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Policy Document

Child Risk Management Strategy

26012026.POL.V4.Child Risk Management Strategy		Policy Reference No. BUS00013
Policy Implementation Date: 22/04/2024	Review Date and Frequency: 26/01/2026 Annually	Responsible for Review: School Governing Body

26012026.POL.V4.Child Risk Management Strategy Version 4 Next Review Date: 12/01/2027
Location: Sentral – School Documents – Policies and Procedures
Burnett Youth Learning Centre\BYLC-SP-WPHS - 1WHS\00_WHS Management Systems (Policies & Procedures)\POLICIES & PROCEDURES



Child Risk Management Strategy

Burnett Youth Learning Centre

Child Risk Management Strategy

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 Board Directors, contractors, volunteers and people undertaking work experience or vocational placements.	
Status:	Review	Supersedes: Previous
Authorised by:	School Governing Body	Date of Authorisation: 22/04/2020
References:	1. <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i> 2. <i>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</i> 3. <i>Child Protection Act 1999 (Qld)</i> 4. <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i> 5. <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i> 6. <i>Education (General Provisions) Act 2006 (Qld)</i> 7. <i>Education (General Provisions) Regulation 2017 (Qld)</i> 8. <i>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</i> 9. <i>Education (Overseas Students) Regulation 2018 (Qld)</i> 10. <i>Education (Queensland College of Teachers) Act 2005 (Qld)</i> 11. <i>Education and Care Services National Law (Queensland)</i> 12. <i>Education and Care Services National Regulations</i> 13. <i>Criminal Code Act 1899 (Qld)</i> 14. <i>Child Safe Organisations Act 2024 (Qld)</i> – for new child safe standards, policies, and risk management frameworks 15. <i>Blue Card Services – Child and Youth Risk Management Strategy Toolkit</i> 16. <i>Blue Card Services – Restricted Person Declaration Form</i> 17. <i>Blue Card Services – 2025 Update: Blue Card Requirements for School Staff and Volunteers</i>	



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	<i>Guidelines & Toolkits:</i> <i>18. Queensland Government: Child and Youth Risk Management Strategy Toolkit (latest version, includes procedures, recruitment, code of conduct, breach handling, risk management for high-risk activities, reporting, and communication/support strategies)</i> <i>19. Queensland Government: Guidelines for implementing Child Safe Standards under the Child Safe Organisations Act 2024.</i>	
Review Date:	Annually	Next Review Date: 26/01/2027
Policy Owner:	School Governing Body	



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Statement of Commitment

The Burnett Youth Learning Centre (BYLC) is committed to taking all reasonable steps to promote the safety, wellbeing, and protection of students enrolled at the school from foreseeable harm. BYLC is committed to creating a culturally safe environment for Aboriginal and Torres Strait Islander children, as outlined in the **Cultural Safety Statement. (Appendix 6).**

BYLC's commitment to child safety is guided by the **Working with Children (Risk Management and Screening) Act 2000 (Qld)**, the **Child Safe Organisations Act 2024 (Qld)**, and the **Queensland Blue Card system.**

In practice, this means BYLC will implement policies, procedures, and practices designed to:

- Promote a child-safe and supportive school culture.
- Ensure all staff, volunteers, and external providers are appropriately screened and trained.
- Identify and manage risks to student safety, including high-risk activities and events.
- Respond promptly and appropriately to any concerns, disclosures, or incidents of harm.
- Uphold codes of conduct and ethical standards that prioritise student wellbeing.

These measures form the foundation of BYLC's child risk management strategy and demonstrate our ongoing commitment to meeting both legal obligations and best practice standards in child safety.

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.
- Respect cultural identity, practices, names, and community connections.
- Have zero tolerance for racism (from staff, volunteers, students).
- Have a commitment to culturally respectful communication and practice.



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- 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, volunteers, and contractors in a way that minimises risks to students and promotes a child-safe environment. These processes comply with the **Working with Children (Risk Management and Screening) Act 2000 (Qld)**, the **Child Safe Organisations Act 2024 (Qld)**, and Blue Card requirements.

Recruitment & Selection

- Position descriptions will clearly define responsibilities, supervision requirements, qualifications, experience, teacher registration obligations (where relevant), and whether a Blue Card is required.
- Advertisements will include BYLC's commitment to child safety and that candidates will undergo police checks, Blue Card screening, referee checks, identification verification, and disclosure of relevant eligibility information.
- Selection processes will include interviews, referee checks, verification of qualifications and suitability, and consideration of child safety risks.
- A probationary period will allow assessment of employee suitability and compliance with child-safe standards.

Training & Management

- Induction programs will cover BYLC's child-safety policies, risk management expectations, and staff roles in maintaining a safe environment.
- Staff will receive ongoing professional development on:
 - o Policies and procedures;
 - o Identifying, assessing, and minimising risks to students;



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- o Handling disclosures or suspicions of harm.
- Staff support includes mentoring, coaching, conflict resolution, and access to external support or counselling where required.
- Management processes are consistent, fair, and supportive, including performance management and exit interviews to identify potential child safety issues.
- Training records will be maintained and reviewed regularly, ensuring compliance with legislative and child-safe obligations.

These procedures demonstrate BYLC's commitment to meeting its obligations under **Schedule 1 s.2(3) of the Working with Children Act** and the **Child Safe Organisations Act 2024**, while fostering a culture of safety and wellbeing for all students.

Handling Disclosures or Suspicions of Harm

BYLC is committed to ensuring that all disclosures or suspicions of harm are handled in accordance with the **Child Safe Organisations Act 2024 (Qld)**, the **Working with Children (Risk Management and Screening) Act 2000 (Qld)**, the **Education (Queensland College of Teachers) Act 2005**, and the **Criminal Code Act 1899 (Qld)**.

Reporting Requirements

- Any staff member, volunteer, or contractor who becomes aware of actual or suspected harm—including sexual abuse, physical abuse, or inappropriate behaviour by another staff member—must report it using the **Report of Suspected Harm or Sexual Abuse Form (Appendix 2)**.
- The principal is responsible for reporting investigations involving teachers to the **Queensland College of Teachers**, in accordance with **section 76 of the Education (Queensland College of Teachers) Act 2005**.
- Reports made under this procedure satisfy the legal obligations of all adults under the **Criminal Code Act 1899**.

Procedures and Support

- Reports will be handled confidentially, promptly, and fairly, with actions documented according to BYLC Child Protection Policy and Procedures.
- Children involved will be supported and protected from further harm.
- Staff or volunteers implicated in reports will be managed according to BYLC policy, Blue Card requirements, and legislative obligations.

Monitoring and Review



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- All reporting and response procedures will be regularly reviewed to ensure compliance with legislation and child-safe standards and to maintain a culture of child safety.

This commitment demonstrates BYLC's fulfillment of **Schedule 1 s.2(4) of the Working with Children Act 2000** and the new child-safe standards under the **Child Safe Organisations Act 2024**.

Managing Breaches of this Child Risk Management Strategy

BYLC is committed to appropriately managing any breaches of this Child Risk Management Strategy in accordance with the **Child Safe Organisations Act 2024 (Qld)**, the **Working with Children (Risk Management and Screening) Act 2000 (Qld)**, and relevant school policies, including: the **Child Protection Policy**, **Staff Code of Conduct**, and **Complaints Policy and Procedures**.

Scope and Responsibilities

- Breaches may involve staff, volunteers, contractors, or third-party providers.
- All breaches will be taken seriously, investigated promptly, and documented appropriately.

Procedures

- Investigations will be conducted fairly, confidentially, and in line with legislative and policy requirements.
- Corrective action may include additional training, supervision, disciplinary measures, or termination, as appropriate.
- Where applicable, breaches will be reported to **Blue Card Services** or other relevant authorities in accordance with legislative obligations.

Monitoring and Review

- BYLC will regularly review its breach management procedures to ensure they remain effective, compliant with legislation, and aligned with best practice child-safe standards.

This commitment demonstrates BYLC's fulfillment of **Schedule 1 s.2(5) of the Working with Children (Risk Management and Screening) Act 2000** and adherence to the child-safe standards under the **Child Safe Organisations Act 2024**.



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Implementing and Reviewing the Child Risk Management Strategy

BYLC is committed to the full **implementation and regular review** of this Child Risk Management Strategy and all related policies and procedures, in accordance with **Schedule 1 s.2(6)(a) of the Working with Children (Risk Management and Screening) Regulation 2020 (Qld)** and the **Child Safe Organisations Act 2024 (Qld)**.

Implementation

- The Strategy is communicated to all staff, volunteers, contractors, students, and parents.
- Staff, volunteers, and contractors receive induction and ongoing training on the Strategy, child-safe practices, and their responsibilities.
- The Strategy is actively applied in all day-to-day operations, including risk assessments, reporting, and management of breaches.

Review

- The Strategy is reviewed **at least annually** and after significant incidents, changes in legislation, or audits to ensure it remains effective, compliant, and aligned with best practice.
- The review process includes monitoring outcomes, updating policies and procedures, and documenting changes.

This approach demonstrates BYLC's fulfilment of the **implementation and review requirements under Schedule 1 s.2(6)(a)** and its ongoing commitment to providing a safe and supportive environment for students.

Blue Card Policies and Procedures

BYLC is committed to acting in accordance with **Chapters 7 & 8 of the Working with Children (Risk Management and Screening) Act 2000 (Qld)** and the **Child Safe Organisations Act 2024 (Qld)** to manage risks to children.

Screening and Verification

- Relevant prospective or current employees, volunteers, trainee students, Board members, and contractors will hold valid working with children authority (Blue Card), with verification of notices prior to engagement.
- No person will be allowed to work with children if their authority is cancelled, suspended, or a negative notice is received.



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- All individuals engaging in Restricted Employment must sign a **Restricted Person Declaration Form** before commencing.
- Persons relying on an exemption will not continue if they become a restricted person.

Administration and Records

- Individuals will be linked or unlinked from the school's systems as they commence or conclude engagement.
- A designated school contact person will manage the screening process, maintain documentation, and ensure compliance.
- Records of actions, decisions, outcomes, and expiry dates will be maintained and kept confidential.
- Employees will be reminded to renew their authority before expiry; appropriate action will be taken for non-compliance.

Monitoring and Review

- BYLC will regularly review Blue Card processes to ensure ongoing compliance with the Act, 2025 Blue Card updates, and child-safe standards.

This commitment demonstrates BYLC's fulfilment of **Schedule 1 s.2(6)(b) of the Working with Children (Risk Management and Screening) Regulation 2020**.

High Risk Management Plans

BYLC is committed to identifying, assessing, and managing risks to students' safety on an ongoing basis, in accordance with **Schedule 1 s.2(7) of the Working with Children (Risk Management and Screening) Regulation 2020 (Qld)** and the **Child Safe Organisations Act 2024 (Qld)**. Operational risk assessments and high-risk activity plans are approved by the Principal or their formally delegated nominee. The Governing Body retains oversight of strategic risks

Risk Management Approach

- Risks associated with high-risk activities—including excursions, camps, sporting events, visiting educators, contractors, and off-site programs—will be assessed and managed.
- Risk management procedures will follow a systematic approach: **identify, assess, eliminate or minimise, document, communicate, and monitor**.



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- Staff involved in high-risk activities will receive appropriate **training in child safety, supervision, and emergency procedures.**

Monitoring and Documentation

- Decisions and actions taken to manage risks will be **documented and kept on record.**
- High-risk management plans will be **regularly reviewed and updated**
- For high-risk activities, emergency response procedures may be documented separately to support staff decision-making if an incident occurs.
- in response to incidents, legislative changes, or organisational developments.

This commitment demonstrates BYLC's fulfilment of **Schedule 1 s.2(7)** and its broader obligations under the **Child Safe Organisations Act 2024**, ensuring that all high-risk activities are carefully managed to protect the safety and wellbeing of students.

Strategies of Communication and Support

BYLC is committed to making its Child Risk Management Strategy accessible and understood by students, parents, employees, volunteers, contractors, and Board members. The Strategy is available via the school website, induction programs, and internal communications, demonstrating fulfilment of Schedule 1 s.2(8)(a) and compliance with the Child Safe Organisations Act 2024 (Qld).

Training and Support for Employees

- BYLC provides regular training to staff, volunteers, and contractors on identifying, assessing, and managing risks to students, child-safe practices, and reporting obligations.
- Training is delivered through:
 - o Formal annual training sessions;
 - o Informal updates during staff meetings;
 - o Ongoing discussions and mentoring between managers and staff.
- Training is documented, monitored for effectiveness, and updated as required to reflect legislative changes, emerging risks, and best practice.
- BYLC fosters an environment where staff and volunteers can ask questions, raise concerns, and seek guidance regarding child safety and wellbeing.

These measures demonstrate BYLC's fulfilment of Schedule 1 s.2(8)(b) and its commitment to maintaining an informed, supported, and child-safe community.

Responsibilities



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BYLC is responsible for **developing, implementing, monitoring, and reviewing** this Child Risk Management Strategy and all related policies and procedures to ensure compliance with the **Working with Children (Risk Management and Screening) Act 2000 (Qld)**, the **Child Safe Organisations Act 2024 (Qld)**, and other relevant legislation.

All staff, volunteers, contractors, and Board members at BYLC are responsible for:

- Acting in accordance with this Child Risk Management Strategy and related policies and procedures.
- Promoting a **child-safe environment** in all interactions with students.
- Reporting any concerns, disclosures, or risks of harm in accordance with BYLC's reporting procedures.
- Participating in training and development to understand their obligations and the school's child-safe practices.

BYLC fosters a culture of **shared responsibility**, where everyone plays a role in ensuring the safety, wellbeing, and protection of students.

Compliance and Monitoring

BYLC is committed to ensuring that this Child Risk Management Strategy is effectively implemented, monitored, and reviewed in accordance with the Working with Children (Risk Management and Screening) Act 2000 (Qld) and the Child Safe Organisations Act 2024 (Qld).

Monitoring and Reporting

- BYLC will record, monitor, and report on the implementation of the Strategy, including:
 - o Compliance with policies and procedures;
 - o Staff, volunteer, and contractor training;
 - o Management of high-risk activities;
 - o Handling of disclosures or suspicions of harm;
 - o Breaches of the Strategy or related policies.
 - o Tracking cultural safety concerns or incidents.
 - o Ensuring compliance with Standard 1 & the Universal Principle.
 - o Reviewing training completion and effectiveness.
- Reports will be provided to the Principal and the School Board, and where appropriate, to relevant authorities in accordance with legislative obligations. **The**



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Principal is responsible for reporting implementation outcomes to the School Governing Body.

Review and Continuous Improvement

- The Strategy will be reviewed at least annually and following significant incidents, legislative changes, or audit findings.
- Monitoring outcomes will be used to update policies, procedures, risk management plans, and training to ensure continuous improvement and compliance with child-safe standards.

These measures demonstrate BYLC's ongoing commitment to compliance, accountability, and the promotion of a safe and supportive environment for all students.



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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)



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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	Police	Criminal Code section 229BC



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		reasonably to cause the 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.		
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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 ☐ 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):	



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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 and particulars 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



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Form was emailed to (please tick which agencies the form was sent to):	☐	Queensland Police Services (QPS), Bundaberg Phone: 131 444
	☐	Department of Families, Seniors, Disability Services and Child Safety. Child Safety Services Centre, Bundaberg. Phone: 07 4154 9700 Online Child Protection Guide https://secure.communities.qld.gov.au/cpguide/engine.aspx
	☐	Family and Child Connect Phone Number: 13 32 64 Web: https://www.familychildconnect.org.au Link: online referral form

(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



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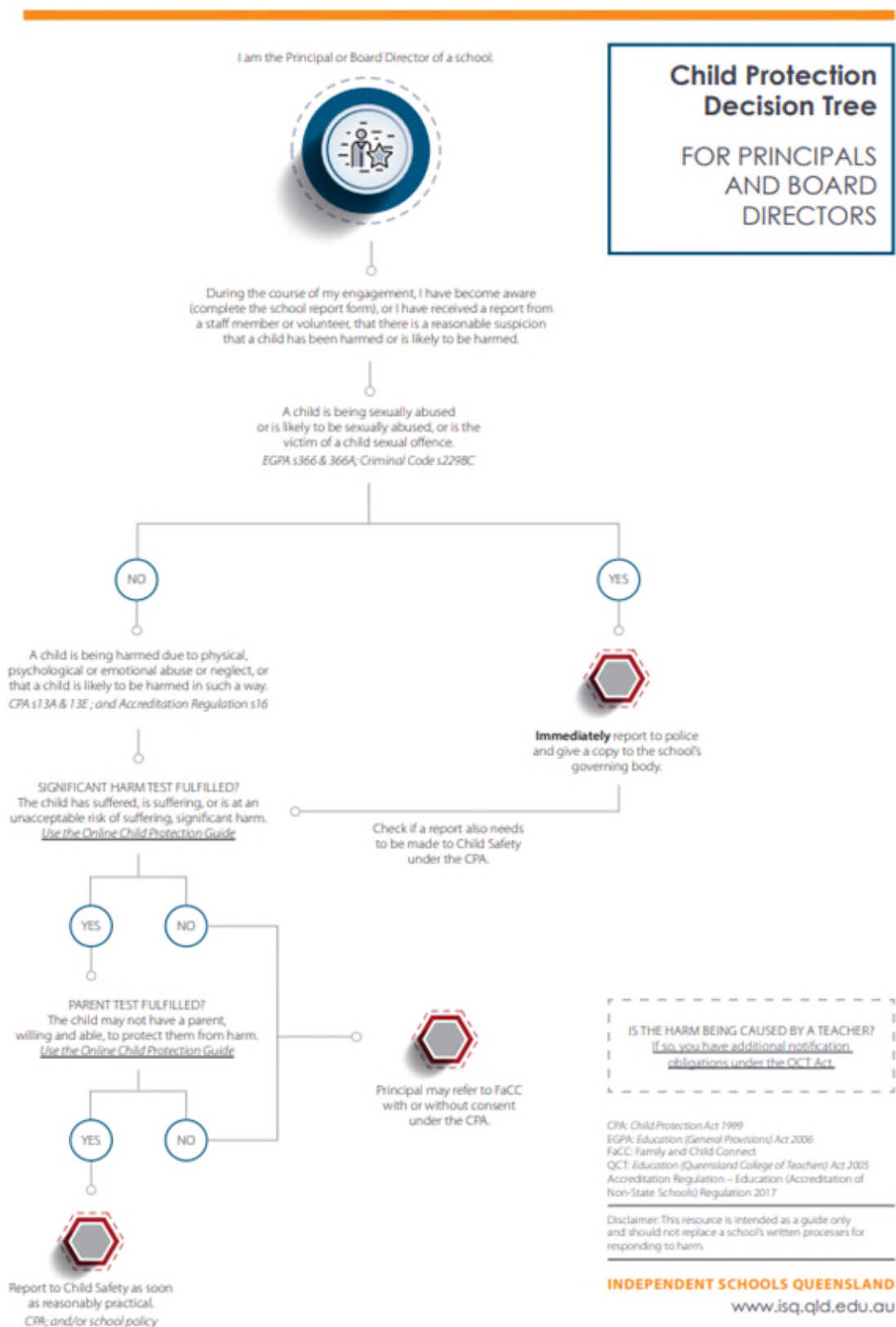
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Appendix 3



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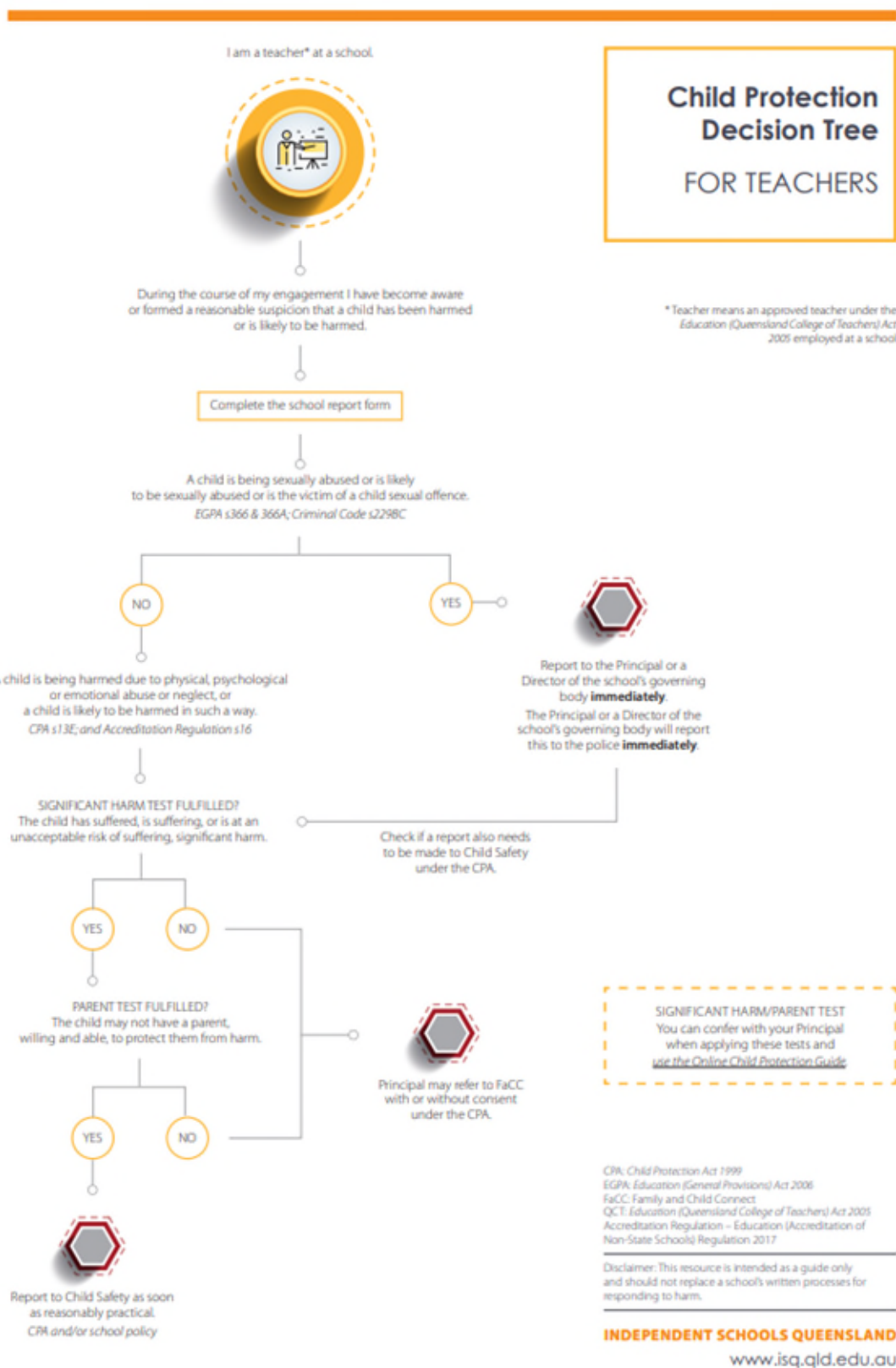
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Appendix 4



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Appendix 5



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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 s229BIC;
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.

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Appendix 6

Cultural Safety Statement

Burnett Youth Learning Centre (BYLC), as a Christian learning community, is committed to creating and maintaining a culturally safe environment for all children and young people. In keeping with our Christian values of dignity, respect, compassion and justice, we hold a particular focus on upholding the rights, strengths, cultures and identities of Aboriginal and Torres Strait Islander students.

- **BYLC promotes cultural safety by:**
 - Honouring the God-given dignity of every student and respecting the unique cultures, histories and knowledge of Aboriginal and Torres Strait Islander peoples in all school activities;
 - Ensuring that Aboriginal and Torres Strait Islander students feel safe, supported, valued and free from discrimination, consistent with our Christian commitment to love and neighbourliness;
 - Listening to and elevating the voices of Aboriginal and Torres Strait Islander students, families and communities, recognising the importance of relational care and shared wisdom;
 - Involving parents, caregivers, Elders and community representatives in relevant decision-making, support and engagement processes, in the spirit of partnership and reconciliation;
 - Providing ongoing cultural competency and anti-racism training for all staff and volunteers, supporting our mission to act with integrity, fairness and understanding;
 - Embedding culturally safe practices into the school's governance, procedures, curriculum and daily operations, ensuring our actions reflect both our legal obligations and our Christian identity; and
 - Regularly reviewing and improving cultural safety practices in partnership with students, families and community, as part of our commitment to continual growth and stewardship.

BYLC recognises cultural safety as a vital component of child wellbeing and a mandatory requirement under the Queensland Child Safe Standards and the Universal Principle (2024). We acknowledge that fostering cultural safety is consistent with our Christian values and strengthens our ability to serve all students with love, respect and compassion.