

College 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
- Human Resources Manager
- School Counsellors
- Director of Flinders Early Learning Centre
- Outside School Hours Care Co-ordinator
- Flinders Club Sports Administration Assistant

Abbreviations

ACSQ	Anglican Church Southern Queensland
Flinders	Matthew Flinders Anglican College

Approval

Approved by the College Board of Directors.

Appendix A: National Principles for Child Safe Organisations

Approved By: College Board of Directors	Reference Code: PRO-021-COM-005
Date Approved: March 2021	Next Review Due: March 2022

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				
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:</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>The Child and Youth Risk Management Committee will meet every six months to discuss relevant student protection issues and monitor the effectiveness of the College's CYRM Strategy.</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 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>The Statement of Commitment is to be reviewed in 2021 to ensure it reflects that the commitment incorporates the Flinders Early Learning Centre, Outside School Hours and Vacation Care Service and Flinders Club Sports.</p> <p>Statement of commitment published on the College's website and myFlinders Portal (the College intranet) and is included in the Staff Handbook 2021.</p> <p>The CYRMS Committee met in November 2020 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 every six months to discuss relevant student protection issues and monitor the effectiveness of the College's CYRMS.</p>

<p>2. Code of Conduct for interacting with Students</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 Code of Conduct (Staff) 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 College Community Code of Conduct applies to all stakeholders across the College community including:</p> <ul style="list-style-type: none"> ▪ Students ▪ Parents ▪ Volunteers, Supporters and Friends ▪ College Community – all others ▪ Outside School Hours Care and Vacation Care ▪ Flinders Club Sports <p>The College Community Code of Conduct 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 Acceptable Use of Technology (Students) Policy outlines the acceptable use of technology by students. The Behaviour Policy (Students) provides guidelines for acceptable student behaviour.</p> <p>The Acceptable Use of Technology (Staff) Policy was introduced in September 2019.</p> <p>The College Board of Directors are bound by the College Board Code of Conduct.</p> <p>A Complaints Management Policy provides an accessible, fair, transparent and efficient mechanism for addressing complaints by students, parents, staff, volunteers, visitors and members of the College community. This policy supports the rights of all children and young people, and reflects the College's</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p>	<p>Principal</p>	<p>The Code of Conduct (Staff) for interacting with Students was adopted by the College Board of Directors on 27 October 2016.</p> <p>The Code of Conduct (Staff) will be reviewed in February 2021 and approved by the Principal.</p> <ul style="list-style-type: none"> ▪ The approved Code of Conduct will be published on myFlinders on the Employee Hub. ▪ All staff will be notified of the updated document via a Staff Matters News Feed through myFlinders. ▪ All new staff are provided with a copy of this document as part of the onboarding process. <p>The College Community Code of Conduct will be reviewed in January 2021 and approved by the Principal.</p> <ul style="list-style-type: none"> ▪ The review process will take into account the needs of the Outside School Hours Care Service and Flinders Club Sports. ▪ The approved Code of Conduct will be published on myFlinders on the Employee Hub, the parent portal and the College website. ▪ All staff will be notified of the updated document via a Staff Matters News Feed through myFlinders. ▪ The updated version will be provided to the Registrar's office to be included in the Enrolment pack provided to all new parents ▪ Referred to specifically by the relevant Sub-School Head in the Enrolment interview with new students and parents <p>The Acceptable Use of Technology Policy (Students) is due for review in October 2022 and is published on</p>
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	<p>responsibility for the safety, wellbeing and protection of its students.</p>			<p>myFlinders portals for Students, Parents and Staff. The <i>Behaviour Policy (Students)</i> is due for review in October 2022 and is published on the Student, Staff and Parent portals.</p> <p>The <i>Acceptable Use of Technology (Staff) Policy</i> is due for review in September 2021 and is published on the Employee Hub in myFlinders.</p> <p><i>The Board Code of Conduct</i> is reviewed regularly and has been adopted by all Directors of the Board.</p> <p><i>The Complaints Management Policy</i> is due for review in March 2021 and is published on the myFlinders Staff and Parent portals and on the College website.</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
3. Written processes for recruitment, selection, training and managing Staff and volunteers	<p>EMPLOYEES</p> <p>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"> • <i>Recruitment of Staff Policy</i> • Position Descriptions for current Staff are being updated • Position Descriptions for all new Staff refer to relevant student protection statements • Pre-Employment QCT and ASC DOPS screening and linking through respective portals • <i>Blue Card Policy</i> • <i>Blue Card Procedures</i> <p>Post-Appointment</p> <ul style="list-style-type: none"> • Induction Checklist • Induction Pack issued to all new Staff and volunteers, including the Student Protection Policy and Procedure • <i>Code of Conduct (Staff)</i> • Probationary Period Process (for Teachers) • Enterprise Bargaining Agreement • <i>Complaints Management Policy</i> • ASC Safeguarding our Students online training <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>New Staff are required to complete online training in relation to key compliance policies including the <i>Student Protection in Anglican Schools Policy and Procedure</i> and <i>Code of Conduct (Staff) Policy</i>.</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 Staff myFlinders Staff portal and accessible by all Staff.</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 maintained. All staff received refresher training in January 2020 and further training is planned for January 2021.</p> <p>The annual Anglican Schools Commission (ASC) Student Protection refresher training presented to all Staff . This training material is located on the Staff myFlinders portal and accessible to all staff at any time</p> <p>A College portal with Queensland College of Teachers is maintained and reviewed each term to ensure all teaching staff have current registration and QCT are able to communicate with the College should there be any concerns.</p> <p>A College portal with Blue Card Services is maintained and reviewed each term to ensure all non-teaching staff and relevant volunteers have current Blue Cards and Blue Card Services are able to communicate with the College should there be any concerns. Flinders Club Sports and Flinders Early Centre have separate portals to manage their distinct areas. The College has oversight of all portals via the HR Office.</p> <p>Flinders Club Sport will create its own unique online Volunteer Registration Form in 2021 to enable it to manage its volunteer body.</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>CONTRACTORS & VOLUNTEERS</p> <p>All volunteers 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 (Volunteer and Visitor Guide)</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 contractors 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 re Visitors and Invited Guests: 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.</p>			<p>The topic of the use of social media and technology to be incorporated in to the new employee induction program in 2021.</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 registration process addresses the following key areas:</p> <ol style="list-style-type: none"> 1 Volunteering expectations in the <i>College Community Code of Conduct</i>. 2 <i>Student Protection in Anglican Schools</i> (<i>Safeguarding our Students – Visitor and Volunteer Guide</i>) 3 Blue card requirements 4 Workplace Health & Safety instructions <p>An electronic sign-in for visitors, volunteers and contractors was implemented in 2019. The Sign In Policy for Visitors has been updated to articulate this process.</p>
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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
4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.	<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 require all staff to recognise, respond and report allegations or suspicions of:</p> <ul style="list-style-type: none"> ▪ Sexual abuse/likely sexual abuse of students; ▪ Harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and ▪ Inappropriate behaviour of staff to students. <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 of Suspected Child Abuse • Form 3 – Inappropriate Behaviour Report Form • Form 4 – Record of Harm or Concerning Behaviour (internal use only) • Queensland College of Teachers Notifications <p>The following documents are available, upon request, from the Principal's Office:</p> <ul style="list-style-type: none"> • QCOT Section 76 Notice Investigation • QCOT Section 77 Notice Resignation • QCOT Section 78 Notice Dismissal 	<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> <p><i>Education Act 2001</i></p> <p><i>Child Protection Act 1999</i></p>	Principal	<p>Staff</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>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"> ▪ <i>Student Protection in Anglican School</i> ▪ <i>Policy & Procedures</i> ▪ <i>Statement of Commitment</i> ▪ <i>Safeguarding our Children - A Guide for Parents & Students</i> ▪ <i>Code of Conduct (Staff Portal only)</i> ▪ <i>College Community Code of Conduct</i> ▪ <i>Complaints Management Policy</i> <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.</p> <p>Student Protection Officers, as appointed by the Principal for 2021 are:</p> <p>The College Counsellors (two) and the Head of Primary. The appointments are clearly and widely published within the College community.</p>

	<p>Student Protection Officers 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>Media: 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>Review: Student Protection Policies and Procedures will be reviewed for effectiveness after each reported incident and amended if required.</p>		<p>Parents Regular articles are published to provide awareness of Student Protection information and how to contact the Student Protection Officers.</p> <p>Students 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>5. A plan for managing breaches of the Risk Management Strategy.</p>	<p>The College is committed to appropriately managing breaches of the College's <i>Child & 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 & 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 include 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 Working with Children (Blue Card) Check</i></p>	<p>Principal Approving Staff (excursions and incursions) for risk assessment forms 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 College website).</p> <p><i>Managing Breaches of the Child and Youth Risk Management Strategy Procedure</i> is on the College website and on the myFlinders portals.</p> <p>This document is due for review in February 2021. The review will ensure the document reflects the needs of the Flinders Early Learning Centre, the Outside School Hours Care and Vacation Care service and Flinders Club Sports.</p>
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<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 myFlinders Staff portal 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).</p> <p>The various Risk Levels are:</p> <ul style="list-style-type: none"> ▪ Extreme ▪ High ▪ Significant ▪ Moderate ▪ Low <p>The approval process includes a review and approval by the relevant Head of Primary or Head of Secondary. The WHS 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.</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p> <p><i>Child Protection Act 1999</i></p> <p><i>The Work, Health & Safety Act 2011</i></p>	<p>Principal Work, Health & Safety (WHS) 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 Employee Hub:</p> <ul style="list-style-type: none"> ▪ <i>Managing Breaches of the Child and Youth Risk Management Strategy</i> ▪ <i>Risk Management Policy</i> ▪ <i>Excursions and Camps Risk Management Policy – Primary School</i> ▪ <i>Excursions and Camps Risk Management Policy – Secondary School</i> ▪ <i>Critical Incident Policy and Plan</i> <p>The template for individual risk assessments for school activities is included in the relevant <i>Excursions and Camps Risk Management Policy – Primary School</i> and <i>Excursions and Camps Risk Management Policy-Secondary</i>. Both policies are to be reviewed in 2021 and updated to reflect Student Protection risk management.</p> <p>Copies of individual risk assessments are available on request.</p> <p>Safety checks on classrooms (including ensuring visibility into classrooms – in liaison with the Student Protection Officers), playground equipment and other student areas are conducted regularly though out the year by the WHS Officer and any potential hazards are dealt with immediately.</p> <p>The Facilities Hire Policy is to be reviewed in 2021 to reflect Student Protection risk management.</p>
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	<p>The key components of the WHS Management System are:</p> <ul style="list-style-type: none"> ▪ WHS Policy and Procedures Manual 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>The Board of Directors overviews all risk through its Strategy & Risk Committee.</p>			<p>The Board of Directors reviews and manages the mitigation of risk through its Strategy & Risk Committee which reports quarterly to the Board of Directors.</p>
7. Cyber Safety	Cyber Safety has been addressed by a working group throughout 2020 to ensure the safety of our students when using the internet with implementation of web filtering reporting and device management.			<ul style="list-style-type: none"> ▪ The continuation of web filtering reporting which identifies inappropriate websites accessed by students ▪ The continuation of full College device management (websites accessed, keyword logging-on apps/notes, reports on activities) on student devices whilst onsite at the College. ▪ Cyber Safety initiatives to be explored in 2021.
8. Policies and Procedures for managing compliance with the Blue Card System.	<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 currently maintained by the HR Manager (for employees and volunteers) that includes reference numbers and expiry dates.</p>	<i>Working with Children (Risk Management & Screening) Act 2000.</i>	Principal HR Manager	<p>The Blue Card Procedures are to be updated in 2021 to reflect legislative changes in 2020 and the change to internal operational processes.</p> <p>In 2020 the College established Blue Card Services Organisation Portals for:</p> <ol style="list-style-type: none"> 1) all relevant College employees and volunteers 2) Flinders Club Sports volunteers (no employees) 3) Flinders Early Learning Centre employees and volunteers. <p>The College maintains a Blue Card Register through the TASS system.</p> <p>Access to the Blue Card register is restricted to authorised personnel.</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
9. Strategies for communication and support.	<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>Internet The following Student 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 in Anglican Education and Care Systems – A Guide for Parents</i> ▪ <i>College Community Code of Conduct</i> ▪ <i>Complaints Management Policy</i> ▪ <i>Child and Youth Risk Management Strategy</i> ▪ <i>Managing Breaches of the Risk Management Strategy</i> ▪ <i>Safeguarding our Students (Volunteer and Visitor Guide)</i> <p>Intranet 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>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 ▪ ‘Who to Talk To’ - SPO contact details and photos <p>Publications</p> <ul style="list-style-type: none"> ▪ Staff Handbook (published as an eHandbook on myFlinders) – contains reference (and a link) to Student Protection under the Statement of Commitment ▪ Student diaries – all contain ‘Who to Talk To’ ▪ Parents - Enrolment Agreements 	<i>Working with Children (Risk Management & Screening) Act 2000</i>	Principal	<p>Student Protection related policies and procedures are available on the College website www.mfac.edu.au</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
Student Body	<ul style="list-style-type: none"> ▪ Information is made available to all Students (Student portal - myFlinders). ▪ Posters advising students, parents and staff “Who To Go To” for help are posted in common areas. ▪ Communicated through pastoral care programs. ▪ Students informed through assemblies and form groups. ▪ Policy and procedures placed on school website and intranet.
Parent Body	<ul style="list-style-type: none"> ▪ Regular articles highlighting awareness of Student Protection and where to seek assistance are published on the Parent myFlinders portal. ▪ Information is available to all Parents through the Student Protection Hub on the myFlinders portal and is also published on the website. ▪ Student Protection Information is provided at the time of enrolment. ▪ Policy and procedures placed on school website and intranet.
Employees and Volunteers	<ul style="list-style-type: none"> ▪ Information is made available to the College community, including volunteers (via the registration process on the website). ▪ Regular reminders of responsibilities in safeguarding our children made at staff meetings. ▪ Induction programs for newly appointed Staff. ▪ Refresher training provided to all Staff on a regular basis. ▪ Policy and procedures placed on school website and for Staff - Staff Portal - myFlinders. ▪ Inclusion of <i>Statement of Commitment</i> in Staff Handbook.
College Board of Directors	<ul style="list-style-type: none"> ▪ All Policies and Procedures relating to Student Protection, including this Strategy, are made available to Board members and reviewed annually.

Appendix A: National Principles for Child Safe Organisations



The poster features a teal header with the 'Child Safe Organisations National Principles' logo and title. Below is a 2x5 grid of principles numbered 1 to 10. Each principle is accompanied by a small icon. At the bottom is a cartoon illustration of diverse children playing and a call-to-action URL.

1	Child safety and wellbeing is embedded in organisational leadership, governance and culture.	6	Processes to respond to complaints and concerns are child focused.
2	Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.	7	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
3	Families and communities are informed, and involved in promoting child safety and wellbeing.	8	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
4	Equity is upheld and diverse needs respected in policy and practice.	9	Implementation of the national child safe principles is regularly reviewed and improved.
5	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.	10	Policies and procedures document how the organisation is safe for children and young people.

For information and resources, go to
<https://childsafe.humanrights.gov.au>

