

NSK and NCC OSHC Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all children	
Scope:	Children attending the service, parents 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	
Status:	Approved	Supersedes: Click here to enter text.
Authorised by:	NSK and NCC OSHC Board	Date of Authorisation: 13 Jun 2018
References:	<ul style="list-style-type: none"> • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulation 2011 (Qld) • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011: Regulations 14, 15, 16, 46, 84, 145, 146, 147, 168(2)(h), 170, 171, 172, 177, 181, 183, 184 • National Quality Standard: Quality Areas 2.3.2, 2.3.4, 4.2.3, 7.1.2, 7.1.5, 7.3.4 and 7.3.5 • Child Protection Act 1999 (Qld) • Child and Youth Risk Management Strategy Toolkit 	
Review Date:	Annually	Next Review Date: 2019
Policy Owner:	Emma Thomas, Rachel Moore, Ken Hyndman and Gena Smith	

Policy Statement and a Statement about Commitment

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to the safety and wellbeing of children enrolled at the service. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* (Qld), NSK and NCC OSHC is dedicated to eliminating and minimising risks to child 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 service's care.

This Child Risk Management Strategy is evidence of NSK and NCC OSHC'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 *Working with Children (Risk Management and Screening) Regulation 2011* (Qld).

Implementation

In practice, Next Steps Kindy and Northside Christian College Outside School Hours Care's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act ("the Act")* to ensure the safety and wellbeing of children means that it will implement the measures outlined below in points 1 - 8.

1. Code of Conduct

At NSK and NCC OSHC we expect our employees to conduct themselves as follows:

Service employees are expected to always behave in ways that promote the safety, welfare and wellbeing of children. They must actively seek to prevent harm to children, and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a child.
- When physical contact with a child is a necessary part of the teaching, learning or caring experience, employees must exercise caution to ensure that the contact is appropriate and acceptable.
- Employees must not develop a relationship with any child that is, or that can be interpreted as having a personal rather than a professional interest in a child
- Employees must not have a sexual relationship with a child

This commitment is evidence of NSK and NCC OSHC fulfilment of the requirements of section 3(1)(b) of the Regulation.

2. Recruitment, Selection, Training and Management Procedures

NSK and NCC OSHC is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, NSK and NCC OSHC 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
- Advertising the position with a clear statement about the service’s commitment to safe and supportive work practices and identifying whether 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
- 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 service 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:
 - 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 employees when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services
 - An Induction Policy and program that thoroughly address the service’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
 - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - The service’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

This commitment is evidence of NSK and NCC OSHC’s fulfilment of the requirements of section 3(1)(c) of the Regulation.

3. Handling Disclosures or Suspicions of Harm

NSK and NCC OSHC’s Child Protection Policy is evidence of fulfilment of the requirements of section 3(1)(d) of the Regulation.

4. Managing Breaches of this Child Risk Management Strategy

NSK and NCC OSHC 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, Employee Code of Conduct and this is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulation.

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 section 3(1)(f)(i) of the Regulations relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state NSK and NCC OSHC commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulation relating to review.

6. Blue Card Policies and Procedures

NSK and NCC OSHC 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. In particular, NSK and NCC OSHC will:

- Require relevant perspective or current employees, including the Approved Provider and Nominated Supervisor, volunteers, trainee students and others as relevant 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 NSK and NCC OSHC’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 employee 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 service 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 in accordance with the NSK and NCC OSHC’s Privacy Policy and Record Retention Policy
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

This commitment is evidence of NSK and NCC OSHC’s fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

7. High Risk Management Plans

NSK and NCC OSHC 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. NSK and NCC OSHC 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.

This commitment is evidence of NSK and NCC OSHC's fulfilment of the requirements of section 3(1)(g) of the Regulation.

8. Strategies of Communication and Support

NSK and NCC OSHC's commitment to making this Child Risk Management Strategy available to families and employees via its Enrolment and Orientation Policy, Induction Policy, enrolment package, employee handbook is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

NSK and NCC OSHC is committed to training employees in relation to risks to children and will conduct this training annually via formal training events, informal updates at staff meetings or regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulation.

Responsibilities

NSK and NCC OSHC is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at NSK and NCC OSHC are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

NSK and NCC OSHC is committed to the annual review of this Strategy. NSK and NCC OSHC will also record, monitor and report to the Approved Provider, the NSK and NCC OSHC's Council and Board regarding any breaches of the Strategy.

In addition, NSK and NCC OSHC is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Helpful Links

- Department of Communities, Child Safety and Disability Services' [Child Protection Guide](#) resource

Appendices

- Appendix 1 – Report of Suspected Harm Form

Appendix 1

Private and Confidential
Report of Suspected Harm

Date:
Service:
Service Phone:
Service Fax:

DETAILS OF CHILD/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level (if applicable):	Cultural Background:
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the child have a disability: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Child's Residential Address:	Phone:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Child:
Address (if different from child):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Child:
Address (if different from child):	
Phone: (H):	(W): (M):
Is the child in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>	

IDENTITY OF PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Child/other child	<input type="checkbox"/> Unknown	Name: _____
PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).		
<p>Details of any harm and/or sexual abuse to the child – please include: Time and date 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 child; 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.</p>		
Please indicate the identity of anyone else who may have information about the harm or abuse		
Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/>		

Name of staff member making report to the Statutory Agency if not the Approved Provider:	Signature:	Date:
Position:		
Approved Provider:	Signature:	Date:
Approved Provider's email address:		
Response requested by service:		

ACTION TAKEN

Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect
	<input type="checkbox"/>	Other Action (provide details on separate page)

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

Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.