

# Flinders Early Learning Centre 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 Flinders Early Learning Centre 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 Centre.

## 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 Flinders Early Learning Centre (the Centre).

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

The Centre 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.

#### Appendix A: N

National Principles for Child Safe Organisations

Approved By: College Board of Directors	Reference Code: PRO-103-COM-001
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
	<p>The Student Protection in Anglican Schools Policy and Procedures 2018 has been adopted by Flinders Early Learning Centre, including the following Statement of Commitment:</p> <p><b><i>Flinders Early Learning Centre supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Flinders Early Learning Centre 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 Flinders Early Learning Centre 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></b></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 FELC's CYRM Strategy.</p>	<p><i>Student Protection in Anglican Schools Policy 2018. ACSQ</i></p>	<p>Director, Office of the Director of Professional Standards ACSQ</p> <p>Nominated Supervisor</p>	<p>ACSQ Website</p> <p>Statement of Commitment framed. Visible placement in reception area of the FELC.</p> <p>Hardcopy of Statement of commitment communicated to staff members and discussed at team meetings</p> <p>Hardcopy of the Statement of Commitment and Child Protection Policy are available upon request from reception desk.</p> <p>Statement of Commitment added to the Child Safety notice board in the staffroom.</p>
<p>Action Strategy – 2021  Statement of Commitment added to Staff Handbook  Statement of Commitment added to Parent Handbook  Statement of Commitment added to the Family Enrolment Pack  Statement of Commitment will become part of the new employee induction  2021 New Family Orientation (for 2022) –Addressed in the Orientation Process</p>				

<p><b>1. Code of Conduct for interacting with Students</b></p>	<p>FELC has developed a Code of Conduct for interacting with children– one for Staff and a separate Code for the parent and wider community.</p> <p>The purpose of the <b>Code of Conduct (Staff)</b> is to outline the expected standards of behaviour for employees when interacting with FELC children and young people.</p> <p>The <b>FELC Community Code of Conduct</b> applies to all stakeholders across the FELC community including:</p> <ul style="list-style-type: none"> <li>▪ Parents</li> <li>▪ Volunteers, Supporters and Friends</li> <li>▪ FELC Community – all others</li> </ul> <p>The <i>FELC Community Code of Conduct</i> sets clear standards of behaviour which are expected of members of the FELC Community in the FELC environment.</p> <p>A <i>Complaints Policy</i> provides an accessible, fair, transparent and efficient mechanism for addressing complaints by parents, staff, volunteers, visitors and members of the FELC community. This policy supports the rights of all children, and reflects our responsibility for the safety, wellbeing and protection of children.</p>	<p><i>Working with Children (Risk Management &amp; Screening) Act 2000</i></p>	<p>Nominated Supervisor</p>	<p><i>The Code of Conduct (FELC Staff)</i> was reviewed in January 2020:</p> <ul style="list-style-type: none"> <li>▪ Staff acknowledge annually their commitment to comply with the Code.</li> <li>▪ Code of Conduct is displayed in key staff areas around FELC.</li> <li>▪ Hardcopy of the Code of Conduct available at FELC Admin</li> </ul> <p>Staff acknowledge their commitment to the Acceptable Use of Technology Policy.</p> <p>The Complaints Policy is reviewed annually</p>
<p>Action Strategy 2021</p> <p><i>The FELC Community Code of Conduct</i> to be:  Published in the 2021 Parent Handbook  Included in the 2021/22 Enrolment pack provided to all new parents  Referred to during the orientation process with new families  Parents/guardians agree to abide by the <i>FELC Community Code of Conduct</i> when they sign the FELC Enrolment Agreement.</p> <p><i>The FELC Staff Code of Conduct</i>;  To be Published in the 2021 Staff and Volunteer Handbook  Add to the annual Child Protection Training refresher material</p> <p>Acceptable use of Technology Policy annual agreement for staff to acknowledge ongoing commitment</p>				

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>2. Written processes for recruitment, selection, training and managing Staff and volunteers</b></p>	<p><b>EMPLOYEES</b> Specific policies and procedures have been developed for the recruitment of new employees, and the ongoing training of all paid employees:</p> <p><b>Pre-Appointment</b></p> <ul style="list-style-type: none"> <li>• Position Descriptions with required qualifications, skills and attributes</li> <li>• Qualification checks</li> <li>• Specific Interview Questions appropriate for early childhood - as per FELC template</li> <li>• <i>Pre-employment checks, including Blue card</i></li> </ul> <p><b>Post-Appointment</b></p> <ul style="list-style-type: none"> <li>• Specific FELC onsite induction – including Anglican Schools child protection training, workplace health and safety requirements, code of conduct, and emergency evacuation procedures.</li> <li>• Induction checklist</li> <li>• Induction pack issued to all new Staff and volunteers</li> <li>• <i>Code of Conduct (FELC Staff)</i></li> <li>• Qualifying Period Review</li> <li>• Professional Development Review</li> <li>• <i>Complaints Policy</i></li> <li>• Annual Performance Review and identification of training needs</li> <li>• Annual child protection training</li> </ul> <p>Policies and procedures are in place to support FELC in safeguarding children.</p> <p>FELC’s nominated Child Protection Officer receives additional comprehensive child protection training course organised by Anglican Schools.</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>	<p>HR Manager</p> <p>Nominated Supervisor</p>	<p>All Recruitment and HR management policies, procedures and forms are available on myFlinders staff portal.</p> <p>Hard copies of all Recruitment policies, procedures and forms are available from the HR Manager and FELC reception.</p> <p>Training material for new Staff is presented during the Induction program at FELC and signed off when completed.</p> <p>New staff complete detailed induction prior to commencing work duties.</p> <p>All current staff participate in the annual mandatory ASC refresher training. A record of participation is recorded, and any updated information/resources placed on the child protection noticeboard in the staffroom.</p> <p>A compliance training and professional development training register is kept for all staff members.</p> <p>Blue Card Register is co-managed by HR, and FELC Admin.</p>

	<p><b>VOLUNTEERS</b></p> <p>All <b>volunteers</b> sign acknowledgement that they have read and understand the Code of Conduct and Child Protection requirements at FELC</p> <p>All <b>contractors</b> are required to sign in/out at FELC Reception. <b>Visitors</b> and <b>contractors</b> are identified by wearing a badge throughout the duration of their visit to FELC.</p> <p><b>Note re Visitors and Invited Guests:</b> Visitors and invited guests to FELC (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 children unattended.</p>			<p>HR (MFAC) maintains a register of all compliance training for Contractors.</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 FELC Volunteer Induction prior to commencing their volunteering engagement with FELC.</p> <p>The Volunteer induction process addresses the following key areas:</p> <ol style="list-style-type: none"> <li>1 Volunteering expectations in the <i>FELC Code of Conduct</i>.</li> <li>2 <i>Student Protection in Anglican Schools</i> (Safeguarding our Students – Visitor and Volunteer Guide)</li> <li>3 Blue card requirements</li> <li>4 Workplace Health &amp; Safety instructions</li> </ol> <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>
<p>Action Strategy 2021</p> <ul style="list-style-type: none"> <li>• Induction pack developed specifically for volunteers – 2021</li> <li>• Induction checklist developed specifically for volunteers – 2021</li> <li>• Induction Pack developed specifically for Students- 2021</li> <li>• Induction Checklist developed specifically for Students – 2021</li> <li>• An electronic sign-in for visitors and contractors for 2021 will be investigated (currently paper based).</li> </ul>				

### 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><b>3. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</b></p>	<p>FELC follows and has adopted the ACSQ Student Protection Policies and Procedures. This Policy applies to all Staff, Parents, and Students at FELC, Matthew Flinders Anglican College and to the College Board of Directors.</p> <p>The Student Protection processes require 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 children caused by physical abuse, sexual abuse, emotional abuse or neglect; and</li> <li>▪ Inappropriate behaviour of staff to children.</li> </ul> <p>FELC 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> </ul> <p>FORMS</p> <p><u>ECS Form 1 - Reporting Sexual Abuse or Likely Sexual Abuse</u> Use this form to report to police and/or Child Safety when you suspect a child has been sexually abused or is likely to be sexually abused.</p> <p><u>ECS Form 2 - Notification of Report to a State Authority</u></p> <p>Use this form to notify the Principal or Chair/Executive Officer AND Principal Advisor Student Protection that you have made a report about suspected child abuse or neglect</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> <p><i>Education Act 2001</i></p> <p><i>Child Protection Act 1999</i></p>	<p>Nominated Supervisor</p>	<p><b>Staff</b></p> <p>From 1 July 2017, all early childhood education and care (ECEC) professionals are mandated by law to report child safety concerns to the Department of Communities, Child Safety and Disability Service, where there is a reasonable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and there is not a parent willing and able to protect the child from harm.</p> <p>FELC is committed to training staff in relation to risks to children and regularly conducts training, via professional development, staff meetings, weekly bulletins and requires regular discussion management and staff.</p> <p>Staff receive annual training in Student Protection Policies, Procedures and practices. Attendance is mandatory.</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 in the Director's Office, on the child protection notice board in the FELC staffroom, and in the parent library.</p> <ul style="list-style-type: none"> <li>▪ <i>Student Protection in Anglican School Policy &amp; Procedures</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>FELC Community Code of Conduct</i></li> <li>▪ <i>Complaints Policy</i></li> </ul> <p>The Student Protection processes and policies are available on the staff child protection notice board and children protection folder. This includes access to Student Protection</p>

	<p><i>to Child Safety or the police.</i></p> <p><u>ECS Form 3 - Inappropriate Behaviour Report</u>  <i>Use this form to advise the Principal / Chair/ Executive Officer OR Approved Provider AND the Principal Advisor Student Protection of concerns in relation to suspected inappropriate behaviour by: the Nominated Supervisor, a staff member; or a volunteer.</i></p> <p><u>ECS Form 4 - Record of Harm or Concerning Behaviour</u>  <i>Use this form to record suspected abuse or neglect that does not meet the threshold for a report to Child Safety or information about the behaviour of a staff member or volunteer which is of concern but is not deemed to be inappropriate behaviour.</i></p> <p><u>ECS Form 5 - C01 Template</u>  <i>Use this form to notify the Approved Provider of complaints alleging that the law has been breached or that a serious incident has occurred or is occurring, as specified in s.174 of the Education and Care Services National Law (Queensland).</i></p> <p><u>ECS Form 6 - I01 Template</u>  <i>Use this form to notify the Approved Provider of incidents as specified in Regulations 12 and 175 of the Education and Care Services National Regulations.</i></p> <p><u>ECS Request for Interview Form</u> <i>Use this form when a request is made by Child Safety or police to the ECS to interview a child in accordance with s.17 of the CPA</i></p> <p><u>ECS Request for Information Form</u> <i>Use this form when a request is made to share</i></p>			<p>reporting processes and tools. Reporting Forms 1-4 are available from the Director and Asst. Director.</p> <p>The Nominated Supervisor and Assistant Director are the Child Protection Officers at FELC. The College Counsellors (two) and the Head of Primary, appointed School Protection Officers, also support this role.</p> <p><b>Parents</b>  Relevant articles are communicated to provide awareness of Child Protection information and how to contact the Responsible Person.</p> <p><b>Children</b>  FELC Program - Child Protection Education concepts for 3-5 year olds <i>Keeping Safe: Child Protection Curriculum</i> for early years children (Dept. for Education and Child Development SA)</p> <p>Yearly overview - 4 focus areas  Termly planning – topic areas to be covered</p> <p><b>The right to be safe</b> (feelings, Being Safe, Warning Signs)</p> <p><b>Relationships</b> (Rights and responsibilities, Identity and Relationships, Trust and Network)</p> <p><b>Recognising and reporting abuse</b> (Privacy and the body, Touching, Recognising abuse, Secrets)</p> <p><b>Protective strategies</b> (Strategies for keeping safe)</p>
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	<p><i>information known by the ECS, and in accordance with s.159 of the CPA, with Child Safety, Police or a prescribed entity.</i></p> <p><u>ECS Form Consent to Share Information / Referral Form</u> <i>Use this form prior to sharing information about or making a referral on behalf of a child and family to FaCC, IFSS, a school Counsellor (school based ECS), a parish support service (non-school based ECS), any government or non-government support service or any professional.</i></p> <p>In the event of a disclosure or suspicion of harm report being made, the Principal (or delegate) will be the only person authorised to speak to the media.</p> <p>Child Protection Policies and Procedures will be reviewed for effectiveness after each reported incident and amended if required.</p> <p><b>Child Protection Officers</b> FELC has nominated and trained two Child Protection Officers, who are Nominated Supervisors of the Service, to whom a student, parent or staff member may report concerns about the conduct or suspected harm to or by another person.</p>			
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<p><b>4. A plan for managing breaches of the Risk Management Strategy.</b></p>	<p>FELC is committed to appropriately managing breaches of the Centre's <i>Child &amp; Youth Risk Management Strategy</i>.</p> <p>FELC 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>FELC 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 level 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</i></p> <p><i>Working with Children (Blue Card) Check</i></p>	<p>Nominated Supervisor</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. Hardcopies available via FELC Admin.</p> <p><i>Managing Breaches of the Child and Youth Risk Management Strategy</i> Procedure is available in the FELC office.</p>
<p><b>5. Risk management plans for high risk activities and special events.</b></p>	<p>Supported by MFAC, FELC has access to an extensive Risk Management system using the MontroCAM Risk Management and Compliance System.</p> <p>All external excursions require the approval of a detailed Risk Assessment.</p> <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><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>Principal Work, Health &amp; Safety (WHS) Manager and 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</i></li> <li>▪ <i>Critical Incident Policy and Plan</i></li> </ul>

	<p>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 Nominated Supervisor. The WHS Manager 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> <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>Copies of individual risk assessments are available in the /risk Assessment File.</p> <p>Safety checks on classrooms (including ensuring visibility into classrooms – led by the Responsible Person), playground equipment and other student areas are conducted regularly though out the year by the WHS Manager and any potential hazards are dealt with immediately.</p> <p>Playground compliance – kidsafe audit</p> <p>Emergency evacuation and/or lockdown drills are conducted monthly. The emergency sounds for Evacuation and Lockdown are shared regularly as reminders for staff and students.</p> <p>FELC has a representative on the Flinders WH&amp;S (internal) Committee, which regularly reviews and revises any potential or identified risks.</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>6. Cyber Safety</b></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 currently 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 Nominated Supervisor HR Manager WH&amp;S Manager</p>	<p>The Blue Card procedures are available for all Staff to access on the College intranet system. Hard copies available from FELC admin.</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
<p><b>8. Strategies for communication and support.</b></p>	<p>FELC is committed to making this <i>Child and Youth Risk Management Strategy</i> available to parents and staff and communicates student protection activities and documents in a number of ways:</p> <p><b>Parent Noticeboard / Parent Library</b> A number of Key documents are available in the parent area. These include:</p> <ul style="list-style-type: none"> <li>▪ Statement of Commitment</li> <li>▪ 'Who to Talk To'</li> </ul> <p><b>Staff Child Safety Noticeboard</b> A number of Key documents are available in the staff area. These include:</p> <ul style="list-style-type: none"> <li>▪ Statement of Commitment</li> <li>▪ Child protection policies, procedures, forms</li> <li>▪ 'Who to Talk To'</li> </ul> <p><b>Publications</b></p> <ul style="list-style-type: none"> <li>▪ Staff Handbook contains reference to Student Protection policy</li> <li>▪ Parents - Enrolment Agreements</li> </ul>	<p><i>Working with Children (Risk Management &amp; Screening) Act 2000</i></p>	<p>Nominated Supervisor</p>	<p>Student Protection related policies and procedures are available in staff Child Safety area, in FELC admin and on myFlinders portal.</p> <p>The myFlinders portals for Staff has a Student Protection hub.</p> <p>All hard copy documents and training materials are available on request.</p>
<p>Strategy 2021 Add to Staff and Volunteer Handbook a reference to Student Protection under the Statement of Commitment Add to Enrolment Agreements for new parents</p>				

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

<b>Target Group</b>	<b>Processes</b>
<b>Parent Body</b>	<ul style="list-style-type: none"><li>▪ Regular articles highlighting awareness of Student Protection and where to seek assistance are communicated on the parent noticeboard and via email communication.</li><li>▪ Student Protection Information is provided at the time of enrolment.</li><li>▪ Policy and procedures are located in the parent library.</li></ul>
<b>Employees and Volunteers</b>	<ul style="list-style-type: none"><li>▪ Information is made available to the FELC Team, including volunteers via myFlinders portal, Child Safety staff noticeboard and FELC admin.</li><li>▪ Regular reminders of responsibilities in safeguarding our children made at staff meetings.</li><li>▪ Induction programs for newly appointed Staff and volunteers.</li><li>▪ Refresher training provided to all Staff annually</li><li>▪ Policy and procedures placed on school myFlinders and in FELC staffroom.</li><li>▪ 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>▪ All Policies and Procedures relating to Student Protection, including this Strategy, are made available to Board members and reviewed annually.</li></ul>



Child Safe  
Organisations  
National Principles

# National Principles for Child Safe Organisations

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>

