Seventh-day Adventist Schools (South Queensland) Limited

Department: **Education**	Description: **Strategy**
Administrative Area: **Risk Management and Compliance**	Type: **Mandatory**
Document Name: **Child Risk Management**	Issue Date: **16 May 2018**
Document ID: **SQS114.003.ADM**	Review Date: **Term 2 - 2019**

Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to child safety and 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	
References:	• 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 2017 (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	
Status:	Approved	**Supersedes:** SQS114.002.ADM – Child Protection Risk Management Strategy
Policy Owner:	Seventh-day Adventist Schools (South Queensland) Limited	
Authorised by:	Chief Executive Officer	**Date of Authorisation:** 16 May 2018
Approved by:	This policy has been ratified by the Board of Directors of Seventh-day Adventist Schools (South Queensland) Limited as the **Child Risk Management Strategy** for Seventh-day Adventist Schools (South Queensland) Limited. **Pr Brett Townend** Board of Directors Chairperson: **Date of Approval:** 23/05/2018 **Pr Colin Renfrew** Board of Directors Secretary: **Date of Approval:** 23/05/2018	
Review Cycle:	Reviewed Annually (every year)	**Next Review Date:** Term 2 - 2019
Review Team:	Board of Directors, NSSAB, AdSafe, Chief Executive Officer, Project Officers	

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Revised by	Section	Details of Changes
David Rodgers	Whole document	Whole document updated to version 3
Steve Cowley (6 April 2018)	Whole document	As per email from Jack Ryan 5 April 2018, changed Education Director and Chief Education Director titles to Chief Executive Officer
Steve Cowley (29 August 2018)	Appendix 2	Added AdSAFE to the list of agencies Added the phone, facsimile, email or online form details for all agencies listed (where available)

Policy Statement and a Statement about Commitment

Seventh-day Adventist Schools (South Queensland) Limited is committed to the safety and wellbeing of students enrolled at its schools. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act* 2000 (Qld), Seventh-day Adventist Schools (South Queensland) Limited 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 care of its schools.

This Child Risk Management Strategy is evidence of Seventh-day Adventist Schools (South Queensland) Limited's 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, Seventh-day Adventist Schools (South Queensland) Limited's 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

SDAS(SQ)Ltd's Staff Code of Conduct (SQS188.001.ADM) is evidence of fulfilment of the requirements of section 3(1)(b) of the Regulation.

2. Recruitment, Selection, Training and Management Procedures

Seventh-day Adventist Schools (South Queensland) Limited is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, Seventh-day Adventist Schools (South Queensland) Limited 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 wellbeing of children at the school.

This commitment is evidence of Seventh-day Adventist Schools (South Queensland) Limited's 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 SDAS(SQ)Ltd's Child Protection Policy (SQS170.001.ADM) and the Child Protection Procedures (SQS105.005.ADM), as follows:

- All staff with concerns about sexual abuse or likely sexual abuse;
- Teachers with concerns of sexual or physical abuse;
- 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 to a student under 18 years and the harm has not been reported under SDAS(SQ)Ltd's Child Protection Policy (SQS170.001.ADM) and the Child Protection Procedures (SQS105.005.ADM), the staff member must report the harm to the school's Principal. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Principal is aware or reasonably suspects the harm has been caused and that the student is in need of protection, the Principal 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 is in need of protection, the Principal will consider the "Significant Harm Test" as detailed in SDAS(SQ)Ltd Child Protection Procedures (SQS105.005.ADM), as well as utilise the Department of Communities, Child Safety and Disability Services' Child Protection Guide resource.

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 Chief Executive Officer of Seventh-day Adventist Schools (South Queensland) Limited 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 Seventh-day Adventist Schools (South Queensland) Limited's fulfilment of the requirements of section 3(1)(d) of the Regulation.

4. Managing Breaches of this Child Risk Management Strategy

Seventh-day Adventist Schools (South Queensland) Limited 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 (SQS170.001.ADM), Staff Code of Conduct (SQS188.001.ADM), Guidelines for Handling Complaints and Appeals (SQS199.001.ADM) and Enterprise Bargaining Agreement or equivalent, 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 Seventh-day Adventist Schools (South Queensland) Limited's 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

Seventh-day Adventist Schools (South Queensland) Limited 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, Seventh-day Adventist Schools (South Queensland) Limited will:

- Require relevant prospective or current employees, volunteers, trainee students 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 Seventh-day Adventist Schools (South Queensland) Limited's 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 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 Seventh-day Adventist Schools (South Queensland) Limited's fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

7. High Risk Management Plans

Seventh-day Adventist Schools (South Queensland) Limited 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. Seventh-day Adventist Schools (South Queensland) Limited will utilize its Permission to Proceed High Risk Events (SQS019.002.ADM) procedure 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 Seventh-day Adventist Schools (South Queensland) Limited's fulfilment of the requirements of section 3(1)(g) of the Regulation.

8. Strategies of Communication and Support

Seventh-day Adventist Schools (South Queensland) Limited's commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee handbook, school intranet site is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

Seventh-day Adventist Schools (South Queensland) Limited 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 managers and their staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulation.

Responsibilities

Seventh-day Adventist Schools (South Queensland) Limited is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees of Seventh-day Adventist Schools (South Queensland) Limited are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Seventh-day Adventist Schools (South Queensland) Limited is committed to the annual review of this Strategy. Seventh-day Adventist Schools (South Queensland) Limited will also record, monitor and report to the Board of Directors, and others as appropriate regarding any breaches of the Strategy. In addition, Seventh-day Adventist Schools (South Queensland) Limited is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- SDAS(SQ)Ltd Child Protection Policy (SQS170.001.ADM)
- SDAS(SQ)Ltd Dispute Resolution and Discipline Policy (SQS128.003.ADM)
- SDAS(SQ)Ltd Blue Card Register (SQS023.002.ADM)
- SDAS(SQ)Ltd Child Protection Procedures (SQS105.005.ADM)
- SDAS(SQ)Ltd Guidelines for Handling Complaints and Appeals (SQS199.001.ADM)
- SDAS(SQ)Ltd Staff Code of Conduct (SQS188.001ADM)
- SDAS(SQ)Ltd Performance and Conduct Policy (SQS200.001.ADM)

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

Appendix 2

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email and/or Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal ☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander ☐	
Does the student have a disability verified under EAP: Yes ☐ No ☐	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H): (W): (M):	
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H): (W): (M):	
Is the student in out of home care? Yes ☐ No ☐	
Are there any Family Court or Domestic Violence orders in place? Yes ☐ No ☐ Unknown ☐	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
☐ Adult family member	☐ Child family member	☐ Other adult
☐ Student/other child	☐ Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE *(Attach extra pages if necessary)*
Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.
Please indicate the identity of anyone else who may have information about the harm or abuse
Additional information provided as an attachment YES ☐ NO ☐

Name of staff member making report if not the Principal:		
Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address:		
Response requested by school:		

ACTION TAKEN		
This form was faxed, emailed or lodged online to the following agencies *(please tick the agencies to the right)* **P** = Phone **F** = Facsimile **E** = Email **O** = Online form	☐	**Queensland Police Services (QPS)** **P:** 131 444 / 3055 6206 **F:** 3055 5305
	☐	**AdSAFE** **P:** 1800 220 468 **O:** https://www.sps.org.au/contact-us
	☐	**Department of Child Safety, Youth and Women** **P:** 1800 811 810 **F:** 3405 6428 **E:** info@childsafety.qld.gov.au
	☐	**Family and Child Connect** **P:** 13 32 64 **O:** https://qld-families-referrals.infoxchangeapps.net.au/

(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.