



MANAGING BREACHES OF THE CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Created: May 2016

Updated: March 2017

Review Date: March 2019

1. PURPOSE

The purpose of these procedures is to detail the steps that are to be taken when a breach or potential breach to the Child and Youth Risk Management Strategy, is discovered. The procedures also detail the range of consequences and follow up action required depending on the severity of the breach.

2. RELATED DOCUMENTS

- Child and Youth Risk Management Strategy
- School Community Code of conduct

3. SCOPE

This procedure applies to all members of the School Community including:

- Full time permanent employees
- Part time, temporary, casual and contract employees
- College Council members
- Volunteers
- Consultants and Contractors
- Parents
- Visitors and guests
- Students

4. DEFINITIONS

Breach means any action or inaction by any member of the College community that fails to comply with any part of the Child and Youth Risk Management Strategy.

5. RESPONSIBILITY

The Principal (or delegate) will serve in the role of **Breach Officer** when addressing any breach of the Child and Youth Risk Management Strategy and will determine the consequences and follow up action required.

6. PROCEDURES

6.1 Reporting

- Any breaches or suspected breaches of the Child and Youth Risk Management Strategy must be reported to the Breach Officer (Principal) using the form contained in Attachment One.
- All breaches or suspected breaches will be treated in a consistent, fair, confidential and supportive manner.

6.2 Investigation

- The Breach Officer will initially investigate the alleged or suspected breach and will communicate with all parties involved.
- Based on this initial investigation, the breach will be categorised by the Breach Officer into one of the following risk categories:
 - Minor
 - Moderate
 - Major
 - Extreme
- The Breach Officer will then decide if the breach warrants a fuller investigation and will call on any internal and/or external resources to assist in this investigation. During this time the alleged offender will be required to stay away and not make any contact with anyone at the School (apart from assisting in the investigation). If the alleged offender is a permanent staff member, they will continue to receive full pay and benefits until the investigation concludes.

6.3 Consequences/Outcomes

- Based on the outcome of any investigation, the following consequences and/or courses of action will take place:

Breach Level	Consequences/Course of Action
Minor	The person will receive a verbal warning and reminded of their obligations under the Code of Conduct. Volunteers, Parents or Visitors will be reminded of their obligations under the Code of Conduct.
Moderate	Employees will be given a formal warning and required to undertake detailed Student Protection training. Follow up reviews to take place. Volunteers, Parents or Visitors will be advised not to visit the College campus until further notice. Contractors will be advised that their contract is cancelled until further notice.
Major	Employees will be instantly dismissed. Volunteers, Parents or Visitors will be advised never to visit the College campus again. Contractors will be advised that their contract is cancelled and never to visit the College campus again. In each case the appropriate authorities will be advised.
Extreme	As above however the Police will be advised to attend the College and interview the alleged offender.

7. REVIEW

In the event of any Moderate to Extreme breach occurring, all Student Protection policies and procedures (including these procedures) and all Student Protection training will be reviewed for effectiveness and improvements immediately put in place.

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REPORT FORM

Breaches of the Child and Youth Management Strategy

Name of Person(s) involved in the alleged breach:	
Details of the alleged breach:	
Date and time of alleged breach:	
Location of alleged breach:	
Immediate action taken:	
If no action taken – provide reason.	
Name of Person completing form:	
Signature:	
Date	
Contact telephone number:	
Name of Person reported to:	