




The Springfield Anglican College

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

2023

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APPROVAL			
Name	Role	Signature	Date
Endorsed by:			
Steven Morris	Principal		10/10/2022
Michael Willis	Chair, TSAC College Council		19/10/2022
Approved by:			
Tim Reid	Chair, FSAC Ltd Board		9/11/2022

A: ADMINISTRATION OF CYRMS

PURPOSE

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to ensure that practices and procedures are **implemented** to:

- support the wellbeing of children affected by the services we provide and
- to protect children from harm.

In doing so, it includes matters prescribed in s3 of the *Working with Children (Risk Management and Screening) Regulation 2020*.

A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172).

SCOPE

The Springfield Anglican College (**TSAC**) operates the following regulated businesses, which fall within the scope of this CYRMS:

Regulated business	Regulated employment
<ul style="list-style-type: none">• The Springfield Anglican College (Non-State school)• The Tiny Tartan Kindergarten (Education and Care Service)• After and Before College Care (ABCC) (Education and Care Service)• Early Years After and Before College Care (EY ABCC) (Education and Care Service)	<ul style="list-style-type: none">• Schools – employees other than teachers and parents• Education and Care Services

FSAC Ltd. Board is the Governing Body of TSAC and FSAC Ltd. is the Approved Provider for all Education and Care Services operated by TSAC.

KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
Principal	<ul style="list-style-type: none">• Meet obligations associated with the regulated employment undertaken by a person engaged, or any regulated business owned or controlled by the College.• Endorse the CYRMS and any changes following review.
The Springfield Anglican College Council	<ul style="list-style-type: none">• Support the Principal to meet their responsibilities.• Endorse and recommend the CYRMS and any changes following review.
FSAC Ltd Board	<ul style="list-style-type: none">• Approve the CYRMS and any changes following review.
CYRMS Committee	<ul style="list-style-type: none">• Report to the Principal, the College Council and the FSAC Ltd Board on a quarterly and annual basis.• Report to the Anglican Schools Commission (ASC) on an annual basis.
Anglican Schools Commission	<ul style="list-style-type: none">• Provide support and resources to implement Child and Youth Risk Management policies and strategies.• Provide oversight in the management of matters relating to breaches in legislation.

See appendix 2 of this CYRMS for a list of all people with responsibilities under this strategy and their contact details.

CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (**Committee**). The Committee has a key role in facilitating collaboration with stakeholders and reports to the Principal, College Council and FSAC Ltd Board.

Role	Nominees
Chairperson	Martin Wojewoda (Risk and Compliance Manager)
Members	<p>Reporting and Administration</p> <p>Steven Morris (Principal) Melanie Ellis (College Council Secretary) Gemma Winterflood (HR and Compliance Officer and Blue Card Administrator) Craig Mason (Facilities Manager / Work Health & Safety Officer) Amie Harris (Director of ABCC & EY ABCC/Nominated Supervisor of ABCC & EY ABCC)* Tania Brewer (Head of Primary)* Richard Clark (Head of Secondary)* Kathy Williams (Deputy Head of Primary)* Kishwar Salam (College Psychologist)* Shivaun MacCarthy (International Program Coordinator)* Kristie Ahern (Deputy Head of Secondary)* Allan Yates (Head of Senior Years)* Reverend Jonathan Kemp* (Chaplain)</p> <p>Cyber Safety Champions</p> <p>Ben Daly (Head of Digital Innovation and STEM – Primary) Mark Robertson (Head of Digital Learning – Secondary)</p> <p>*Student Protection Officers</p>

MONITORING AND REVIEW

Monitoring

Child and youth risk management is monitored by the Committee. The Committee reports to the Principal, the College Council and the FSAC Ltd Board on a quarterly and annual basis. The Committee also reports annually to the ASC.

Review

As per the *Working with Children (Risk Management and Screening) Act 2000*, this CYRMS is reviewed annually.

If you would like to provide feedback on child and youth risk management, or participate in the review of the CYRMS, please contact the Chairperson, or a Member of the Committee. (See Appendix 2).

B: STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers and visitors of The Springfield Anglican College (including its regulated businesses) to model and encourage behaviour that upholds the dignity and protection of students from harm.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone’s best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people’s best interests is at the heart of what we do.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

TSAC implements the Statement of Commitment through communication with and support of the people in our College community in the following ways:

Action	Lead
Displaying the Statement of Commitment in prominent places around the College on both campuses where staff, children and young people, parents and visitors to the College can be reminded of this specific commitment. These places include each campus’ reception, staffroom and library, the uniform shop, College Website and on Nexus.	Student Protection Officers HR & Compliance Officer

Displaying the Statement of Commitment in prominent places where staff, children and young people, parents and visitors to the Education and Care Services can be reminded of this specific commitment. These places include the Kindergarten foyer and ABCC and Early Years ABCC reception desk, College Website and on Nexus.	Nominated Supervisor - The Tiny Tartan Kindergarten Nominated Supervisor – ABCC and EY ABCC HR & Compliance Officer
Detailing the Statement of Commitment in Position Descriptions and review process documents.	HR & Compliance Officer
Written reporting and monitoring of CYRMS at College Council and FSAC Ltd Board meetings. Outcomes of the quarterly CYRMS meetings are reported to the College Council and Board. A CYRMS quarterly and annual report is prepared by the CYRMS chair and provided to the College Council and Board. The CYRMS annual report is also provided to the ASC.	Risk & Compliance Manager
Promoting Child Safety through activities to mark Child Protection Week	Head of Secondary Head of Primary
Promoting Child Safety through activities to mark Safer Internet Day	Head of Digital Innovation and STEM - Primary
Promoting Child Safety through activities to mark Day for Daniel – a day to empower children to recognise, react and report if they feel something is not right.	Head of Primary
Promoting Child Safety through activities to mark R U OK Day – a day to empower everyone to connect with people around them and start a conversation with anyone who may be struggling.	Heads of Clan
Provision of external professional development to teaching staff on cyber security through ySafe	Head of Secondary Head of Primary
Access to online ySafe cyber safety hub (via Nexus) for staff and parents	Head of Secondary Head of Primary

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
<i>Statement of Commitment</i>		College Website, Nexus, ABCC Microsoft Teams folder, College Handbook, Staff Handbook, employee induction pack and various locations around the College, Tiny Tartan Kindergarten, ABCC and EY ABCC
<i>Working with Children in Anglican Education Policy (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Working with Children in Anglican Education Guidelines and Procedures (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder

STATEMENT OF COMMITMENT: PLANNED ACTIONS

The following actions are planned to support implementation of the Statement of Commitment:

Action	Lead
B1: The Principal to endorse the 2023 Statement of Commitment for the College and Education and Care Services.	Principal
B2: Present the 2023 Statement of Commitment for the College and Education and Care Services to all College Staff in Corporate Week, January 2023.	Principal

C: MANAGING BREACHES

MANAGING BREACHES: IMPLEMENTATION

A plan for managing breaches of the CYRMS

- Throughout relevant sections of this CYRMS there are specific references to how TSAC will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together as a plan to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS, including the Action Plan (Appendix 1), will be detailed by the Committee in their reporting. The Principal, College Council and FSAC Ltd Board will consider these changes and respond as appropriate to the circumstances.

MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
<i>Complaints Management in Anglican Schools Policy (ACSQ)</i>	2.0	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Complaints Management in Anglican Schools Procedures (ACSQ)</i>	2.0	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Complaints Management in Anglican Education and Care Services Policy (ACSQ)</i>	2.0	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Complaints Management in Anglican Education & Care Services Procedures (ACSQ)</i>	2.0	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Working with Children in Anglican Education Policy (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Working with Children in Anglican Education Guidelines & Procedures (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Protecting Children and Young People in Anglican Education Policy (ACSQ)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Protecting Children and Young People in Anglican Education Guidelines and Procedures (ACSQ)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Protecting Children and Young People in Anglican Education Policy – Appx C – FSAC LTD Delegations (FSAC)</i>	April 2022	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Whistleblower Policy (FSAC)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Whistleblower Procedure (FSAC)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder

<i>Student Welfare Management Policy (FSAC)</i>	4.5	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Management Policy (FSAC)</i>	5.5	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>International Student Program – Policy Handbook (TSAC)</i>	1.0	College Website, Nexus and Staff Handbook

MANAGING BREACHES: PLANNED ACTIONS

No actions are planned regarding this section.

Action	Lead

D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management.

- Throughout applicable sections of this CYRMS there are specific references to how TSAC will provide communication and support to relevant persons as relevant to that section.
- Broader than this, actions undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by TSAC and parents/carers of children, are:

Action	Lead
During induction all new staff, volunteers and College Community members working with children are required to acknowledge the CYRMS and Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures prior to commencement – by signing the ‘Acknowledgement of Understanding Form’ (ASC form).	HR and Compliance Officer
For ABCC staff, an additional induction is held where new staff are shown where all documents, policies and procedures can be accessed and examples of possible scenarios relating to child safety issues are discussed.	Nominated Supervisor – ABCC and EY ABCC
Ensure the College staff and students, and students’ parents and guardians, continue to be made aware of the processes for the conduct of staff and students, and response to harm.	Head of Secondary Head of Primary Nominated Supervisor – ABCC and EY ABCC Nominated Supervisor – The Tiny Tartan Kindergarten Risk & Compliance Manager
Ensure the policies, processes and resources relating to Child Protection remain readily accessible by staff, students, volunteers, parents and guardians. For ABCC, this includes ensuring that the policy folders in Microsoft Teams are maintained and the ABCC Nexus page is updated.	Risk & Compliance Manager HR & Compliance Officer Nominated Supervisor – ABCC and EY ABCC
Ensure staff are trained annually in implementing the processes relating to child protection.	HR & Compliance Officer Risk & Compliance Manager
Ensure the College is implementing the processes relating to child protection.	Risk & Compliance Manager
Providing overseas students with important age and culturally appropriate safety information, including what to do and who to contact in an emergency, and how to report any incident or allegation of sexual, physical or other abuse.	International Program Coordinator
Providing students with age-appropriate online safety education including how to establish personal online safety boundaries, develop skills to identify problematic situations and consider appropriate help seeking and reporting strategies for dealing with unsafe situations online.	Head of Digital Innovation and STEM – Primary Head of Secondary Head of Primary
Ensure that all staff members and nominated supervisors of Education Care Services are advised of: <ul style="list-style-type: none"> (i) The existence and application of the current child protection law; and (ii) Any obligations that they may have under that law. 	Nominated Supervisor - The Tiny Tartan Kindergarten Nominated Supervisor – ABCC and EY ABCC Risk & Compliance Manager

Ensure the Education Care Service has policies and procedures in relation to providing a child safe environment, that these are followed, kept available, and any changes to policies or procedures are notified to parents of children enrolled at the service.	Nominated Supervisor - The Tiny Tartan Kindergarten Nominated Supervisor – ABCC and EY ABCC Risk & Compliance Manager
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COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
College Handbook (aimed at staff and students)		Electronic copy on Nexus
Staff Handbook		Electronic copy on Nexus (available from January 2023)
The Springfield Anglican College Staff Orientation Handbook	1.0	A PDF version is provided to new staff when they commence work at the College. This will be replaced by an electronic Staff Handbook from January 2023.
The Springfield Anglican College International Student Handbook	1.0	Nexus
<i>Creating Environments for Students to Thrive - A induction overview of Protecting Children and Young People, Child and Youth Risk Management, Our Commitment - Code of Conduct for those working, either paid or volunteering, in Anglican Schools and Education & Care Services (ECS)</i>	2.0 January 2022	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder Copy available at reception of each campus, The Tiny Tartan Kindergarten and ABCC A copy is provided to all new staff and volunteers in their induction packs
<i>Protecting Children and Young People in Anglican Education Policy (ACSQ)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder Copy available at reception of each campus, The Tiny Tartan Kindergarten and ABCC
<i>Protecting Children and Young People in Anglican Education Guidelines and Procedures (ACSQ)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder Copy available at reception of each campus, The Tiny Tartan Kindergarten and ABCC
<i>Protecting Children and Young People in Anglican Education Policy – Appx C – FSAC LTD Delegations (FSAC)</i>	April 2022	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder Copy available at reception of each campus, The Tiny Tartan Kindergarten and ABCC
<i>Staff Training Policy (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Training Procedure (TSAC)</i>	1.1	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Induction Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
Annual child protection refreshing training records		CompliLearn

COMMUNICATION AND SUPPORT: PLANNED ACTIONS

The following actions are planned to further provide communication and support about this CYRMS:

Action	Lead
D1: Ongoing maintenance of the College Handbook, Staff Handbook, International Student Handbook, Microsoft Teams folder (ABCC) and Nexus portal to ensure that references and links to all policies, procedures and resources relating to Child protection are current and up to date.	Risk & Compliance Manager HR & Compliance Officer International Program Coordinator Nominated Supervisor – ABCC and EY ABCC
D2: All new employees of the College must complete the ASC Safeguarding Our Students online training within four weeks of commencing employment	HR & Compliance Officer
D3: All employees of the College are to complete ASC mandatory Child Protection refresher training, issued prior to commencement of the school year, by no later than the end of term 1.	HR & Compliance Officer
D4: All employees of the College are to complete ASC mandatory supplementary Child Protection training, issued during term 2 or 3, by no later than the end of term 4	HR & Compliance Officer
D4: Communicate the CYRMS and Child Protection Policies and procedures through <ul style="list-style-type: none"> • College Newsletters (available online to all employees, volunteers, parents and students) • Themed Child Protection Week activities (including student assembly for students) • Cyber Safety awareness activities for students • Promote resources on the College Communication Portal, Nexus, which has dedicated information pages for all employees, students and parents of the College containing information regarding Child Protection policies and procedures. • Promote resources in the Microsoft Teams folders (ABCC), which contain ABCC and TSAC policies and procedures. • Monthly ABCC staff meetings, which are documented as PowerPoint presentations and circulated to all ABCC staff via email. 	Principal Heads of Campus Head of Digital Innovation – and STEM Primary Risk & Compliance Manager Nominated Supervisor – ABCC and EY ABCC.

E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

CODES OF CONDUCT: IMPLEMENTATION

Communication and support:

TSAC undertakes the following activities to communicate with and provide support to relevant persons to assist them understand the expected conduct for interacting with children or students:

Relevant persons/groups	Actions taken for this group to understand expected conduct	Lead
Employees (College and ECS)	<p><i>Our Commitment: Creating environments for children and young people to thrive - Code of Conduct for Anglican Schools and Education and Care Services</i> is provided to all new employees prior to commencement and is available on Nexus and the College website.</p> <p>Acknowledgement of Agreement Form for <i>Code of Conduct for Anglican Schools and Education and Care Services</i> is completed by all new employees.</p> <p>Employee induction includes training on <i>Code of Conduct for Anglican Schools and Education and Care Services</i>.</p> <p>All new staff must complete the online ASC Student Protection Training – <i>Safeguarding our Students</i>.</p> <p>All staff must complete annual ASC Student Protection refresher training and any additional training required by the ASC.</p> <p>Dedicated Child Protection page for employees on Nexus which contains child protection policies and procedures and other relevant resources.</p> <p>Microsoft Teams folders containing child protection policies and procedures and other relevant resources for ABCC staff.</p> <p>Additional professional development training opportunities offered to all teaching staff through the BeYou training program to ensure best practice procedures for dealing with Bullying.</p> <p>Access to ySafe resources (through Nexus) on topics relevant to child protection.</p>	<p>Principal</p> <p>Head of Secondary</p> <p>Head of Primary</p> <p>HR & Compliance Officer</p> <p>Risk & Compliance Manager</p> <p>CYRMS Committee</p> <p>Student Protection Officers</p> <p>Nominated Supervisor – ABCC and EY ABCC</p>
Volunteers	<p><i>Our Commitment: Creating environments for children and young people to thrive - Code of Conduct for Anglican Schools and Education and Care Services</i> is provided to each Volunteer and is available on the College website.</p> <p>Acknowledgement of Agreement Form for <i>Code of Conduct for Anglican Schools and Education and Care Services</i> is completed by all volunteers.</p>	<p>HR & Compliance Officer</p> <p>Risk & Compliance Manager</p> <p>CYRMS Committee</p>

	<p>Child protection policies and procedures are available to volunteers on the College Website.</p> <p>Dedicated Child Protection page for parent volunteers on Nexus which contains child protection policies and procedures and other relevant resources.</p>	
Parents	<p>Parent Code of Conduct is accessible through the College Handbook and agreement to abide by this code is acknowledged in the Enrolment Contract.</p> <p><i>Our Commitment: Creating environments for children and young people to thrive - Code of Conduct for Anglican Schools and Education and Care Services</i> is available on Nexus and the College website.</p> <p>Dedicated Child Protection page for parents on Nexus which contains child protection policies and procedures and other relevant resources.</p> <p>School Newsletter Articles on Child Protection.</p> <p>Access to SchoolTV (through Nexus) which covers topics relevant to child protection.</p> <p>Access to ySafe (through Nexus) which covers topics relevant to child protection.</p> <p>Child safety messages and activities are promoted on the Parent Home page in Nexus via slider images throughout the year.</p>	<p>Principal</p> <p>Risk & Compliance Manager</p> <p>CYRMS Committee</p>
College Council	<p><i>Our Commitment: Creating environments for children and young people to thrive - Code of Conduct for Anglican Schools and Education and Care Services</i> is provided to each Council Member and is available on Nexus and the College website.</p> <p>Acknowledgement of Agreement Form for <i>Code of Conduct for Anglican Schools and Education and Care Services</i> is completed by all College Council members.</p> <p>Dedicated Child Protection page for College Council members on Nexus which contains child protection policies and procedures and other relevant resources.</p> <p>All College Council members must complete annual ASC Student Protection refresher training. New College Council members must also complete the same training.</p> <p>Child protection issues are a standing item on the College Council Agenda. Outcomes of the quarterly CYRMS meetings are reported to the College Council and Board. A CYRMS quarterly and annual report is prepared by the CYRMS chair and provided to the College Council and Board.</p>	<p>Principal</p> <p>Risk & Compliance Manager</p> <p>Council Secretary</p>

Visitors	<p>Visitors to the College must read, acknowledge and agree to the ASC's Protecting Children and Young People in Anglican Education Policy as part of their 'check in' process at reception via the SINE program or SINE App on each campus.</p> <p><i>Our Commitment: Creating environments for children and young people to thrive - Code of Conduct for Anglican Schools and Education and Care Services</i> is available on the College website and at College reception.</p>	<p>HR & Compliance Officer</p> <p>Risk & Compliance Manager</p>
Children/Students	<p>Student Code of Conduct is accessible through the College Handbook.</p> <p>Dedicated Child Protection page for students on Nexus which contains child protection policies and procedures and other relevant resources.</p> <p>Child Protection Themed Week held to educate students on Child Protection issues and Harm using age appropriate resources.</p> <p>Promote Child Safety through activities to mark safer internet day.</p> <p>Celebrate Day for Daniel to empower students to recognise, react and report if they feel something is not right.</p> <p>Promote Child Safety through activities to mark R U OK Day.</p>	<p>Principal</p> <p>Head of Secondary</p> <p>Head of Primary</p> <p>Risk & Compliance Manager</p> <p>CYRMS Committee</p> <p>Nominated Supervisor - The Tiny Tartan Kindergarten</p> <p>Nominated Supervisor – ABCC and EY ABCC</p>

Action taken for others to understand the expectations of these groups:

- *Our Commitment: Creating environments for children and young people to thrive Code of Conduct for Anglican Schools and Education and Care Services* is available to all relevant persons on Nexus, Staff Handbook, ABCC Microsoft Teams folder, the College website and at College reception.
- Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures are accessible on Nexus, Staff Handbook, ABCC Microsoft Teams folder and the College Website.
- Parent Code of Conduct is accessible through the College Handbook on Nexus.
- Student code of Conduct is accessible through the College Handbook on Nexus.

Managing breaches:

TSAC takes breaches to expected conduct seriously. Alleged breaches are managed:

- as per the processes for complaints management and performance management detailed in 'Section C: managing breaches'; and
- allegations of harm to students or children are managed as per the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures.

Concerns about conduct, raised in good faith, will not result in penalty, discrimination or adverse actions towards the person who raises the concern.

CODES OF CONDUCT: REFERENCE DOCUMENTS

TSAC details the expected standards of behaviour for persons who interact with children (or students) as a result of their enrolment at TSAC in the following documents:

Document	Version	Location	Target audience
<i>Our Commitment: Creating environments for children and young people to thrive - Code of Conduct for Anglican Schools and Education & Care Services (ACSQ)</i>	1.1	College Website, Nexus, Staff Handbook, ABCC Microsoft Teams folder; Campus receptions, Campus Staffrooms, Kindergarten foyer ABCC and EY ABCC reception desk	Staff and volunteers of TSAC and ECS
<i>Working with Children in Anglican Education Policy (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder.	Staff and Volunteers of TSAC
<i>Working with Children in Anglican Education Guidelines & Procedures (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder	Staff and Volunteers of TSAC
Parent Code of Conduct (TSAC)	1.0	College Handbook and Nexus	Parents of students at TSAC
Student Code of Conduct (TSAC)	1.0	College Handbook and Nexus	Students at TSAC
TSAC Enrolment Contract			Parents and prospective parents of TSAC

CODES OF CONDUCT: PLANNED ACTIONS

The following actions, relevant to Codes of Conduct expectations at TSAC are planned:

Action	Lead
E1: <i>Our Commitment: Creating environments for children and young people to thrive - Code of Conduct for Anglican Schools and Education and Care Services</i> refresher training is provided to all staff in Corporate week at the commencement of each year.	Principal

F: RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: IMPLEMENTATION

This CYRMS references the following procedures for **recruiting, selecting, training and managing** persons, paid or unpaid, engaged by TSAC, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
Recruitment and Selection: <ul style="list-style-type: none"> - <i>Staff Recruitment & Selection Policy v1.0</i> (TSAC) - <i>Staff Recruitment & Selection Procedure v1.1</i> (TSAC) - <i>Working with Children Risk Management and Blue Card Policy v1.1</i> (TSAC) - <i>Working with Children Risk Management and Blue Card Procedure v 1.1</i> (TSAC) - <i>National Register Check Policy v1.1</i> (TSAC) - <i>National Register Check Procedure v2.5</i> (TSAC) 	All potential and existing employees, volunteers and Council members
Training and Managing: <ul style="list-style-type: none"> - <i>Staff Management Policy</i> (FSAC) - <i>Staff Training Policy v1.0</i> (TSAC) - <i>Staff Training Procedure v1.1</i> (TSAC) - <i>Staff Induction Procedure v1.0</i> (TSAC) - <i>Protecting Children and Young People in Anglican Education Policy v1.1</i> (ACSQ) - <i>Protecting Children and Young People in Anglican Education Guidelines and Procedures v1.1</i> (ACSQ) - <i>Protecting Children and Young People in Anglican Education Policy – Appx C – FSAC LTD Delegations</i> - <i>Working with Children in Anglican Education Policy v 1.0</i> (ACSQ) - <i>Working with Children in Anglican Education Guidelines and Procedures v1.0</i> (ACSQ) 	All potential and existing employees, volunteers, Council members and Board members

Communication and support:

The following actions are taken to implement the above procedures with relevant persons:

Action	Audience	Lead
Consultation and monitoring of recruitment and selection panels to ensure that required procedures are carried out.	Managers and staff who perform Human Resources functions CYRMS Committee Executive Leadership Team	Principal HR and Compliance Officer.
Teacher Registration screening, maintenance and monitoring of Teacher Registration Register and monthly audit of the Teacher Registration Register	Teaching Staff	HR and Compliance Officer
Blue Card checks, maintenance and monitoring of Blue Card Register and monthly audit of the Blue Card Register	Employees, volunteers and Council members	HR and Compliance Officer
National Register checks against the Anglican Church's National Professional Standards Register and maintenance of National Register Check records	Employees, volunteers and Council members	HR and Compliance Officer

Child Protection Training provided to staff and volunteers in a manner consistent with relevant procedures.	Employees, volunteers and Council members.	HR and Compliance Officer.
Additional training provided to Student Protection Officers.	Student Protection Officers	
Maintenance of training records.		
All employees are provided with access to the online College Handbook and Nexus portal which has information and links to the Anglican Schools Policies and Procedures regarding Working with Children and Child Protection.	Employees	HR and Compliance Officer
ABCC staff are provided with access to Microsoft Teams folders which contain all ABCC and TSAC policies and procedures	Employees	Nominated Supervisor – ABCC and EY ABCC

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
<i>Creating Environments for Students to Thrive – A induction overview of Protecting Children and Young People, Child and Youth Risk Management, Our Commitment: Code of Conduct for those working, either paid or volunteering in Anglican Schools and Education & Care Services (ECS)</i>	2.0 January 2022	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Protecting Children and Young People in Anglican Education Policy (ACSQ)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Protecting Children and Young People in Anglican Education Guidelines and Procedures (ACSQ)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Protecting Children and Young People in Anglican Education Policy – Appx C – FSAC LTD Delegations (FSAC)</i>	April 2022	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
Safeguarding our Students Course Information detailed in: <ul style="list-style-type: none"> • Guidance paper for Compliance Training Managers • SAI Global LMS Guide • SAI Global FAQs 	Live	Online training course available on the Anglican Church Southern Queensland SAI360 website
<i>Working with Children in Anglican Education Policy (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Working with Children in Anglican Education Guidelines and Procedures (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Management Policy (FSAC)</i>	5.5	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Training Policy (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Training Procedure (TSAC)</i>	1.1	Nexus, Staff Handbook and ABCC Microsoft Teams folder

<i>Staff Induction Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Working with Children Risk Management and Blue Card Policy (TSAC)</i>	1.1	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Working with Children Risk Management and Blue Card Procedure (TSAC)</i>	1.1	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Recruitment and Selection Policy (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Recruitment and Selection Procedure (TSAC)</i>	1.1	Nexus, Staff Handbook and ABCC Microsoft Teams folder

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: PLANNED ACTIONS

The following actions are planned regarding the development, implementation and review of relevant procedures:

Action	Lead
F1: The Child and Youth Risk Management Committee meets quarterly to review whether policies and procedures are being followed and provide assistance and advice to the Principal, College Council, FSAC Ltd Board on matters relating to Child Safety, including the Blue Card system and the CYRMS.	Risk and Compliance Manager
F2: The CYRMS is reviewed on a rolling basis to ensure any annual changes are included.	Risk and Compliance Manager

G: WRITTEN RECORDS OF ENGAGED PERSONS

WRITTEN RECORDS OF ENGAGED PERSONS: IMPLEMENTATION

This CYRMS references the following procedures for compliance with *the Working with Children (Risk Management and Screening) Act* and the keeping of written records of matters about all persons, paid and unpaid, engaged by TSAC:

Procedure	Who they apply to
Staff Recruitment & Selection Policy v1.0 (TSAC)	All Staff and Volunteers
Staff Recruitment & Selection Procedure v 1.1 (TSAC)	All Staff and Volunteers
National Register Check Procedure v2.5 (TSAC)	All Staff and Volunteers
Staff Induction Procedure v1.0 (TSAC)	All Staff and Volunteers
Staff Training Policy v1.0 (TSAC)	All Staff and Volunteers
Staff Training Procedure v1.1 (TSAC)	All Staff and Volunteers
Volunteer Policy v1.1 (TSAC)	All Volunteers
Volunteer Procedure v1.1 (TSAC)	All Volunteers
Working with Children Risk Management and Blue Card Procedure v1.1 (TSAC) <ul style="list-style-type: none"> - Blue Card Register - Maintaining Blue Card and Renewals - Leaving the College - Managing Breaches 	All non-teaching staff and Volunteers (College) and all Staff and Volunteers (ECS)

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
All persons performing regulated employment are required to have a Blue Card or Exemption Card in accordance with legislative requirements.	Employees and Volunteers	HR and Compliance Officer
Prospective employees and volunteers are advised that all Blue Card legislative requirements are to be met prior to commencement of employment.	Employees and Volunteers	HR and Compliance Officer
HR & Compliance completes an Appointment Checklist, requiring all relevant documents and information, including outcomes of reference checks, Teacher registration checks (if applicable), Blue Card information and National Register Checks, to be retained on an employee's personal file.	Employees and Volunteers	HR and Compliance Officer
All required documents are retained in the personal file of each employee and volunteer in the College or ECS.	Employees and Volunteers	HR and Compliance Officer
Working with Children Register (Blue Card and Teacher Registration) is maintained for the College and ECS.	Employees and Volunteers	HR and Compliance Officer
All Blue Card holders and Exemption Card holders are linked to the College and ECS as required and then delinked upon leaving the College or ECS.	Employees and Volunteers	HR and Compliance Officer

Managing breaches:

The following actions are undertaken to monitor compliance of this section, including identification and management of any breaches:

Action	Lead
Monthly internal audits by HR and Compliance of all employee and volunteer compliance records.	HR and Compliance Officer
Reminders are sent to Blue Card holders and Exemption Card holders prior to the expiry date of their Blue Card or Exemption Card.	HR and Compliance Officer
Any individual identified as non-compliant is removed from engaging in child-related employment or activity until the matter is resolved.	Principal HR and Compliance Officer
Any breaches of Blue Card compliance are immediately reported to the Principal and Anglican Schools Commission.	Principal HR and Compliance Officer

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
<i>Staff Management Policy (FSAC)</i>	5.5	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Recruitment & Selection Policy (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Recruitment & Selection Procedure (TSAC)</i>	1.1	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Working with Children in Anglican Education Policy (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Working with Children in Anglican Education Guidelines and Procedures (ACSQ)</i>	1.0	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Protecting Children and Young People in Anglican Education Policy (ACSQ)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder Copy available at reception of each campus, The Tiny Tartan Kindergarten and ABCC
<i>Protecting Children and Young People in Anglican Education Guidelines and Procedures (ACSQ)</i>	1.1	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder Copy available at reception of each campus, The Tiny Tartan Kindergarten and ABCC
<i>Protecting Children and Young People in Anglican Education Policy – Appx C – FSAC LTD Delegations (FSAC)</i>	April 2022	College Website, Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder Copy available at reception of each campus, The Tiny Tartan Kindergarten and ABCC
<i>Working with Children Risk Management and Blue Card Policy (TSAC)</i>	1.1	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder

<i>Working with Children Risk Management and Blue Card Procedure (TSAC)</i>	1.1	College Website, Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>National Register Check Policy (TSAC)</i>	1.1	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>National Register Check Procedure (TSAC)</i>	2.5	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Induction Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Training Policy (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Staff Training Procedure (TSAC)</i>	1.1	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Volunteer Policy (TSAC)</i>	1.1	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Volunteer Procedure (TSAC)</i>	1.1	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
Blue Card, Teacher Registration check and National Register check – Register		HR & Compliance Officer

WRITTEN RECORDS OF ENGAGED PERSONS: PLANNED ACTIONS

No actions are planned regarding this section.

Action	Lead

H: RISK MANAGEMENT PLANS

RISK MANAGEMENT PLANS: IMPLEMENTATION

TSAC undertakes processes to assess risk, as related to the wellbeing of children and students and their protection from harm. This leads to the identification of high-risk activities and special events.

TSAC has adopted and follows the ASC Risk Management Framework 2020.

TSAC and its Educational Care Services are required to comply with the *Working with Children (Risk Management and Screening) Act 2000*.

High risk activities undertaken by TSAC and its ECS are identified as:

- Private Teaching (Private tutoring and Private Music Lessons)
- Sport and Active Recreation programs
- Creative Arts Co-curricular program
- Camps, tours and excursions
- Homestay Arrangements

For relevant activities and events, the following processes are followed to complete and document a risk management plan:

- Communication and Consultation of the activity
- Scope, Context and Criteria for the activity
- Identification of Risks
- Analysis of Risks
- Evaluation of Risks
- Treatment of Risks
- Monitoring and Review of activity and its risks
- Recording and Reporting of activity

All Risk Assessment and Management Plans apply a Child Safety/Student Protection Lens (Adult to Student/Student to Student)

The following plans are perpetual in nature:

Plan	Lead	Review process
Risk Assessment and Management Program: TSAC and its ECS has implemented a comprehensive risk management program whereby risks to students are evaluated using the likelihood - consequence risk matrix, consistent with the ASC Risk Management Framework. This matrix sets the basic parameters by which risk is evaluated through a Child Safety lens.	Risk and Compliance Manager Facilities Manager / Work Health Safety Officer	CYRMS Committee meets quarterly and monitors the Risk Assessment and Management program implemented by TSAC and its ECS. Outcomes of the quarterly CYRMS meetings are reported to the College Council and Board. A CYRMS quarterly and annual report is prepared by the CYRMS chair and provided to the College Council and Board.
Health and Safety Program: Work Safe Policies and Control Programs and Procedures have been implemented to ensure the general	Risk and Compliance Manger	Safety incidents, accidents and hazards reported through the online system are reviewed and approved

<p>health and safety of students. These include:</p> <ul style="list-style-type: none"> - Premises, Plant & Equipment Safety Policies - Health & Welfare Safety Policies - Managing Third Parties - Critical Incident Management - Critical Incident Response Guidelines - Transport and Traffic Management <p>All safety incidents, accidents and hazards are reported through an online system.</p>	<p>Facilities Manager / Work Health Safety Officer</p>	<p>by the Facilities Manager / Work Health Safety Officer. WH&S Committee meets monthly and monitors the Health and Safety program implemented by TSAC and its ECS. Outcomes of WH&S meetings are reported to the College Council and Board.</p>
<p>Online Risk Management Plans: An online Risk Management Plan must be completed and followed for all TSAC and ECS events. Events and activities cannot be booked or proceed without an approved Risk Management Plan in place. Throughout each term regular cross checks are done between the Risk Assessment Register and the College Calendar to ensure that all events recorded in the College calendar have had a risk assessment done.</p>	<p>Principal Risk and Compliance Manager Heads of Campus Facilities Manager / Work Health Safety Officer</p>	<p>Online Risk Management plans are reviewed and approved by the Heads of Campus and the Facilities Manager/Work Health Safety Officer. CYRMS Committee meets quarterly and monitors the Risk Assessment and Management program implemented by TSAC and its ECS. Outcomes of the quarterly CYRMS meetings are reported to the College Council and Board. A CYRMS quarterly and annual report is prepared by the CYRMS chair and provided to the College Council and Board.</p>

Communication and support:

TSAC is committed to clear communication and consultation with respect to each part of its Risk Management Program. The following actions are taken to implement the above processes:

Action	Audience	Lead
Clear visibility of the Risk Assessment and Management Program and Health and Safety Program - Support documents on Nexus	Employees	Risk and Compliance Manager
Access to online reporting of safety incidents, accidents and hazards.	Employees	Risk and Compliance Manager
Access to online lodgement of Risk Management Plans	Employees	Risk and Compliance Manager
Regular communication and training with all employees and volunteers of TSAC and ECS regarding Risk Management Program.	Employees Volunteers	Risk and Compliance Manager
Regular reporting of WH&S Committee Meeting outcomes to the College Council and Board	TSAC Council FSAC Board	Risk and Compliance Manager WH&S Committee
Regular reporting of CYRMS Committee Meeting outcomes and CYRMS quarterly and annual report to the College Council and Board	TSAC Council FSAC Board	Risk and Compliance Manager CYRMS Committee

Providing information to facilitate engagement in risk management and decision making.	Employees Volunteers	Risk and Compliance Manager
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RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
<i>Risk Management Policy and Procedure (FSAC)</i>	5.5	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>ASC Risk Management Framework 2020</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Work Health and Safety Management Policy (FSAC)</i>	4.7	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Work Health and Safety Policy (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>WHS Policy Statement Procedure (TSAC)</i>	2.4	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>WHS Policy Statement (TSAC)</i>	2.4	Nexus, College Handbook, Staff Handbook, ABCC Microsoft Teams folder and staff noticeboards in each campus' main staff room.
<i>Work Health and Safety Committee Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>WHS Consultation Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Work Health & Safety Roles & Responsibilities Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Hazard & Safety Incident Reporting Policy (TSAC)</i>	1.1	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Hazard & Safety Incident Reporting Procedure (TSAC)</i>	1.3	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Covid-19 Management Plan (TSAC)</i>	2.2	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Drone Policy (TSAC)</i>	1.1	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Drone Procedure (TSAC)</i>	1.2	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>First Aid Procedure (TSAC)</i>	1.3	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Management of Hazardous Chemicals Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Manual Handling Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Rehabilitation and Return to Work Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Risk Assessment Policy (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Risk Assessment Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Slips & Trips Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder

<i>Staff Anti-Bullying Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Student & Staff Anti-Discrimination Policy (TSAC)</i>	1.2	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Student & Staff Anti -Discrimination Procedure (TSAC)</i>	4.6	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Sun Smart Policy (TSAC)</i>	1.1	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Sun Smart Procedure (TSAC)</i>	1.3	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Substance Management Plan (Medicines)</i>	1.0	Nexus, College Handbook, Staff Handbook and ABCC Microsoft Teams folder
<i>Work-related Psychological Health & Safety Procedure (TSAC)</i>	1.0	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Evacuation, Lockdown & Bomb Threat Procedures – Primary Campus (TSAC)</i>	July 2022	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Evacuation Map and Assembly Point – Primary Campus (TSAC)</i>	July 2022	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Evacuation, Lockdown & Bomb Threat Procedures – Secondary Campus (TSAC)</i>	July 2022	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Evacuation Map and Assembly Point – Secondary campus (TSAC)</i>	July 2022	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Critical Incident Management Policy (TSAC)</i>	1.2	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Critical Incident Management Plan (TSAC)</i>	4.3	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Critical Incident Management Plan Debrief and Review Procedure (TSAC)</i>	2.1	Nexus, Staff Handbook and ABCC Microsoft Teams folder
<i>Online event/activity risk assessment form (TSAC)</i>	-	Nexus
<i>Online safety incidents, accidents and hazards forms (TSAC)</i>	-	Nexus CompliSpace
<i>CRICOS International Student Program Employee Handbook (TSAC)</i>	2022	Nexus
<i>Working with Children Risk Management and Blue Card Policy (TSAC)</i>	1.1	Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook
<i>Working with Children Risk Management and Blue Card Procedure (TSAC)</i>	1.1	Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook

RISK MANAGEMENT PLANS: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
H1: The TSAC College Council has appointed the Finance and Risk Management (FARM) Committee to oversee the risk and compliance functions of the College. The FARM meets regularly throughout the year.	TSAC College Council Risk and Compliance Manager

I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

TSAC implements the following policies and procedures for the handling of disclosures or suspicions of harm to children or students:

Policy or Procedure	Audience
<i>Protecting Children and Young People in Anglican Education Policy (ACSQ)</i>	FSAC Ltd Board TSAC Council TSAC Employees TSAC Volunteers TSAC Parents TSAC Students Visitors
<i>Protecting Children and Young People in Anglican Education Guidelines and Procedures (ACSQ)</i>	FSAC Ltd Board TSAC Council TSAC ECS Employees TSAC ECS Volunteers TSAC ECS Parents TSAC ECS Students Visitors
<i>Protecting Children and Young People in Anglican Education Policy – Appx C – FSAC LTD Delegations (FSAC LTD)</i>	FSAC Ltd Board TSAC Council TSAC ECS Employees TSAC ECS Volunteers TSAC ECS Parents TSAC ECS Students Visitors

For serious incidents that occur in an Education and Care Service, there is an obligation for the relevant regulatory authority to be notified. This notification must be given through the National Quality Agenda IT System which falls under the Australian Children’s Education and Care Quality Authority (ACECQA).

Managing breaches:

Procedures for managing concerns that the *Protecting Children and Young People in Anglican Education Policy, Guidelines or Procedures* have not been followed are detailed in the *Complaints Management in Anglican Schools Policy and Procedures* and the *Complaints Management in Anglican Education and Care Services Policy and Procedures*.

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
During induction, all new staff and volunteers are provided with an explanation of and location of policies and procedures relating to handling disclosures or suspicions of harm and informed of the identity of the College Student Protection Officers.	All new TSAC and ECS Employees and Volunteers	HR and Compliance Officer Nominated Supervisor – ABCC and EY ABCC

All relevant procedures (and policies underpinning these) are available to College stakeholders via the Nexus Portal, the College Handbook and the College website. ABCC employees have access to policies and procedures through the Microsoft Teams folders.	TSAC Employees ECS Employees TSAC Volunteers ECS Volunteers TSAC Parents ECS Parents TSAC Students ECS Students	Risk and Compliance Manager Nominated Supervisor – ABCC and EY ABCC
All employees at TSAC and the ECS are required to complete annual ASC child protection refresher training through CompliLearn.	TSAC Employees ECS Employees College Council members	HR and Compliance Officer
Dedicated Child Protection page for employees with resources on School Portal – Nexus which includes harm and reporting of harm.	TSAC Employees ECS Employees	Risk and Compliance Manager
Dedicated Child Protection page for parents with resources on School Portal – Nexus which includes harm and reporting of harm.	TSAC Parents ECS Parents	Risk and Compliance Manager
Annual Child Protection Themed Week to educate students on Child Protection issues and Harm.	TSAC Students ECS Students	Head of Secondary Head of Primary
Procedures for reporting of harm for Overseas Students.	Overseas Students	Head of Secondary International Program Coordinator
Internet safety activities are held during the year to educate students on the importance of Cyber Safety.	TSAC Students	Head of Digital Innovation & STEM - Primary
College Student Protection Officer details are available on the College Website, Nexus, ABCC Microsoft Teams folders and are prominently displayed throughout each campus, including in the library and reception areas.	TSAC Employees ECS Employees TSAC Volunteers ECS Volunteers TSAC Parents ECS Parents TSAC Students ECS Students Visitors	HR and Compliance Officer Nominated Supervisor – ABCC and EY ABCC
All Student Protection Officers attend additional annual training on current key issues or areas of concern	TSAC Student Protection Officers	Risk and Compliance Manager

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
<i>Protecting Children and Young People in Anglican Education Policy (ACSQ)</i>	1.1	College Website, Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook
<i>Protecting Children and Young People in Anglican Education Guidelines and Procedures (ACSQ)</i>	1.1	College Website, Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook

<i>Protecting Children and Young People in Anglican Education Policy – Appx C – FSAC LTD Delegations (FSAC)</i>	April 2022	College Website, Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook
<i>Complaints Management in Anglican Schools Policy (ACSQ)</i>	2.0	College Website, Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook
<i>Complaints Management in Anglican Schools Procedures (ACSQ)</i>	2.0	College Website, Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook
<i>Complaints Management in Anglican Education and Care Services Policy (ACSQ)</i>	2.0	College Website, Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook
<i>Complaints Management in Anglican Education and Care Services Procedures (ACSQ)</i>	2.0	College Website, Nexus, Staff Handbook, ABCC Microsoft Teams folder and College Handbook

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: PLANNED ACTIONS

No actions are planned regarding this section.

Action	Lead

J: APPENDIX

1	CYRMS Action Plan
2	Key CYRMS Contact List

APPENDIX 1 – CYRMS Action Plan (as at date of approval)

Action no.	Action planned	Person responsible	Timeframe for completion	Status
B1	The Principal to endorse the 2023 Statement of Commitment for the College and Education and Care Services.	Principal	January 2023	
B2	The Principal to present the 2023 Statement of Commitment for the College and Education and Care Services to all College Staff in Corporate Week, January 2023.	Principal	January 2023	
D1	Ongoing maintenance of the College Handbook, Staff Handbook, International Student Handbook, Microsoft Teams folder (ABCC) and Nexus to ensure that references and links to all policies, procedures and resources relating to Child Protection are current and up to date.	Principal Risk and Compliance Manager HR and Compliance Officer International Program Coordinator Nominated Supervisor – ABCC and EY ABCC	December 2023	
D2	All new employees of the College must complete the ASC Safeguarding Our Students online training within four weeks of commencing employment.	HR and Compliance Officer	December 2023	
D3	All employees of the College are to complete ASC mandatory Child Protection refresher training, issued prior to commencement of the school year, by no later than the end of term 1.	HR and Compliance Officer	April 2023	
D4	All employees of the College are to complete ASC mandatory supplementary Child Protection training, issued during term 2 or 3, by no later than the end of term 4.	HR and Compliance Officer	December 2023	
D5	Communicate the CYRMS and Child Protection Policies and procedures through <ul style="list-style-type: none"> College Newsletters (available online to all employees, volunteers, parents and students) Themed Child Protection Week activities (including student assembly for students) Cyber Safety awareness activities for students Promote resources on the College Communication Portal, Nexus, which has dedicated information pages for all employees, students and parents 	Principal Heads of Campus Head of Digital Learning and Innovation – Secondary and Primary Risk and Compliance Manager Nominated Supervisor – ABCC and EY ABCC	December 2023	

	<p>of the College containing information regarding Child Protection policies and procedures</p> <ul style="list-style-type: none"> Promote resources in the Microsoft Teams folders (ABCC) which contain ABCC and TSAC policies and procedures Monthly ABCC staff meetings, which are documented as PowerPoint presentations and circulated to all ABCC staff via email. 			
E1	Code of Conduct for Anglican Schools and Education and Care Services refresher training is provided to all staff in Corporate week at the commencement of each year.	Principal	January 2023	
F1	The Child and Youth Risk Management Committee will meet quarterly to review, whether policies and procedures are being followed and provide assistance and provide advice to the Principal, College Council, FSAC Ltd Board on matters relating to Child Safety, including the Blue Card system and the CYRMS.	Risk and Compliance Manager	December 2023	
F2	The CYRMS is reviewed on a rolling basis to ensure any annual changes are included.	Risk and Compliance Manager	December 2023	
H1	The TSAC College Council has appointed the Finance and Risk Management (FARM) Committee to oversee the risk and compliance functions of the College. The FARM meets regularly throughout the year.	TSAC College Council Risk and Compliance Manager	December 2023	

APPENDIX 2 – Key CYRMS Contact List (as at date of approval)

Chairperson

Name	Roles	Contact details
Martin Wojewoda	Chair, CYRMS Committee/ Risk and Compliance Manager	MWojewoda@tsac.qld.edu.au

Committee

Name	Roles	Contact details
Steven Morris	Principal	smorris@tsac.qld.edu.au
Melanie Ellis	PA to the Principal/ Council Secretary	mellis@tsac.qld.edu.au
Tania Brewer	Head of Primary/ Nominated Supervisor The Tiny Tartan Kindergarten	tbrewer@tsac.qld.edu.au
Amie Harris	Director ABCC and EY ABCC/ Nominated Supervisor ABCC and EY ABCC	aharris@tsac.qld.edu.au
Richard Clark	Head of Secondary	rclark@tsac.qld.edu.au
Gemma Winterflood	HR and Compliance Officer/ Blue Card Administrator	gwinterflood@tsac.qld.edu.au
Craig Mason	Facilities Manager / Work Health and Safety Officer	cmason@tsac.qld.edu.au
Kathy Williams	Deputy Head of Primary	kwilliams@tsac.qld.edu.au
Kishwar Salam	College Psychologist	ksalam@tsac.qld.edu.au
Shivaun MacCarthy	International Program Coordinator	smaccarthy@tsac.qld.edu.au
Kristie Ahern	Deputy Head of Secondary	KAhern@tsac.qld.edu.au
Allan Yates	Head of Senior Years	AYates@tsac.qld.edu.au
Reverend Jonathan Kemp	Chaplain	JKemp@tsac.qld.edu.au

Cyber Safety Champions

Name	Roles	Contact details
Ben Daly	Head of Digital Innovation and STEM - Primary	bdaly@tsac.qld.edu.au
Mark Robertson	Head of Digital Learning - Secondary	MRoberton@tsac.qld.edu.au

Student Protection Officers

Name	Roles	Contact details
Tania Brewer	Head of Primary / Nominated Supervisor The Tiny Tartan Kindergarten	tbrewer@tsac.qld.edu.au
Richard Clark	Head of Secondary	rclark@tsac.qld.edu.au
Kathy Williams	Deputy Head of Primary	kwilliams@tsac.qld.edu.au
Kishwar Salam	College Psychologist	ksalam@tsac.qld.edu.au
Shivaun MacCarthy	International Students	smaccarthy@tsac.qld.edu.au
Kristie Ahern	Deputy Head of Secondary	KAhern@tsac.qld.edu.au
Allan Yates	Head of Senior Years	AYates@tsac.qld.edu.au
Amie Harris	Director ABCC and EY ABCC/ Nominated Supervisor ABCC and EY ABCC	aharris@tsac.qld.edu.au
Reverend Jonathan Kemp	Chaplain	JKemp@tsac.qld.edu.au

Heads of Clan

Name	Roles	Contact details
Rebecca Newman	Head of Clan Keith	RNewman@tsac.qld.edu.au
Hilton Whitehorne	Head of Clan McDuff	hwhitehorne@tsac.qld.edu.au
Shandelle Crosby	Head of Clan Robertson	scrosby@tsac.qld.edu.au
Darren Sime	Head of Clan Sinclair	dsime@tsac.qld.edu.au

College Governance

Name	Roles	Contact details
Tim Reid	Chair, FSAC Ltd Board	councilsecretary@tsac.qld.edu.au
Michael Willis	Chair, TSAC College Council	councilsecretary@tsac.qld.edu.au
Melanie Ellis	Council Secretary	councilsecretary@tsac.qld.edu.au
Anglican Schools Commission	Support and oversight	asc@anglicanchurchsq.org.au