

Child and Youth Risk Management Strategy

V 2.03

PURPOSE

The purpose of a Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks.

A well-developed strategy will help Matthew Flinders Anglican College achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to our College.

1. Introduction

Safe service environments do not just happen; they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has three key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring.

2. Coverage

This ***Child and Youth Risk Management Strategy*** covers the following eight requirements of the *Working with Children (Risk Management and Screening) Act 2000*:

Commitment

- 1) A *Statement of Commitment* to the safety and wellbeing of children and the protection of children from harm.
- 2) A *Code of Conduct* for interacting with children.

Capability

- 3) Written procedures for recruiting, selecting, training and managing Staff and volunteers.

Concerns

- 4) Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
- 5) A plan for managing breaches of the Risk Management Strategy.
- 6) Risk management plans for high risk activities and special events.

Consistency

- 7) Policies and procedures for managing compliance with the Blue Card system.
- 8) Strategies for communication and support.

3. Scope

This strategy applies to all Students, Parents, Employees, Volunteers and visitors of Matthew Flinders Anglican College (the College).

4. Structure

The following describes how the strategy document is to be structured:

Column A

Requirement: This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*.

Column B

Action/s: Intentional actions, programs and processes that have been developed and will be implemented. The Action/s must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

Column C

Reference: Describes the policy, procedures, protocols and other guidelines which form the authority for the particular Action/s.

Column D

Responsible Officer: This identifies the particular Staff member who has responsibility for the development and/or implementation of a particular Action/s.

Column E

Evidence: This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

Abbreviations

ACSQ Anglican Church Southern Queensland
Flinders Matthew Flinders Anglican College

Approval

Approved by the College Board of Directors on 21 July 2016.

Reference: Draft template from the Anglican Schools Office Sep 2015.

Related Documents: **Code of Conduct Staff | College Community Code of Conduct | Recruitment of Staff Policy | Matthew Flinders Strategic Plan | Complaints Management Policy | Risk Management Policy for Excursions and Camps | Workplace Health & Safety Policy and Procedures Manual | Managing Breaches of the Child and Youth Risk Management Strategy | Student Protection in Anglican Schools Policy and Procedures**

Review: V 2.01 Principal 30 May 2016 Review: V 2.02 Principal 5 December 2016 Review: V 2.03 Principal 1 June 2017	
Contact: Principal's Office Authorised by: Principal	Developed: From Anglican Schools Office template, Sep 2015 Review V2.00 Bruce Winther Principal Review V2.03 Stuart Meade Principal Next Review Due: End of each year
This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed. If you are unsure whether you are reading the most current version, you should contact the Principal's Executive Assistant.	

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
1. Statement of commitment	<p>Matthew Flinders Anglican College has adopted the <i>Student Protection in Anglican Schools Policy and Procedures</i>, Anglican Church Southern Queensland. The policy and procedures provide the written processes for how Matthew Flinders Anglican College will respond to allegations of sexual abuse, likely sexual abuse, harm or risk of harm of a student by another person or inappropriate behaviour of a staff member or volunteer to a student.</p> <p>The following is the Statement of Commitment adopted by the College's Board of Directors: <i>Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. 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 upholds the dignity and protection of Students from harm. In support of this commitment Matthew Flinders Anglican College is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of Students in their care.</i></p>	<p><i>Student Protection in Anglican Schools Policy 2015. ACSQ</i></p> <p><i>This policy has been adopted by Matthew Flinders Anglican College</i></p>	<p>Director, Office of the Director of Professional Standards ACSQ</p> <p>Principal</p>	<p>Policy adopted by the College Board of Directors on 21/7/16.</p> <p>Statement of Commitment framed. Visible placement in all reception areas of the College.</p> <p>Statement of commitment published on the College's website.</p>
2. Code of Conduct for interacting with Students	<p>A Code of Conduct for interacting with Students has been developed – one for Staff and a separate Code for the wider College community. Both documents have been approved by the College Board of Directors: The purpose of the Code of Conduct (Staff) is to outline the expected standards of behavior for employees and contractors involved when interacting with Flinders children and young people at the College. The College Community Code of Conduct applies to all stakeholders across the College community including:</p> <ul style="list-style-type: none"> • Parents • Volunteers • College Community – all others 	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p>	<p>Principal</p>	<p>The Code of Conduct for interacting with Students was adopted by the College Board of Directors on 27 October 2016. <i>The Code of Conduct (Staff) is:</i></p> <ul style="list-style-type: none"> • Available in hard copy from each reception and library desk. • Published on the Flinders Staff intranet and College website. <p><i>The College Community Code of Conduct is:</i></p> <ul style="list-style-type: none"> • Published on the College website

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>EMPLOYEES A suite of child-focused policies and procedures have been developed and are in place for recruiting, selecting, training and managing paid employees that include:</p> <p>Pre-Appointment</p> <ul style="list-style-type: none"> • Recruitment of Staff Policy • Position Descriptions for current Staff are being updated • Position Descriptions for all new Staff included relevant student protection statements • Interview Questions • Pre-Employment Check Procedure • Pre- Employment Check Questions • Blue Card Policy • Blue Card Procedures <p>Post-Appointment</p> <ul style="list-style-type: none"> • Induction Checklist • Induction Pack issued to all new Staff and volunteers • Code of Conduct for Interacting with Students • Qualifying Period Review • Professional Development Review Process • Enterprise Bargaining Agreement (to be renegotiated during 2017) • Complaints Management Policy <p>These policies, procedures and forms are used effectively to make sure that only the highest calibre of employees are hired by the College and to deter and identify unsuitable applicants.</p> <p>All new employees are required to undergo</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p> <p><i>Working with Children (Risk Management and Screening) Regulation 2011</i></p>	HR Manager	<p>All Recruitment and HR management policies, procedures and forms are available on the College's intranet and accessible by all Staff.</p> <p>Hard copies of all Recruitment policies, procedures and forms are available from the HR Manager.</p> <p>Training material for new Staff, volunteer and contractor induction is available on request.</p> <p>Material used in the annual Student Protection refresher training for current Staff is available on request.</p> <p>Registration details of the Student Protection Officers at the College attending Student Protection training courses organised by the Anglican Schools Commission are available on request.</p> <p>Notes from presentations by external parties on specialist child protection topics are available.</p> <p>A register is maintained of all compliance training (including ASC Student Protection) for Employees and Contractors.</p> <p>Currently there is no formal training for Volunteers.</p>

	<p>appropriately detailed induction training that includes information on student protection obligations, work health and safety requirements and emergency procedures.</p> <p>New Staff are required to complete online training in relation to key compliance policies including the Anglican <i>Student Protection in Anglican Schools Policy and Procedure</i> and <i>Code of Conduct (Staff) Policy</i>.</p> <p>All current Staff are required to undergo refresher training on Student Protection each academic year.</p> <p>The Student Protection Officers at the College attend a comprehensive Student Protection training course organised by the Anglican Schools Commission on an annual basis.</p> <p>CONTRACTORS & VOLUNTEERS</p> <p>All volunteers will be required to register online that they have read and understand the Student Protection requirements of the College. This will incorporate the <i>College Community Code of Conduct</i>.</p> <p>NOTE: Visitors and invited guests (who are not contractors or volunteers) to the College are not provided with Student Protection training as they are accompanied by a Staff member at all times and are never left with Students unattended.</p>			<p>NOTE: An online Volunteer Registration form, which will include the College's Student Protection requirements and the <i>College Code of Conduct</i> has been developed. The publication of this information and registration for Volunteers on the College website is pending dissemination of the information to the College Community (as at 1 June 2017).</p> <p>This staff requirement is included in the <i>Staff Code of Conduct</i>.</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>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>The College has policies, procedures and forms in place for handling disclosures or suspicions of harm, including reporting guidelines. These documents include:</p> <ul style="list-style-type: none"> • Student Protection in Anglican Schools Policy and Procedures • Protocol for Dealing with Complaints (Summary) • Protocol for Dealing with Complaints (Detail) • Form 1 - Suspected Sexual Abuse or Likely Sexual Abuse Report Form • Form 2 - Notification of Report to a State Authority • Form 3 - Inappropriate Behaviour Report Form • Request for Interview Form. <p>The following forms are available from the Human Resources Manager:</p> <ul style="list-style-type: none"> • QCOT Section 76 Notice Investigation • QCOT Section 77 Notice Resignation • QCOT Section 78 Notice Dismissal <p>In the event of a disclosure or suspicion of harm report being made, the Principal (or his delegate) will be the only person authorised to speak to the media. Student Protection Policies and Procedures will be reviewed for effectiveness after each reported incident and amended if required.</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000.</i></p> <p><i>Working with Children (Risk Management and Screening) Regulation 2011.</i></p>	Principal	<p>The following documents are available on the College website and intranet site. Hardcopies are also available on request:</p> <ul style="list-style-type: none"> • <i>Student Protection in Anglican School Policy and Procedures.</i> • <i>Statement of Commitment.</i> • <i>Code of Conduct (Staff)</i> • <i>College Community Code of Conduct</i> • <i>Complaints Management Policy</i> <p>The following documents are available on the College intranet site for Staff access:</p> <ul style="list-style-type: none"> ▪ Form 1 - Suspected Sexual Abuse or Likely Sexual Abuse Report Form • Form 2 - Notification of Report to a State Authority • Form 3 - Inappropriate Behaviour Report Form • Request for Interview Form <p>The following documents are available, upon request, from the HR Office:</p> <ul style="list-style-type: none"> • QCOT Section 76 Notice Investigation • QCOT Section 77 Notice Resignation • QCOT Section 78 Notice Dismissal <p>Appropriately qualified External trainers are regularly invited to the College to speak to Students and Staff on specialist child protection subjects such as Cyber Safety.</p>

<p>5. A plan for managing breaches of the Risk Management Strategy.</p>	<p>Processes for managing breaches of the school's Risk Management Strategy.</p> <p>Identify levels of breach and actions for managing the response.</p> <p>A breach which relates to the validity of a current Blue Card may include immediate stand down of the person until the matter is investigated and action is determined.</p> <p>A breach of process may trigger the College's performance management process, including suspension of an employee pending the outcome of an investigation and potentially summary dismissal.</p> <p>The process includes communication processes where appropriate to Blue Card Services, Principal or Chairman of College Board of Directors.</p>	<p><i>Code of Conduct</i></p> <p><i>Working with Children (Blue Card) Check</i></p> <p><i>Child and Youth Risk Management Strategy</i></p>	<p>Principal</p> <p>Approving Staff (excursions and incursions) for risk assessment forms</p> <p>Staff for completion of Risk Assessment processes and forms</p>	<p>The <i>Workplace Health & Risk Management Policy</i> includes a section relating to risk assessments for high risk activities.</p> <p>Staff are advised to make themselves aware of the Working with Children (Blue Card) Check and the Child and Youth Risk Management Strategy.</p> <p>Copies of the above documents are available on Staff Intranet.</p>
<p>6. Risk management plans for high risk activities and special events.</p>	<p>The College has an extensive Risk Management system using the MontroCAM Risk Management and Compliance System.</p> <p>All external trips, camps, excursions and tours require the approval of a detailed Risk Assessment. Some internal or on campus activities (e.g. Fair/Festival) also require the lodgement of a detailed Risk Assessment.</p> <p>Risk Assessment Forms are available online from the College intranet and are categorised as follows:</p> <ul style="list-style-type: none"> • Camps • Day Trips • Interstate or Intrastate travel requiring accommodation • On-Campus activities • Overseas Trips <p>Each Risk Assessment identifies areas of potential risk and lists the corresponding controls. Each Risk Assessment is then evaluated (post controls) and given a risk rating using a traditional risk score table (taking into account the likelihood of any hazards occurring and the consequences that may result). The various Risk Levels are:</p> <ul style="list-style-type: none"> • Negligible • Low • Medium • High • Very High • Extreme 	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p> <p><i>Child Protection Act 1999</i></p> <p><i>The Workplace Health & Risk Management Policy</i></p> <p><i>Risk Management Policy for Excursions and Camps</i></p>	<p>Principal</p> <p>Workplace, Health & Safety Officer</p>	<p>All Risk Management plans for high risk activities and special events are hosted on the MontroCAM Risk Management system.</p> <p>Copies of individual risk assessments or the template document are available on request.</p> <p>The <i>Risk Management Policy for Excursions and Camps</i> is currently under review.</p>

	<p>The approval process includes a review and approval by the relevant Deputy Principal. The WH&S Officer will become involved should any significant risk issues be identified.</p> <p>It is expected that any proposed activity with a risk rating of Very High or Extreme would not proceed until further controls can be introduced to lower the risk rating.</p> <p>The College also has a comprehensive Work Health and Safety (WHS) Management System in place to create a safe environment for Students at the College. The key components of the WHS Management System are:</p> <ul style="list-style-type: none"> • WHS Policy and Commitment Statement • Detailed WHS Procedures • Regular safety inspections and follow up • Emergency procedures and regular drills • Hazard Report system • Accident/Incident report investigations • WHS training for all new Staff, contractors and volunteers • Detailed WHS training for Staff working in high risk areas e.g. Facilities/ Grounds • Annual WHS and Emergency Procedures refresher training for all Staff. 			
<p>7. Policies and Procedures for managing compliance with the Blue Card System.</p>	<p>The College has Blue Card policies and procedures in place that set the guidelines for the requirement to hold a <i>Working with Children</i> clearance (Blue Card) at the College.</p> <p>A register of all current Blue Cards and expiry dates is maintained by the HR Manager (for employees, contractors and volunteers) that includes reference numbers and expiry dates.</p> <p>HR provides monthly reports to check compliance - eligibility/due dates.</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000.</i></p>	<p>Principal HR Manager and HR Officers</p>	<p>The Blue Card procedures are available for all Staff to access on the College intranet system.</p> <p>Hardcopies are also available on request. Access to the Blue Card register is restricted to authorised personnel. However hard copies of reports can be made available on request.</p>

Part 4: Consistency

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>The College communicates its student protection activities and documents in a number of ways:</p> <p>Internet The following Child Protection related documents and information are available on the College website for Parents, prospective Parents, Community partners, volunteers and the wider community:</p> <ul style="list-style-type: none"> • <i>Statement of Commitment.</i> • <i>Student Protection in Anglican School Policy & Procedures.</i> • <i>Student Protection Information Resource Sheet.</i> • <i>Student Protection Officers – details and contact.</i> • <i>Protocols for dealing with complaints of sexual harassment, assault or sexually inappropriate behaviour (Summary).</i> • <i>Protocols for dealing with complaints of sexual harassment, assault or sexually inappropriate behaviour (Details).</i> • <i>College Community Code of Conduct.</i> • <i>Complaints Management Policy</i> <p>Intranet Student Protection hubs are currently being developed on the College intranet for Staff, Parents and Student access to communicate the relevant Child Protection related documents to each group. These documents are currently available on the website as above.</p> <p>Noticeboards A number of documents are posted around the campus in key locations for Staff and Students. These include:</p> <ul style="list-style-type: none"> • Statement of Commitment. • SPO contact details & photos. • Various student protection posters. <p>Hardcopies of all documents are available on request.</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p>	<p>Principal</p>	<p>Student Protection related policies and procedures are available on the College website www.mfac.edu.au</p> <p>Access to the College intranet is restricted to authorised users but can be demonstrated on request.</p> <p>All hard copy documents and training material are available on request.</p> <p>Student, Staff and Parent “Student Protection Hubs’ are being developed on the College intranet with relevant documents in each Hub.</p>



	<p>Bound copies of the Child Protection-related Policies and Procedures are held at:</p> <ul style="list-style-type: none">▪ Central, Primary, Secondary and FELC Administration Reception Desks▪ Primary & Secondary School Staffrooms			
--	---	--	--	--



Processes for informing student body, Parents, Staff and College Board of Directors

Target Group	Processes
Student Body	<input type="checkbox"/> Brochures made available to all Students (website). <input type="checkbox"/> Posters advising who to go for for help - in common areas. <input type="checkbox"/> Communicated through pastoral care programs. <input type="checkbox"/> Students informed through assemblies and form groups. <input type="checkbox"/> Policy and procedures placed on school website and intranet.
Parent Body	<input type="checkbox"/> Regular references made in school newsletters. <input type="checkbox"/> Presentation at parent information seminars. <input type="checkbox"/> Brochures made available to all Parents (website). <input type="checkbox"/> Child Protection Information in enrolment pack. <input type="checkbox"/> Policy and procedures placed on school website and intranet.
Employees and Volunteers	<input type="checkbox"/> Brochures made available to all personnel including volunteers and contractors (on website). <input type="checkbox"/> Regular reminders of responsibilities in safeguarding our children made at staff meetings. <input type="checkbox"/> Induction programs for newly appointed Staff. <input type="checkbox"/> Full training provided to all Staff. <input type="checkbox"/> Policy and procedures placed on school website and intranet and <input type="checkbox"/> Inclusion of <i>Statement of Commitment</i> in Staff Handbook. Bound copies of the Child Protection-related Policies and Procedures are held at: <ul style="list-style-type: none"> • Central, Primary, Secondary and FELC Administration Reception Desks • Primary & Secondary School Staffrooms
College Board of Directors	<input type="checkbox"/> All Policies and Procedures relating to Child Protection, including this Strategy are made available to Board members and reviewed annually.