



FLINDERS EARLY LEARNING CENTRE CHILD AND YOUTH RISK MANAGEMENT STRATEGY

PURPOSE

The purpose of a Child and Youth Risk Management strategy ('CYRMS') 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 ('FELC') 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.

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 behaviour 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:

1. Risk management strategies
2. Blue Card screening
3. Compliance and ongoing monitoring.

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.

SCOPE

This strategy applies to all Students, Parents, Employees, Contractors, Volunteers and Visitors of Flinders Early Learning Centre (the Centre).

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 2020*.

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.

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 the review of this Child and 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

National Principles for Child Safe Organisations

Approved by: College Board of Directors Date Approved: February 2024	Reference Code: PRO-103-COM-005 Next Review Due: February 2025
This policy may be updated or revised from time-to-time. The College will not notify you each time the policy is changed. If you are unsure whether you are reading the most current version, you should contact the Principal's Office.	

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>1. Statement of commitment</p>	<p>Matthew Flinders Anglican College has referenced the <i>Independent Schools Queensland</i> policy and decision trees. The College has implemented a Child Protection Policy and Decision Trees to provide the written processes for how the 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 Statement of Commitment has been adopted by Flinders Early Learning Centre:</p> <p><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></p> <p>The Child and Youth Risk Management Committee will meet approximately every six months to discuss relevant student protection issues and monitor the effectiveness of FELC's CYRM Strategy.</p>	<p><i>ChildProtection Policy</i></p> <p><i>ChildProtection Decision Trees</i></p>	<p>Director, Office of the Director of Professional Standards ACSQ</p> <p>Nominated Supervisor</p>	<p>Child Protection Policy and Decision Trees endorsed by the College Board of Directors.</p> <p>Statement of Commitment framed. Visible placement in the reception area of FELC.</p> <p>Hard copy 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 from the reception desk.</p> <p>Statement of Commitment added to the Child Safety notice board in the staffroom.</p> <p>Statement of Commitment included in the Staff Handbook, Parent Handbook and family enrolment pack. It is addressed at the new employee induction sessions and new family inductions.</p>

<p>2. Code of Conduct for interacting with Students</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 Code of Conduct (Staff) is to outline the expected standards of behaviour for employees and contractors involved when interacting with FELC children and young people.</p> <p>The FELC Community Code of Conduct applies to all stakeholders across the FELC community including:</p> <ul style="list-style-type: none"> ● Parents ● Volunteers, Supporters and Friends ● FELC Community – all others <p>The FELC Community Code of Conduct sets clear standards of behaviour which are expected of members of the FELC Community in the FELC environment.</p> <p>The Acceptable Use of Technology (Staff) Policy was introduced in September 2019.</p> <p>A Complaints Policy 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 & Screening) Act 2000</i></p>	<p>Nominated Supervisor</p>	<p>The <i>Code of Conduct (FELC Staff)</i> was reviewed in November 2023</p> <ul style="list-style-type: none"> ● Staff acknowledge annually their commitment to comply with the Code. Signed records are kept in staff files. ● Code of Conduct is displayed in key staff areas around FELC. ● Hardcopy of the Code of Conduct available at FELC Admin ● Confidentiality agreement signed annually <p>Staff acknowledge annually their commitment to the Acceptable Use of Technology Policy.</p> <p>The Complaints Policy is reviewed annually.</p> <p><i>The FELC Community Code of Conduct</i> developed (2021) and published in the Parent Handbook, Included in the enrolment pack provided to all new parents, Referred to during the orientation process with new families</p> <p>Parents/guardians agree to be bound by the <i>FELC Community Code of Conduct</i> when they sign the updated FELC Enrolment Agreement</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>3. Written processes for recruitment, selection, training and managing Staff and volunteers</p>	<p>EMPLOYEES A suite of child-focused policies and procedures have been developed and are in place for recruiting, selecting, training and managing paid employees that includes:</p> <p>Pre-Appointment</p> <ul style="list-style-type: none"> ● <i>Recruitment of Staff Policy</i> ● Position Descriptions (updated 2023) with required qualifications, skills and attributes ● Interview Questions as per FELC template ● <i>Working with Children Check Policy</i> ● Pre-employment Working with Children Checks and linking through respective portals <p>Post-Appointment</p> <ul style="list-style-type: none"> ● Mandatory qualifications and training are managed through IntelliHR compliance records ● Induction Checklist ● Induction Pack issued to all new Staff and volunteers ● <i>Code of Conduct (FELC Staff)</i> ● Enterprise Bargaining Agreement ● Probationary Period Review ● Professional Development Review Process ● <i>Complaints Management Policy</i> ● Annual Performance Review and identification of training needs ● Access to online student protection 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>Child Protection Policy and Procedure</i> and</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p> <p><i>Working with Children (Risk Management and Screening) Regulation 2020</i></p>	<p>Head of Human Resources</p> <p>Nominated Supervisor</p>	<p>All Recruitment and HR management policies, guidelines and forms are available from the Employee Hub on MyFlinders.</p> <p>All current staff, volunteers and contractors are required to participate in annual child / student protection refresher training. Completion of the training is and attendance at this training is mandatory. A record of participation is maintained by the Human Resources Office. All staff received refresher training in January 2023.</p> <p>A register is maintained of all compliance training (including student protection training) and professional development for all staff members.</p> <p>Blue Card Register is co-managed by HR and FELC Admin.</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: 1. Volunteering expectations in the FELC</p>

	<p><i>Code of Conduct (Staff) Policy.</i></p> <p>All FELC staff are required to undergo refresher training on Student Protection annually.</p> <p>The FELC’s Student Protection Officer attends a comprehensive Student Protection training course organised by the Anglican Schools Commission on an annual basis.</p> <p>CONTRACTORS & VOLUNTEERS</p> <p>All volunteers sign acknowledgement that they have read and understand the Student Protection requirements at FELC</p> <p>All contractors are required to sign in at FELC Reception. They must be identified by wearing a badge throughout the duration of their visit to FELC.</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>Code of Conduct.</p> <ol style="list-style-type: none"> 2. Student Protection 3. Blue card requirements 4. Workplace Health & Safety instructions <p>The staff requirement to accompany visitors and invited guests while they are on the College campus is included in the Staff Code of Conduct.</p>
<p>Action Strategy 2023 Review of position descriptions</p>				

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>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>Matthew Flinders Anglican College has a Child Protection Policy and Decision Trees which have been adopted by FELC. The policy and decision trees apply to all Staff, Parents, and Students at FELC, Matthew Flinders Anglican College and to the College Board of Directors.</p> <p>The Child 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>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"> • Child Protection Policy and Decision Trees • Student Protection Form • Complaints Management Policy <p>Student Protection Officers The College has three Student Protection Officers, FELC has two dedicated Child 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><i>Working with Children (Risk Management & Screening) Act 2000.</i></p> <p><i>Working with Children (Risk Management and Screening) Regulation 2020.</i></p> <p><i>Education (General Provisions) Act 2006</i></p> <p><i>Education (Accreditation of Non-State Schools) Regulation 2017</i></p> <p><i>Child Protection Act 1999</i></p> <p><i>Education and Care Services National Law (Queensland)</i></p> <p><i>Education and</i></p>	<p>Nominated Supervisor</p>	<p>Staff 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 Children, Youth Justice and Multicultural Affairs, 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 by management and staff.</p> <p>Staff receive annual training in Student Protection Policies and Procedures, followed by a team discussion to clarify any points, concerns or amendments. Attendance is formally recorded by staff signing to acknowledge their receipt of training. Attendance is mandatory.</p> <p>Staff are required to sign (annually) that they have read and understood the <i>Child Protection Policy</i> and procedures and other policies, including the <i>Code of Conduct (Staff)</i>.</p>

		<p><i>Care Services National Regulations</i></p> <p><i>Criminal Code Act 1899 (sections 229BB and 229BC)</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"> ● <i>Child Protection Policy & Decision Trees</i> ● <i>Statement of Commitment</i> ● <i>Code of Conduct (Staff Portal)</i> ● <i>College Community Code of Conduct</i> ● <i>Complaints Management Policy</i> <p>The Student Protection processes and policies are available on the staff child protection notice board. This includes access to Student Protection reporting processes and tools. Reporting Forms 1-4 are available from the Student Protection Officer.</p> <p>The Nominated Supervisor and Assistant Director are the Child Protection Officers at FELC. The College Counsellors (three) and the Head of Primary, appointed School Protection Officers, also support this role.</p> <p>Parents Relevant articles are communicated to provide awareness of Student Protection information and how to contact the Child Protection Officers/Student Protection Officers.</p> <p>Children FELC Program - Child Protection Education concepts for 3-5 year olds</p> <p>Safe and Unsafe and "We all have the right to feel safe all of the time"</p> <p>"Yes" or "Safe" Touches and "No" or "Unsafe" Touches Feelings</p>
--	--	--	---

				<p>Early Warning Signs, and Dobbing versus Telling</p> <p>Safety Team and “We can talk with someone about anything”</p> <p>My Body - Public and Private</p> <p>Saying “No”, Personal Space, Relationship Groups and Strangers</p> <p>Secrets</p>
<p>5. A plan for managing breaches of the Risk Management Strategy.</p>	<p>FELC is committed to appropriately managing breaches of the Centre’s <i>Child and 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 and 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 Check Policy</i></p> <p><i>Managing Breaches of the Child and Youth Risk Management Strategy</i></p>	<p>Nominated Supervisor</p>	<p>Staff are advised to make themselves aware of the <i>Working with Children Check Policy</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>The <i>Managing Breaches of the Child and Youth Risk Management Strategy</i> Procedure is reviewed annually and is available on the MyFlinders Staff Portal and in the FELC office.</p>

<p>6. Risk management plans for high risk activities and special events.</p>	<p>Supported by MFAC, FELC has access to an electronic Risk Management system for Risk Management and Compliance tracking.</p> <p>To ensure the health, safety and wellbeing of students and staff, the College is required to proactively manage all aspects of excursions. The College's duty of care to students extends to school excursions (including camps) and international study tours which are part of students' educational programs.</p> <p>Activities conducted away from the College have increased risks and therefore the standard of care required reflects the increase in identified risks. The activities are thoroughly planned to ensure that students, staff and others will be safe while undertaking the activity. Any reasonably foreseeable risks must have been identified and managed and there must be a planned response in case of an emergency.</p> <p>An excursion plan and Risk Assessment are to be completed for all College external trips, camps, excursions and tours. The Plans and Risk Assessments are reviewed with the Risk and Compliance Manager and approved by the relevant Sub-School Head. Where deemed necessary, the College Principal may be part of the approval process.</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"> ● 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 risks through its Strategy & Risk Committee.</p>	<p><i>Education (General Provisions) Act 2006</i></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><i>Work Health and Safety Regulation 2011 (Qld)</i></p>	<p>Principal</p> <p>Risk and Compliance Manager</p> <p>Approving Staff (excursions and incursions) for risk assessment forms</p> <p>Staff for completion of Risk Assessment processes and forms</p>	<p>Risk Management plans for high risk activities and special events are recorded electronically within the College's Risk Management system. This system is also 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"> ● <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>Copies of individual risk assessments are available in the /risk Assessment File.</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 throughout the year by the Risk and Compliance Manager and any potential hazards are dealt with immediately.</p> <p>A kidsafe audit is undertaken to ensure playground compliance.</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 WHS (internal) Committee, which reviews and revises any potential or identified risks.</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				
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 Working with Children clearance (Blue Card) at the College.</p> <p>A register of all current Blue Cards and expiry dates is currently maintained by the Head of Human Resources (for employees and volunteers) that includes reference numbers and expiry dates.</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p>	<p>Principal</p> <p>Nominated Supervisor</p> <p>Head of Human Resources</p>	<p>A Blue Card Services Organisational Portal is established for FELC employees and volunteers.</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>9. Strategies for communication and support.</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>Parent Noticeboard / Parent Library A number of Key documents are available in the parent area. These include:</p> <ul style="list-style-type: none"> ● Statement of Commitment ● 'Who to Talk To' – SPO contact details and photos <p>Staff Child Safety Noticeboard A number of Key documents are available in the staff area. These include:</p> <ul style="list-style-type: none"> ● Statement of Commitment ● Child protection policies, procedures, forms ● 'Who to Talk To' <p>Publications</p> <ul style="list-style-type: none"> ● Staff Handbook contains reference to Student Protection under the Statement of Commitment ● Parents - Enrolment Agreements 	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p>	<p>Principal</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 Employee Hub has a Student Protection resource page.</p> <p>All hard copy documents and training materials are available on request.</p> <p>Enrolment Agreement</p>

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

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

National Principles for Child Safe Organisations

1 Child safety and wellbeing is embedded in organisational leadership, governance and culture.

2 Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

3 Families and communities are informed, and involved in promoting child safety and wellbeing.

4 Equity is upheld and diverse needs respected in policy and practice.

5 People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

6 Processes to respond to complaints and concerns are child focused.

7 Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

8 Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

9 Implementation of the national child safe principles is regularly reviewed and improved.

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>

