Student Risk Management Policy

Review Period	Last Review	Next Review
Annually	November 2023	November 2024

Section 1 - Purpose

To demonstrate the protocols in place and commitment Ipswich Grammar School (the 'School') has to the safety and wellbeing of students and protecting students from harm.

Section 2 - Overview

The School has an ethical and legal responsibility to ensure the appropriate standards and preventative measures are utilised to safeguard students and staff at the School. This policy outlines the various controls, training, and protocols in place to ensure the safety of students.

This policy, together with the procedures and other resources referred to herein, has been developed to ensure appropriate measures and processes are applied to student wellbeing.

Section 3 - Scope

This policy applies to the School's 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 at the School.

Section 4 – Policy

Principles

The School is committed to the safety and wellbeing of students enrolled at the school and protecting them from harm. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* (Qld). The School is dedicated to eliminating and minimising risks to student safety through this strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the school's care.

This Student Risk Management Policy is evidence of the School's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of the *Working with Children (Risk Management and Screening) Regulation 2020* (Qld) (the 'Regulation').

Responsibilities

The Headmaster, the Board of Trustees and School Counsellor are responsible for reporting child safety concerns based on this policy to the appropriate external organisation.

The Headmaster is responsible for:

- reporting concerns to the appropriate external authority: Police, Child Safety and/or Family and Child Connect and the Queensland College of Teachers, where applicable;

The School Counsellor is Responsible for:

- maintenance, review and coordination of the implementation of this policy and associated procedures and guidance; and
- ensuring all current staff and volunteers complete the yearly child protection training;

Human Resources, in connection with the hiring team is responsible for:

- recruitment, selection, training and management of employees and volunteers that limits risk to children

All staff, contractors, volunteers and people undertaking work experience or vocational placements at the School are expected to conduct themselves as follows:

- to always behave in ways that promote the safety, welfare and wellbeing of children and young people;

- to actively seek to prevent harm to children and young people, and to support those who have been harmed;
- to comply with this policy and relevant supporting procedures and resources;
- to report any behaviours or concerns that may be constituted as child abuse to the Headmaster;
- to avoid situations where they are alone in an enclosed space with a student;
- to ensure when physical contact with a student is a necessary part of the teaching/learning experience, they exercise caution that the contact is appropriate and acceptable. Staff must always advise the student of what they intend doing and seek their consent;
- not to 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; and
- must not have a romantic or sexual relationship with a student.

Recruitment, Selection, Training, Induction and Management Procedures

The School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, the School 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 children, and the experience and qualifications required by the successful applicant;
- advertise 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 young people;
- ensure 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;
- ensure 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
- ensure management processes that are consistent, fair and supportive;
- ensure performance management processes to help employees to improve their performance positively;
- ensure supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services;
- provide 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 children; and
- train new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks. Training will be provided in:
- the school's policies and procedures;
- identifying, assessing and minimising risks to students;
- handling a disclosure or suspicion of harm to a student;
- keeping a record of the training provided to employees; and
- provide exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of children at the school.

This commitment is evidence of the School's compliance with Section 4 and, more particularly, the matters listed Schedule 1 Section 2(3) of the Regulation.

Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the School's Student Protection Policy and Student Risk Management Policy:

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

In accordance with the *Child Protection Act 1999* (Qld), if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the Student Protection Policy and Student Risk Management Policy, the staff member must report the harm to the school's Headmaster. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Headmaster is aware or reasonably suspects the harm has been caused and that the student requires protection, the Headmaster must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999* (Qld)). In assessing whether a student is in need of protection, the Headmaster will consider the "Significant Harm Test" and the "Parent Willing and Able Test" as detailed in the School's Student Protection Procedures, as well as utilise the Department of Communities, Child Safety and Disability Services' Child Protection Guide resource.

Please refer to the School's Student Protection Procedures as well as to Independent Schools Queensland's Child Protection Decision Support Trees for information of the process for reporting all types of harm, including sexual abuse.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form located in the Student Protection Procedures document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act* 2005, the Headmaster of the School 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.

Any report made under this section, or this Policy will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899* (Qld).

This commitment is evidence of the School's compliance with Section 4 and, more particularly, the matters listed in Schedule 1 Section 2(4) of the Regulation.

Managing Breaches of this Student Risk Management Strategy

The School is committed to appropriately managing breaches of the Student Protection Policy and the Student Risk Management Policy in accordance with its other relevant policies as appropriate in the circumstances, such as Employee Code of Conduct, Dispute Resolution Policy and Procedures and Enterprise Bargaining Agreement or equivalent, and this is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulation.

Implementing and Reviewing the Student Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Section 4 and more particularly Schedule 1 Section 2(6) of the Regulation relating to implementation.

The introduction to this Student Risk Management Policy and the "Compliance and Monitoring" section below stated the School's commitment to reviewing the Policy annually and are evidence of the fulfilment of the requirements of Section 4 and more particularly Schedule 1 Section 2 (6) of the Regulation relating to review.

Blue Card Policies and Procedures

The School is committed to acting in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* and the *Working with Children (Risk Management and Screening) Regulation 2020*. Specifically, the School actively screens employees, volunteers and contractors in such a way that limits risks to children. In particular, the School will:

- require relevant employees, volunteers, contractors, trainee students and board members to hold a Blue Card or Exemption Card as a condition of their engagement with the School;
- require relevant employees, volunteers, contractors, trainee students and board members to successfully obtain a Blue Card or Exemption Notice prior to their commencement at the School;
- actively enact the "No card no start" requirements of the Act to not allow a person to work or attend school premises if they have applied for a Blue Card or Exemption Card but have not received a positive notice;
- verify the approval or currency of each Blue Card via linking the person to the School's Blue Card organisational portal;
- not allow a person to work or attend school premises if they are or become a restricted person due to their Blue Card or Exemption Card being suspended or cancelled;
- de-link non-current employees, volunteers, contractors, trainee students and board members when appropriate;
- keep accurate records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Cards;
- appoint a school contact person who will be responsible for managing the screening process and all related documentation and records;
- regularly educate employees of the School of the requirement for volunteers, contractors, trainee students and board members that they may engage to hold valid Blue Cards or Exemption Cards;
- ensure that all information in relation to Blue Cards and Exemption Cards are kept confidential; and
- act to remind employees to keep their Blue Card or Exemption Card up to date.

Risk Management Plans

The School 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. The School 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 and plans for managing risks associated with high risk activities and special events. See Schedule 1 Section 2 (7) of the Regulation

Strategies of Communication and Support

The School's commitment to making the Student Protection Policy and the Student Risk Management Policy available to students, parents and employees via its "enrolment package, employee handbook, school intranet site" is evidence of fulfilment of the requirements of the Section 4 and more particularly Schedule 1 Section 2 (8) (a) of the Regulation.

The School is committed to training employees 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, and this is evidence of fulfilment of the requirements of the Section 4 and more particularly Schedule 1 Section 28)(b) of the Regulation.

Compliance and Monitoring

The School is committed to the annual review of this Policy. The School will also record, monitor and report to the Board of Trustees and, the Senior Leadership Team

regarding any breaches of the Policy.

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

Section 5 – Procedures, Resources and References

Resources

Refer to the following documents and resources which are established in accordance with this policy:

- Student Protection Policy;
- Student Protection Procedures;

- Blue Card Register;
- Risk Management Framework;
- Grievance & Dispute Resolution Procedures;
- Employee Staff of Conduct;
- Recruitment Policy;
- Performance Management System;
- Blue Card (Working with Children) Policy; and
- Workplace Health and Safety Policy

References

Documents referenced within this document are outlined below:

- [Working with Children (Risk Management and Screening) Act 2000 (Qld);](#)
- [Working with Children (Risk Management and Screening) Regulation 2020;](#)
- [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 1998 (Qld);](#)
- [Education (Queensland College of Teachers) Act 2005 (Qld);](#)
- [Education and Care Services National Law (Queensland) Act 2011 (Qld);](#)
- [Education Services for Overseas Students Regulations 2001;](#)
- [Child and Youth Risk Management Strategy Toolkit; and](#)
- [Criminal Code Act 1899.](#)

Section 6 - Definitions

For the purposes of this Policy, the following definitions apply:

Harm	Section 3 and more particularly Schedule 1 Section 1 of the *Child Protection Act* 1999 – defines "Harm", to a child, as any detrimental effect of a significant nature on the child's physical, psychological, or emotional wellbeing.
	
	 • It is immaterial how the harm is caused;
	 • Harm can be caused by:
	     o physical, psychological, emotional abuse, or neglect; or
	     o sexual abuse or exploitation.
	 • Harm can be caused by:
	     o a single act, omission, or circumstance; or
	     o a series or combination of acts, omissions, or circumstances.

Child in need of protection	Section 10 of the *Child Protection Act* 1999 - A "child in need of protection" is a student who: • has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and • does not have a parent able and willing to protect the child from the harm.
Sexual Abuse	Section 364 of the *Education (General Provisions) Act* 2006 - "Sexual abuse", in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances: • the other person bribes, coerces, exploits, threatens, or is violent toward the relevant person; • the relevant person has less power than the other person;

	• there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.
Responsible Person	Section 3 and more particularly Schedule 1 Section 1 of the *Working with Children (Risk Management and Screening) Regulation 2020* – Responsible person in relation to risk management strategy, means the person responsible, under section 171 or 172 of the Act, for developing and implementing the strategy.

Section 7 – Document Information

A complete list of the documents' metadata including author information, and approval and review dates is recorded in SharePoint. A summary of the current change is provided in the table below:

Version	Details of Change
1.0	New policy
2.0	Update with the change in the Act and Regulation.