



MANAGING BREACHES OF THE CHILD AND YOUTH RISK MANAGEMENT STRATEGY (CYRMS)

PURPOSE

To explain how the Matthew Flinders Anglican College ('the College') will manage any action or inaction by any person in the organisation who fails to comply with any of the policies and procedures which make up the Child and Youth Risk Management Strategy (CYRMS).

SCOPE

This Procedure applies to all people involved in the College including, but not limited to, Directors of the Board, employees, children, parents, volunteers, contractors and external service providers, coaches, pre-service teachers, parents and friends, members and Supporter Clubs. This document is reviewed by the CYRMS Committee on an annual basis and the most current version is published on the College website.

Separate CYRMS exists for the College, Flinders Early Learning Centre, the Outside School Hours Care/Vacation Care service and Flinders Club Sport. This Procedure applies to a breach to any of those CYRMS.

RESPONSIBLE PERSON

Principal

IDENTIFIED STAKEHOLDERS

College Board of Directors, Head of Secondary, Head of Primary, Director of Business and Operations, Human Resources Manager, CYRMS Committee, Risk and Compliance Manager

ADDITIONAL AUTHORITY

Child Protection Policy and Decision Trees
Child and Youth Risk Management Strategy

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 relevant CYRMS.

PROCEDURE

This procedure 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.

Responsibilities and Delegations

The eight mandatory requirement areas of the CYRMS have been utilised 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, Head of Human Resources, FELC Director
Recruitment, Selection, Training and Management Strategies that best encourage best practice and enhance the safety and well-being of children and young people	Head of Human Resources, CYRMS Committee, FELC Director
Policies and Procedures for handling disclosures and suspicions of harm	Principal, Executive, College Board
Policies and Procedures for the occasions where there might be a breach of any of the Child & Youth Risk Management Strategy in operation across the College	Head of Human Resources and CYRMS Committee
A planning process for high risk activities and special events	Executive, Risk and Compliance Manager, FELC Director, Head of Sport
Policies and Procedures for compliance with Chapter 8 of the Working with Children Act	Head of Human Resources and CYRMS Committee
Strategies for communication and support for all stakeholders including children and young people	Executive, FELC Director and CYRMS Committee

Procedure for Reporting Breaches

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

- The Principal
- Head of Primary (including breaches relating to the OSHC and Vacation Care Facilities)
- Head of Secondary
- Director of Business and Operations
- Director of Flinders Early Learning Centre
- Head of Sport (for Flinders Club Sport purposes)

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

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 Breach Management 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 relevant 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

Approved by: Principal Date Approved:	Reference Code: PRO-051-PRO-008 Next Review Due: February 2026
This procedure may be updated or revised from time-to-time. The College will not notify you each time the procedure is changed. If you are unsure whether you are reading the most current version, you should contact the Principal's Office.	

BREACH MANAGEMENT FORM

Names of the person or people involved in the incident:

Description of the incident:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date incident occurred:	
Time incident occurred:	
Location where incident occurred:	

Immediate action taken:

If no action taken - reason:
