



*Taking the challenge ...Inspiring hope*

Policy Document

# Child Risk Management Strategy

<b>Child Risk Management Strategy</b>		<b>Policy Reference No. BUS00013</b>
<b>Policy Implementation Date:</b> 22/04/2024	<b>Review Date and Frequency:</b> 22/04/2025 Annually	<b>Responsible for Review:</b> School Governing Body



# Child Risk Management Strategy

## Burnett Youth Learning Centre

### Child Risk Management Strategy

<b>Purpose:</b>	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.	
<b>Scope:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as Board Directors, contractors, volunteers and people undertaking work experience or vocational placements.	
<b>Status:</b>	Review	<b>Supersedes:</b> Previous
<b>Authorised by:</b>	School Governing Body	<b>Date of Authorisation:</b> 22/04/2020
<b>References:</b>	<ul style="list-style-type: none"><li>• <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i></li><li>• <i>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</i></li><li>• <i>Child Protection Act 1999 (Qld)</i></li><li>• <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i></li><li>• <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i></li><li>• <i>Education (General Provisions) Act 2006 (Qld)</i></li><li>• <i>Education (General Provisions) Regulation 2017 (Qld)</i></li><li>• <i>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</i></li><li>• <i>Education (Overseas Students) Regulation 2018 (Qld)</i></li><li>• <i>Education (Queensland College of Teachers) Act 2005 (Qld)</i></li><li>• <i>Education and Care Services National Law (Queensland)</i></li><li>• <i>Education and Care Services National Regulations</i></li><li>• <i>Criminal Code Act 1899 (Qld)</i></li><li>• Blue Card Services Child and Youth Risk Management Strategy Toolkit</li><li>• Restricted Person Declaration Form</li></ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> 22/04/2025
<b>Policy Owner:</b>	School Governing Body	



# Child Risk Management Strategy

## Burnett Youth Learning Centre

### Statement of Commitment

The Burnett Youth Learning Centre (BYLC) is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm.<sup>1</sup>

In practice, BYLC's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* ("the **Act**") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points.

### Code of Conduct

At BYLC, we expect employees, including full-time, part-time, permanent, fixed-term and casual employees, and all Board Directors, volunteers, contractors and visitors etc, to conduct themselves as follows, for any time that students are onsite.

All of the above persons are expected to always behave in ways that promote the safety, welfare and well-being of our students. They must actively seek to prevent harm to students, 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 BYLC's fulfilment of the requirements of the Schedule 1 s.2(2).

### Recruitment, Selection, Training and Management Procedures

BYLC is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, BYLC 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

---

<sup>1</sup> *Working with Children (Risk Management and Screening) Regulation 2020 (Qld) Sch 1 s.2(1)*



## Child Risk Management Strategy Burnett Youth Learning Centre

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 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, 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 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 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 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 student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
  - 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 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 school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of BYLC's fulfilment of the requirements of the Schedule 1 s.2(3).



# Child Risk Management Strategy

## Burnett Youth Learning Centre

### Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the BYLC Child Protection Policy and Procedures, 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.

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 document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the principal of The BYLC 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 school.

Any report made under this section or the BYLC Child Protection Policy and Procedures will fulfill the reporting obligation of all adults under the Criminal Code Act 1899.

This commitment is evidence of BYLC's fulfilment of the requirements of the Schedule 1 s.2(4).

### Managing Breaches of this Child Risk Management Strategy

BYLC 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 expectations, Complaints Policy and Procedures, and this is evidence of fulfilment of the requirements of the Schedule 1 s.2(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 the Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state BYLC's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

### Blue Card Policies and Procedures

BYLC is committed to acting in accordance with chapter 7 & 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, BYLC will:

- Require relevant prospective or current employees, volunteers, trainee students and school Board Members to have working with children authority, and check the validity



## Child Risk Management Strategy Burnett Youth Learning Centre

and appropriateness of any currently held notices, in accordance with BYLC'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 child 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 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 school
- Appoint a school 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 school Board Member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of BYLC's fulfilment of the requirements of the Schedule 1 s.2(6)(b).

### High Risk Management Plans

BYLC 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. BYLC 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.

This commitment is evidence of BYLC's fulfilment of the requirements of the Schedule 1 s.2(7).



### **Strategies of Communication and Support**

BYLC's commitment to making this Child Risk Management Strategy available to students, parents and employees via its website is evidence of fulfilment of the requirements of the Schedule 1 s.2(8)(a).

BYLC 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 staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of the Schedule 1 s.2(8)(b).

### **Responsibilities**

BYLC is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All staff at BYLC are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

### **Compliance and Monitoring**

BYLC is committed to the annual review of this Strategy. BYLC will also record, monitor and report to the school Board and the Principal regarding any breaches of the Strategy.

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



# **Child Risk Management Strategy**

## **Burnett Youth Learning Centre**

### **Related Documents**

- Burnett Youth Learning Centre Child Protection and Procedures Policy
- Burnett Youth Learning Centre Complaints Policy and Procedures
- Burnett Youth Learning Centre Blue Card Register
- Burnett Youth Learning Centre Risk Management Framework
- Burnett Youth Learning Centre Staff Code of Conduct
- Burnett Youth Learning Centre Professional Development Framework

### **Appendices [also included in the Child Protection and Procedures Policy]**

- Appendix 1 - Summary of Reporting Harm
- Appendix 2 - Report of Suspected Harm or Sexual Abuse Form
- Appendix 3 – Child Protection Decision Tree (Principal and Board Directors)
- Appendix 4 – Child Protection Decision Tree (Teachers)
- Appendix 5 – Child Protection Decision Tree (Non-Teaching Staff)





# Child Risk Management Strategy

## Burnett Youth Learning Centre

### Appendix 1

#### Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All Staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal or Board Chairperson immediately, through to police immediately	EGPA, sections 366 and 366A
Principal	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal to provide a written report to a police officer immediately and must also give a copy of the report to the Board Chairperson immediately	EGPA, sections 366(2A) and (2B)
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 staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
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
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
Any member of the public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA Section 13A
Any adult	A child sexual offence against a child by another adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the	Police	Criminal Code section 229BC



# Child Risk Management Strategy Burnett Youth Learning Centre

		adult 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 16years; or (ii) a person with an impairment of the mind.		
--	--	---	--	--

## Appendix 2

### Private and Confidential

#### Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email:
School Address:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex:
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):



# Child Risk Management Strategy

## Burnett Youth Learning Centre

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"/>		

<b>PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE</b>
<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
<b>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE</b> (Attach extra pages if necessary).
<b>Details of any harm and/or sexual abuse to the student</b> – 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.
<b>Please indicate the identity and particulars of anyone else who may have information about the harm or abuse</b>
<b>Additional information provided as an attachment</b> YES <input type="checkbox"/> NO <input type="checkbox"/>

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

<b>ACTION TAKEN</b>		
Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS), Bundaberg Phone: <b>131 444</b>



# Child Risk Management Strategy

## Burnett Youth Learning Centre

	<input type="checkbox"/>	Department of Families, Seniors, Disability Services and Child Safety. Child Safety Services Centre, Bundaberg. Phone: <b>07 4154 9700</b> Online Child Protection Guide <a href="https://secure.communities.qld.gov.au/cpguide/engine.aspx">https://secure.communities.qld.gov.au/cpguide/engine.aspx</a>
	<input type="checkbox"/>	Family and Child Connect Phone Number: <b>13 32 64</b> Web: <a href="https://www.familychildconnect.org.au">https://www.familychildconnect.org.au</a> Link: <a href="#">online referral form</a>

(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



# **Child Risk Management Strategy**

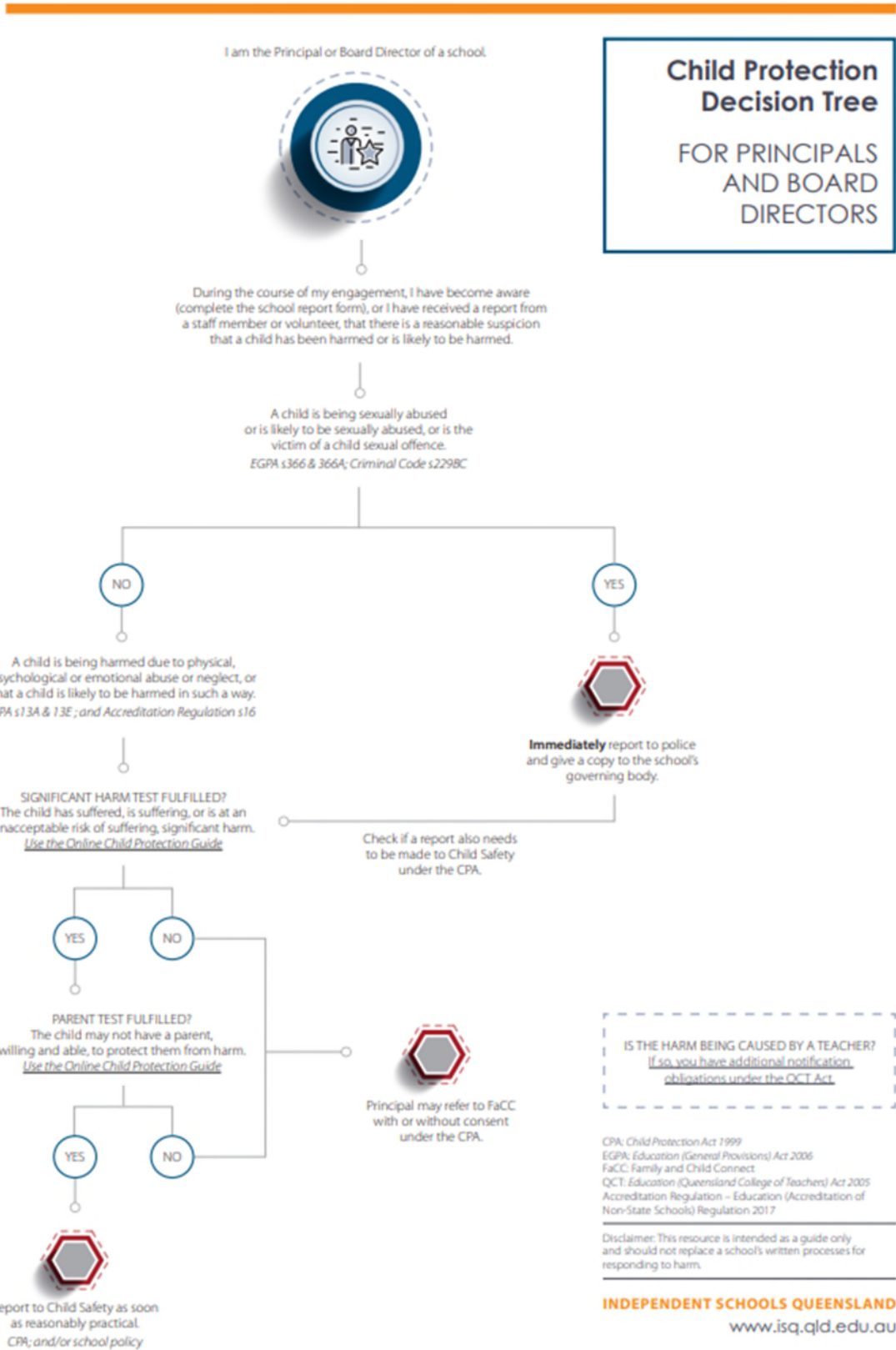
## **Burnett Youth Learning Centre**

### **Appendix 3**



# Child Risk Management Strategy

## Burnett Youth Learning Centre

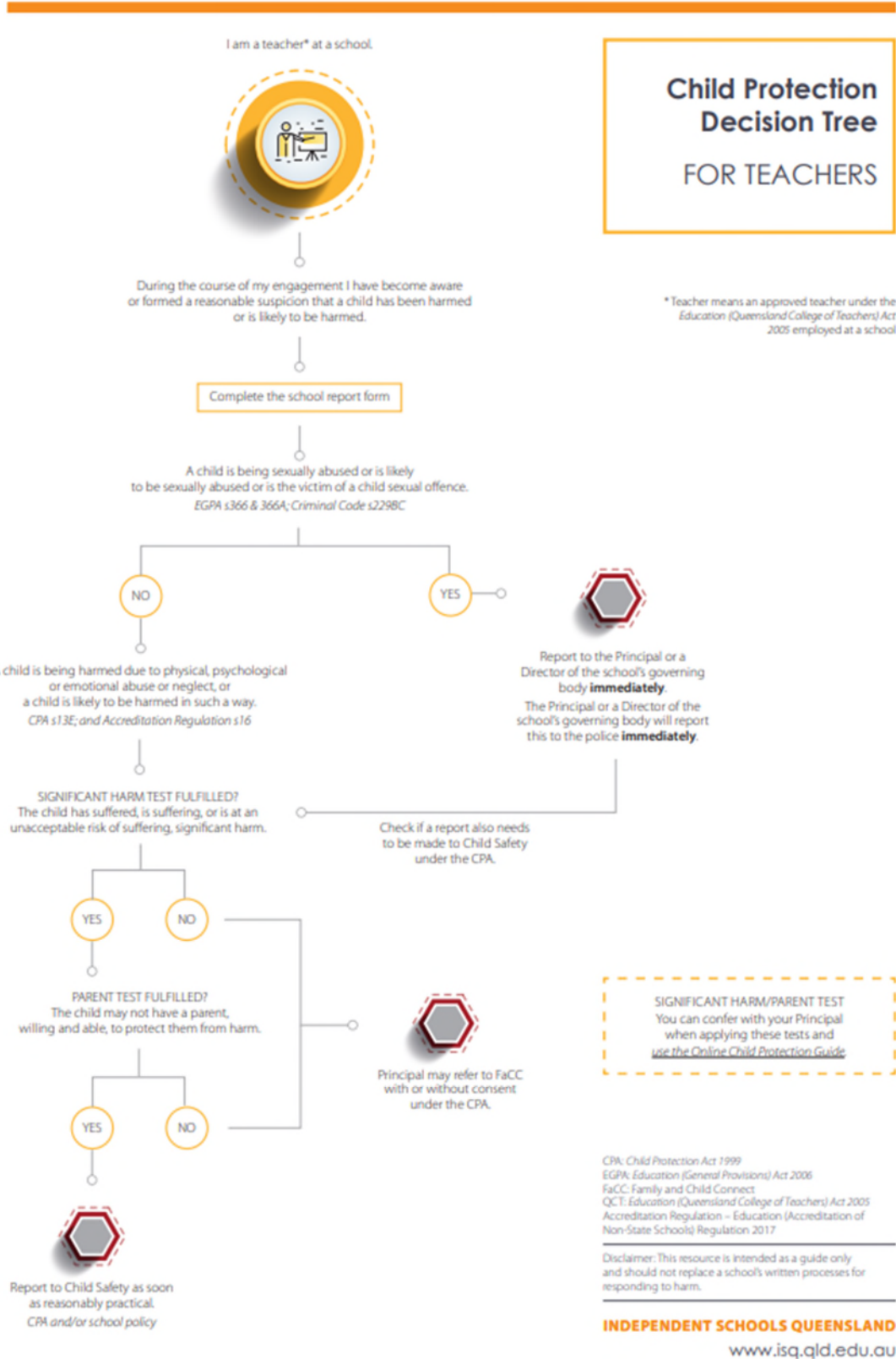




# Child Risk Management Strategy

## Burnett Youth Learning Centre

### Appendix 4





## Appendix 5





# Child Risk Management Strategy

## Burnett Youth Learning Centre

I am a staff member at a school, other than a teacher\*.



During the course of my engagement I have become aware or formed a reasonable suspicion that a child has been harmed or is likely to be harmed.

A student is being harmed, or is likely to be harmed due to:  
 Sexual abuse  
 Physical abuse  
 Psychological/emotional abuse  
 Neglect.  
 Or is the victim of a child sexual offence.  
 EGPA s366 & 366A; Criminal Code s229BCC;  
 CPA s13A; and Accreditation Regulation s16

Complete the school report form



**Immediately** give the report to the Principal or a Director of the school's governing body.

If the report relates to sexual abuse or likely sexual abuse the Principal or a Director of the school's governing body will report this to the police immediately under the EGPA.

They will also assess if a report to Child Safety or a referral to FaCC is required, as soon as is reasonably practicable, under the CPA and/or School Policy.

### Child Protection Decision Tree

FOR NON-TEACHING STAFF

\* Teacher means an approved teacher under the Education (Queensland College of Teachers) Act 2005 employed at a school

CPA: Child Protection Act 1999  
 EGPA: Education (General Provisions) Act 2006  
 FaCC: Family and Child Connect  
 QCT: Education (Queensland College of Teachers) Act 2005  
 Accreditation Regulation – Education (Accreditation of Non-State Schools) Regulation 2017

Disclaimer: This resource is intended as a guide only and should not replace a school's written processes for responding to harm.

**INDEPENDENT SCHOOLS QUEENSLAND**  
[www.isq.qld.edu.au](http://www.isq.qld.edu.au)