

# Managing Breaches of the Child and Youth Risk Management Strategy (CYRMS)

V 1.01

## PURPOSE

To explain how the College will manage any action or inaction by any person in our organisation that fails to comply with any of the policies and procedures which make up the Child and Youth Risk Management strategy (CYRMS).

## Definition of a Breach

A breach is any action, or inaction, by any member of the College, including children and young people, that fails to comply with any part of the CYRMS.

## 1. Policy Content

This Policy explains how the College will manage any potential breaches in a fair and supportive manner to ensure that:

- Everyone is clear on their obligations and rights in relation to reporting breaches.
- There are clear and appropriate consequences that are applied objectively and consistently and in line with a clear course of action
- There is confidence in the risk management strategy
- Opportunities for training and development are easily identified.

## 2. Scope

This Policy applies to all people involved in the College including, but not limited to Board Members, employees, children, parents, volunteers, contractors and external service providers, coaches, Pre-Service Teachers, Parents and Friends Members and Supporter Clubs. This Policy is reviewed by the CYRMS Committee on an annual basis and the most current version is published on the College website.

## 3. Responsibilities and Delegations

The eight mandatory requirement areas of the CYRMS have been utilized to determine the following key roles and their respective areas of responsibility within the College.

Area of Responsibility within the CYRMS	Delegated Responsibility
Statement of Commitment	Principal
Code of Conduct	Principal and HR
Recruitment, Selection, Training and Management Strategies that best encourage best practice and enhance the safety and well-being of children and young people	HR and CYRMS Committee
Policies and Procedures for handling disclosures and suspicions of harm	Principal, Executive, College Board, FELC Director
Policies and Procedures for the occasions where there might be a breach of the College's <i>Child &amp; Youth Risk Management Strategy</i>	HR and CYRMS Committee
A planning process for high risk activities and special events	Executive, WHS Officer, FELC Director
Policies and Procedures for compliance with Chapter 8 of the <i>Working with Children Act</i>	HR and CYRMS Committee
Strategies for communication and support for all stakeholders including children and young people	Executive, Marketing Manager, FELC Director

#### 4. Procedure for Reporting Breaches

Any breaches of the CYRMS should be reported as soon as practicable. Breaches can be reported to the following people:

- The Principal
- Director of the Flinders Early Learning Centre
- Deputy Principal, Primary (including breaches relating to the OSHC and Vacation Care Facility)
- Deputy Principal, Secondary
- Director of Business and Operations

Reports should be made in writing and provide as much detail as possible about the Breach.

#### 5. Procedure for Managing Breaches

All breaches will be investigated and appropriate corrective actions taken. All reports of breaches will be documented by the person to whom the complaint was made, including details of the investigation and corrective actions, if any, taken. *Refer to Incident Report Form.* Completed documentation will be stored confidentially within the Principal's Office.

Corrective actions will be dependent on the seriousness of the breach of the CYRMS. Corrective actions will be proportionate to the breach and may include, but not be limited to, such actions as:

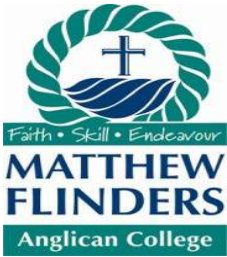
- Disciplinary procedures (if applicable)
- The provision of closer supervision
- The provision of further education and training
- Mediation between respective parties
- Reviewing current policies and procedures
- Developing new policies and procedures

**Review V 1.00** Principal | 5 December 2016  
**Review: V 1.01** Principal | 1 June 2017

**Contact:** Principal's Office  
**Authorised by:** Principal

**Developed:** From Anglican Schools Office template, Sep 2015  
**Review V1.00** Bruce Winther | Principal  
**Review V1.01** 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.



CHILD AND YOUTH RISK MANAGEMENT STRATEGY

**BREACH MANAGEMENT FORM**

Name/s of the person or people involved in the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date incident occurred:	
Time incident occurred:	am/pm
Location where incident occurred:	

**Immediate action taken:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**If no action taken - reason:**

---

---

---

---

---

---

---

---

---

---

Name of person completing form:	
Contact telephone number:	
Signature:	
Date:	Time: am/pm
Authority disclosure reported to (if applicable):	
Name of person reported to:	