

Child Risk Management Strategy

Policy Owner:	The Sycamore School Governing Board		
Version:	1.4	Supersedes:	1.3
Status:	Approved	Updated by:	Sandra Stuckey
Approved by:	The Sycamore School Governing Body	Date of Approval:	20 September 2021
Review Period:	Annually	Scheduled Review Date:	September 2022

Purpose:	The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all students.
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Scope:	<ul style="list-style-type: none"> • Students • Staff which includes: <ul style="list-style-type: none"> ○ Directors ○ Employees (full-time, part-time, permanent, fixed term and casual) ○ Contractors ○ Student teachers ○ Volunteers ○ Anyone undertaking work experience or vocational placement at the school
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References:	<ul style="list-style-type: none"> • <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i> • <i>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</i> • <i>Child Protection Act 1999 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i> • <i>Education (General Provisions) Act 2006 (Qld)</i> • <i>Education (General Provisions) Regulation 2017 (Qld)</i> • <i>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</i> • <i>Education (Overseas Students) Regulation 1998 (Qld)</i> • <i>Education (Queensland College of Teachers) Act 2005 (Qld)</i> • <i>Education and Care Services National Law (Queensland) Act 2011 (Qld)</i> • <i>Education and Care Services National Regulation 2011 (Qld)</i> • <i>Criminal Code Act 1899 (Qld)</i> • Blue Card Services Child and Youth Risk Management Strategy Toolkit • Restricted Person Declaration Form
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Implementation:	<p>1. Statement of Commitment</p> <p>The Sycamore School is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm¹. In practice, The Sycamore School is committed to acting in accordance to the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i> ("the Act") to</p>
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¹ *Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 s.2(1)*

promote the safety and wellbeing of students means that it will implement the measures outlined below in points.

2. Code of Conduct

At The Sycamore School we expect our staff to conduct themselves as follows:

- Staff are expected to always behave in ways that promote the safety, welfare and wellbeing of students. They must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Staff should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, staff must exercise caution to ensure that the contact is appropriate and acceptable. Staff must always advise the student of what they intend doing and seek their consent.
- Staff must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Staff must not have a romantic or sexual relationship with a student.

This commitment is evidence of The Sycamore School's fulfilment of the requirements of Schedule 1 s.2(2) of the Regulation.

3. Recruitment, Selection, Training and Management Procedures

The Sycamore School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. The Sycamore School will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to students from employees via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including students.
 - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
 - A probationary period of employment, which allows the school to further assess the suitability of the new employees and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
 - Management processes that are consistent, fair, and supportive.
 - Performance management processes to help employees to improve their performance in a positive manner.
 - Supportive processes for employees when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
 - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding child risk management and to

assist employees to understand their role in providing a safe and supportive environment for students.

- Training new and existing employees on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - The school's policies and procedures.
 - Identifying, assessing, and minimising risks to students.
 - Handling a disclosure or suspicion of harm to a student.
- Keeping a record of the training provided to employees.
- Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and welling of students at the school.

This commitment is evidence of The Sycamore School's fulfilment of the requirements of Schedule 1 s. 2(3) of the Regulation.

4. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under The Sycamore School's Child Protection Policy as follows:

- all staff members with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse
- all staff members who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of The Sycamore School will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

Any report made under this section or The Sycamore School Child Protection Policy will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899*.

This commitment is evidence of The Sycamore School's fulfilment of the requirements of Schedule 1 s.2(4) of the Regulation.

5. Managing Breaches of this Child Risk Management Strategy

The Sycamore School is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employees Code of Conduct, Dispute Resolution Policy and Procedures. This is evidence of fulfilment of the requirements of Schedule 1 s.2(5) the Regulation.

6. Implementing and Reviewing the Child Risk Management Strategy

This strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Schedule 1s.2(6)(a) of the Regulation relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state The Sycamore School's commitment to reviewing the strategy annually and are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) of the Regulation relating to review.

7. Blue Card Policies and Procedures

The Sycamore School is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of staff in such a way that limits risks to students. The Sycamore School will:

- Require relevant prospective or current staff to have working with children authority and check the validity and appropriateness of any currently held notices, in accordance with The Sycamore School's position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information.
- Have all relevant prospective staff engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the school.
- Appoint a school contact person who will be responsible for managing the working with child screening process and all related documentation and records.
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- Ensure that all information in relation to working with children authority is kept confidential.
- Act to remind staff to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if a staff member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of The Sycamore School's fulfilment of the requirements of Schedule 1 s.2(6)(b).

8. High Risk Management Plans

The Sycamore School is committed to identifying risks, assessing risks, eliminating, and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. The Sycamore School will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to students.

This commitment is evidence of The Sycamore School's fulfilment of the requirements of Schedule 1 s.2(7) of the Regulation.

9. Strategies of Communication and Support

The Sycamore School's commitment to making this Child Risk Management Strategy available to students, parents and staff via its website, enrolment package, and employees' SharePoint Portal is evidence of fulfilment of the requirements of Schedule 1 s.2 (8)(a) of the Regulation.

The Sycamore School is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at meetings and regular discussions between managers and employees, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

	<p>10. Compliance and Monitoring</p> <p>The Sycamore School Governing Board is committed to the annual review of this strategy. The Sycamore School will also record, monitor, and report to the Board regarding any breaches of the strategy.</p> <p>In addition, The Sycamore School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.</p>
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Appendices	<ul style="list-style-type: none">• Appendix 1 – Summary of Reporting Harm• Appendix 2 – Report of Suspected Harm or Sexual Abuse Form
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Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All Staff	Sexual	Awareness or a reasonable suspicion Sexually abused or likely to be sexually abused	Principal, through to Police	EGPA sections 366 and 366A
Teacher	Sexual or Physical	Significant harm Parent may not be willing and able	Confer with Principal, report to Child Safety	CPA sections 13E and 13G
All Staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
All Staff	Any	Not of a level that is otherwise reportable to Child Safety, refer without consent	Principal, through to Family and Child Connect	CPA sections 13B and 159M
Principal	Any	Not of a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA sections 13B and 159M
Any Member of the Public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A
Any Adult	A child sexual offence against child by another adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and at the relevant time, the child is or was (i) under 16 years; or (ii) (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

Private and Confidential**Report of Suspected Harm or Sexual Abuse**

Date:
School:
School Phone:
School Email:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/>	Aboriginal and Torres Strait Islander <input type="checkbox"/>
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/Caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W):
	(M):
Parent/Caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W):
	(M):
Is the student in home care: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any Family Court or Domestic Violence Orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).
Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Please indicate the identity of anyone else who may have information about the harm or abuse.

Additional information provided as an attachment YES NO

Name of staff member making report to the Statutory Agency if not the Principal: Position:	Signature:	Date:
Principal:	Signature:	Date:

Principal's email address:

Response requested by school:

ACTION TAKEN		
Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Children, Youth Justice and Multicultural Affairs (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect

Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm

Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.