

Document Details	
Approved by: Interim Principal Name: Wendy Ashley-Cooper Signed: Date: 26/11/2019	Developed and Reviewed by: CYRMS Committee
Endorsed by: FSAC Ltd Board Date: 26/11/2019	Contact Officer: Name: Melanie Shuter Position: Human Resources and Compliance Manager

Introduction

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

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

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

The purpose of a Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks. A well-developed strategy will help The Springfield Anglican College achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to their College.

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

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

The eight requirements are:

COMMITMENT

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

CAPABILITY

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

CONCERNS

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high risk activities and special events.

CONSISTENCY

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

Instructions

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

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

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

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

Scope

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

Structure

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

Column A –Requirement: This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*.

Column B – Action/s: Intentional actions, programs and processes that have been developed and will be implemented. The **Action/s** must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

Column C –Reference: Describes the policy, procedures, protocols and other guidelines which form the authority for the particular **Action/s**.

Column D – Responsible Officer: This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action/s.

Column E – Evidence: This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

Abbreviations

ABCC: After and Before College Care (the College’s Outside School Hours Care service)

ACSQ: Anglican Church Southern Queensland

FSAC: FSAC Ltd

TSAC: The Springfield Anglican College

TTTK: The Tiny Tartan Kindergarten

Part 1: COMMITMENT

The Springfield Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students. The Springfield Anglican College is therefore committed to responding to allegations of student harm or potential harm resulting from the conduct or actions of any person, including that of employees.

Statement of Commitment

This commitment includes the provision of a safe and supportive 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.

In support of this commitment, The Springfield Anglican College is dedicated to our Child and Youth Risk Management Strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of children in their care.

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
1. Statement of Commitment	The Anglican Church Southern Queensland has developed a statement of commitment to the safety and wellbeing of children and the protection of children from harm.	Springfield Anglican College Statement of Commitment Student Protection in Anglican Schools Policy Student Protection in Anglican Schools Procedure	Anglican Church of Southern Queensland Director of Professional Standards ASCQ Principal HR and Compliance Manager HR and Compliance Officer	The statement of commitment is viewable: - In each campus reception - Staff Portal - Student Portal - Parent Portal - College Website

Part 1: COMMITMENT

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>2. Code of Conduct for interacting with children</p>	<p>A code of conduct outlining the expected standards of behaviour for all stakeholders interacting with children and young people and specifically addressing interactions with children and young people.</p>	<p>Code of Conduct for Anglican Schools and Education & Care Services</p> <p>Blue Card Code of Conduct</p> <p>Qld College of Teachers Code of Ethics</p> <p>Professional Codes of Ethics applicable to AHPRA Practitioners</p>	<p>Director of Professional Standards ASCQ</p> <p>Board and Council Members</p> <p>Principal</p> <p>Senior Leadership Team</p> <p>HR and Compliance Manager</p> <p>HR and Compliance Officer</p>	<p>Code of Conduct is viewable on TSAC website/intranet: - Staff Portal - College Website</p> <p>Staff with a role in implementing and planning the implementation of the Code with staff and volunteers attended required training with the Diocese on 31 May 2019.</p> <p>The Principal and Chair of Council have completed acknowledgements of the Code of Conduct as required by 31 May 2019, retained in their personal files.</p> <p>All staff with appropriate authority have completed acknowledgements of the Code of Conduct as required by 31 September 2019, retained in their personal files.</p> <p>Code of Conduct training provided to all staff on Monday 2 September 2019. All current staff to review and sign acknowledgements of the Code of Conduct by 31 December 2019.</p> <p>All new staff and volunteers are provided with Code of Conduct for Anglican Schools and Education & Care Services and are required to acknowledge this as a part of the College’s induction and orientation process.</p> <p>Staff are reminded of specific provisions in the Code of Conduct as a part of the performance improvement process, as required.</p>

Part 2: CAPABILITY

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>3. Written processes for recruitment, selection, training and managing staff and volunteers.</p>	<p>Child-focused policies and procedures in place for recruiting, selecting, training and managing paid employees and volunteers.</p>	<p>Blue Card Recruitment, Selection, Training and Managing Employees</p> <p>Section 22, Student Protection in Anglican Schools Procedures</p>	<p>Principal</p> <p>HR and Compliance Manager</p> <p>HR & Compliance Officer</p>	<p>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.</p> <p>Staff Management Policy and Procedures</p> <p>Before Appointment</p> <ul style="list-style-type: none"> - Recruitment & Selection Procedure - Blue Card Procedure - Safe Ministry Check Procedure <p>Employee Orientation / Induction Processes</p> <ul style="list-style-type: none"> - Visitors and Volunteers - Coaches - Staff <p>Managing Staff</p> <ul style="list-style-type: none"> - Workplace investigation procedure - Reporting mechanisms for Student Protection
<p>a) Recruitment and Selection</p>	<p>Recruitment</p> <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>Advertisements:</p> <ul style="list-style-type: none"> • Highlight student care and positive student outcomes • Advise applicants that they will require a Safe Ministry Check prior to appointment. • Non-teaching applicants advised of Blue Card requirement.

				<p>Interviews</p> <ul style="list-style-type: none"> Prospective employees (both teachers and support staff) are asked about their attitudes toward working with children and positive outcomes, as appropriate for the position. <p>Reference checks</p> <ul style="list-style-type: none"> In accordance with the Recruitment and Selection policy, reference checks are completed before an offer of employment is made. These include reference to interactions with students/children.
b) Pre-commencement	The Anglican National Register must be checked via the Director of Professional Standards at the Anglican Diocese of Brisbane	Anglican Church Safe Ministry Check	<p>Professional Standards, Anglican Church Southern Queensland</p> <p>HR and Compliance Manager</p> <p>HR and Compliance Officer</p>	<p>The Springfield Anglican College conducts:</p> <p>-Initial Safe Ministry Check screening.</p> <ul style="list-style-type: none"> Safe Ministry Check Procedure Appointment & Induction Checklist Safe Ministry Check recorded in TSAC Employee Register
	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>Blue Card Services - About Blue Cards</p> <p>Blue Card System in Anglican Schools</p> <p>Student Protection in Anglican Schools Policy and Procedures</p>	<p>HR and Compliance Manager</p> <p>HR and Compliance Officer</p>	<p>Blue Card Screening</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>-Initial Blue Card screening and linking to TSAC prior to employment (<i>Saved in personal file of employee</i>)</p> <p>-Ongoing monitoring of expiry and notices from Blue Card Services and consequent updating of Blue Cards (<i>Recorded in Employee Register and employee personal file</i>).</p>

				<p>- De-links blue cards from TSAC upon termination of employment (<i>recorded in former employee's record and employee register</i>).</p> <p>Blue Card Register -Internal Blue Card Register Audits (monthly); and -Produces Internal Blue Card Register Audit Reports as required.</p> <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>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>Registration prior to appointment Initial screening and validation of current QCT Teacher Registration (retained in employee file and details input into employee register). QCT Registration status maintained in TSAC Staff Register and monitored using QCT registration report for updates on a monthly basis.</p> <p>Teaching employment contracts 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</i></p>

				<p><i>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>Induction and Orientation</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>HR and Compliance Manager</p> <p>HR and Compliance Officer</p> <p>Anglican Church Southern Queensland</p>	<p>Orientation presentation to all new staff (PowerPoint file to support orientation reviewed annually). Induction programme covers:</p> <ul style="list-style-type: none"> - Student Protection Policies and Procedures - Student Protection obligations (vary with type of role e.g. teacher, support staff) - Code of Conduct <p>These are also contained in the TSAC Staff and Coach/Volunteers Handbooks</p> <p>Employees receive copies of Student Protection Policies and Code of Conduct, and sign acknowledgement of Code of Conduct and Student Protection as a part of the induction process. These are saved on employee personal files and a record is kept in the employee register.</p> <p>Regular review of the Employee Register ensures that employees are appropriately trained and aware of their responsibilities of their roles upon being inducted.</p>

<p>Student Protection Training throughout employment</p>			<p>The Springfield Anglican College holds regular training and induction 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 -All College receptions <p>All new Staff, Volunteers, Coaches, Tutors and College Community Members working with students are provided with an induction pack which reflects their type of engagement and location in which they work. This includes Student Protection, health and safety and general information.</p> <p>Further resources for coaches, tutors, volunteers and College Community members 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>
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				<p>Blue Card and Coach/Volunteer/Tutor Induction training is provided for selected staff.</p> <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>
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>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 	<p>Blue Card Recruitment, Selection, Training and Managing Employees</p>	<p>Principal</p> <p>Senior Leadership Team</p> <p>HR and Compliance Manager</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"> Strategic Plan Student Care College Handbooks

			<ul style="list-style-type: none"> - Kindergarten - Primary - Secondary - International Students <p>Annual Reports and Other Publications</p> <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 Teaching and Support Staff Professional Review Programme is delivered through a third party 'Educator Impact'. The application of Educator Impact to teaching staff 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 <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>
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			<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 and 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.</p> <p>The review program is designed to support employees to clarify their role and responsibilities.</p> <p>Employment contracts specify probationary periods. The probationary 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 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>
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			<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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Part 3: CONCERNS

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>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>HR and Compliance Manager</p> <p>HR and Compliance Officer</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"> -Protocol for dealing with complaints of Sexual Misconduct -Complaints Management in Anglican Schools Policy -Complaints Management in Anglican Schools Procedures -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. 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</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</p> <p>-Coaches, Tutors, Volunteers and College Community Members working with students Induction Materials</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.

Part 3: CONCERNS

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>5. A plan for managing breaches of your risk management strategy.</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>HR and Compliance Manager</p> <p>HR and Compliance Officer</p> <p>Anglican Church Southern Queensland</p>	<p>The College’s Managing Breaches of Child Safety Procedures Plan is designed to identify clear strategies for steps to be taken when non-compliance of the Child and Youth Risk Management Strategy is identified.</p> <p>The Plan outlines that the College will take immediate action to remedy any non-compliance and policy/procedure breaches identified through:</p> <ul style="list-style-type: none"> • Internal compliance monitoring activities; or • External compliance monitoring activities such as audits. <p>CYRMS Breaches</p> <p>Any action undertaken by employees, volunteers and management that is inconsistent with College’s CYRMS shall be considered a breach.</p> <p>The action taken to remedy breaches may include: Reviewing the policy and procedure and updating as required:</p> <ul style="list-style-type: none"> • Retraining staff in relevant parts of the procedure • Undertaking disciplinary action in accordance with policy and procedure breaches resulting in non-compliance with mandatory requirements. • Reporting of breaches to the relevant statutory body, or the Anglican Schools Commission through the College’s Council. • Positive Notice Blue Card Compliance and Breach action: Any breaches to these obligations will be reported to the Principal and immediate action taken to remedy the breach. This may include removal of the relevant employee, visitor or volunteer from their services with the College until the breach has been remedied.

The Springfield Anglican College Child and Youth Risk Management Strategy 2020

The Springfield Anglican College undertakes risk assessments to:

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

Part 3: CONCERNS

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>6. Risk management plans for high risk activities and special events.</p>	<p>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.</p>	<p>Blue Card Managing risk management plans for high risk activities and special events</p>	<p>Chairman of the Board Principal Staff HR and Compliance Manager Workplace Health and Safety Officer</p>	<p>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</p> <p>Appropriate risk management reduces the risk level of activities and the inherent risk levels are:</p> <p><u>Low</u>: Little chance of incident or injury <u>Medium</u>: Some chance of an accident and injury requiring first aid <u>High</u>: Likely chance of a serious injury requiring medical treatment; and <u>Extreme</u>: 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: -Risk Management Policy -Risk Management Procedure -Workplace Health and Safety Management Policy and Procedures</p>

Part 4: CONSISTENCY

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>7. Policies and Procedures for managing compliance with the Blue Card System.</p>	<p>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.</p>	<p>Blue Card - Compliance with the requirements of the Blue Card System</p> <p>Working with Children (Risk Management and Screening) Act 2000</p> <p>Student Protection in Anglican Schools Policy</p> <p>Student Protection in Anglican Schools Procedures</p> <p>Blue Card System in Anglican Schools</p>	<p>Chair of Council</p> <p>Principal</p> <p>HR and Compliance Manager</p> <p>HR and Compliance Officer</p>	<p>The basis for the College’s Blue Card administration is the Student Protection in Anglican Schools Procedures, which sets out requirements for initial screening and ongoing monitoring.</p> <p>Initial Blue Card Screening: -Blue Card Application (Paid/Volunteer/Exemption); or -Authority to confirm a valid card/application form/Volunteer to paid transfer form - Link a paid or volunteer blue card to the College</p> <p>Verification of Identity: -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.</p> <p>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</p> <p>Online Validation - Check if a Blue Card or Exemption Card is valid</p> <p>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 supportive environment for students of the College.</p>

			<p>Ongoing monitoring:</p> <ul style="list-style-type: none"> -Renewal Applications -Advise of a change in details for applicant/card holder -Volunteer to paid transfer form -Advise the cardholder/applicant is no longer with the College <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 notice (Blue Cards) issued by Blue Card Services 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 Materials</p> <p>Blue Card training is provided for the person responsible for maintaining and managing the Blue Card Register.</p>
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				<p>The Springfield Anglican College Blue Card Register is maintained by the HR and Compliance Officer.</p> <p>Blue Card and Coach/Volunteer/Tutor Induction training is provided for selected staff by the HR and Compliance Officer.</p> <p>Blue Card System in Anglican Schools</p> <p>Working with Children (Blue Card) Check Procedure</p> <p>Working with Children (Blue Card) Induction Guidelines</p> <p>Working with Children (Blue Card) Induction and Blue Card Workflow</p>
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Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>8. Strategies for communication and support.</p>	<p>The Child and Youth Risk Management Strategy will be most effective when it has been successfully communicated to people involved with your organisation.</p>	<p>Blue Card - Strategies for communication and support</p>	<p>Chairman of the Board</p> <p>Principal</p> <p>Executive Leadership Team</p> <p>HR and Compliance Manager</p> <p>HR and Compliance Officer</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 Year 12 Student Leaders</p>	<p>Staff can access resources relating to Student Protection through the Staff Portal: -Staff Portal</p> <p>Parents and carers can access resources relating to Student Protection through the: -College Website - Student Protection information for parents -Parent Lounge</p> <p>Students can access resources relating to Student Protection through the Student Portal</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>Induction for Coaches, Tutors, Volunteers and College Community Members comprises a significant student protection component, as outlined above. This ensures that at the outset of their employment, they are aware of their obligations regarding student safety.</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 <i>Policy and Procedure Review Procedure</i> to consider the effectiveness of the College’s Policies and Procedures in preventing or minimising harm to children and young people.</p> <p>This annual review will be undertaken by:</p> <ul style="list-style-type: none"> - Principal - Executive Leadership Team - Manager HR and Compliance - The Workplace Health and Safety Committee - Child and Youth Risk Management Committee - College P&F Committee Members; and - Year 9 and Year 12 Student Leaders <p>Regular communication to stakeholders include:</p> <ul style="list-style-type: none"> - Email communication - Staff Meetings <p>PARENTS AND CARERS</p> <ul style="list-style-type: none"> - Email communication - College App notifications - Facebook posts - Parent Portal - Parent information sessions
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	<p>Staff may require support to deal with issues such as behaviour management, stress, conflict, bullying, child protection concerns, breaches of the risk management strategy and dealing with disclosures or suspicions of harm.</p>	<p>Blue Card - Strategies for communication and support</p>	<p>Chairman of the Board</p> <p>Principal</p> <p>HR and Compliance Manager</p> <p>HR and Compliance Officer</p> <p>Student Protection Officers</p> <p>College Chaplain</p>	<p>The Springfield Anglican College is committed to the wellbeing of staff.</p> <p>SUPPORT OF STAFF MEMBERS Employee Assistance Programme The Springfield Anglican College recognises that specific external support may be necessary and/or appropriate to assist staff to deal with matters of distress and 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 counselling and guidance.</p> <p>Senior Leadership Team Members of the Senior 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</p>

			<p>provide staff with the appropriate professional development and resources.</p> <p>Learning Support Coordinator The Learning Support Coordinator provides added support and guidance to students and parents whose children have been identified as requiring additional support through their educational programme. The Learning Support Coordinator 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>Student 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 <p>SUPPORT FOR STUDENT PROTECTION OFFICERS</p> <ul style="list-style-type: none"> - Ongoing Training Sessions - Ongoing Student Care Meetings - Employee Assistance Programme - College Chaplain - Principal
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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

Queensland Police Service

Department of Education and Training

Early Childhood Education and Care

Play by the Rules

Acts, Legislations and Regulations

Australian Education Act 2013

Education (General Provisions) Act 2006 (Qld)

Education (General Provisions) Regulation 2006 (Qld);

Education Services for Overseas Students Act 2000 (Cth)

Education Services for Overseas Students Regulations 2001 (Cth)

Education (Queensland College of Teachers) Act 2005

Education (Queensland College of Teachers) Regulation 2005

Child Care Act 1972 (Cth)

Child Protection Act 1999

Education (Accreditation of Non-State Schools) Regulation 2011

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