

Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all students	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: Child Protection Procedure
Authorised by:	School Board Chairperson	Date of Authorisation: 8.3.16
References:	<ul style="list-style-type: none"> • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulation 2011 (Qld) • Child Protection Act 1999 (Qld) • Education (Accreditation of Non-State Schools) Act 2001 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2006 (Qld) • Education Services for Overseas Students (ESOS) Act 2000 (Cth) • Education (Overseas Students) Regulation 1998 (Qld) • Education (Queensland College of Teachers) Act 2005 (Qld) • Education and Care Services National Law (Queensland) Act 2011 (Qld) • Education and Care Services National Regulation 2011 (Qld) • Child and Youth Risk Management Strategy Toolkit 	
Review Date:	Annually	Next Review Date: 8.3.17
Policy Owner:	School Board	

Policy Statement and a Statement about Commitment

Kairos Community College is committed to the safety and wellbeing of students enrolled at the school. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* (Qld), Kairos Community College is dedicated to eliminating and minimising risks to child safety through this Strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the school's care.

This Child Risk Management Strategy is evidence of Kairos Community College commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the *Working with Children (Risk Management and Screening) Regulation 2011* (Qld).

Implementation

In practice, Kairos Community College commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act* ("the Act") to ensure the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

1. Code of Conduct

At Kairos Community College we expect our employees to conduct themselves as follows:

School employees are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

Specific responsibilities include:

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

This commitment is evidence of Kairos Community College fulfilment of the requirements of section 3(1)(b) of the Regulation.

2. Recruitment, Selection, Training and Management Procedures

Kairos Community College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, Kairos Community College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the

successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant

- Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including young people
- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description
- A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process
- Ensure that its training and management procedures act to reduce the risk of harm to children from employees via:
 - Management processes that are consistent, fair and supportive
 - Performance management processes to help employees to improve their performance in a positive manner
 - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services
 - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children
 - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - The school's policies and procedures
 - Identifying, assessing and minimising risks to children
 - Handling a disclosure or suspicion of harm to a child
 - Keeping a record of the training provided to employees
 - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and welling of children at the school

This commitment is evidence of Kairos Community College fulfilment of the requirements of section 3(1)(c) of the Regulation.

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Kairos Community College Child Protection Policy and the Child Protection Procedure, as follows:

- All staff with concerns about sexual abuse or likely sexual abuse;
- Teachers with concerns of sexual or physical abuse; and
- All staff who have received a report of inappropriate behaviour by another staff member.

In accordance with the *Child Protection Act 1999*, if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused or will be caused to a student under 18 years or an unborn child once it is born and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to the school's Head of School. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Head of School is aware or reasonably suspects the harm has been caused and that the student or unborn child once it is born is in need of protection, the Head of School must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*). In assessing whether a student or unborn child is in need of protection, the Head of School will consider the "Significant Harm Test" and the "Parent Willing and Able Test" as detailed in Kairos Community College Child Protection Procedure, as well as utilise the Department of Communities, Child Safety and Disability Services' Child Protection Guide resource. Please refer to Kairos Community College Child Protection Policy and Procedure as well as to Independent Schools Queensland's Child Protection Decision Support Trees for information of the process for reporting all types of harm, including sexual abuse. To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this Strategy.

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

This commitment is evidence of Kairos Community College fulfilment of the requirements of section 3(1)(d) of the Regulation.

4. Managing Breaches of this Child Risk Management Strategy

Kairos Community College is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employee Code of Conduct, Dispute Resolution Policy and Procedures, and this is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulation.

5. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulations relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Kairos Community College commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulation relating to review.

6. Blue Card Policies and Procedures

Kairos Community College is committed to acting in accordance with chapter 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, Kairos Community College will:

- Require relevant perspective or current employees, volunteers, trainee students, enrolled students over the age of 18 and school board members to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with Kairos Community College position descriptions and the Act
- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a *Change in police notification* form when notified by employee that such a change has occurred
- Not allow a person to continue to work or study with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information
- Submit a *No longer with organisation* form when appropriate
- Appoint a school contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

This commitment is evidence of Kairos Community College fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

7. High Risk Management Plans

Kairos Community College is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis. Kairos Community College will utilize various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of Kairos Community College fulfilment of the requirements of section 3(1)(g) of the Regulation.

8. Strategies of Communication and Support

Kairos Community College commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee induction workbook, school website is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

Kairos Community College is committed to training employees in relation to risks to children and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between Head of School and their staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulation.

Responsibilities

Kairos Community College is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations. All employees at Kairos Community College are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Kairos Community College is committed to the annual review of this Strategy. Kairos Community College will also record, monitor and report to the school board, regarding any breaches of the Strategy.

In addition, Kairos Community College is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- Kairos Community College Child Protection Policy
- Kairos Community College Dispute Resolution Policy
- Kairos Community College Blue Card Register
- Kairos Community College Child Protection Procedures
- Kairos Community College Dispute Resolution Procedures
- Kairos Community College Employee Code of Conduct
- Kairos Community College Performance Management System

Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Communities, Child Safety and Disability Services' [Child Protection Guide](#) resource

Appendices

- Appendix 1 - Summary of Reporting Harm
- Appendix 2 – Report of Suspected Harm or Sexual Abuse Form

Appendix 1

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation	Status
All staff	Sexual	Awareness or a reasonable suspicion Sexually abused or likely to be sexually abused	Principal, through to Police	EGPA, sections 366 and 366A	Unchanged
Teacher	Sexual and physical	Significant harm Parent may not be willing and able	Confer with Principal, report to Child Safety	CPA, sections 13E and 13G	New
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations, section 10	Amended
All staff	Any	Not of a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA, sections 13B and 159M	New
Principal	Any	Not of a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA, sections 13B and 159M	New
Any member of the public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA, section 13A	Unchanged

Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/>

Name of staff member making report to the Statutory Agency if not the Head of School: Position:	Signature:	Date:
Head of School:	Signature:	Date:
Head of School's email address:		
Response requested by school:		

ACTION TAKEN		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect

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

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