



Child Risk Management Strategy

CMS2020-1.10

Purpose:	The purpose of this strategy is to provide written processes to ensure that Arcadia College complies with legislation applying in Queensland about the care and protection of children. In particular, the strategy sets out a risk management strategy for the purpose of reducing the risk of harm to children.	
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: N/A
Authorised by:	College Governing Board	Approval Date: 19 th August 2020
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 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (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 2014 (Qld) • Education (Queensland College of Teachers) Act 2005 (Qld) • Education and Care Services National Law (Queensland) • Education and Care Services National Regulations • Child and Youth Risk Management Strategy Toolkit 	
Reviewed:	Annually	Next Review: 19 th August 2021
Responsibility:	Principal	Point of Contact: Principal/Guidance Officer

Policy

Arcadia 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)*,

Arcadia 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 Arcadia 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, Arcadia College'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 (delete one of the sections below that is irrelevant for your school)

Arcadia College's 'Staff Code of Conduct is evidence of fulfilment of the requirements of section 3(1)(b) of the Regulation.

At Arcadia College, we expect our employees to conduct themselves as follows:

College employees are expected to always behave in ways that promote the safety, welfare and well-being 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 Arcadia College's fulfilment of the requirements of section 3(1)(b) of the Regulation.

2. Recruitment, Selection, Training and Management Procedures

Arcadia College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, Arcadia 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 wellbeing of children at the school.

This commitment is evidence of Arcadia College'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 the Arcadia 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
- 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 the Child Protection Policy, 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 Executive Principal will consider the *'Significant Harm Test'* and the *'Parent Willing and Able Test'* as detailed in the Arcadia College *'Child Protection Procedure'*, as well as utilise the Department of Communities, Child Safety and Disability Services' Child Protection Guide resource.

Please refer to Arcadia College's *'Child Protection 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 *'Suspected Harm or Sexual Abuse Report'* in Appendix 2 of this Strategy accessible via KiSSFLOW.

Once the *'Suspected Harm or Sexual Abuse Report'* is completed by the staff member an assessment will be made by the Executive Principal or Executive Principal's delegate to submit the *'Suspected Harm or Sexual Abuse Form'* to the relevant authorities based on the Appendix 1 *'Summary of Reporting Harm'*.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Executive Principal of Arcadia 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 teacher. It is important to note that the notification requirement is not restricted to allegations of sexual abuse or likely sexual abuse.

In accordance with section 77 of the *Education (Queensland College of Teachers) Act 2005* requires the employing authority to notify the Queensland College of Teachers when it finishes dealing with allegations of harm to a child, as detailed in section 76.

In accordance with section 78 of the *Education (Queensland College of Teachers) Act 2005* requires the employing authority to notify the Queensland College of Teachers within 14 days if the employing authority has dismissed a teacher in circumstances that, in the opinion of the employing authority, call into question the teacher's competency. Competence issues that have a harm or likely harm element should be notified under sections 76 and 77 (section 78(1) refers).

76 Requirement for employing authority to notify college about particular allegations

(1) This section applies if the employing authority for a prescribed school deals with an allegation of harm caused, or likely to be caused, to a child because of the conduct of a relevant teacher of the prescribed school.

(2) The employing authority must, as soon as practicable after starting to deal with the allegation, give notice to the college of that fact.

Maximum penalty—40 penalty units.

Note - If a corporation commits an offence against this provision, each executive officer of the corporation may be taken, under section 228, to have also committed the offence.

(3) The notice must include the following-

- (a) the name of the employing authority and, if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
- (b) the name of the relevant teacher;
- (c) the day the employing authority started dealing with the allegation;
- (d) the allegation, particulars of the allegation and any other relevant information;
- (e) details about what actions the employing authority has taken to deal with the allegation.

(4) For subsection (1), an employing authority deals with an allegation if the employing authority takes action in relation to the allegation, including by-

- (a) investigating, inquiring into, or examining the allegation; or
- (b) referring the allegation to another entity to investigate, inquire into, examine or otherwise deal with.

77 Requirement for employing authority to notify college about outcome of particular allegations

(1) This section applies if the employing authority for a prescribed school starts to deal with an allegation mentioned in section 76(1).

(2) The employing authority must, as soon as practicable after the employing authority stops dealing with the allegation for any reason, give notice to the college of the outcome of the employing authority's dealing with the allegation.

Maximum penalty—40 penalty units.

Note - If a corporation commits an offence against this provision, each executive officer of the corporation may be taken, under section 228, to have also committed the offence.

(3) The notice must include the following -

- (a) the name of the employing authority and, if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
- (b) the name of the relevant teacher;

- (c) the day the employing authority stopped dealing with the allegation;
- (d) the allegation, particulars of the allegation and any other relevant information;
- (e) the findings made by the employing authority;
- (f) the outcome of the employing authority's dealing with the allegation and any reasons for the outcome;
- (g) if relevant, the employing authority's decision and the reasons for the authority's decision.

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

4. Managing Breaches of this Child Risk Management Strategy

Arcadia 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*', '*Staff Code of Conduct*', '*Complaints Handling Policy*' and Procedures 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 Arcadia College'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

Arcadia 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, Arcadia College 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 Arcadia College'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 Arcadia College's fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

7. High Risk Management Plans

Arcadia 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. Arcadia 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 Arcadia College's fulfilment of the requirements of section 3(1)(g) of the Regulation.

8. Strategies of Communication and Support

Arcadia College's commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment pack, staff handbook, website is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

Arcadia 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 managers and their staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulation.

Responsibilities

Arcadia 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 Arcadia College are responsible for acting in compliance with this '*Child Risk Management Strategy*' and related policies and procedures.

Compliance and Monitoring

Arcadia College is committed to the annual review of this Strategy. Arcadia College will also record, monitor and report to the College Board, the Senior Executive Team and others as appropriate at the College regarding any breaches of the Strategy.

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

Related Documents

- Arcadia College Child Protection Policy
- Arcadia College Complaints Handling Policy
- Arcadia College Blue Card Register
- Arcadia College Risk Management Policy
- Arcadia College Complaints Handling Procedures
- Arcadia College Employee Code of Conduct
- Arcadia College Recruitment Policy

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 – Suspected Harm or Sexual Abuse Report
- Appendix 2 – Suspected Harm or Sexual Abuse Form

Appendix 1

Reporting of Harm

WHO	WHAT ABUSE	TEST	REPORT TO	LEGISLATION	STATUS
All Staff	Sexual	Awareness or reasonable suspicion Sexually abused or likely to be sexually abused	Principal, through to Police	EGPA, sections 366 & 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
CEO/ Executive 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

Suspected Harm or Sexual Abuse Report_ARC - Request from tcrocker@arcadia.qld.edu.au

Suspected Harm or Sexual Abuse Report (Office Use)



Date of report
N/A

Reference Number
N/A

Reporter details

Contact Name *
Joe Bloggs

Position *
Principal

Telephone *
56551800

Email *
jbloggs@arcadia.qld.edu.au

Referred Children Details

No rows have been added

Relevant People Details

No rows have been added

Suspected Child in Need of Protection Concerns

Type/s of Abuse Involved *

Test

E.g. Emotional, Physical, Sexual, Domestic & Family Violence, Neglect etc.

What concerns have led you to reasonably suspect that the subject child/ren and/or young person/s has been significantly harmed or at risk of significant harm? *

Test

Details regarding the parent/caregiver's actions or inaction in response to the incident/s *

Test

Are there any Family Law Court Orders in place?

N/A

Are there any Domestic Violence Orders in place?

N/A

Additional Relevant Information (Not covered in above sections)?

N/A

Do you suspect the child has been (or is likely to be) sexually abused? *

No

Do you suspect the child has been (or is at unacceptable risk of being) significantly harmed? *

No

Do you suspect the child "may not" have a parent willing and able to protect them? *

No

Attachments

Guidance Officer Input

Notification to Police Required *

No

Notification to Child Services Required? *

No

Does the Queensland College of Teachers require notification? *

No

Relates to section 76, 77 & 78 of the Education (Queensland College of Teachers) Act 2005
Details of follow up action required or completed!

N/A

Attachments

Police report or Notification Details

Principal Input

Information or reports added to confidential notes in TASSWeb *

No

Has the Queensland College of Teachers been notified if applicable? *

No

Relates to section 76, 77 & 78 of the Education (Queensland College of Teachers) Act 2005
Further follow up required prior to completion

N/A

Finalisation notes

N/A

Attachments

Comments

N/A

Progress

●	Initiated	by Tate Crocker	Apr 1 2020 12:48 PM	Completed
●	Guidance Officer 0%			
●	Guidance Officer Acknowledgement	to Carley O'Connell	Apr 3 2020 12:48 PM	In Progress
●	Principal 0%			

Appendix 3



Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> 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; 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 <input type="checkbox"/> NO <input type="checkbox"/>

Name of staff member making report to the Statutory Agency if not the Principal:	Signature:	Date:
Position:		
Principal:	Signature:	Date:
Principal'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.