

# Child and Youth Risk Management Strategy

## 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

The CYRMS is not only about compliance, but about working diligently to embrace a positive culture of safety and wellbeing and to actively encourage all students, parents and staff to report any suspected harm, inappropriate behavior or any actions negatively affecting the safety and wellbeing of our students in a timely manner. The pastoral care structure of the College and the employment of Student Protection Officers and Chaplain encourage and support this culture. The Blue Card system aims to create safe and supportive environments where children and young people can 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, Contractors 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.

### 5. The CYRMS Process, Review and Committee

The Principal is accountable for ensuring that the Child and Youth Risk Management Strategy is developed, implemented and reviewed annually.

The College is committed to review of this Child & Youth Risk Management Strategy at least once every year. The review findings will inform the development of the new strategy document. Notwithstanding the scheduled review, should circumstances change significantly before the 12-month review period, the Strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

The Matthew Flinders Anglican College Child and Youth Risk Management Strategy Committee (CYRMS or Committee) was established in May 2016 to provide assistance to the College Principal and Board of Directors to ensure that the process by which the School's CYRMS is formulated is consultative with a whole school approach and to assist in mapping existing policies and actions and identifying gaps.

The Committee will ensure that the annual review process is timely, robust and captures the processes in place to manage the risk to students and ensure that the document is representative of the actions occurring across the whole College.

The CYRMS Committee will comprise the following roles, which is determined by the Principal:

- Principal
- Head of Secondary School
- Head of Primary School
- Director of Business and Operations
- Manager of Human Resources
- School Counsellors

### Abbreviations

ACSQ                      Anglican Church Southern Queensland  
Flinders                    Matthew Flinders Anglican College

### Approval

Approved by the College Board of Directors.

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

Related Documents: **Student Protection in Anglican Schools Policy and Procedures | Code of Conduct Staff | College Community Code of Conduct | Recruitment of Staff Policy | Complaints Management Policy | Risk Management Policy for Excursions and Camps – Primary and Secondary Schools | Workplace Health & Safety Policy and Procedures Manual | Managing Breaches of the Child and Youth Risk Management Strategy | Blue Cards – Working with Children Check**

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|---------------------------------|------------------------------------|
| Approved By:    Principal       | Reference Code:    PRO-021-COM-003 |
| Date Approved:    November 2018 | Next Review Due:    September 2019 |

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 Human Resources Department.

Part 1: Commitment

| Child and Youth Risk Management Strategy |   |  |   |   |
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| Column A                                 | Column B  | Column C   | Column D  | Column E  |
| Requirement                              | Action/s  | Reference  | Responsible Officer   | Evidence  |
| <p><b>1. Statement of commitment</b></p> | <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 <b>Statement of Commitment</b> adopted by the College's Board of Directors:</p> <p><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.</i></p> <p><i>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 2018. 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 endorsed by the College Board of Directors</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 and myFlinders Portals (the College intranet) and is included in the Staff Handbook 2018.</p> <p>The CYRMS Committee met in September 2018 to ensure that the process by which the School's CYRMS is formulated is consultative and that the Strategy document is representative of actions occurring across the whole College and monitors current training and information provided to the Students, Staff and the Community.</p> <p>The CYRMS Committee will continue to meet regularly to discuss relevant student protection issues and monitor the effectiveness of the College's CYRMS.</p> |

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| <p><b>2. Code of Conduct for interacting with Students</b></p> | <p>Matthew Flinders Anglican College has developed a Code of Conduct for interacting with Students – one for Staff and a separate Code for the wider College community. Both documents have been approved by the College Board of Directors:</p> <p>The purpose of the <b>Code of Conduct (Staff)</b> is to outline the expected standards of behaviour for employees and contractors involved when interacting with Flinders children and young people at the College.</p> <p>The <b>College Community Code of Conduct</b> applies to all stakeholders across the College community including:</p> <ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Parents</li> <li>▪ Friends</li> <li>▪ Volunteers</li> <li>▪ Supporters</li> <li>▪ College Community – all others</li> </ul> <p>The <i>College Community Code of Conduct</i> sets clear standards of behaviour which are expected of members of the College Community in the College environment or when attending any College related function or activity at any other location.</p> <p>Parents/guardians and students agree to be bound by the College Community Code of Conduct when they sign the Enrolment Agreement with the School.</p> <p>The <b>Responsible Use of Technology</b> outlines the acceptable use of technology by students. The <b>Behaviour Policy (Students)</b> provides guidelines for acceptable student behaviour.</p> <p>The College Board of Directors are bound by the <b>College Board Code of Conduct</b>.</p> | <p><i>Working with Children (Risk Management &amp; Screening) Act 2000</i></p> | <p>Principal</p> | <p>The <i>Code of Conduct (Staff)</i> for interacting with Students was adopted by the College Board of Directors on 27 October 2016.</p> <p><i>The Code of Conduct (Staff)</i> is:</p> <ul style="list-style-type: none"> <li>▪ Published on the myFlinders Staff intranet and the College website.</li> </ul> <p><i>The College Community Code of Conduct</i> was reviewed in July 2018 and the updated version is:</p> <ul style="list-style-type: none"> <li>▪ Published on the College website</li> <li>▪ Published on the myFlinders Staff and Parent portals</li> <li>▪ Included in the Enrolment pack provided to all new parents</li> <li>▪ Referred to specifically by the relevant Sub-School Head in the Enrolment interview with new students and parents</li> </ul> <p><i>The Responsible Use of Technology Policy</i> was reviewed in October 2018 and is published on myFlinders portals:</p> <ul style="list-style-type: none"> <li>▪ Students, Parents and Staff</li> </ul> <p>The <i>Behaviour Policy (Students)</i> – was reviewed in 2018.</p> <p><i>The Board Code of Conduct</i> was reviewed in 2018 and adopted by all Directors of the Board.</p> |
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## 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><b>3. Written processes for recruitment, selection, training and managing Staff and volunteers</b></p> | <p><b>EMPLOYEES</b><br/>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><b>Pre-Appointment</b></p> <ul style="list-style-type: none"> <li>• <i>Recruitment of Staff Policy</i></li> <li>• Position Descriptions for current Staff are being updated</li> <li>• Position Descriptions for all new Staff included relevant student protection statements</li> <li>• Interview Questions</li> <li>• Pre-Employment QCT and ASC DOPS screening</li> <li>• Blue Card Policy</li> <li>• Blue Card Procedures</li> </ul> <p><b>Post-Appointment</b></p> <ul style="list-style-type: none"> <li>• Induction Checklist</li> <li>• Induction Pack issued to all new Staff and volunteers</li> <li>• <i>Code of Conduct (Staff)</i> for Interacting with Students</li> <li>• Qualifying Period Review</li> <li>• Professional Development Review Process</li> <li>• Enterprise Bargaining Agreement (renegotiated in 2018)</li> <li>• <i>Complaints Management Policy</i></li> </ul> <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 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 <i>Student</i></p> | <p><i>Working with Children (Risk Management &amp; 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 Staff myFlinders Staff portal 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 is presented both online and during the New Employee Induction program by Human Resources. and is located on the myFlinders Staff portal.</p> <p>All current staff are required to participate in regular refresher training and attendance at this training is mandatory. A record of participation is recorded on staff records. All staff received refresher training was undertaken in January 2018 and is planned for January 2019.</p> <p>The annual Student Protection refresher training presented to all Staff is located on the Staff myFlinders portal and accessible to all staff at any time.</p> |

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|  | <p><i>Protection in Anglican Schools Policy and Procedure and Code of Conduct (Staff) Policy.</i>□</p> <p>All teaching and selected non-teaching 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><b>CONTRACTORS &amp; VOLUNTEERS</b></p> <p>All <b>volunteers</b> are required to register online and this registration includes signed acknowledgement that they have read and understand the Student Protection requirements of the College – contained in the <i>Safeguarding our Students</i> document developed by the Anglican Schools Commission for volunteers, contractors and coaches.</p> <p>This registration process incorporates the <i>College Community Code of Conduct</i>.</p> <p>All <b>contractors</b> are required to sign in at one of the three Reception points in the College. They must be identified by wearing a badge throughout the duration of their visit to the College.</p> <p>NOTE:<br/>Visitors and invited guests to the College (who are not contractors or volunteers) 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.□<br/>□</p> |  | <p>A register is maintained of all compliance training (including ASC Student Protection) for Employees and Contractors.</p> <p>Notes from presentations by external parties on specialist student protection topics are available.</p> <p>Registration details of the College’s Student Protection Officers’ attendance at Student Protection training courses organised by the Anglican Schools Commission is available on request.</p> <p>For contractors who provide services to children we reserve contractual rights to access their Blue Card register.</p> <p>Volunteers are required to complete the Volunteer Registration (online form) which is available on the College website, prior to commencing their volunteering engagement with the College.</p> <p>The Volunteer Register addresses the following key areas:</p> <ol style="list-style-type: none"> <li>1 Volunteering expectations in the College Community Code of Conduct.</li> <li>2 Student Protection in Anglican Schools (Safeguarding our Students)</li> <li>3 Blue card requirements</li> <li>4 Workplace Health &amp; Safety instructions</li> </ol> <p>An electronic sign-in for visitors is being investigated for implementation in 2019. A <i>Sign In Policy for Visitors</i> has been published to articulate this process.</p> <p>The staff requirement to accompany visitors and invited guests while they are on the College campus is included in the <i>Staff Code of Conduct</i>.</p> |
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Part 3: Concerns

| Child and Youth Risk Management Strategy  |  |   |                     |  |
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| Column A  | Column B   | Column C  | Column D            | Column E   |
| Requirement   | Action/s   | Reference   | Responsible Officer | Evidence   |
| <p><b>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</b></p> | <p>The College follows and has adopted the ACSQ Student Protection Policies and Procedures. This Policy applies to all Staff, Parents, and Students at Matthew Flinders Anglican College and to the College Board of Directors.</p> <p>The College's Student Protection processes provide a for all staff to recognise, respond and report allegations or suspicions of:</p> <ul style="list-style-type: none"> <li>▪ Sexual abuse/likely sexual abuse of students;</li> <li>▪ Harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and</li> <li>▪ Inappropriate behaviour of staff to students.</li> </ul> <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"> <li>• Student Protection in Anglican Schools Policy and Procedures 2018</li> <li>• Protocol for Dealing with Complaints (Summary)</li> <li>• Protocol for Dealing with Complaints (Detail)</li> <li>• Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form</li> <li>• Form 2 – Notification of Report to a State Authority of Suspected Child Abuse</li> <li>• Form 3 – Inappropriate Behaviour Report Form</li> <li>• Form 4 – Record of Harm or Concerning Behaviour (internal use only)</li> <li>• Queensland College of Teachers Notifications</li> </ul> | <p><i>Working with Children (Risk Management &amp; Screening) Act 2000.</i></p> <p><i>Working with Children (Risk Management and Screening) Regulation 2011.</i></p> <p><i>Education Act 2001</i></p> <p><i>Child Protection Act 1999</i></p> | Principal           | <p><b>Staff</b></p> <p>The College is committed to training staff in relation to risks to children and regularly conducts training, via professional development at staff meetings and requires regular discussion between managers and their staff. Each year, staff receive training in Student Protection Policies and Procedures. This attendance is formally recorded by a staff signing to acknowledge their receipt of training.</p> <p>Staff are required to sign (annually) that they have read and understood the ASCQ <i>Student Protection in Anglican Schools Policy and Procedure</i> and other policies, including the <i>Code of Conduct (Staff)</i>.</p> <p>The following documents are available on the College website and myFlinders Staff and Parent portals. Hardcopies are also available on request:</p> <ul style="list-style-type: none"> <li>▪ <i>Student Protection in Anglican School Policy &amp; Procedures 2018</i></li> <li>▪ <i>Statement of Commitment</i></li> <li>▪ <i>Safeguarding our Children - A Guide for Parents &amp; Students</i></li> <li>▪ <i>Code of Conduct (Staff Portal)</i></li> <li>▪ <i>College Community Code of Conduct</i></li> <li>▪ <i>Complaints Management Policy</i></li> </ul> <p>The Student Protection processes and policies are available on the myFlinders Staff Portal. This includes access to Student Protection reporting processes and tools. Reporting Forms 1-4 are available from the Student Protection Officers.</p> <p>Appropriately qualified external speakers are invited to the College to speak to Parents, Students and Staff on topics relevant to maintaining and developing a safe environment for our students. Previous topics have included Cyber Safety and how the media portrays young people.</p> |

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|  | <p>The following documents are available, upon request, from the The Principal's Office:</p> <ul style="list-style-type: none"> <li>• QCOT Section 76 Notice Investigation</li> <li>• QCOT Section 77 Notice Resignation</li> <li>• QCOT Section 78 Notice Dismissal</li> </ul> <p><b>Student Protection Officers</b><br/>The College has three Student Protection Officers who are also staff members to whom a student, parent or staff member may report concerns about the conduct or suspected harm to or by another person.</p> <p><b>Media:</b><br/>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.</p> <p><b>Review:</b><br/>Student Protection Policies and Procedures will be reviewed for effectiveness after each reported incident and amended if required.</p> |  |  | <p><b>Student Protection Officers</b>, as appointed by the Principal for 2018 are:<br/>The College Counsellors (two) and the Head of Primary.<br/>There appointments are clearly and widely published within the College community.</p> <p><b>Parents</b><br/>Regular newsletter articles are published about where to find Student Protection information and how to contact the Student Protection Officers.</p> <p><b>Students</b><br/>Student diaries contain a page directing them to people to talk to regarding their concerns – Student Protection Officers and relevant College leaders in their particular sub-School – Junior Primary, Senior Primary, Middle School and Senior School.</p> |
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| <p><b>5. A plan for managing breaches of the Risk Management Strategy.</b></p> | <p>The College is committed to appropriately managing breaches of the College's <i>Child &amp; Youth Risk Management Strategy</i>.</p> <p>The College recognises that the policies, procedures and systems put in place to prevent any harm to students may be breached through action or inaction by a person in our organisation.</p> <p>The College has procedures in place to deal with any breaches in a consistent, fair and supportive manner.</p> <p>Procedures for managing the responses of breaches of the <i>Child &amp; Youth Risk Management Strategy</i> are outlined in the supporting document – <i>Managing Breaches of the Child and Youth Risk Management Strategy (CYRMS)</i>.</p> <p>The process will involve identifying the levels of breach and actions for managing the response.</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>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>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>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>Staff are advised to make themselves aware of the <i>Working with Children (Blue Card) Check</i> and the <i>Child and Youth Risk Management Strategy</i>.</p> <p>The above documents are available on the myFlinders Staff Portal (and also on the Colelge website).</p> <p><i>Managing Breaches of the Child and Youth Risk Management Strategy</i> Procedure is on the College website and on the myFlinders portals. (This document was reviewed in September 2018.)</p> |
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| <p><b>6. Risk management plans for high risk activities and special events.</b></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 myFlinders Staff portal and are categorised as follows:</p> <ul style="list-style-type: none"> <li>• Camps</li> <li>• Day Trips</li> <li>• Interstate or Intrastate travel requiring accommodation</li> <li>• On-Campus activities</li> <li>• Overseas Trips</li> </ul> <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"> <li>▪ Extreme</li> <li>▪ High</li> <li>▪ Significant</li> <li>▪ Moderate</li> <li>▪ Low</li> </ul> <p>The approval process includes a review and approval by the relevant Head of Primary or Head of Secondary. The WH&amp;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 Extreme or High 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"> <li>• WHS Policy and Procedures Manual and Commitment Statement</li> <li>• Detailed WHS Procedures</li> <li>• Regular safety inspections and follow up</li> <li>• Emergency procedures and regular drills</li> </ul> | <p><i>Working with Children (Risk Management &amp; Screening) Act 2000</i></p> <p><i>Child Protection Act 1999</i></p> <p><i>The Work, Health &amp; Safety Act 2011</i></p> <p><i>Risk Management Policy for Excursions and Camps</i></p> | <p>Principal Work, Health &amp; Safety Officer</p> | <p>All Risk Management plans for high risk activities and special events are hosted on the MontroCAM Risk Management system. This system is used to capture and monitor accidents and incidents.</p> <p>The following policies related to this requirement are found on the myFlinders Staff portal and included in all staff inductions:</p> <ul style="list-style-type: none"> <li>▪ <i>Managing Breaches of the Child and Youth Risk Management Strategy</i></li> <li>▪ <i>Risk Management Policy (reviewed in May 2018)</i></li> <li>▪ <i>Excursions and Camps Risk Management Policy – Primary School (reviewed in April 2018)</i></li> <li>▪ <i>Excursions and Camps Risk Management Policy – Secondary School (reviewed in April 2018)</i></li> <li>▪ <i>Critical Incident Policy and Plan</i></li> </ul> <p>The template for individual risk assessments for school activities is included in the relevant <i>Excursions and Camps Risk Management Policy</i>.</p> <p>Copies of individual risk assessments are available on request.</p> <p>Safety checks on classrooms (including ensuring visibility into classrooms), playground equipment and other student areas are conducted regularly though out the year by the WH&amp;S Officer and any potential hazards are dealt with immediately.</p> <p>Whole College Emergency evacuation and/or lockdown drills are conducted each term. The emergency sounds for Evacuation and Lockdown have been shared with staff by email (4 June 2018).</p> <p>The Flinders WH&amp;S (internal) Committee reviews and revises top risks and meets regularly.</p> |
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|   | <ul style="list-style-type: none"> <li>• Hazard Report system</li> <li>• Accident/Incident report investigations</li> <li>• WHS training for all new Staff, contractors and volunteers</li> <li>• Detailed WHS training for Staff working in high risk areas e.g. Facilities/ Grounds</li> <li>• Annual WHS and Emergency Procedures refresher training for all Staff.</li> </ul> <p>The Board of Directors overviews all risk through its Strategy &amp; Risk Committee.</p> |   |   | <p>The Board of Directors reviews and manages the mitigation of risk through its Strategy &amp; Risk Committee which reports quarterly to the Board of Directors.</p>   |
| <p><b>7. Policies and Procedures for managing compliance with the Blue Card System.</b></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 and volunteers) that includes reference numbers and expiry dates.</p>  | <p><i>Working with Children (Risk Management &amp; Screening) Act 2000.</i></p> | <p>Principal<br/>HR Manager and<br/>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.</p> <p>Access to the Blue Card register is restricted to authorised personnel.</p> |

Part 4: Consistency

| Child and Youth Risk Management Strategy            |  |   |                     |  |
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| Column A  | Column B   | Column C  | Column D            | Column E   |
| Requirement   | Action/s   | Reference   | Responsible Officer | Evidence   |
| 8. <b>Strategies for communication and support.</b> | <p>The College is committed to making this <i>Child and Youth Risk Management Strategy</i> available to students, parents and staff and communicates student protection activities and documents in a number of ways:</p> <p><b>Internet</b><br/>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"> <li>• <i>Statement of Commitment.</i> □</li> <li>• <i>Student Protection in Anglican School Policy &amp; Procedures.</i></li> <li>• <i>Child Protection in Anglican Education and Care Systems – A Guide for Parents</i></li> <li>• <i>College Community Code of Conduct.</i></li> <li>• <i>Complaints Management Policy</i></li> <li>• <i>Child and Youth Risk Management Strategy</i></li> <li>• <i>Managing Breaches of the Risk Management Strategy</i></li> </ul> <p><b>Intranet</b><br/>Student Protection ‘hubs’ have been developed on the College intranet for Staff, Parents and Student access to communicate the relevant Student Protection related documents to each group. Hardcopies of all documents are available on request.</p> <p><b>Noticeboards</b><br/>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"> <li>▪ Statement of Commitment</li> <li>▪ ‘Who to Talk To’ - SPO contact details and photos</li> </ul> <p><b>Publications</b></p> <ul style="list-style-type: none"> <li>▪ Staff Handbook (online) – contains reference (and a link) to Student Protection under the Statement of Commitment</li> <li>▪ Student diaries – all contain ‘Who to Talk To’</li> <li>▪ Parents - Enrolment Agreements; Newsletters</li> </ul> | <i>Working with Children (Risk Management &amp; Screening) Act 2000</i> | Principal           | <p>Student Protection related policies and procedures are available on the College website <a href="http://www.mfac.edu.au">www.mfac.edu.au</a></p> <p>The myFlinders portals (intranet) for Students, Parents and Staff each have a Student Protection hub. Student Protection information relevant to each group is readily accessible through these hubs and is regularly updated as required.</p> <p>Policies, as stated in Column B are located on the College website.</p> <p>All hard copy documents and training materials are available on request.</p> <p>Processes for informing student body, Parents, Staff and College Board of Directors are outlined in the table on the following page (Page 13).</p> |

**Processes for informing student body, Parents, Staff and College Board of Directors of issues of risk:**

| Target Group                      | Processes   |
|-----------------------------------|---|
| <b>Student Body</b>               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Brochures made available to all Students (Student portal - myFlinders).</li> <li><input type="checkbox"/> Posters advising students, parents and staff of “who to go to” for help - in common areas.</li> <li><input type="checkbox"/> Communicated through pastoral care programs.</li> <li><input type="checkbox"/> Students informed through assemblies and form groups.</li> <li><input type="checkbox"/> Policy and procedures placed on school website and intranet.</li> </ul>   |
| <b>Parent Body</b>                | <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular references made in school newsletters.</li> <li><input type="checkbox"/> Brochures made available to all Parents (website and Parent portal - myFlinders).</li> <li><input type="checkbox"/> Child Protection Information in provided at the time of enrolment.</li> <li><input type="checkbox"/> Policy and procedures placed on school website and intranet.</li> </ul>   |
| <b>Employees and Volunteers</b>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Brochures made available to all personnel including volunteers (on the website).</li> <li><input type="checkbox"/> Regular reminders of responsibilities in safeguarding our children made at staff meetings.</li> <li><input type="checkbox"/> Induction programs for newly appointed Staff.</li> <li><input type="checkbox"/> Full training provided to all Staff on a regular basis.</li> <li><input type="checkbox"/> Policy and procedures placed on school website and for Staff - Staff Portal - myFlinders.</li> <li><input type="checkbox"/> Inclusion of <i>Statement of Commitment</i> in Staff Handbook.</li> </ul> |
| <b>College Board of Directors</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> All Policies and Procedures relating to Student Protection, including this Strategy are made available to Board members and reviewed annually.</li> </ul>   |
|                                   |   |