



Child Risk Management Strategy

(ARC)PPACRMS2023:1

Purpose:	The purpose of this strategy is to eliminate and minimise risk to student 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: CMS2022-1.0
Authorised by:	Board	Date of Authorisation: 19 July 2023
Authorities, References & Documents:	<ul style="list-style-type: none"> • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulation 2020 (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 • Criminal Code Act 1899 (Qld) • Blue Card Services Child and Youth Risk Management Strategy Toolkit • Restricted Person Declaration Form • Report of Suspected Harm or Sexual Abuse Form <p>Related Documents</p> <ul style="list-style-type: none"> • Child Protection Policy • Complaints Handling Policy • Code of Conduct (Staff) 	
Review Date:	Annually	Next Review Date: July 2024
Policy Owner:	Board	

1. Statement of Commitment

Arcadia College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the College and their protection from foreseeable harm. In practice, Arcadia College is committed to acting in accordance with the legislation to promote the safety and wellbeing of students which means that it will implement the measures outlined in this Strategy.

2. Code of Conduct

College employees are expected to always behave in ways that promote the safety, welfare and wellbeing of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed. Employees receive annual training in professional boundaries.

Specific responsibilities of employees 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.

All College employees enter into a Code of Conduct at the commencement of employment and the beginning of each subsequent year.

3. 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 students. 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 students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the College'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 children.
 - 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 College 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 students 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 employees 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 College's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
 - Training new and existing employees on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the College's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm to a child.
 - Keeping a record of the training provided to employees.
 - Exit interviews to assist the College to identify broader issues of concern that may impact on the safety and wellbeing of students at the College.

4. Handling Disclosures or Suspicions of Harm

Any of the following types of concerns should be reported and managed under the College's Child Protection Policy and Child Protection Procedure, as follows:

- all employees with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by person over the age of 18 years;
- teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse; or
- all employees who have received a report of inappropriate behaviour by another employee.

For further information, refer to Appendix 1 – Summary of Reporting Harm.

To report any type of harm, all employees should use the 'Report of Suspected Harm or Sexual Abuse Form' in Appendix 2.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005 (Qld)*, the 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 student because of the conduct of a relevant teacher at the College.

Any report made under this section or the Child Protection Policy will fulfill the reporting obligations of all person over the age of 18 years under the *Criminal Code Act 1899*.

5. 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.

6.1 Implementing and Reviewing the Child Risk Management Strategy

This Strategy is embedded in College culture. Employees are educated on updates. The College will review this Policy annually.

Relevant College staff acknowledge that indigenous students and staff may need culturally appropriate assistance in this process and will endeavour to provide that to them. The College has engaged an Indigenous Liaison Officer who will be called upon to consult in these instances.

6.2 Blue Card Policies and Procedures

Arcadia College is committed to acting in accordance with legislation 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 College board members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with Arcadia College 's position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their working with children authority is cancelled or suspended or a negative notice is received after a change of police information.
- Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form – Appendix 3 declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the College.
- Appoint a College contact person who will be responsible for managing the working with child screening process and all related documentation and records.
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- Ensure that all information in relation to working with children authority is kept confidential.
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if an employee, volunteer, trainee student or College board member fails to submit a renewal application prior to their working with children authority expiring.

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 students on an ongoing basis. Arcadia College will utilise 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.

8. Strategies of Communication and Support

Arcadia College's commitment is to making this Child Risk Management Strategy available to students, parents, carers and employees via its enrolment package, employee handbook and College intranet site.

Arcadia College is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at employee meetings and regular discussions between managers and their employees.

9. 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.

10. 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 College Leadership Team and others as appropriate 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.

Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Children, Youth Justice and Multicultural Affairs [Child Protection Guide](#) resource
- [Blue Card Services resources](#)

Appendices

- Appendix 1 – Summary of Reporting Harm
- Appendix 2 – Report of Suspected Harm or Sexual Abuse Form
- Appendix 3 – Restricted Person Declaration Form

Appendix 1

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All employees	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police immediately	EGPA sections 366 and 366A
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
All employees	Physical, psychological, emotional, neglect, exploitation	Significant harm, & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 16
All employees	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Employing authority (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; & When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm & Parent may not be willing and able	Child Safety	CPA section 13A
Any person over the age of 18 years	A child sexual offence against a child by a person over the age of 18 years	Gains information that causes the person over the age of 18 years to believe on reasonable grounds, or ought reasonably to cause the person over the age of 18 years to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

Appendix 2

Private and Confidential - Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email:

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 <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"/>	
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <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 person over the age of 18 years
<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; 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 employee making report if not the Principal:

Position:	Signature:	Date:
Principal:	Signature:	Date:

Principal's email address:

Response requested by school:

ACTION TAKEN

Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Children, Youth Justice and Multicultural Affairs (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect
	<input type="checkbox"/>	Queensland College of Teachers

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

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

Appendix 3

Restricted Person Declaration Form

Arcadia College has a responsibility to ensure that all commencing and continuing individuals, working or volunteering with children, at the College are not a restricted person.

As of the 31 August 2020, Blue Card Services (Qld) have made changes which mean certain individuals are no longer able to rely on the current exemptions to work or volunteer with children.

The amended legislation introduced 2 new terms—'restricted person' and 'restricted employment'. It is now an offence for a restricted person to commence or continue working or volunteering in restricted employment.

A restricted person is a person who:

- has been issued a negative notice, or
- has a suspended blue card, or
- is a disqualified person, or
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment refers to the situations or exemptions that allow a person to work with children without a blue card. These include:

- a volunteer parent;
- a volunteer who is under 18; or
- paid or unpaid staff who work in child regulated employment for not more than 7 days in a calendar year.

If you are a restricted person, it is an offence for you to commence or continue working or volunteering at the College. The maximum penalty is \$66,725 (500 penalty units) or 5 years in prison. It is also an offence for the College to engage or continue to engage a restricted person. The maximum penalty is \$26,690 (200 penalty units) or 2 years in prison.

If you become a restricted person whilst working or volunteering at the College you must cease all child related work immediately and notify the COO/HR Manager in writing that you are no longer able to work or volunteer for the College.

Declaration

Which one of the restricted employment exemptions are you relying on to work or volunteer for the College?

- a volunteer parent;
- a volunteer who is under 18; or
- child-related engagement for not more than 7 days in a calendar year.

I (*insert name*) _____ declare:

1. I am not a restricted person.
2. I understand it is an offence to start or continue working or volunteering in restricted employment if I am currently, or become, a restricted person.
3. I will cease all child related work **immediately** and notify the College if my circumstances change.

Signature:

Date: