



EDMUND RICE EDUCATION
AUSTRALIA

Northern Region

CHILD AND YOUTH RISK MANAGEMENT PLAN 2016

Name of your College: St. Edmund's College Ipswich

Date: 8 September 2017

This Plan has been developed to assist EREA Northern Region Colleges in compliance with their obligations under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*.

This Plan complements EREA Northern Region's *Child and Youth Risk Management Strategy 2015*.

To be reviewed: Date: September 2018

STRATEGY	YES	NO	IN PROGRESS	What do we need to do or continue doing	BY WHOM
RISK MANAGEMENT REQUIREMENTS OF LEGISLATION					
<p>PART 1: COMMITMENT</p> <p>Statement of Commitment (mandatory requirement 1)</p> <ul style="list-style-type: none"> • We create and maintain the College as a place of safety in a supportive, nurturing community. • We strive to ensure a culture within the College where all who have the responsibility and care of students/children understand that student/child protection is every person's responsibility. • We strive to ensure that every person (teaching and non-teaching staff, other personnel, volunteers) working within our College understands and acknowledges that the safety and wellbeing of students/children must be at the centre of every preventative and protective action taken. 	<p>Y</p> <p>Y</p> <p>Y</p>				<p>College Leadership Team</p> <p>College Leadership Team</p> <p>College Leadership Team</p>

Codes of Conduct (mandatory requirement 2)					
<p><u>EREA Code of Conduct</u></p> <ul style="list-style-type: none"> All staff (teaching and non-teaching) including on a temporary, casual, fixed term or continuing basis, other personnel and volunteers receive training on the Code of Conduct and/or given information how to access the Code on the EREA Intranet and the College website. The EREA Code of Conduct is an essential component of the induction of all new employees and volunteers at our College. It explained to employees and volunteers that they must comply with the Code of Conduct and that it forms part of the contract of employment and the agreement entered into with persons (volunteers) who freely offer their services. The staff and volunteers at our College understand that child protection policies and child protection legislation (or other statues) will apply if there is any inconsistency with the Code. Parents/carers know how to access the EREA Code of Conduct. 					
			Y	All coaching staff and casual employees receive the Code of Conduct in employment pack. Develop an information video for volunteers to access. New Website to be finalised and Staff documents page of EDE to be populated with relevant information.	CLT
	Y			Develop a protocol for informing staff and volunteers of responsibilities of policy and legislation	CLT
	Y			Material presented at staff meetings and student free days. All volunteers coaches inducted by AP Activities. Looking to record coaches who have been inducted.	CLT
	Y			As above	CLT
		Y		CLT	

<p><u>EREA Northern Region Code of Conduct for Interacting with Children and Young People “the Code”</u></p> <ul style="list-style-type: none"> The <i>Code of Conduct for Interacting with Children and Young People</i> is implemented in our College. All employees at our College contracted on a continuing, fixed term or casual basis, volunteers (including parents) are advised they are required to abide by the Code. All employees and volunteers have access to a copy of the Code. Parents/carers are made aware of the <i>EREA Northern Region Code of Conduct for Interacting with Children and Young People</i>. <p>Student Behaviour Support Policy/Plan</p> <ul style="list-style-type: none"> Our College has a Student Behaviour Support Policy/Plan? 	<p></p> <p>Y</p> <p>Y</p>	<p></p> <p></p> <p>Y</p> <p>Y</p>	<p>Y</p> <p></p> <p></p> <p></p> <p>Y</p>	<p></p> <p>Presented as part of the employment pack.</p> <p>Process managed by AP Activities</p> <p></p> <p>Develop policy statement in line with Restorative Practices. Continue to update staff in Restorative Justice</p>	<p>CLT</p> <p>CLT</p> <p>AP Students/DP/Comms Officer</p> <p>CLT</p> <p>DP/AP Students/Deans</p>
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PART 2: CAPABILITY					
<u>Procedures for recruiting, selecting, training and managing staff that enhance the safety and wellbeing of children and young people and the protection of children and young people from harm (mandatory requirement 3)</u>					
Recruitment and selection					
<ul style="list-style-type: none"> Recruit and select employees and volunteers that work with students/children in our College/ entity that are appropriately qualified and suitable for working with children and young people. 	Y			All teachers have a QCT check and other staff have a current blue card check.	Principal/DP/Business Manager
<ul style="list-style-type: none"> Our College complies with EREA Northern Region policies and procedures in relation to recruitment, selection, training and managing of employees, other personnel and volunteers. 	Y				Principal/ DP/ Business Manager
<ul style="list-style-type: none"> In advertising new positions in our College we comply with the EREA Northern Region requirements that state “All applications for this position will be submitted to screening procedures as detailed in the Working with Children (Risk Management and Screening) legislation. These checks are consistent with Edmund Rice Education Australia’s commitment to child protection policies and procedures”. 	Y				Principal/ DP/ Business Manager
<ul style="list-style-type: none"> All non-teaching employees, other personnel, volunteers and trainee student teachers who work with students/children are required to obtain a Blue Card and keep it current. 	Y				DP/Business Manager
<ul style="list-style-type: none"> All teachers are required to produce evidence of current teacher registration with the Queensland College of Teachers before they commence work in our College. 	Y				Business manager/Payroll

<p>Training and Management of Employees</p> <ul style="list-style-type: none"> All employees, teaching and non-teaching, other personnel and volunteers at our College are provided with induction training on the College's processes and procedures, the values and expectations of EREA and the standard of behaviour required of employees, other personnel and volunteers in their interactions with students/children. All teaching and non-teaching staff and other personnel who work at our College complete EREA Northern Region's online training in Child Protection within four weeks of commencing their employment. In addition to induction training volunteers must complete EREA Northern Region's online volunteer training in Child Protection on commencement of their volunteer services. All teaching and non-teaching staff and other personnel attend face to face Student Protection training offered by the College during the course of the College year and mandatory online training every two years or earlier if it is considered necessary due to new legislation/reporting obligations. Principal signs off that the mandatory training has been completed. A register of all employees, other personnel and volunteers who complete the training is kept at the College. Our College gives our employees opportunities to attend courses offered by EREA Northern Region and external agencies relating to the wellbeing of students/children. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Records kept through the EREA online training tool. Monitored regularly</p> <p>Professional development applications</p>	<p>DP</p> <p>AP Students</p> <p>DP/ AP Activities/AP Students</p> <p>Child Protection Officers</p> <p>Admin officer and online tool.</p> <p>DP</p>
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<ul style="list-style-type: none"> Where there is a complaint or allegation in relation to an employee, other personnel or volunteer of inappropriate behaviour or misconduct we take appropriate management action which includes following the requirements of the EREA Code of Conduct and EREA Northern Region Student Protection Processes. 	Y				CLT
<ul style="list-style-type: none"> Our College helps employees who require support to access the EREA Employee Assistance Program. 	Y			Information available through CLT, Counsellors and in staff room	CLT
<p>Other EREA Support for the wellbeing of students/children</p>					
<ul style="list-style-type: none"> Employees are made aware of policies, processes and resources developed by the College to support the care and wellbeing of students/children from time to time at staff meetings, 'in-service' days and staff notices. 	Y			Staff meeting, induction, professional development days, and staff briefings.	CLT
<ul style="list-style-type: none"> Policies and processes are accessible to employees, other personnel and volunteers on the College intranet and/or in staff handbooks. 	Y				CLT
<ul style="list-style-type: none"> College counsellors work with students and provide pastoral care, personal safety strategies and support for marginalised students and students who may be at risk of being harmed. 	Y			Need to develop a school wide approach.	CLT/Pastoral team

PART 3 - CONCERNS						
Policies and procedures for handling disclosures or suspicions of harm (mandatory requirement 4)						
<p>Student Protection Processes</p> <ul style="list-style-type: none"> • In compliance with the law reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student/child. • In compliance with the law reports are made to the Department of Communities, Child Safety and Disability Services for harm/risk of harm to a student/child caused by sexual abuse, physical abuse and where relevant (if the parent/carer is not willing or able to protect the student/child) emotional abuse or neglect. • Inappropriate behaviour (other than sexual) of a staff member, other personnel or volunteer towards a student/child is handled by the Principal with support, where required from the EREA Director Northern Region and the EREA Student Protection Officer. • College staff, other personnel, volunteers and parents are aware that they may make a complaint via the <i>Record of Complaint about Non-Compliance with EREA Northern Region Student/Child Protection Processes</i>. • Having made a complaint, College staff, other personnel, volunteers and parents are able to access the <i>Record of Complaint</i> from the Student Protection Contacts. 	Y			College takes this matter very seriously and reports all matters to the Police.	CLT	
	Y			College has good relationships with relevant authorities and follows all legislative requirements.	CLT	
	Y				Principal and DP	
			Y		Rigorously enforced with staff, need to develop procedures for volunteers and parents.	CLT
			Y		Staff have access, access by parents and volunteers under construction.	CLT

<p>College based Student/Child Protection Contacts</p> <ul style="list-style-type: none"> In accordance with the <i>Education (Accreditation of Non-State Colleges) Regulation 2001</i> our College has two or more stated staff members (this includes the Principal Director) to whom a student/child can report behaviour of another staff member that the student/child considers to be inappropriate. Student/Child Protection Contacts receive complaints and allegations from staff, other personnel, volunteers, parents and students and assist in making reports as outlined in <i>EREA Northern Region Student Protection Processes</i>. Staff, other personnel, volunteers, parents and students are made aware of the Student Protection Contacts through College newsletters, posters prominently displayed around the College, daily student notices and parent portals. Student/Child Protection Contacts are selected by the Principal as required and outlined in the <i>EREA Northern Region Student Protection Processes</i>. The EREA Student Protection Officer is consulted when required to assess harm to students/children and for support and guidance during and after a student/child protection intervention. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>			<p>College currently has four appointed Child Protection contacts.</p> <p>Posters, Video, Newsletters, orientation booklets.</p>	<p>Principal</p> <p>Child Protection Contacts</p> <p>Child Protection Contacts</p> <p>Principal</p> <p>Child Protection Officers</p>
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A plan for managing breaches of the Child and Youth Risk Management Strategy (mandatory requirement 5).					
<ul style="list-style-type: none"> Staff, other personnel and volunteers are aware of the requirements of the <i>EREA Northern Region Child and Youth Risk Management Strategy 2017</i> and the plan for managing breaches of the <i>Strategy</i>. 	Y			Policy released on College LMS	CLT
A risk management plan for high risk activities and special events (mandatory requirement 7)					
Risk Management Tools					
<ul style="list-style-type: none"> All curriculum and non-curriculum activities in terms of their level of risk are considered. 	Y			Standard set of operating procedures. College will review some of the overseas immersions/tours.	DP
<ul style="list-style-type: none"> When considering all activities or special event (i.e. low, medium or high) we undertake responsibility for identifying potential risks and consider the safety and wellbeing of students/children and the risk of harm to students/children 	Y			Through the set of operating procedures.	CLT
<ul style="list-style-type: none"> Risk Management Assessment and risk mitigation is carried out for activities undertaken within the College and outside the College. 	Y			As above	CLT
<ul style="list-style-type: none"> Health and Safety teams and a dedicated Workplace Health and Safety Officer ('WHSO') provide support, if requested, to carry out risk assessments and develop and implement the risk management plan. 	Y			Workplace health and safety team meeting once a term.	Workplace health and safety team.

<p>Risk Management for Excursions and other Activities</p> <ul style="list-style-type: none"> Principal or delegate approves all excursions, retreats, immersion programs and College and outside College activities. Parent/Carer permission forms and documentation covering excursions (including OH & S standards and Risk Management Plans) have been developed. A Risk Management Plan and Risk Assessment Form is used to identify, assess and manage risks associated with excursions, College camps, College retreats, immersion programs and outside College activities. Staff in carrying out a Risk Assessment and formulating a Risk Management Plan specify on the forms and template used that student protection risks must be assessed and managed 	<p>Y</p> <p>Y</p> <p>Y</p>		<p>Y</p>	<p>EREA to approve all immersions</p> <p>Forms to be reformatted to include student protection risks.</p>	<p>Principal/DP</p> <p>DP</p> <p>DP</p> <p>DP</p>
<p>Other Strategies to Minimise the Risks of Harm</p> <ul style="list-style-type: none"> There is adequate supervision of students/children as detailed in the EREA Code of Conduct and the College Position Statement. Procedures to handle Emergency/Critical Incident situations are in place and staff is briefed to appropriately handle situations. Procedures to address Fire/Lockdown situations are in place and employees, other personnel and volunteers are made aware of fire evacuation and lockdown procedures. 	<p>Y</p> <p>Y</p> <p>Y</p>			<p>Standard operating procedures</p> <p>Time for review of current procedures.</p> <p>Regular trials</p>	<p>CLT</p> <p>CLT</p> <p>DP</p>

<ul style="list-style-type: none"> Procedures are in place for the management of visitors and other outsiders, including relevant signage and directions together with a visitor sign in register and procedures for signing in and out of the College, including the wearing of a visitor's pass. 	Y			TeamGo App	CLT
<ul style="list-style-type: none"> Media/Communications strategies are in place which includes permission from parents/carers using the forms available for the use of student/child photographs and names in any materials issued to the public in printed or electronic form. 	Y				CLT
<ul style="list-style-type: none"> Identifying information of students/children is not used in promotional material without the specific permission of the parents/carers and the students concerned. 	Y				CLT
<ul style="list-style-type: none"> All employees and students observe the Edmund Rice Education Australia <i>Acceptable Use Policy</i> for computer/internet use and the Consent Form is implemented. 	Y				CLT
<ul style="list-style-type: none"> Travel guidelines for students/children have been developed and are accessible to staff, parents/carers. Students are regularly reminded of these guidelines. 	Y			Outside providers have state government developed policies	

PART 4: CONSISTENCY					
Policies and procedures for compliance with Chapter 8 of the <i>Working with Children (Risk Management and Screening) Act 2000</i> (which regulates the Blue Card system) (mandatory requirement 6)					
Blue Card Requirements and Employee Register					
<ul style="list-style-type: none"> The EREA Northern Region Screening Policy is complied with. 	Y				Principal, DP, Business Manager.
<ul style="list-style-type: none"> In accordance with legislative requirements all employees, other personnel, volunteers, trainee student teachers and College students (undertaking paid work within Boarding facilities) are required to obtain and hold a Blue Card (unless exempt). 	Y			Blue card register and biannual audit.	Principal, DP, Business Manager
<ul style="list-style-type: none"> A Blue Card Register for all eligible employees, other personnel, volunteers, trainee students, preservice teachers is maintained. 	Y				Business Manager
<ul style="list-style-type: none"> A designated Screening Contact Person has been appointed by the Principal. 	Y				Principal/Business Manager
<ul style="list-style-type: none"> The Screening Register and details are available to the EREA Director Northern Region when requested. 	Y			Check electronic format	Principal/Business Manager
<ul style="list-style-type: none"> All teachers are registered with the QCT and the Principal checks original teacher registration and qualifications before employment commences. 	Y			Principal/delegate checks QCT website for registration	Principal/DP

<ul style="list-style-type: none"> All new non-teaching employees and eligible volunteers have applied for a Blue Card prior to commencement of work. <p>Procedures for reviewing the Child and Youth Management Strategy</p> <ul style="list-style-type: none"> To ensure that the Strategy/Plan remains current and effective the strategy is monitored and reviewed annually. 	Y				Principal/Business Manager
<p>Strategies for communication and support <i>(mandatory requirement 8)</i></p> <p>Student/Child Protection Training</p> <ul style="list-style-type: none"> As detailed under Training and Management of Employees in this document. The <i>EREA Northern Region Child and Youth Risk Management Strategy</i> is uploaded on the EREA Northern Region website and a copy is held at the College and uploaded on the College's website. 	Y		Y	To be reviewed every 12 months	DP
	Y				DP