



OUTSIDE SCHOOL HOURS CARE 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 Matthew Flinders Outside School Hours Care ('OSHC') 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 Service.

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 educators to report any suspected harm, inappropriate behaviour or any actions negatively affecting the safety and wellbeing of our students in a timely manner. The OSHC Coordinator is employed as a Student Protection Office. 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.

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 and Visitors of Matthew Flinders Outside School Hours Care (the Service).

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

The Service is committed to review of this Child and Youth Risk Management Strategy at least once every year and after any incidents to ensure that risks continue to be addressed and minimised throughout the organisation. 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 Coordinator in consultation with the Head of Primary 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 at the service.

Approved by: College Board of Directors Date Approved: February 2024	Reference Code: PRO-102-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>The following is the Statement of Commitment adopted by the Outside School Hours Care Service:</p> <p>Statement of commitment to the safety and wellbeing of children and the protection of children from Harm Policy</p> <p>The Service regards as of utmost importance its role in the protection of children in its care. This includes the Service's moral and legal duties to care for children associated with the Service whilst not in the care of their parents or other primary carers. Such a policy includes a statement of commitment to the safety and wellbeing of children whilst attending the OSHC service.</p> <p>Procedures</p> <p>The service staff and management are committed to providing an environment that is safe and promotes the wellbeing of all children at all times through:</p> <p>Requiring that staff and management sign a code of conduct;</p> <p>Staff employment and training procedures being used to ensure that the Service employs suitable people;</p> <p>Staff ensuring that, when setting up for all activities, there is a safe physical environment as far as reasonably foreseeable;</p> <p>Children being actively supervised by at least 2 adults at all times or 1 and 1 nearby (<i>Education and Care Services Act 2013</i>) to ensure that they are protected from harm caused by:</p> <ul style="list-style-type: none"> - physical injury; or - harassment and other non-physical harm to the child, whether caused by other children, staff, parents of other children or any other person. <p>Staff members seek to ensure that they are not alone at the Service with a child, except in an emergency.</p>	<p><i>OSHC Policy Booklet Area 2.2</i></p> <p><i>Education and Care Services Act 2013</i></p>	<p>Nominated Supervisor</p>	<p>Statement of Commitment framed. Visible placement at entrance of the Service.</p> <p>Hard Copy of Statement of Commitment communicated to educators and shared during New Staff Induction Process.</p> <p>Hard Copy of Statement or Commitment and Child Protection policy available to educators and families at service.</p> <p>The Nominated Supervisor and Head of Primary meet every six months to discuss relevant student protection issues and monitor the effectiveness of the Services CYRMS.</p> <p>Rosters outlining staffing ratios and number of staff at the service each day.</p>

	<p>Staff supervising all areas available to children.</p> <p>Written parental permission being obtained for children to be photographed by staff of the service. Photographs will be for service use only.</p> <p>Staff will instruct the children to inform them when going to the toilet and will ensure that the toileting policy is followed at all times.</p> <p>Staff and volunteers are to comply with legal requirements to apply for, and hold, the appropriate child worker clearances under the <i>Working with Children (Risk Management & Screening) Act 2000</i>.</p> <p>(see also <i>Education and Care Services Act 2013</i>).</p> <p>The Licensee or Executive Officers will comply with legal requirements to hold a current positive suitability notice under the <i>Working with Children (Risk Management & Screening) Act 2000</i>.</p> <p>(see also <i>Education and Care Services Act 2013</i>).</p> <p>The Coordinator acts as the Quality Officer for the Service, and in this capacity:</p> <ul style="list-style-type: none"> - is to keep a copy of the clearances and suitability notice referred to above; and - ensure that the Service and its staff are aware of all legislative requirements and changes relating to the <p>protection of children, including under the <i>Education and Care Services Act 2013</i>, <i>Working with Children (Risk Management Screening) Act 2000</i> and other relevant legislation.</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>2. Code of Conduct for interacting with Students</p>	<p>Matthew Flinders Anglican College has developed a Code of Conduct for interacting with Students – the OSHC service has an independent one for OSHC Educators and a separate Code for the wider College community.</p> <p>Due to the nature of the services offered by OSHC, there is a requirement for all staff to adhere to the Staff Code of Conduct Policy (8.6). This policy is in place to guide educators, volunteers and trainee student’s behaviour and decision making to reinforce a safe and supportive environment for children and young people.</p> <p>We believe in maintaining an inclusive and welcoming environment and workplace that motivates and facilitates personal growth and development for staff and educators. The values that underpin our work ethic include equality, respect, integrity, and responsibility. Our OSHC Service is committed to adhere to the ECA Code of Ethics (2016) which is based on the</p>	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p>	<p>Nominated Supervisor</p>	<p>The <i>Code of Conduct (Staff)</i> for interacting with Students was adopted by the College Board of Directors on 27 October 2016. It was redrafted in October 2023 and was endorsed by the Board of Directors on 9 November 2023.</p> <p><i>The Code of Conduct (OSHC Staff)</i> was reviewed in September 2021:</p> <ul style="list-style-type: none"> ▪ Available in the Policy Booklet accessible at the service in hardcopy. <p><i>The College Community Code of Conduct</i>, reviewed in February 2023, is:</p> <ul style="list-style-type: none"> ▪ Published on the College website

	<p>principles of the United Nations Convention on the Rights of the Child (1991) and provides a framework for the reflection about the ethical responsibilities of early childhood professionals.</p> <p>We aim to establish a common understanding of workplace standards and ethics expected of all employees of the Service. We aim to ensure positive working relationships are formed between all educators and management, promoting dignity and respect by avoiding behaviour which is or may be perceived as harassing, bullying or intimidating. Educators and management will at all times conduct themselves in an ethical manner and strive to ensure that all interactions are positive and respectful and are in accordance with the Service's philosophy.</p> <p>The Approved Provider, Nominated Supervisor, Educators and staff, volunteers, and students will adhere to the Early Childhood Australian Code of Ethics, National Regulations and Quality Standard, and Service policies and procedures at all times, promoting positive interactions both within the Service and the local community.</p> <p>WE MUST:</p> <ul style="list-style-type: none"> - Perform our duties bearing in mind our Duty of Care under the legislative requirements of the Child Protection Act 1999 and all other relevant legislation. - Complete mandatory child protection training provided by Matthew Flinders Anglican College prior to interacting with children and young people and then every 12 months through In-Safe hands online training and through In-service conducted at the service. - Complete a valid working with children check; and maintain this over the course of involvement with Matthew Flinders Anglican College OSHC as a Volunteer-prior to commencement or Paid Employee-who have made an application for or hold a valid working with children check prior to their commencement - Within the first 14 working days with Matthew Flinders OSHC, read, understand and sign to formally agree to abide by the Code of Conduct, Child and Youth Risk Management Strategy and service/College policies and procedures regarding child protection and safety of children as outlined in the staff induction process. - Maintain the security, integrity and confidentiality of all information. - Avoid placing themselves in potentially compromising situations with children and young people. - Ensure records of any incident, injury, trauma or illness are documented in accordance with legislative requirements and where required, reported through to the Office for Early Childhood Education and Care 			<ul style="list-style-type: none"> ▪ Published on the MyFlinders Staff and Parent portals ▪ 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 <i>College Community Code of Conduct</i> was endorsed by the Board of Directors on 9 March 2023.</p>
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	<p>within the legislated timeframes.</p> <ul style="list-style-type: none"> - Ensure that all legislated and mandated educator to child ratios are adhered to. - Remain alert to the risk indicators of child abuse and grooming and promptly report suspected incidents or suspicious behaviours to their supervisor and, where mandated by law, make reports to the relevant authority. - Ensure children and young people are appropriately supervised in high risk areas such as toilets and change rooms. The level of supervision is to be in accordance with the age and developmental level of the child or young person. - Positively contribute to a safe and supportive environment for all children and young people. - Perform their duties with professionalism and integrity as a positive role model to the children and young people accessing the service. - Show fairness in all official dealings, including dealings with the public, employees of government departments, employees, volunteers and all others. - Respect the cultural, ethnic and religious practices of the families, children and young people. - Ensure appropriate permissions are obtained from parents/guardians for social media consent. - Ensure parents/guardians are informed of travel arrangements on activities organised for the Vacation Care program. - Ensure appropriate risk assessments are completed prior to taking children or young people on excursions. - Ensure a correct record of attendance is kept for all activities involving children and young people including arrival and departure times. This is also inclusive of the parent/guardian signature on attendance registers. <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 <p>The <i>College Community Code of Conduct</i> sets clear standards of behaviour which are expected of members of the College Community in the College environment or when attending any College related function or activity at any other location.</p>			<p>The <i>Acceptable Use of Technology (Staff)</i></p>
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	<p>The <i>Acceptable Use of Technology (Staff) Policy</i> was introduced in September 2019.</p> <p>A <i>Complaints Management Policy</i> 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 responsibility for the safety, wellbeing and protection of its students.</p>			<p><i>Policy</i> is published on the MyFlinders Staff portal. The policy was revised in October 2023 to stipulate that photographs, video, or digital images of a student must only be taken on College-owned devices or through the Pixivity app on a personal device.</p> <p>The <i>Complaints Management Policy</i> is reviewed annually. It 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
<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 • Interview Questions as per OSHC requirements • Pre-Employment Working with Children Checks and linking through respective portals • <i>Working with Children Check Policy</i> <p>Post-Appointment</p> <ul style="list-style-type: none"> • Mandatory qualifications and training are managed through IntelliHR compliance records • Induction Pack issued to all new Staff and volunteers • <i>Code of Conduct (Staff)</i> • Probationary Period Review • Professional Development Review Process • Enterprise Bargaining Agreement • <i>Complaints Management Policy</i> • Annual performance review • 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 Service and to deter and identify unsuitable applicants.</p> <p>All new employees are required to undergo appropriately detailed induction training that includes information on student protection obligations, work health and safety requirements and emergency procedures.</p>	<p><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>OSHC Coordinator</p>	<p>All Recruitment and HR management policies, guidelines and forms are available from the Employee Hub on fMyFlinders, from HR and the OSHC Coordinator.</p> <p>Student protection training material for new Staff is presented both online and during the New Employee Induction program by Human Resources and at the OSHC service.</p> <p>All current staff, volunteers and contractors are required to participate in annual child / student protection refresher training.</p> <p>Completion of the training is mandatory. A record of participation is maintained by the Human Resources Office. All staff received refresher training in January 2023.</p> <p>Blue Card Register is managed at the service in consultation with the Head of Human Resources. A College portal with Blue Card Services is maintained and reviewed regularly by the Head of Human Resources 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.</p> <p>The <i>Working with Children Check Policy</i> was redrafted in October 2023 to include a decision matrix to assist in determining</p>

	<p>New Staff are required to complete online training in relation to key compliance policies including the <i>Child Protection Policy</i> and <i>Decision Trees</i> and <i>Code of Conduct (Staff) Policy</i>.</p> <p>All educators are required to undergo refresher training on Student Protection annually.</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>VOLUNTEERS</p> <p>All volunteers/visitors are required to register online and this registration includes signed acknowledgement that they have read and understand the Student Protection requirements of 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>whether a Blue Card is required and, if so, the type of card required.</p> <p>A register is maintained of all compliance training (including Student Protection) for Employees.</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 visitors who provide services to children during the Before School Care, After School Care and Vacation Care programs we reserve contractual rights to access copies of their Blue Cards which we keep on file at the service.</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 College Community Code of Conduct. 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</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
<p>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>Matthew Flinders Anglican College OSHC follows the College's Child Protection Policy and Decision Trees. The policy and decision trees apply to all staff, parents, and students at OSHC, 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"> ▪ 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>OSHC 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>In the event of a disclosure or suspicion of harm report being made, the College Principal (or delegate) will be the only person authorised to speak to the media.</p> <p>Student Protection Officers The College has four Student Protection Officers and the OSHC service has one SPO, who are also staff members to whom a student, parent or staff</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>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>The OSHC Service is committed to training staff in relation to risks to children and regularly conducts training via professional development, staff meetings and requires regular discussion by management and staff.</p> <p>Staff receive annual training in Child Protection Policies and procedures. Attendance is mandatory and is formally recorded.</p> <p>Staff are required to sign (annually) that they have read and understood the <i>Child</i></p>

	<p>member may report concerns about the conduct or suspected harm to or by another person.</p>	<p><i>Child Protection Regulation 2023</i></p> <p><i>Education and Care Services National Law (Queensland)</i></p> <p><i>Education and Care Services National Regulations</i></p> <p><i>Criminal Code Act 1899 (sections 229BB and 229BC)</i></p>		<p><i>Protection Policy and Decision Trees</i> and other policies, including the <i>Code of Conduct (Staff)</i>.</p> <p>The following documents are available on the College website and MyFlinders Staff and Parent portals. Hardcopies are also available on request:</p> <ul style="list-style-type: none"> ● <i>Child Protection Policy & Decision Trees</i> ● <i>Student Protection Form</i> ● <i>Statement of Commitment</i> ● <i>Code of Conduct - Staff (Staff Portal only)</i> ● <i>College Community Code of Conduct</i> ● <i>Complaints Management Policy and Procedures</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 are available from the Student Protection Officers.</p> <p>Student Protection Officers, as appointed by the Principal for 2024 are: The College Counsellors (three) and the Head of Primary along with the OSHC Coordinator.</p>
<p>5. A plan for managing breaches of the Risk Management Strategy.</p>	<p>MFAC OSHC is committed to appropriately managing breaches of the Service's <i>Child & Youth Risk Management Strategy</i>.</p> <p>OSHC 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>OSHC 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</i></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>Educators 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 (and also on the College website).</p> <p>The <i>Managing Breaches of the Child and Youth Risk Management Strategy</i> Procedure</p>

	<p><i>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 the College Board of Directors.</p>			<p>is reviewed annually. The review ensures the document reflects the needs of the Outside School Hours Care service.</p>
<p>6. Risk management plans for high risk activities and special events.</p>	<p>The College has 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>	<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 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>.</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>Both policies were reviewed in 2021 and updated to reflect Student Protection risk management. The policies will be further reviewed in 2023.</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 throughout the year by the Risk and Compliance Manager and any potential hazards are dealt with immediately.</p> <p>The Facilities Hire Policy is to be reviewed in 2023 to reflect Student Protection risk management.</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>
<p>7. Cyber Safety</p>	<p>The OSHC service has four computers the children can access with a strict limitation on what sites can be accessed.</p> <p>Upper Primary and Secondary students using College devices are only allowed a maximum of 30 minutes of screen time during the After School Care session. Staff will exercise appropriate judgement when supervising children on devices and only homework tasks set out by teachers will be completed by the children at this time.</p> <p>Children will adhere to the College's <i>Acceptable Use of Technology Policy</i> and <i>Homework Policy</i>.</p> <p>Vacation Care Programs on occasion offer technology sessions where the children can bring in their own devices but do not have access to the</p>	<p><i>Homework and Technology Policy</i> 3.3, <i>Service Policy Handbook</i></p>		<p>The continuation of web filtering reporting which identifies inappropriate websites accessed by students.</p> <p>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.</p>

	College Wi-Fi.			
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 Head of Human Resources (for employees and volunteers) that includes reference numbers and expiry dates.</p>	<i>Working with Children (Risk Management & Screening) Act 2000</i>	<p>Principal</p> <p>Head of Human Resources</p> <p>Nominated Supervisor</p>	<p>The College has established a Blue Card Services Organisation Portals for all relevant College employees and volunteers, including the Outside School Hours Care and Vacation Care service.</p> <p>The College maintains a Blue Card Register through the TASS and IntelliHR systems. Hardcopies are available upon request through the OSHC Co-ordinator.</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>The College is committed to making this Child and Youth Risk Management Strategy 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"> ● Statement of Commitment ● Child Protection Policy and Procedures ● College Community Code of Conduct ● Complaints Management Policy and Procedures ● Child and Youth Risk Management Strategy ● Managing Breaches of the Risk Management Strategy <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 ● 'Do you need someone 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 ● Parents - Enrolment Agreements 	<p><i>Working with Children (Risk Management & Screening) Act 2000</i></p>	<p>Nominated Supervisor</p>	<p>Student Protection related policies and procedures are available on the College website.</p> <p>The MyFlinders portals for Students, Parents and Staff each have a Student Protection hub.</p> <p>Policies, as stated in Column B are located on the College website and MyFlinders portals.</p> <p>All hard copy documents and training materials are available on request.</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 of the Primary School. ● Policy and procedures placed on the College 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 are located at the service near sign in and out.
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 and through staff memos. ● Induction programs for newly appointed Staff. ● Refresher training provided to all Staff on a regular basis through ISH online portal or Face to face. ● Policy and procedures placed on the College 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.

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>

