

The Springfield Anglican College

CHILD AND YOUTH RISK MANAGEMENT STRATEGY 2017

The Springfield Anglican College Child and Youth Risk Management Strategy has been developed to meet the requirements of the [Working with Children \(Risk Management and Screening\) Act 2000 \(the Act\)](#) and the [Working with Children \(Risk Management and Screening\) Regulation 2011](#) with the aim to keep children and young people safe.

The objective of the [Working with Children \(Risk Management and Screening\) Act 2000 \(the Act\)](#) is to promote and protect the rights, interests and wellbeing of children and young people in Queensland through a scheme requiring—

- (a) the development and implementation of risk management strategies; and
- (b) the screening of persons employed in particular employment or carrying on particular businesses.

The Springfield Anglican College Risk Management Strategy is administered under the following principles —

- (a) the welfare and best interests of a child are paramount;
- (b) every child is entitled to be cared for in a way that protects the child from harm and promotes the child's wellbeing.

Document Details: Child and Youth Risk Management Strategy 2017	
Endorsed by: Principal. Darren Pitt Date:	Developed by: Senior Leadership Team Date:
Approved by: The FSAC Ltd Board Date:	Contact Officer: Manager HR and Compliance Date:

The Springfield Anglican College's Child and Youth Risk Management Strategy addresses the eight requirements of the legislative framework in relation to commitment, capability, concerns and consistency.

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 or 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.](#)

The Springfield Anglican College

COMMITMENT

The Springfield Anglican College supports the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. 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.

The Springfield Anglican College is committed to providing 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.

Document Details –				
1.Statement of Commitment				
Document	Action	Reference	Consultation	Evidence
The Springfield Anglican College Statement of Commitment	A statement of commitment to the safety and wellbeing of children and the protection of children from harm.	Blue Card Statement of Commitment Student Protection in Anglian Schools Policy	Director of Professional Standards ASCQ Principal Manager HR and Compliance Administrative Support Officer to the Principal	TSAC Statement of Commitment The statement of commitment is viewable: -In Reception - Staff Portal - Student Portal - Parent Portal - College Website

Document Details – 2.A Code of Conduct for interacting with Children				
Document	Action	Reference	Consultation	Evidence
The Springfield Anglican College Code of Aspirational Intent for employees	A code of conduct outlining the expected standards of behaviour for all stakeholders interacting with children and young people and specifically address interactions with children and young people.	Blue Card Code of Conduct Old College of Teachers Code of Ethics	Board and Council Members	TSAC Code of Aspirational Intent
The Springfield Anglican College Code of Conduct for volunteers, coaches, tutors and college community members working with students.			Principal Senior Leadership Team	TSAC Code of Conduct
The Springfield Anglican College FSAC Ltd Code of Conduct for Board and Council members			Manager HR and Compliance Administrative Support Officer to the Principal	Board Code of Conduct

The Springfield Anglican College **CAPABILITY**

The Springfield Anglican College is committed to recruiting, selecting, training and managing staff in such a way that limits risks to children.

The Springfield Anglican College also values and acknowledges the skills, energy and commitment of its employees. Consequently, the College seeks to attract, develop and retain staff of the highest calibre and provide a working environment that will enable staff to maximise their contribution to the achievement of the College's vision, mission and values.

The College places a strong emphasis on staff working closely and positively within a team environment. Staff are provided with development opportunities and supported professionally in adapting to change and developing new approaches in their areas of expertise.

Document Details –

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

Document	Action	Reference	Consultation	Evidence
Staff recruitment, selection, training and management	Child-focused policies and procedures in place for recruiting, selecting, training and managing paid employees and volunteers.	Blue Card Recruitment, Selection, Training and Managing Employees	Principal Manager HR and Compliance Administrative Support Officer to the Principal	The Springfield Anglican College is committed to 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. TSAC Student Protection
RECRUITMENT and SELECTION PROCEDURE	<p>Recruitment advertisements should be clear about the commitment to provide a safe and supportive service environment for children and young people.</p> <p>Selection criteria to assess commitment, understandings, attributes, attitudes and values required of the position, particularly as they relate to children.</p>			<p>The Springfield Anglican College employment advertisements contain the following clauses:</p> <p>All Advertisements: <i>"The Springfield Anglican College is a leading coeducational Christian College in the Greater Springfield area. The College has a strong focus on the individual student, and a clear desire to assist them to realise 'Their Future'."</i></p> <p><i>"If you are shortlisted for interview you will be asked for your date of birth as it is a requirement of the Brisbane Diocese of the Anglican Church of Australia that pre-employment checks are conducted."</i></p> <p>Teaching Staff Advertisements: <i>"Naturally you will have a passion for teaching young people and have a personal philosophy of lifelong learning and development. Applicants will have Queensland College of Teachers registration."</i></p> <p>Non-Teaching Staff Advertisements: <i>"Applicants must hold a Working with Children Suitability Card (Blue Card) or be eligible and willing to apply for one."</i></p> <p>Staff Recruitment and Selection Procedure</p>

	<p>The Anglican National Register must be checked via the Director of Professional Standards at the Anglican Diocese of Brisbane</p>	<p>Anglican Church Safe Ministry Check</p> <p>Student Protection in Anglican Schools Policy and Procedures</p>	<p>Anglican Church Southern Queensland</p>	<p>The Springfield Anglican College conducts:</p> <ul style="list-style-type: none"> -Initial Safe Ministry Check screening. <p>Safe Ministry Check Procedure</p>
	<p>The blue card system is to contribute to the creation of safe and supportive environments for children and young people when receiving services and participating in activities which are essential to their development and wellbeing, such as child care, education, sport, and cultural activities.</p>	<p>Blue Card Services - About Blue Cards</p> <p>Student Protection in Anglican Schools Policy and Procedures</p>	<p>Blue Card Services Working with Children Check – Queensland’s blue card system.</p>	<p>The College maintains a Blue Card register of all employees, coaches, tutors, volunteers and College community members working with students to contribute to the creation of a safe and supporting environment for students of the College.</p> <p>The College conducts:</p> <ul style="list-style-type: none"> -Initial Blue Card screening -Ongoing monitoring -Internal Blue Card Register Audits (monthly); and -Produces Internal Blue Card Register Audit Reports (quarterly) <p>All employment contracts for non-teaching staff contain the following clause in the specific terms and conditions of employment:</p> <p><i>“Please note that a basic condition of employment with the College requires that you have or are prepared to obtain a “Working with Children Suitability Card” (Blue Card). This is a fundamental condition of employment with the College as required by Blue Card Services, therefore should you be declined a “Working with Children Suitability Card” your employment will be terminated immediately, with payment in lieu of the required period of notice.”</i></p> <p>Blue Card System in Anglican Schools Working with Children (Blue Card) Check Procedure Working with Children (Blue Card) Induction Guidelines Working with Children (Blue Card) Induction and Blue Card Workflow</p>

	<p>To teach in a Queensland school you must be registered with the Queensland College of Teachers. Registration ensures that a high standard of preparation, conduct and practice is upheld in the profession.</p>	<p>Queensland College of Teacher registration</p>	<p>Queensland College of Teachers</p>	<p>The College conducts:</p> <ul style="list-style-type: none"> -Initial Queensland Teachers Registration screening; and -Ongoing monitoring <p>All employment contracts for teaching staff contain the following clause in the specific terms and conditions of employment:</p> <p><i>“Please note that a condition of employment as a Teacher with The Springfield Anglican College requires that you maintain current teacher registration with the Queensland College of Teachers. Therefore, should your Teacher Registration be cancelled during your period of employment, your employment will be terminated immediately, with payment in lieu of the required period of notice. A copy of your formal teaching qualifications and teacher registration must be provided at or before the date of commencement.”</i></p>
<p>TRAINING</p>	<p>An effective organisation requires that staff receive ongoing training. New staff need support and information when they begin their new role, and existing staff might need to develop new skills and knowledge to meet the requirements of their positions and expand their career options.</p> <p>It is essential that staff provide a positive contribution to the service environment and commit to promoting the safety and wellbeing of children and young people.</p> <p>Training should enhance the skills and knowledge of employees and volunteers, and reduce exposure to risks.</p>	<p>Blue Card Recruitment, Selection, Training and Managing Employees</p>	<p>Principal</p> <p>Manager HR and Compliance</p> <p>Administrative Support Officer to the Principal</p> <p>Anglican Church Southern Queensland</p>	<p>College employees and volunteers/coaches complete an induction programme covering (but not limited to):</p> <ul style="list-style-type: none"> -College Policies and Procedures -Duty of Care Policy -Duty of Care Statement -Employee Induction Procedure <p>College employees are provided with the following documents:</p> <ul style="list-style-type: none"> -Staff Handbook -Student Protection in Anglican Schools Policy and Procedures Information for staff <p>College employees undertake regular training including (but not limited to):</p> <ul style="list-style-type: none"> -Understanding Grooming -Safeguarding our Students online training

				<p>Staff are provided with training and information sessions relating to Student Protection Policies and Procedures on a regular basis through Staff Professional Development sessions and weekly staff meetings.</p> <p>A Training Register is maintained by the College to ensure that staff are appropriately trained and aware of their responsibilities of their roles. The training register allows The Springfield Anglican College to identify potential areas for staff development.</p> <p>The Springfield Anglican College maintains a Staff Training Calendar with regular training and inductions opportunities for staff, volunteers and coaches.</p> <p>Employee Training Procedure</p> <p>Student Protection Officers are provided with additional training.</p> <p>Student Protection Officers, the Principal and College Chaplain meet for Pastoral Care Meetings on a fortnightly basis (Term Time Only).</p> <p>The College Libraries have a child protection reference section for students and staff to borrow resources to support knowledge and awareness of student protection.</p> <p>Further resources for staff can be found in the following locations:</p> <ul style="list-style-type: none">-Staff Portal-College Website-College Directory-College Reception
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				<p>Volunteers, Coaches, Tutors and College Community Members working with students are provided with the following document:</p> <p>Coaches, Tutors, Volunteers and College Community Members working with students Induction Handbook</p> <p>Further resources for coaches, tutors, volunteers and College Community member working with students can be found on the College Website</p> <p>Blue Card training is provided for the person responsible for maintaining and managing the Blue Card Register.</p> <p>Blue Card and Coach/Volunteer/Tutor Induction training is provided for selected staff.</p>
MANAGEMENT	<p>To assist your organisation to provide the highest quality of care to children and young people, it is important to continually promote and demonstrate respect for the rights and expectations of children and young people, parents and carers.</p> <p>Parents and Carers should be able not only to access all of the organisation's policies and procedures, but also to ensure that the organisation is living up to the expectations within the policies and procedures, and that they are reflected in the daily operations within the organisation.</p>	<p>Blue Card Recruitment, Selection, Training and Managing Employees</p>	<p>Principal</p> <p>Senior Leadership Team</p> <p>Manager HR and Compliance</p> <p>Administrative Support Officer to the Principal</p>	<p>The College has a strong family focus with an 'Open door policy' that encourages parents to engage in the shared education of their children.</p> <p>Information regarding The Springfield Anglican College's Policies and Procedures are available to parents and carers through the College Website</p> <p>Information regarding The Springfield Anglican College's commitment to Student Protection and the Safeguarding of our Students is available to parents and carers through the:</p> <ul style="list-style-type: none"> -College Website -Parent Portal -Information at Reception <p>Information available to parents and carers regarding the daily operations with the College is available through the College Website including (but not limited to):</p> <ul style="list-style-type: none"> -Mission, Vision, Strategic Direction

	<p>The organisation should have well developed policies and procedures in place relating to:</p> <ul style="list-style-type: none"> -Professional development -Performance appraisals -Performance management -Complaints Management -Disciplinary procedures 		<ul style="list-style-type: none"> -Chaplaincy at the College -Pastoral Care Programme – Learn and Flourish -College Handbooks -Annual Reports -Facebook Page <p>College Staff are provided with development opportunities and supported professionally in adapting to change and developing new approaches in their areas of expertise.</p> <p>Staff professional development is a high priority for the College with \$63,613.00 spent on Professional Development in 2015, with an average expenditure of \$949.45 per teacher.</p> <p>The Springfield Anglican College has three versions of the Professional Review and Development Programme tailored to the roles of employees, the three versions are:</p> <ul style="list-style-type: none"> -Teaching Staff -Instrumental Music Teaching Staff; and -Support Staff <p>The Teaching Staff Professional Review Programme is delivered through a third party 'Educator Impact' that aligns with the AITSL National Standards for Teacher.</p> <p>Educator Impact looks at self-assessment, observer assessment (Head of Faculty) and student assessment in the areas of:</p> <ul style="list-style-type: none"> - Building relevance - Presenting with style - Creating relationships - Classroom management - Setting objectives - Calibrating difficulty - Driving surface and deep learning; and - Providing feedback
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			<p>Educator Impact is an evidence-based tool for measuring strengths and areas for development, designing focused and individualised professional development plans that are discussed with the Heads of Faculty and enhancing student outcomes by improving the aspects of teaching that really matter.</p> <p>The Instrumental Staff Professional Review Programme aims to provide the opportunity for management and teaching staff to discuss the role reflecting on how the teachers have met the College's annual goals including (but not limited to):</p> <ul style="list-style-type: none"> - Describing a teaching & learning highlight - Describing how they have used technology - Describing how they have used data analysis to improve student learning outcomes - Describing challenges of the year; and - Setting teaching and learning goals for the new year <p>The Support Staff Professional Review Programme provides the opportunity for management and employees to discuss role responsibilities for the coming school year, identify development needs and where necessary to review and update the relevant position description. The review program is designed to support employees to clarify their role and responsibilities.</p> <p>Employment contracts contain a probationary periods. The probation periods are a very important part of the employment relationship. The probationary period allows time to ensure that the relationship is viable and reflects a good match of competence, character and cultural alignment.</p> <p>Before the conclusion of the probationary period staff attend a Probationary Performance Review meeting to discuss</p>
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				<p>strengths, areas for development and general comments relevant to performance in relation to responsibilities of their position. At the conclusion of the meeting permanent appointment is either recommended or not recommended.</p> <p>Probationary Appointment and Review Procedure</p> <p>Staff can access Policies and Procedures relating to staff management on the Staff Portal these policies include (but are not limited to):</p> <ul style="list-style-type: none"> -Staff Management Policy -Position Evaluation and Classification Procedure -Employee Assistance Programme -Managing Unsatisfactory Performance Procedure -Grievance Management Procedure -Protocol for dealing with complaints of sexual harassment, sexual assault or sexually inappropriate behaviour -Complaints management in anglican schools policy and procedures -Redundancy and Redeployment Procedure -Exit Interview Procedure
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The Springfield Anglican College
CONCERNS

The Springfield Anglican College employees are bound by a number of obligations including those prescribed by legislation and policy but also by Christian obligations as all Employees must respect the Gospel values and ethos of the Anglican Church.

Students and parents who have concerns or information relating to the safety of a student are encouraged to report the information to a Student Protection Officer.



Document Details –

4.Policies and Procedures for handling disclosures or suspicions of harm, including reporting guidelines.

Document	Action	Reference	Consultation	Evidence
<p>Policies and Procedures for handling disclosures or suspicions of harm, including reporting guidelines.</p>	<p>Children and young people can only be protected from harm if it is reported and dealt with quickly and effectively. Therefore, your organisation must have policies and procedures in place to ensure staff and volunteers respond as quickly as possible to a disclosure or suspicion of harm. A lack of formal policies and procedures can impede the reporting of such matters.</p>	<p>Blue Card Handling disclosures or suspicions of harm, including reporting guidelines</p> <p>Anglican Church Southern Queensland</p>	<p>Chairman of the Board</p> <p>Principal</p> <p>Student Protection Officers</p> <p>Manager HR and Compliance</p> <p>Administrative Support Officer to the Principal</p> <p>Anglican Church Southern Queensland</p>	<p>All employees, volunteers and visitors will respond as outlined in the following policy and procedures:</p> <ul style="list-style-type: none"> -Student Protection in Anglican Schools Policy and Procedures Information for staff -Student Protection policy and procedures guide for coaches, tutors, volunteers and visitors to Anglican Schools -Protocol for dealing with complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour -Complaints Management in Anglican Schools Policy and Procedures -Student Protection Information Flyer -Student Protection information for parents <p>Where there is any doubt about an allegation, suspicion or report of harm of a student by any person the decision must be in favour of reporting the allegation.</p> <p>Employees and volunteers can speak with a Student Protection Officer about any concerns.</p> <p>Student Protection Officers</p> <p>Staff can access resources and reporting forms relating to Student Protection on the Staff Portal these include (but are not limited to):</p> <ul style="list-style-type: none"> -Reporting Forms -Resources for staff -Guide for reporting or referring 'harm' to a child -Principal reporting process -Referral to a support service <p>Parents and carers can access resources relating to Student Protection on the:</p> <ul style="list-style-type: none"> -College Website - Student Protection information for parents -Parent Lounge

				<p>Students can access resources relating to Student Protection through the Student Portal - Moodle - Information for Students</p> <p>Coaches, Tutors, Volunteers and College Community members working with students can access student protection information from the College Website and are provided with a handbook.</p> <p>-College Website - Student Protection -Coaches, Tutors, Volunteers and College Community Members working with students Induction Handbook</p> <p>College Board and Council members can access student protection information through Dropbox.</p>
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The Springfield Anglican College is committed to ensuring:

- People are clear on their obligations and rights in accordance to The Springfield Anglican College Risk Management Strategy; and that
- People are clear on the consequences for breaches to The Springfield Anglican College Risk Management Strategy.

Document Details –				
5.A plan for managing breaches of your risk management strategy				
Document	Action	Reference	Consultation	Evidence
A plan for managing breaches of your risk management strategy.	A plan for managing any action or inaction by a person in your organisation that fails to comply with any of the policies and procedures which make up your risk management strategy.	Blue Card Managing breaches of your risk management strategy Anglican Church	Chairman of the Board Principal Student Protection Officers Manager HR and Compliance	Breaches are managed in accordance with other relevant policies and procedures as appropriate with the circumstances such as (but not limited to): - Compliance Management Policy - Staff Management Policy - Student Protection in Anglican Schools Policy and Procedures - TSAC Statement of Commitment - TSAC Code of Aspirational Intent - Coaches, Tutors, Volunteers and College Community Members working with students Induction Handbook - Transportation of students in staff private vehicles policy - Staff Social Media Procedure

	A plan allows your organisation to manage any potential breaches in a fair and supportive manner.	Southern Queensland Qld College of Teachers Standards and Conduct Education (Queensland College of Teachers) Act 2005	Administrative Support Officer to the Principal Anglican Church Southern Queensland	<ul style="list-style-type: none"> -Duty of Care Policy -Prevention of Workplace Harassment Procedure -Grievance Management Procedure -Protocol for dealing with complaints -Complaints Management in Anglican Schools Policy and Procedure -Managing Unsatisfactory Performance Procedure <p>The full complement of policies and procedures are available on the staff portal.</p> <p>Breaches for Teaching staff are also managed in accordance with the Qld College of Teachers – Standards and Conduct and the Education (Queensland College of Teachers) Act which requires teachers not only be registered to teach and meet professional teaching standards by also meet standards of ethical conduct, especially in their dealings with children.</p> <ul style="list-style-type: none"> -Qld College of Teachers Standards and Conduct -Education (Queensland College of Teachers) Act 2005
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The Springfield Anglican College undertakes risk assessments to:

- Identify potential hazards
- Assess Risks; and
- Implement control measures to keep everyone safe.

Document Details – 6.Risk management plans for high risk activities and special events.				
Document	Action	Reference	Consultation	Evidence
Risk management plans for high risk activities and special events.	Forward planning to identify risks and implement strategies can assist to reduce the possibility of children being harmed. It is important to recognise that 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.	Blue Card Managing risk management plans for high risk activities and special events	Chairman of the Board Principal Staff Manager HR and Compliance Workplace Health and Safety Officer	At the Springfield Anglican College staff complete Event/Activity Risk Assessments for all activities that are held off campus and all high risk (*)/special events on campus. *inherent risk level Appropriate risk management reduces the risk level of activities and the inherent risk levels are: Low: Little chance of incident or injury

				<p>Medium: Some chance of an accident and injury requiring first aid</p> <p>High: Likely chance of a serious injury requiring medical treatment; and</p> <p>Extreme: High chance of a serious injury resulting in highly debilitating injury.</p> <p>Complete Risk Assessments are submitted to the Workplace Health and Safety Officer for endorsement and then to the Principal or Head of Primary for final approval.</p> <p>Event/Activity Risk Assessment Template</p> <p>All Risk Assessments are completed in line with the following:</p> <ul style="list-style-type: none"> -Risk Management Policy -Risk Management Procedure -Workplace Health and Safety Management Policy
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The Springfield Anglican College
CONSISTENCY

It is a requirement of The Springfield Anglican College for all non-teaching employees, coaches, tutors, volunteers and College Community Members (excluding Exempt persons) working with the College have an up to date Blue Card to contribute to the creation of safe and supportive environments for children and young people when receiving services and participating in activities which are essential to their development and wellbeing, such as child care, education, sport, and cultural activities.

[Exemptions](#)

Teaching staff that are working in The Tiny Tartan Kindergarten or are providing regulated services to children outside their professional duties require an Exemption Blue Card. [Exemption cards for teachers.](#)



Document Details –

7.Policies and Procedures for managing compliance with the Blue Card System

Document	Action	Reference	Consultation	Evidence
Policies and Procedures for managing compliance with the Blue Card System	To comply with legislative requirements under the Blue Card system, your organisation must outline policies and procedures to ensure compliance with the Blue Card System.	Blue Card - Compliance with the requirements of the Blue Card System Working with Children (Risk Management and Screening) Act 2000 Student Protection in Anglican Schools Policy and Procedures	Chairman of the Board Principal Manager HR and Compliance Administrative Support Officer to the Principal (Administration of the Blue Card Register)	The College conducts: -Initial Blue Card screening -Ongoing monitoring -Internal Blue Card Register Audits (monthly); and -Produces Internal Blue Card Register Audit Reports (quarterly) Initial Blue Card Screening: -Blue Card Application (Paid/Volunteer/Exemption) -Authority to confirm a valid card/application form -Volunteer to paid transfer form Blue Card Applicants: -The Springfield Anglican College will check two current, original identification documents from the applicant which collectively show the applicant's full name, date of birth and signature. Blue Card Applicants: -The Springfield Anglican College will warn the applicant that it is an offence for a disqualified person to sign a blue card application. Disqualified person Disqualified offences Online Validation - Check if a Blue Card or Exemption Card is valid The College maintains a Blue Card register to aid in the ongoing monitoring of all employees, coaches, tutors, volunteers and College community members working with students to contribute to the creation of a safe and supporting environment for students of the College. Ongoing monitoring: -Renewal Applications -Advise of a change in details for applicant/card holder -Volunteer to paid transfer form

				<p>-Advise the cardholder/applicant is no longer with the College</p> <p>Child and Youth Risk Management Strategy Procedure</p> <p>Non-teaching staff: All employment contracts for non-teaching staff contain the following clause in the specific terms and conditions of employment:</p> <p><i>“Please note that a basic condition of employment with the College requires that you have or are prepared to obtain a “Working with Children Suitability Card” (Blue Card). This is a fundamental condition of employment with the College as required by Blue Card Services, therefore should you be declined a “Working with Children Suitability Card” your employment will be terminated immediately, with payment in lieu of the required period of notice.”</i></p> <p>As part of the application and selection process coaches, tutors and volunteers must have a positive prescribed notices (Blue Cards) issued by the Public Safety Business Agency except when an exemption applies as outlined in the Volunteer Management Policy.</p> <p>As part of the application and selection process coaches, tutors and volunteers will complete an induction and return induction paperwork to the College.</p> <p>Coaches, Tutors, Volunteers and College Community Members working with students Induction Handbook</p> <p>Blue Card training is provided for the person responsible for maintaining and managing the Blue Card Register.</p> <p>The Springfield Anglican College Blue Card Register is maintained by the Administrative Support Officer to the Principal</p> <p>Blue Card and Coach/Volunteer/Tutor Induction training is provided for selected staff by the Administrative Support Officer to the Principal.</p> <p>Blue Card System in Anglican Schools Working with Children (Blue Card) Check Procedure Working with Children (Blue Card) Induction Guidelines Working with Children (Blue Card) Induction and Blue Card Workflow</p>
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	Regular review of the Risk Management Strategy will ensure the strategy remains current and effective in identifying and minimising risks of harm to children and young people.	Blue Card - Compliance with the requirements of the Blue Card System	Chairman of the Board Principal Manager HR and Compliance Administrative Support Officer to the Principal (Administration of the Blue Card Register)	The Springfield Anglican College reviews the Child and Youth Risk Management Strategy annually in line with the Policy and Procedure Review Procedure to consider: -Whether Policies and Procedures are being followed -Any incidents relating to children and young people's risk management issues occurred -The actual process used to manage any incidents -The effectiveness of the College's Policies and Procedures in preventing or minimising harm to children and young people; and -The content and frequency of training in relation to the Child and Youth Risk Management Strategy
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The Springfield Anglican College is committed to providing communication of the College's Child and Youth Risk Management Strategy to:

- Ensure that all stakeholders are aware of their responsibility and understand what is acceptable behaviour for interacting with children
- Enable people to feel comfortable when addressing issues of concern
- Highlight the importance of the College's commitment to protecting the safety and wellbeing of children at The Springfield Anglican College; and
- Reduce the likelihood of breaches of the Child and Youth Risk Management Strategy.

Document Details –				
8.Strategies for communication and support				
Document	Action	Reference	Consultation	Evidence
Strategies for communication and support	The Child and Youth Risk Management Strategy will be most effective when it has been successful communicated to people involved	Blue Card - Strategies for communication and support	Chairman of the Board Principal Senior Leadership Team Manager HR and Compliance	Staff can access resources relating to Student Protection through the Staff Portal: -Staff Portal Parents and carers can access resources relating to Student Protection through the: -College Website - Student Protection information for parents -Parent Lounge Students can access resources relating to Student Protection through the Student Portal - Moodle - Information for Students

	with your organisation		<p>Administrative Support Officer to the Principal</p> <p>Student Protection Officers</p> <p>Workplace Health and Safety Committee</p> <p>Child and Youth Risk Management Committee</p> <p>P&F</p> <p>Year 9 and 12 Student Leaders</p>	<p>Coaches, Tutors, Volunteers and College Community members working with students can access student protection information from the College Website - Student Protection and are provided with a handbook.</p> <p>Coaches, Tutors, Volunteers and College Community Members working with students Induction Handbook</p> <p>College Board and Council members can access student protection information through Dropbox.</p> <p>The Child and Youth Risk Management Committee will provide assistance and advice to the College Principal, Council and Board on matters relating to the Blue Card System, and in particular the Child and Youth Risk Management Strategy.</p> <p>The Child and Youth Risk Management Committee will meet quarterly to review:</p> <ul style="list-style-type: none"> - Whether policies and procedures are being followed - Any incidents relating to children and young people's risk management issues occurred - The actual process used to manage any incidents - Strategies and methods of communication of the College's Child and Youth Risk Management Strategy. - The content and frequency of training in relation to the Child and Youth Risk Management Strategy <p>The Springfield Anglican College reviews the Child and Youth Risk Management Strategy annually in line with the Policy and Procedure Review Procedure to consider:</p> <ul style="list-style-type: none"> - The effectiveness of the College's Policies and Procedures in preventing or minimising harm to children and young people. <p>This annual review will be undertaken by:</p> <ul style="list-style-type: none"> - Principal - Head of Primary - Senior Leadership Team - Manager HR and Compliance - Administrative Support Officer to the Principal
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				<ul style="list-style-type: none"> - The Workplace Health and Safety Committee - Child and Youth Risk Management Committee - College P&F Committee Members; and - Year 9 and 12 Student Leaders <p>Regular communication to stakeholders include:</p> <p>STAFF</p> <ul style="list-style-type: none"> - Email communication - Staff Meetings - Staff Professional Development Sessions - Staff Training Sessions <p>PARENTS AND CARERS</p> <ul style="list-style-type: none"> - Email communication - College App notifications - Facebook posts - Parent Portal - Parent information sessions <p>STUDENTS</p> <ul style="list-style-type: none"> - Daily Notices - Posters - Student Portal - Sessions with Form Tutors/Class Teachers <p>STUDENT PROTECTION OFFICERS</p> <ul style="list-style-type: none"> - Ongoing Training Sessions - Ongoing Pastoral Care Meetings
	Staff may require support to deal with issues such as behaviour management, stress, conflict, bullying, child	Blue Card - Strategies for communication and support	Chairman of the Board Principal Manager HR and Compliance	<p>The Springfield Anglican College is committed to the wellbeing of staff.</p> <p>SUPPORT OF STAFF MEMBERS Employee Assistance Programme</p> <p>The Springfield Anglican College recognises that specific external support may be necessary and/or appropriate to assist staff deal with matters of distress and</p>

	<p>protection concerns, breaches of the risk management strategy and dealing with disclosures or suspicions of harm.</p>		<p>Administrative Support Officer to the Principal</p> <p>Student Protection Officers</p> <p>College Chaplain</p>	<p>concern. The Employee Assistance Programme (EAP) is intended to provide staff confidential and objective support.</p> <p>College Chaplain The College Chaplain is responsible for assisting the College in matters relating to the spiritual life of the school. The College Chaplain is available to assist staff, students and parents in areas of personal counseling and guidance.</p> <p>Senior Leadership Team Members of the Leadership team are available at all times to meet with or assist students, teachers and parents in all matters relating to the welfare of students, staff and the College community. They are available to advise or make outside agency contact if necessary to ensure the wellbeing of a student is catered for. They are responsible for the coordination and supervision of the Pastoral Care Programme and provide staff with the appropriate professional development and resources.</p> <p>Head of Learning Enhancement The Head of Learning Enhancement provides added support and guidance to students and parents whose children have been identified as requiring additional support through their educational programme. The Head of Learning Enhancement is able to advise parents on a variety of external support agencies.</p> <p>Student Protection Officers The Student Protection Officers provide support and guidance to staff, students and parents in relation to matters of student protection and safeguarding of our students.</p> <p>Pastoral Care Committee Staff who have identified a concern for a student who may be isolated from peer groups, being bullied or bullying, not developing or struggling with developing lasting friendships or appearing distressed etc. should contact a Pastoral Care Committee member who will:</p> <ul style="list-style-type: none"> - communicate identified concerns to relevant staff - contact parents - monitor the situation - work with the student/s involved
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				SUPPORT FOR STUDENT PROTECTION OFFICERS <ul style="list-style-type: none">- Ongoing Training Sessions- Ongoing Pastoral Care Meetings- Employee Assistance Programme- College Chaplain- Principal
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The Springfield Anglican College

References

Useful Websites

[Blue Card Services](#)

[Child Protection Online Guide](#)

[Department of Communities, Child Safety and Disability Services](#)

[Department of Communities, Child Safety and Disability Services – Reporting Child Abuse](#)

[Family and Child Connect Services](#)

Acts, Legislations and Regulations

[Australian Education Act 2013](#)

[Child Care Act 1972](#)

[Child Protection Act 1999](#)

[Education \(Accreditation of Non-State Schools\) Regulation 2011](#)

[Education \(Queensland College of Teacher\) Act 2005](#)

[Education and other legislation \(Student Protection\) Amendment Bill 2003](#)

[Fair Work Act 2009](#)

[Human Rights Act 2004](#)

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulations 2011](#)

[Working with Children \(Risk Management and Screening\) Act 2000 \(the Act\)](#)

[Working with Children \(Risk Management and Screening\) Regulation 2011](#)

