

# FSAC Ltd

## Board Policy No. 2 Anglican Church Southern Qld Student Protection Policy

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# Child & Youth Risk Management Strategy Procedure 2.1

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2015

<b>Document Approval and Version Control</b>	
Version # 4.0 Last amended 04.09.2015	Approved by: FSAC Ltd Board Name: Signed: Date:
Contact Officers: Position: Manager Human Resources Name: Craig Middleton	Next Review: 30.06.2016



**THIS PROCEDURE SHOULD BE READ IN CONJUNCTION WITH THE BOARD APPROVED  
POLICY ON STUDENT WELFARE (POLICY No.2.) AND ANGLICAN CHURCH SOUTHERN  
QUEENSLAND – STUDENT PROTECTION POLICY AND PROCEDURE FRAMEWORK**

<b>1. POLICY STATEMENT</b>	<a href="#"><u>Board Policy No. 6 – Compliance Management</u></a>
<b>2. PROCEDURE STATEMENT</b>	The College is committed to the safety and wellbeing of students enrolled at the school. In accordance with sections 171 and 172 of the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i> , the College is committed to eliminating and minimising risks to child safety through this Strategy.
2.1. <b>Scope</b>	This procedure applies to the Board, all staff, contractors and volunteers engaged with the College.
<b>3. Legal and Associated Authorities</b>	<ul style="list-style-type: none"> <li>• Working with Children (Risk Management and Screening) Act 2000 (Qld)</li> <li>• Working with Children (Risk Management and Screening) Regulation 2011 (Qld)</li> <li>• Child Protection Act 1999 (Qld)</li> <li>• Anglican Church Southern Queensland – Student Protection Policy and Procedures</li> <li>• Education (Accreditation of Non-State Schools) Act 2001 (Qld)</li> <li>• Education (Accreditation of Non-State Schools) Regulation 2001 (Qld)</li> <li>• Education (General Provisions) Act 2006 (Qld)</li> <li>• Education (General Provisions) Regulation 2006 (Qld)</li> <li>• Education Services for Overseas Students (ESOS) Act 2000 (Cth)</li> <li>• Education (Overseas Students) Regulation 1998 (Qld)</li> <li>• Education (Queensland College of Teachers) Act 2005 (Qld)</li> <li>• Education and Care Services National Law (Queensland) Act 2011 (Qld)</li> <li>• Education and Care Services National Regulation 2011 (Qld)</li> <li>• Staff Code of Conduct</li> </ul>
<b>4. RISK MANAGEMENT STRATEGIES</b>	<p>The Colleges, as regulated organisations under the <i>Working with Children (Risk Management and Screening) Act 2000</i>, are legislatively required to develop, implement and maintain a Child and Youth Risk Management Strategy.</p> <p>The purpose of the Child and Youth Risk Management Strategy is to help identify potential risks of harm to children and young people and to implement strategies to minimise these risks.</p>
4.1. <b>Blue Card Screening</b>	The blue card screening process is an important component of the risk management strategy. It assesses a person’s eligibility to work with children based on their known past police and disciplinary information.

This process prevents people from working with children if their past behaviour indicates that they are unable to protect a child from harm and promote their wellbeing.

It also disqualifies certain people from applying for a blue card (i.e. those convicted of serious child-related sex or child pornography offences or the murder of a child).

#### 4.2. Compliance and ongoing monitoring

Blue Card Services monitors the police information of all applicants and cardholders on a daily basis. If the information changes, Blue Card Services can take steps to immediately protect children from harm, including suspending or cancelling a card.

Blue Card Services also monitors and audits service providers' compliance with blue card system obligations, including risk management, to ensure that appropriate safeguards are being implemented and maintained.

### 5. COLLEGE REQUIREMENTS

The *Working with Children (Risk Management and Screening) Act 2000* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011* requires the Colleges to develop and implement a child and youth risk management strategy which aims to keep children and young people safe.

To comply with the legislative framework, a child and youth risk management strategy must include eight minimum requirements.

These requirements:

- address an organisation's **commitment** to creating a safe and supportive service environment
- strengthen an organisation's **capability** to provide such an environment
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the **consistency** of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

**The eight requirements are:**

#### **Commitment**

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm, and
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 your risk management strategy, and
6. Risk management plans for high risk activities and special events.

**Consistency**

7. Policies and procedures for managing compliance with the blue card system, and
8. Strategies for communication and support.

**6. CHILD AND YOUTH RISK MANAGEMENT STRATEGY**

A Child and Youth Risk Management Strategy will be developed, addressing the eight requirements set out above, and approved by each College annually. A template for the Child and Youth Risk Management Strategy is attached as Appendix 1.

**7. THE 8 STRATEGY REQUIREMENTS**

The following provides details on the 8 strategy requirements which must be addressed within the Child and Youth Risk Management Strategy.

**7.1. Statement of Commitment**

The risk management strategy must include a statement about the Colleges' commitment to the safety and wellbeing of children and the protection of children from harm. The purpose of the statement of commitment is to provide an overarching statement which will set the tone for the entire child and youth risk management strategy and which will reflect the Colleges' culture.

**7.2. Code of Conduct**

A code of conduct outlines expected standards of behaviour for all stakeholders interacting with children and young people in the College environments and must specifically address interactions with children and young people.

A strong code of conduct will provide clear guidelines for everyone involved in the Colleges about what is expected of them and the consequences if they fail to meet the expectations.

The code of conduct should apply to all people involved with the Colleges, for example:

- staff (permanent, temporary and casual)
- volunteers
- children and young people
- parents
- consultants and contractors
- board/committee members
- students on placement
- people undertaking work experience
- visitors, and
- spectators.

The Code of Conduct should include reference to the expected standards of behaviour for the following:

- **Language** - clear statement of the expected standards of language and the types of language which are encouraged and those that are not permitted.
- **Supervision of children** - clear guidelines to ensure children are adequately supervised at all times.
- **Physical contact** - clear guidelines in relation to the circumstances in which it might be necessary to have physical contact with a child, e.g.:
  - injury management
  - to demonstrate a skill or for instructional purposes as part of an activity, or
  - to assist with toileting of young children.
- **Inappropriate physical contact** – clearly outline what would be considered inappropriate physical contact, e.g.:
  - violent or aggressive behaviour such as hitting, kicking, slapping or pushing
  - kissing, or
  - touching of a sexual nature.
- **One-on-one contact with a child** - outline when/if it is appropriate for a person to be alone with a child and the strategies which are expected to be put in place to minimise risks.
- **Relationships** - clear guidelines in relation to developing appropriate relationships with children and young people.
- **Behaviour management** - identify the behaviour management policies of the College and how staff are expected to manage challenging behaviours in accordance with your code of conduct.
- **Transport of children and young people** - clear guidelines about whether it is appropriate in any circumstances for staff to transport children and young people.
- **Change rooms/toilets** - clear guidelines in relation to the use of change rooms and toilets which are age appropriate. These guidelines should maintain the privacy of children and young people while allowing for adequate supervision.
- **Managing injuries or illnesses** - clear guidelines in relation to managing illness or injuries, including procedures for first aid, adequate supervision of a child who is sick or injured, and relevant notifications to parents.
- **Visitor policy** – the processes in place to manage any risks associated with visitors.
- **Photography policy** - There should be a comprehensive policy which clearly outlines the circumstances in which it would be appropriate to take photographs or videos of a child or young person while participating in activities.
- **Use of technology and social media** - guidelines for staff and children and young people in relation to when use of the internet, computers, mobile phones and other electronic devices is permitted and for what purpose.
- **Confidentiality of information** clear guidelines for staff in relation to how they are expected to manage confidential information about children and young people.

<p><b>7.3. Recruitment, selection, training and management</b></p>	<p>The Colleges have policies and procedures for recruiting, selecting, training and managing paid staff and volunteers.</p> <p>The selection, training and management strategies will:</p> <ul style="list-style-type: none"> <li>• deter and identify applicants that are not suitable for your organisation</li> <li>• assist you to find the people that are qualified and who will contribute to facilitating a safe and supportive environment for children</li> <li>• ensure that staff receive adequate and appropriate training to deliver child-related services in a safe and productive way, and</li> <li>• ensure that any issues with staff performance or conduct are identified early and actioned appropriately.</li> </ul>
<p><b>7.4. Handling disclosures or suspicions of harm, including reporting guidelines</b></p>	<p>The Colleges have policies and procedures in place to ensure staff and volunteers respond as quickly as possible to a disclosure or suspicion of harm.</p> <p>Refer to the Anglican Church Southern Queensland Student Protection Policy and Procedures for more details of reporting requirements and obligations.</p>
<p><b>7.5. Managing breaches of the risk management strategy</b></p>	<p>The risk management strategy includes a process for managing any action or inaction by a person in the College that fails to comply with any of the policies and procedures which make up the risk management strategy.</p> <p>The Strategy will outline the processes for managing the breach, including the process for reporting breaches. It will identify who staff should contact regarding a breach.</p>
<p><b>7.6. Risk management plans for high risk activities and special events</b></p>	<p>Forward planning to identify risks and implement strategies reduce the possibility of children being harmed. In order for a child to suffer harm, there must be an opportunity for harm to arise. These opportunities can be reduced by developing specific policies to manage high risk activities and special events.</p> <p>High risk activities or special events require extra planning to ensure that appropriate control measures are implemented to manage the identified risks.</p>
<p><b>7.7. Compliance with the requirements of the Blue Card System</b></p>	<p>Refer to the compliance procedure No. Working with Children (Blue Card) Check.</p> <p>This section outlines the procedures to ensure compliance with the Blue Card System requirements under the Act, including the process for review of the procedure.</p> <p>Potential staff (paid employees, volunteers and students) will be advised (warned) prior to appointment that it is an offence for a 'disqualified person' to sign a blue card application form or a renewal form.</p>

A designated contact person will be identified, and be responsible for managing the Blue Cards and Exemption Cards for each College.

#### **7.8. Communication and support**

The Colleges will develop strategies for communication of the risk management strategy and support. Strategies for communication and support will include -

- Written information for parents, staff and volunteers.
- Details of the organisational Risk Management Strategy and how it can be accessed.
- Training materials for staff and volunteers which - help identify risks of harm and how to handle disclosures or suspicions of harm;

### **8. PROCEDURE ADMINISTRATION**

In accordance with procedure development and review protocol this procedure will be recorded as an authorised procedure approved by the Risk Management Working Group, at its meeting of the date shown on the front of this procedure document.

The procedure will be reviewed twelve months from the date of the approval shown herein.

Notwithstanding the scheduled review, should circumstance change significantly before the 12 month review period, the procedure will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.



<b>Document Details</b>	
Approved by: The Heads of College Name: Suzanne Bain (St John’s Anglican College) Signed:  Name: Steve Croft (The Springfield Anglican College) Signed:  Date .../.../....	Developed by:  Craig Middleton Manager Human Resources and Compliance in consultation with the Heads of College and the Student Protection Offices
Endorsed by the FSAC Ltd Board and College Councils  Date: ...../...../.....	Contact Officer: Name: Craig Middleton Position: Manager Human Resources and Compliance

### **Introduction**

Safe service environments don’t just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has 3 key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring.

The *Working with Children (Risk Management and Screening) Act 2000* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011* requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

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 St John’s Anglican College and The Springfield Anglican College achieve their objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to their school.

In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements. These requirements:

- address an organisation's **commitment** to creating a safe and supportive service environment
- strengthen an organisation's **capability** to provide such an environment
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the **consistency** of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

**The eight requirements are:**

**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 your 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.

## **Instructions**

The Head of College is accountable for ensuring that the Child and Youth Risk Management strategy is developed, implemented and reviewed annually.

The completion of the Child and Youth Risk Management Strategy Checklist / Action Plan template (Appendix A) may assist in mapping existing policies and identifying gaps including out of date policies.

The strategy is to be reviewed at the completion of each school year with the results to inform the development of the new strategy document. The new strategy is to be approved in accordance with St John's Anglican College and The Springfield Anglican College governance requirements for implementation at the beginning of the subsequent school year. The review process must be documented which together with the strategy document will be archived for future reference.

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.

## **Scope**

This strategy applies to all students, parents, employees, volunteers and visitors of St John's Anglican College and The Springfield Anglican College.

### **The following describes how the strategy document is to be developed.**

**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.

## **Abbreviations**

**ACSQ** Anglican Church Southern Queensland

**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 Anglican Church Southern Queensland has developed as stated below a statement of commitment to the safety and wellbeing of children and the protection of children from harm.</p> <p>St John’s Anglican College and The Springfield Anglican College support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. St John’s Anglican College and The Springfield Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.</p> <p>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.</p> <p>In support of this commitment, St John’s Anglican College and The Springfield Anglican College is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in their care.</p>	<p>Student Protection in Anglican Schools Policy 2015. <b>ACSQ</b></p> <p>This policy has been adopted by St John’s Anglican College and The Springfield Anglican College</p>	<p><b>Director</b> of Professional Standards ACSQ</p> <p><b>Manager HR &amp; Compliance</b></p> <p>The Springfield Anglican College: <b>Administrative Support Officer to the Head of College</b> – Melanie Ellis</p> <p>St John’s Anglican College: <b>Executive Secretary (Business Services)</b> – Julie Blackley</p>	<p>EXAMPLE AS BELOW</p> <p>Policy adopted on xx/xx/15</p> <p>Statement of Commitment framed. Visible placement in all reception / administration areas of school / college.</p> <p>Statement of commitment advertised on school’s inter and intra net sites.</p>

**Part 1: COMMITMENT**

**Child and Youth Risk Management Strategy**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
2. Code of Conduct	<p>Staff Code of Conduct reviewed to include reference to Student Protection.</p> <p>Code of Conduct for teaching staff, non-teaching staff, Directors and Council members.</p>	<p>Corporate Governance Manual</p> <p>Staff Code of Conduct</p>	<p><b>Manager HR &amp; Compliance</b></p> <p><b>Heads of College</b> St John’s Anglican College – Sue Bain</p> <p>The Springfield Anglican College – Steve Croft</p>	<p>Code of Conduct included in all Induction Manuals.</p> <p>Code of Conduct provided to all staff.</p> <p>Code of Conduct posted on College intranet site.</p> <p>Email to all staff drawing attention to the updated Code of Conduct.</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>Staff Recruitment and Selection Procedure reviewed and updated to include Student Protection focus.</p> <ul style="list-style-type: none"> <li>• Blue Card Procedure</li> <li>• International College Risk Management Procedure reference to selection / appointment and induction of Homestay Coordinator.</li> </ul>	<p>Staff Recruitment and Selection Procedure No. 5.2</p> <p>Working with Children Check (Blue Card) Procedure No. 3.6</p> <p>International College Risk Management Plan 2015</p> <p>Risk Management Procedure No. 9.1</p>	<p>Manager HR &amp; Compliance for development and coordination of review.</p> <p>Heads of College for implementation and compliance at the College level</p>	<p>Updated, approved Procedure located in the Governance, Policy and Procedure Director.</p> <p>Approved copy located on Staff Intranet.</p> <p>Staff advised of reviewed procedure and trained in changes on an annual basis.</p>

**Part 3: CONCERNS**

**Child and Youth Risk Management Strategy**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>Anglican Church Southern Queensland Student Protection Policy and Procedures framework fully implemented.</p> <p>Information around Student Protection Policy and Procedures to be accessible to staff, parents, volunteers and visitors through a variety of mediums.</p> <p>Quick link to Student Protection Policy and Procedures on College website.</p> <p>PDF and eBook versions of Student Protection Policy and Procedures.</p> <p>Complaints Management</p>	<p>Student Protection in Anglican Schools Policy 2015</p> <p>Student Protection in Anglican Schools Policy 2015</p> <p>Grievance Management Procedure No. 3.4</p> <p>Protocol for Dealing with Complaints of Sexual Harassment or Sexually Inappropriate Behaviour</p>	<p>Chairman of the Board for Board approval and compliance.</p> <p>Heads of College for governance compliance.</p> <p>Student Protection Officers.</p>	<p>Quick links developed on College website and intranet providing- Website:</p> <ul style="list-style-type: none"> <li>• PDF and eBook version of Student Protection Policy and Procedures</li> <li>• Student Protection Officer details</li> <li>• Child Protection Information Flyer for Parents</li> <li>• Grievance Management Policy</li> <li>• Protocol for Dealing with Complaints of Sexual Harassment, Assault or Sexually Inappropriate Behaviour.</li> </ul> <p>Intranet:</p> <ul style="list-style-type: none"> <li>• PDF and eBook version of Student Protection Policy and Procedures</li> <li>• Student Protection Officer details</li> <li>• Grievance Management Policy</li> <li>• Protocol for Dealing with Complaints of Sexual Harassment, Assault or Sexually Inappropriate Behaviour.</li> <li>• Student Protection Resource Sheets 1 – 8</li> </ul>

	<p>Student Protection Policy and Procedures available held at Administration Office/Reception.</p> <p>Student Protection Policy and Procedures provided to all Council members.</p> <p>Student Protection Policy and Procedures provided to all staff before commencement and annual training.</p> <p>Student Protection Officer</p> <p>Reporting Forms 1, 2 and 3</p> <p>Link to e-Report form</p> <p>Link to e-Referral form</p>	<p>Student Protection in Anglican Schools Policy 2015</p> <p>Student Protection in Anglican Schools Policy 2015</p> <p>Student Protection in Anglican Schools Policy 2015</p> <p>Staff Induction Handbook</p> <p>Code of Conduct</p> <p>Student Protection Volunteer and Visitor Guide.</p> <p>Student Protection Officers Template</p> <p>ASC Reporting Forms</p>		<ul style="list-style-type: none"> <li>• Student Protection Newsletter</li> <li>• Child Protection Guide</li> <li>• Student Protection Guide for Volunteers and Visitors</li> </ul> <p>Hard copy of Student Protection Policy and Procedures held at Primary and Secondary Campus Reception including Child Protection Guide and Student Protection Guide for Volunteers and Visitors.</p> <p>Copy of Student Protection Policy and Procedures tabled at Council meeting.</p> <p>Training provided to all Council members and recorded.</p> <p>Induction handbook updated to include Student Protection information.</p> <p>Student Protection training provided to new staff and recorded.</p> <p>Annual training using Student Protection PowerPoint held and attended by all staff.</p> <p>Student Protection Officers undertook Student Protection officer training.</p> <p>Student Protection officer details provided on College website, intranet and both campuses.</p> <p>Reporting Forms available on College intranet.</p> <p>Link to e-Report form available on College intranet.</p> <p>Link to e-Referral form available on College intranet.</p>
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**Part 3: CONCERNS**

**Child and Youth Risk Management Strategy**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p><b>5.</b> A plan for managing breaches of your risk management strategy.</p>	<p>Section detailing processes for managing breaches of the Risk Management Strategy to be included in the Risk Management Strategy.</p> <p>Section to identify levels of breach and actions for managing the response actions:</p> <ul style="list-style-type: none"> <li>• A breach which relates to validity of current Blue card to include immediate stand down of the person until the matter is investigated and action determined.</li> <li>• A breach of process, such as failure to adequately complete activity risk assessment will be handled as a performance concern and will result in the application for misconduct or diminished performance.</li> </ul> <p>The process will include communication processes where appropriate to Blue Card Services, Chair of College Council, Head of College and Manager HR &amp; Compliance.</p>	<p>Compliance Policy No. 3</p> <p>Working With Children (Blue Card) Check Procedure No. 3.6</p> <p>Child and Youth Risk Management Strategy S2.1 (Section 7.5)</p> <p>Staff Management Policy No. 5</p> <p>Managing Unsatisfactory Performance Procedure No. 5.16</p>	<p>Manager HR &amp; Compliance for development and coordination of review and compliance of Policy and Procedures</p> <p>Board for approval of Policy and Procedure</p> <p>Head of College for implementation and application compliance</p> <p>Student Protection Officers for support</p>	<p>Approved Policy and Procedures updated with document control approval located in: Governance Policy and Procedure Directory Staff intranet.</p> <p>Staff advised and aware of Policy and Procedure on intranet.</p> <p>Copies of Policy and Procedures included in Staff and Workers Orientation and Induction material and processes.</p>

**Part 3: CONCERNS**

**Child and Youth Risk Management Strategy**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p>6. Risk management plans for high risk activities and special events.</p>	<p>Current Risk Management processes for all activities to include section relating to Student Protection/Blue Card compliance for high risk activities.</p> <p>Responsible staff who complete current Risk Assessment forms for activities to be trained in the new section dealing with Student Protection/Blue Card issues.</p> <p>Staff who approve Risk Assessments to be trained on new requirement.</p>	<p>Risk Management Policy No. 9.</p> <p>Risk Management Procedure No. 9.1</p> <p>College specific Risk Management processes and forms</p>	<p>Manager HR &amp; Compliance for development and coordination of review and compliance of Policy and Procedures</p> <p>Board for approval of Policy and Procedure</p> <p>Head of College for implementation and application compliance</p> <p>Approving staff for (excursions and Incursions) Risk Assessments forms</p> <p>Staff for completion of Risk Assessment processes and Forms</p>	<p>Risk Management Policy and Procedures to include section relating to risk assessment for high risk activities relative Student Protection/Blue Card issues and approved by appropriate approval levels within Policy and Procedure framework.</p> <p>Copies of approved updated Policies to be located in: Governance Policy and Procedure Directory Staff intranet.</p> <p>Staff advised and aware of Policy and Procedure on intranet.</p>

**Part 4: CONCERNS**

**Child and Youth Risk Management Strategy**

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p>7. Policies and procedures for managing compliance with the blue card system.</p>	<p>Working with Children (Blue Card) Procedure to be completed for managing compliance requirements with the Blue Card System prepared.</p> <p>Relevant staff to be trained in the application of the Procedure.</p> <p>Material to be included in Orientation for relevant Staff and Volunteers.</p> <p>Blue Card Registers to be maintained in required format by each College</p>	<p>Working with Children (Blue Card) Procedure 3.6</p> <p>Staff Management Policy No. 5</p> <p>Employee Induction and Orientation and Procedure No. 5.4</p> <p>Volunteer Management Policy No. 12</p> <p>College Blue Card Registers</p>	<p>Manager HR &amp; Compliance for development and coordination of review and compliance of Policy and Procedures</p> <p>Board for approval of Policy and Procedure</p> <p>Head of College for implementation and application compliance</p> <p>Nominated Staff for management of the Blue Card Registers</p>	<p>Working with Children (Blue Card) Procedure approved by appropriate approval levels within Policy and Procedure framework.</p> <p>Copies of approved updated Policies and Procedures to be located in: Governance Policy and Procedure Directory Staff intranet.</p> <p>Staff advised and aware of Policy and Procedure on intranet.</p> <p>Blue Card Registers maintained and up to date in required format and audited twice annually.</p>

**Part 4: 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>8.</b> Strategies for communication and support.</p>	<p>Strategy for communication and support developed covering:</p> <ul style="list-style-type: none"> <li>• Information on the Risk Management System at commencement of employment/engagement with Colleges.</li> <li>• Processes for communicating location of relevant documents, authorities and other information for all staff.</li> <li>• Processes for ensuring relevant staff are advised of changes and updates to compliance requirements.</li> <li>• Refreshing training for key staff who have responsibility for managing all or part of the risk management strategy.</li> </ul>	<p>Document Communication and Support strategy attached to the Child &amp; Youth Risk Management Procedure No. S2.1 as an appendix.</p>	<p>Manager HR &amp; Compliance for:</p> <ul style="list-style-type: none"> <li>• Development and coordination of review and compliance of Policy and Procedures.</li> <li>• Coordinating regular communication material for Head of College distribution.</li> </ul> <p>Board for approval of Policy and Procedure</p> <p>Head of College for implementation and application compliance</p>	<p>Communication and Support strategy completed and approved as part of the approved Child &amp; Youth Risk Management Procedure No S2.1 as an appendix.</p> <p>Copies of approved updated Policies and Procedures to be located in: Governance Policy and Procedure Directory Staff intranet.</p> <p>Staff advised and aware of Policy and Procedure on intranet.</p> <p>Regular communication with Staff by way of:</p> <ul style="list-style-type: none"> <li>• Email and other digital communication updates</li> <li>• Regular short training and information sessions in staff meetings.</li> <li>• Including in all staff and volunteer Orientation and induction material and processes.</li> <li>• Posters and other ‘standout’ information placed on staff notice boards.</li> </ul>