn child may be in need of protection after he or she is born. <p>Teachers and Registered Nurses (as a 'relevant person' s. 13E CPA)</p> <ul style="list-style-type: none"> ○ must make a written report to the Department of Communities, Child Safety and Disability Services when ○ they reasonably and honestly suspect a child has suffered, is suffering or is at risk of suffering significant ○ harm caused by other forms of abuse (psychological/emotional or neglect) and may not have a parent able and willing to protect the child from harm. ○ <p>Student Protection Officers (if not a 'relevant person') must make a written report to the Department of Communities, Child Safety and Disability Services when</p> <ul style="list-style-type: none"> ○ they reasonably and honestly suspect a child has suffered, is suffering or is at risk of suffering significant ○ harm (regardless of abuse type) and may not have a parent able and willing to protect the child from harm. <p>Employees, Volunteers and Visitors</p> <p>All employees, volunteers and visitors to the school will immediately report all concerns and suspicions of harm or risk of harm of a student to a Student Protection Officer (SPO) or the Principal. The SPO or the Principal will determine if the concern is 'reportable' i.e. meets the threshold or a referral to a community based support service would be of benefit to the child and/or family.</p>			
--	--	--	--	--

	<p>10.2.3 Reporting inappropriate behaviour of staff or a volunteer towards a student Section 10 Health, safety and conduct of staff and students – <i>Education (Accreditation of Non-State Schools)</i></p> <p><i>Regulation 2001</i> requires schools to have a written process in place for the reporting and responding of inappropriate behaviour of a staff member towards a student.</p> <p>This policy has been broadened to include reporting of inappropriate behaviour of a volunteer towards a student.</p> <p>Employees and Volunteers</p> <p>All employees and volunteers of an Anglican school will as soon as practicable report all allegations of inappropriate behaviour of an employee or volunteer towards a student to a Student Protection Officer (SPO), the Principal or if warranted to the Chair or the nominated delegate of the relevant school/college council.</p> <p>2. Responding to Student Protection Concerns</p> <p>All employees, volunteers and visitors will respond in an appropriate timely manner as outlined in this policy and procedures to all student safety concerns. The welfare and safety of the student is paramount in all circumstances. Where there is any doubt about an allegation, suspicion or report of harm of a student by any person the decision must be in favour of reporting the allegation.</p> <p>Employees and volunteers can speak with a Student Protection Officer about any concerns.</p>			
--	--	--	--	--

	<p>The SPO may work through the information using the Child Protection Guide (Qld).</p> <p>'Relevant persons' under the <i>CPA</i> are able to confer/consult with another employee working within the 'same entity' on relevant matters to assist in the forming of a reasonable suspicion of harm or risk of unacceptable harm (sexual or physical) of a student.</p> <p>The Child Protection Guide (Qld) should be considered as a tool to assist prior to making a report or referral. The CPG provides recommendations ONLY which are to be considered with all of the available information, knowledge and experience held by the SPO. The CPG can be accessed on the Child Safety Services website at: http://www.communities.qld.gov.au/childsafety/partners/our-government-partners/queensland-child-protectionguide/online-child-protection-guide</p> <p>A SPO or Principal may seek further advice and support from the CPSO, Anglican Church, Southern Queensland.</p> <p>In the event of any legal issue, advice can be sought from the DPS, Anglican Church, Southern Queensland.</p> <p>This commitment is evidence of Canterbury College's fulfilment of the requirements of Working With Children. (Risk Management and Screening) Regulation 2011 ss3(1) (d)</p>			
--	--	--	--	--

Part 3: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>5. A plan for managing breaches of your risk management strategy.</p> <p><i>Working with Children (Risk Management and Screening) Regulation 2011. ss3(1)(e)</i></p>	<p>Canterbury College 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 Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ, Employee Code of Conduct, Dispute Resolution Policy and Procedures and Enterprise Bargaining Agreement or equivalent.</p>	<p>Canterbury College Staff Performance and Appraisal Policy – Staff Handbook/Procedures Manual</p> <p>Canterbury College Record of Complaint Policy – Procedures Manual, College Website</p> <p>Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour 2010 ACSQ</p> <p>A Simple Guide to Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour 2010 ACSQ</p> <p>Canterbury College Workplace Health and Safety Policy and Procedures Manual</p>	<p>Head of College</p> <p>Deans of School</p> <p>Director of Students</p>	<p>Publication of Staff Performance Policy in Staff Handbook/ Procedures Manual.</p> <p>Record of Complaint Procedure published on Canterbury College Website.</p> <p>Employee Code of Conduct published on College Website</p> <p>Student Protection Volunteer and Visitor Guide published on the College Website</p> <p>Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour 2010 ACSQ available on College website</p> <p>A Simple Guide to Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour 2010 ACSQ available on College website</p>

Part 3: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>6. Risk management plans for high risk activities and special events.</p> <p><i>Working with Children (Risk Management and Screening) Regulation 2011. ss3(1)(g)</i></p>	<p>Canterbury College is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis.</p> <p>Canterbury College will utilize 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.</p>	<p>Canterbury College Workplace Health and Safety Policy and Procedures Manual</p> <p>Canterbury College Workplace Health and Safety – Risk Assessment Procedures</p> <p>ISANA/ Good Practice Guide and International Student Enrolment Handbook</p>	<p>Head of College</p> <p>Deans of School</p> <p>WHSO</p> <p>Director of Sport</p> <p>Director of Music</p> <p>Curriculum Coordinators</p>	<p>Canterbury College's Workplace Health and Safety Policy and Procedures Manual is published on the College Intranet</p> <p>Canterbury College Emergency Procedures</p> <p>Risk Assessment Forms are available on the College Intranet</p> <p>Professional Development reminders on WHS procedures through the year</p> <p>Excursion Information Packs available on the College Intranet – College Forms</p> <p>The College has a program for the annual training of staff in relation to the College Workplace, Health and Training.</p> <p>Workplace Health and Safety Induction Video for Staff on Intranet</p>

Part 4: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
7. Policies and procedures for managing compliance with the blue card system.	<p>Canterbury College is committed to acting in accordance with Chapter 8 of the Act relating to the screening of employees in such a way that limits risks to children.</p> <p>In particular, Canterbury College will:</p> <ul style="list-style-type: none"> • Require relevant perspective or current paid employees, volunteers, trainee students and school board members to apply for a valid Blue Card or Exemption Notice as per the Act • Paid employees can begin regulated work when an application is submitted. A volunteer cannot commence duties until a valid blue card has been issued • For existing blue cards complete an Authorisation to confirm a valid card application • Employee to cease regulated work immediately if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received • Assessment made regarding continuation of employment • Submit an <i>Applicant/card holder no longer with organisation</i> form when appropriate • Appoint a school contact person who will be responsible for managing the 	<p>HOMESTAY – Blue Card Application Form- Website</p> <p>Authorisation to confirm a valid Blue Card</p> <p>Register of Volunteers</p> <p>Register of Paid Employees</p> <p>Register for Homestay Family</p> <p>Queensland College of Teachers Registration Register</p>	<p>Head of College</p> <p>Deans of School</p> <p>HR Manager</p> <p>International Student Homestay Coordinator</p>	<p>Blue Card Application Process outlined in Homestay Information Pack</p> <p>Updated Homestay Register</p> <p>Updated Volunteer Register</p> <p>Updated Paid Employee Register</p> <p>Updated Visitors Register</p> <p>Notification sent to personnel whose Blue Cards, Teacher Registration or Exemption Notices are nearing expiry</p>

	<p>screening process and all related documentation and records</p> <ul style="list-style-type: none">• Keep and maintain confidential written records of dates of expiry of Blue Cards and Exemption Notices• Act to remind employees to keep their Blue Card or Exemption Notice up to date <p>This commitment is evidence of Canterbury College's fulfilment of the requirement of section 3(1)(f)(ii) of the Regulation.</p>			
--	--	--	--	--

Part 4: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>8. Strategies for communication and support.</p>	<p>Canterbury College is committed to making their Child Risk Management Strategy available to students, parents and employees via its Enrolment Package, Staff Handbook, and College Intranet and Website.</p> <p>Canterbury College is committed to training employees in relation to identifying risks of harm and how to manage suspicions or disclosures of harm to children and will conduct staff in servicing via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff. Volunteers are inducted on first entry to the College.</p> <p>This is evidence of Canterbury College's fulfilment of the requirements of section 3(l)(h)(ii) of the Regulation.</p> <p>Canterbury College is responsible for developing and implementing the Child Risk Management Strategy and relevant policies and related policies and procedures to ensure it fulfils its obligations.</p> <p>All employees at Canterbury College are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.</p>	<p>Code of Conduct– College Website/ Staff Handbook</p> <p>Confidentiality Agreement</p> <p>Communications Protocols – Canterbury College Staff handbook</p> <p>Safeguarding our Students – Student Protection policy and procedures guide: Responsibility, recognising and reporting – information for coaches, tutors, volunteers and visitors to Anglican Schools</p> <p>Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ</p>	<p>Head of College</p> <p>Dean of School</p> <p>Director of Students</p> <p>Workplace, Health and Safety Officers</p> <p>Induction Officers</p>	<p>Code of Conduct published in the Staff Handbook and accessible on the College Website</p> <p>Confidentiality Agreement is published on the College Website provided to and signed by relevant persons</p> <p>Canterbury College Communications Protocols are published in the Canterbury College Staff Handbook</p> <p><i>Safeguarding our Students – Student Protection policy and procedures guide: Responsibility, recognising and reporting – information for coaches, tutors, volunteers and visitors to Anglican Schools available on College website</i></p> <p>Student Protection in Anglican Schools Policy and Procedures Manual 2015 ACSQ available on College website and intranet</p> <p>Canterbury College Policy Manual 1.8 Communication Protocols.</p>

	<p>Canterbury College is committed to the annual review of this strategy. Canterbury College will record, monitor and report to the Senior Leadership Team regarding any breaches of the strategy.</p> <p>In addition Canterbury College is committed to other various compliant mentoring arrangements under relevant policies and procedures.</p>			
--	---	--	--	--