



Child & Youth Risk Management Strategy 2019



Working with Children (Risk Management and Screening) Act 2000 ss. 171 – 172
Working with Children (Risk Management and Screening) Regulation 2011 s. 3

Document Details	
Developed by: St Aidan's Anglican Girls' School	
Responsibility: Principal	
Contact Officer: Deputy Principal	
Version:	
Original Establishment Date:	
Previous Review Date: October 2018	
Next Review Date: October 2019	
Endorsed by CYRMS Committee:	
Endorsed by Deputy Principal and Head of Junior School:	
Approved by Name: Toni Riordan Signed:  Date: 11/2/2019	Approved by School Council Date: 11 February 2019

Introduction

Safe service environments don't just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has three (3) key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring

The Working with Children (Risk Management and Screening) Act 2000 (the Act) and the Working with Children (Risk Management and Screening) Regulation 2011 requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management Strategy.

Purpose

The purpose of a Child and Youth Risk Management Strategy is to help to identify the current strategies that are in place to minimise risks of harm to children and young people and to document the planned strategies that will be implemented in the coming year.

A well-developed strategy will help St Aidan's Anglican Girls' School achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to their School.

To comply with the legislative framework, a Child and Youth Risk Management Strategy must address eight (8) minimum requirements. These requirements:

- address an organisation's commitment to creating a safe and supportive service environment
- strengthen an organisation's capability to provide such an environment
- assist an organisation to manage any concerns with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the consistency of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

Coverage

The eight requirements are:

COMMITMENT

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

CAPABILITY

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

CONCERNS

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high risk activities and special events.

CONSISTENCY

7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.



Instructions

The Principal, in consultation with the CYRMSC, is accountable for ensuring that the Child and Youth Risk Management Strategy is developed, implemented and reviewed annually.

The completion of the Child and Youth Risk Management Strategy Checklist / Action Plan template (Appendix A) may assist in mapping existing policies and identifying gaps including out of date policies.

The St Aidan's Child and Youth Risk Management Strategy Committee (CYRMSC or Committee) was established in June 2016 to provide assistance to the School Principal and School Council to ensure that the process by which the School's CYRMS is formulated is consultative with a wide range of stakeholders and takes on a whole school approach, including input from support and teaching staff, parents and students from both the Senior and Junior Schools as well as a representative from the volunteering community.

The Committee will ensure that the annual review process is timely, robust and captures what is 'currently done' with regards to training and information sessions to help inform future CYRMS's and ensure that the document is representative of the actions occurring across the whole school.

The strategy is to be reviewed at the completion of each School year with the findings to inform the development of the new strategy document. The new strategy is to be approved in accordance with St Aidan's CYRMSC Charter and requirements for implementation at the beginning of the subsequent School year. The review process must be documented which together with the strategy document will be archived for future reference.

Notwithstanding the scheduled review, should circumstances change significantly before the 12-month review period, the strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

The CYRMS committee will comprise the following roles, which is determined by the Principal:

- Deputy Principal (Chairperson)
- Head of Junior School
- Dean of Students and Academic Welfare (7-9)
- Business Manager – Operations, Compliance and Projects – SSA
- Human Resources Officer
- Guidance Counsellor
- Volunteer
- P&F Member
- Students up to 5 (Primary and Secondary Representation)

The Committee will meet at least once per term, or more frequently as circumstances dictate.





Scope

This strategy applies to all students, parents, employees, volunteers and visitors of St Aidan's Anglican Girls' School. St Aidan's Anglican Girls' School comprises the Senior and Junior Schools.

The following describes how the strategy document is to be developed.

Column A – Requirement:	This sets out the four Key Areas and eight Mandatory Requirements as set out in the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011.
Column B – Action/s:	Intentional actions, programs and processes that have been developed and will be implemented. The Action/s must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.
Column C – Reference:	Describes the policy, procedures, protocols and other guidelines which form the authority for the particular Action/s.
Column D – Responsible Officer:	This identifies the staff member who has responsibility for the development and/or implementation of a particular Action/s.
Column E – Evidence:	This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

Abbreviations

ACSQ	Anglican Church Southern Queensland
ASC	Anglican Schools Commission
St Aidan's	St Aidan's Anglican Girls' School
CYRMS	Child and Youth Risk Management Strategy

Part 1: COMMITMENT

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>1. Statement of Commitment</p>	<p>The Student Protection in Anglican Schools Policy and Procedures was originally developed by the ACSQ in February 2015.</p> <p>The ACSQ developed as stated below a statement of commitment to the safety and wellbeing of children and the protection of children from harm.</p> <p>Student Protection – Commitment Statement:</p> <p><i>St Aidan's supports the rights of children and are committed to ensure the safety, welfare and wellbeing of students. St Aidan's is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.</i></p> <p><i>This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.</i></p> <p><i>In support of this commitment, St Aidan's is dedicated to our Child and Youth Risk Management Strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in their care.</i></p>	<p>ACAQ: Student Protection in Anglican Schools Policy and Procedures</p>	<p>Director, Office of the Director of Professional Standards ACSQ</p> <p>Principal and Head of Junior School</p>	<p>The Student Protection in Anglican Schools Policy and Procedures were adopted in October 2015.</p> <p>The Statement of Commitment is framed and displayed in the Senior and Junior School reception areas as well as the St Aidan's Kindergarten notice board.</p> <p>The Statement of Commitment is available on the School's internet site and available on the intranet site for all School employees.</p>
<p>1a. 2019 Strategy</p>	<ul style="list-style-type: none"> • The Statement of Commitment will be re-confirmed by the Principal and School Council early in 2019. • The updated version will be posted in key locations around the School and uploaded to the School website and intranet. • All Heads of Year and Junior School teachers to talk through the Statement of Commitment at the commencement of each School term (week 3 to capture all new students). 			

Part 1: COMMITMENT continued

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
2. Code of Conduct	<p>St Aidan's has developed a School Community Code of Conduct (Code) which sets clear standards of behaviour which are expected of members of the School Community in the School environment or when attending any School related function or activity at any other location.</p> <p>The Code specifies the consequences for any member of the School Community who does not comply with these standards of behaviour.</p> <p>The 'School Community' comprises:</p> <ul style="list-style-type: none"> • School Council • Principal • Head of Junior School • Employees (permanent, temporary, casual, supply) • Coaches • Students • Parents, Guardians, Step-parents, Relatives and Carers • Volunteers • University practicum students • Friends • Supporters • Invitees of the school <p>Parents/guardians and students agree to be bound by the School Community Code of Conduct when parents/guardians sign the Enrolment Agreement with the School.</p> <p>St Aidan's has developed a Volunteer Handbook and Code of Conduct as well as a Volunteer Management Policy which outlines the standard of behaviour which is required of volunteers (including parents) in their activities in the School, including the need to think about and act safely and treat students and staff with respect.</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Student Protection Policy –</p> <p>5.5 Professional and behavioral obligations</p> <p>6.0 Principal</p> <p>7.0 School Council</p> <p>Code of Conduct</p>	Principal and Head of Junior School	<p>The School Community Code of Conduct is published on the School's internet site, and available on the intranet site for all School employees.</p> <p>Hard copies of the School Community Code of Conduct and Volunteer Handbook and Code of Conduct are available from the Junior and Senior School Receptions.</p> <p>The Volunteer Handbook and Code of Conduct is available on the School website and is emailed to all parents and known volunteers each term for reference. It is also included in the School newsletter at the start of each term as well as the year level newsletters which are issued termly.</p> <p>Policies relevant to parents are published on the School website and/or Parent Handbook:</p> <ul style="list-style-type: none"> • School Community Code of Conduct • Volunteer Handbook and Code of Conduct • Acceptable Use of Information Technology <p>Policies included in the Staff Handbook as well as the St Aidan's intranet (Central) include:</p> <ul style="list-style-type: none"> • School Community Code of Conduct • Computer Management Policy • Social Media Policy <p>Policies included in the Student Diary:</p> <ul style="list-style-type: none"> • School Community Code of Conduct • Acceptable Use of Information Technology
2a. 2019 Strategy	<p>School Community Code of Conduct</p> <ul style="list-style-type: none"> • The Code of Conduct will be reviewed and amended to ensure compliance with Section 5.5 of the Student Protection Policy i.e. Inappropriate behaviour may include, but is not limited to: <ul style="list-style-type: none"> ○ transporting a student or seeking to visit a student at home without the written consent of a parent and the approval of the Principal; ○ inviting a student to the staff member or volunteer's home; ○ sending or receiving correspondence of an inappropriate nature or inappropriate giving of gifts; physical or emotional aggression, violence or bullying; 			

- sexual exhibitionism or exposing a student to pornographic material in any medium;
- development of an intimate relationship incompatible with the professional relationship;
- inappropriate discussion of sexual matters or use of obscene language, especially of a sexual nature;
- gestures, actions or jokes of a suggestive, obscene or sexual nature while in a student's presence;
- voyeurism (gaining pleasure from secret watching of another);
- repeatedly seeking to be alone with a student; or
- detaining a student in locked facilities or facilities that do not have immediate access to other staff.

- The Code of Conduct will be reviewed and amended to ensure compliance with Section 6 and 7 of the Student Protection Policy relating to the specific obligations of the Principal and School Council.
- The revised Code of Conduct will be communicated to all staff and the wider School community via the School website and intranet.

Volunteer Handbook and Code of Conduct and Volunteer Management Policy and Procedures

- Roll out of updated volunteer procedures and policies to School community via school website and intranet

Student review of Code of Conduct

- Dean of Students and Academic Welfare (Yrs 7-9) and Assistant Head of Primary to work with senior and junior students to review current Code of Conduct for relevance and for junior students,
- Development of 'kid speak' version of Code of Conduct for Junior School students to understand.

Part 2: CAPABILITY

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>3. Written processes for recruitment, selection, training and managing staff and volunteers</p>	<p>St Aidan's aims to recruit and select employees who work with students in the School who are appropriately qualified and suitable for working with children and young people.</p> <p>St Aidan's is committed to an equitable, transparent, consistent and merit- based approach to recruitment and selection in order to attract, select and retain the most capable and suitable people.</p> <p>St Aidan's is responsible for staff recruitment, selection, training and management of employees in the School. The School Principal, Deputy Principal and other Senior Leadership Team members involved in staff recruitment, selection, training and management of employees at the School must comply with the relevant St Aidan's documents, policies and procedures which are available from the Deputy Principal's office and available on the School Intranet – Office Management:</p> <ul style="list-style-type: none"> • Position Description template • Contract/Letter of appointment • Request Reference check form • Working with children check forms: Blue Card Application form or Authorisation to confirm a valid card/application form or Volunteer to paid transfer form • Offer/Letter of Employment • New Employee Induction pack <p>Policies relevant to the recruitment, selection and training and managing of employees include:</p> <ul style="list-style-type: none"> • Recruitment and Selection Policy • Blue Card Policy • Induction Policy • Staff Compliance and Training Policy • School Community Code of Conduct • Enterprise Agreement • Complaints Management in Anglican Schools Policy and Procedures • School Expectations of Teaching Staff • Protective Practices Policy <p>All new staff must undergo a minimum period of six months as a probationary period.</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p> <p>Training and Resource Sheets including ACSQ Resource Sheets</p> <p>Student Protection Policy</p>	<p>Deputy Principal, members of Senior Leadership Team, Human Resources Officer, Payroll, Administration Assistant – Compliance and Business Manager – Operations and Compliance</p>	<p>The Recruitment and Selection Policy and other employment related policies are available on the School intranet site.</p> <p>Position Descriptions are available on the internet at time of job application and on the intranet at all other times.</p> <p>The Staff Code of Conduct is also available in the Staff handbook which is updated annually.</p> <p>All forms and documents, including employment contracts, provided by staff during the recruitment process are stored in employee files.</p> <p>A Teacher Registration Register is maintained by the Finance office.</p> <p>A register of attendance is taken at all staff meetings, compliance trainings and induction sessions. This information is recorded on the St Aidan's Compliance Training Register, which is maintained by the Executive Assistant to the Deputy Principal.</p> <p>Processes are in place to back capture and arrange additional workshops for staff who were unable to attend original sessions.</p> <p>New staff are required to sign off by email that they have read and understood key compliance policies including the Student Protection Policy and Code of Conduct for interacting with Students.</p> <p>Each year, staff are required to sign that they have read and understand the ACAQ Student Protection in Anglican Schools Policy and Procedures Manual.</p> <p>Teaching and non-teaching staff will continue to undertake compulsory Student Protection training -</p>

	<p>All staff must undertake a formal staff induction which is held each term. During this induction, staff are provided with documents, policies and procedures with include:</p> <ul style="list-style-type: none"> • Staff handbook • Staff Related Policies and Procedures • Computers and Mobile Phone Policies • Finance Policies and Procedures • Student Protection Policies • Student Related Policies and Procedures • Student Safety Policies and Procedures • Teaching and Learning Policies and Procedures (if applicable) • Workplace Health and Safety Policies and Procedures • Parent Related Policies <p>New staff are required to sign off by email that that they have read and understood key compliance policies including the Student Protection Policy and School Community Code of Conduct. All staff undertake Student Protection training linked to the Safeguarding our Students Policy and Procedures Manual each year.</p> <p>All staff must complete mandatory online training in Student Protection Processes which covers:</p> <ul style="list-style-type: none"> • sexual abuse/likely sexual abuse of students; • harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and • inappropriate behaviour of staff to students. <p>The training provides St Aidan’s staff with strong skills to effectively respond to and report suspicions or allegations, as required by law.</p> <p>Professional development opportunities and further training is recommended and encouraged for all staff.</p> <p>The Student Protection Officers at the School attend a comprehensive Student Protection training course organised by the ACSQ on an annual basis.</p> <p>St Aidan’s provides the Employee Assistance program to give free and confidential counselling to employees at the School who require support.</p> <p>Contractors and Volunteers</p> <p>All new volunteers and contractors are advised of their Student Protection responsibilities and are required to sign off that they have read and understood the “Safeguarding our Students” document developed by the Anglican Schools Commission for volunteers, contractors, coaches etc. This is referred to in the Volunteer Register and</p>			<p>via workshops and online program, written and developed by the Anglican Schools Commission. Student Protection related workshops are presented by the St Aidan’s Student Protection Officers.</p> <p>Material used in Student Protection training is available on the St Aidan’s Intranet in the Student Protection section.</p> <p>Every month the ASC are provided with lists of new and leaving staff in order for new staff to be able to complete the online Student Protection training course.</p> <p>During 2017, the School introduced a School Sign-in Program for visitors and staff. iPads are in the Main and Junior School Receptions ensuring visitors can sign in and out easily.</p> <p>Volunteers are required to complete the Volunteer Register (online form) which is available on the School website prior to commencing their volunteering engagement with the School.</p>
--	--	--	--	--

	<p>a copy is available for contractors and volunteers at the Junior and Senior Receptions.</p> <p>NOTE: Visitors and invited guests to the School are not provided with Student Protection training as they are accompanied by a staff member always and are never left with students unattended.</p> <p>NOTE: Visitors and invited guests to the School are not provided with Student Protection training as they are always accompanied by a staff member and are never left with students unattended.</p>			<p>The Volunteer Register addresses the following four key areas:</p> <ol style="list-style-type: none"> 1. Volunteering Expectations and Code of Conduct 2. Student Protection in Anglican Schools 3. Blue Cards 4. Workplace Health & Safety Instructions <p>Blue Card Register managed by Administration Assistant – Compliance and Business Manager – Operations and Compliance.</p>
<p>3a. 2019 Strategy</p>	<ul style="list-style-type: none"> • Further student protection training for employees will be held in the following areas: - <ul style="list-style-type: none"> ○ Recognising harm ○ Reporting suspicions of harm ○ Cyber safety • Review and improve the procedures for “back-capture” of employees unable to attend compulsory student protection workshops and/or online student protection training courses. • An online process (similar to the Volunteer process) will be developed for introduction at the start of the 2019 school year for employees unable to attend a face to face induction session. • Improved procedures will also be developed for the induction of external contractors, particularly those directly dealing with students such as offsite sport coaches, music instructors and specialist tutors. 			

Part 3: CONCERNS

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines</p>	<p>The School follows and has adopted the ACSQ Safeguarding our Students Policies and Procedures.</p> <p>The School's student protection processes provide a process for all staff to recognise, respond and report allegations or suspicions of:</p> <ul style="list-style-type: none"> sexual abuse/likely sexual abuse of students; harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and inappropriate behaviour of staff to students. <p>The School has policies, procedures and forms in place for handling disclosures or suspicions of harm, including reporting guidelines. These documents include:</p> <ul style="list-style-type: none"> Student Protection Policy and Procedures Protocol for Dealing with Complaints SUMMARY Protocol for Dealing with Complaints DETAIL Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form Form 2 – Notification of Report to a State Authority Form 3 – Inappropriate Behaviour Report Form Form 4 – Harm Concern Advice Form <p>In the event of a disclosure or suspicion of harm report being made, the Principal (or their delegate) will be the only person authorised to speak to the media. Student Protection Policies and Procedures will be reviewed for effectiveness after each reported incident and amended if required.</p> <p>There are 3 Student Protection Officers appointed by the Principal. They are:</p> <ul style="list-style-type: none"> Dean of Students and Academic Welfare (7-9) Guidance Counsellor Head of Junior School <p>The student protection processes are readily available for employees, parents, students and carers and St Aidan's has uploaded the link to the student protection processes on the School website.</p> <p>In the event of a disclosure or suspicion of harm report being made,</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p> <p>Student Protection Policy</p>	<p>Principal and Head of Junior School</p> <p>School Council Chair</p>	<p>Each year, staff receive training in Student Protection Policies and Procedures and are required to sign that they have read and understand the ACAQ Student Protection in Anglican Schools Policy and Procedures Manual.</p> <p>The following forms and information are available on the school website and school intranet site:</p> <ul style="list-style-type: none"> Student Protection in Anglican Schools Policies and Procedures (ebook and Manual) Complaints Management in Anglican Schools Student Protection Information for Parents Student Protection Officers <p>The following forms and information are available on the school intranet for staff access:</p> <ul style="list-style-type: none"> Link to the Child Safety E-Report form Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form Form 2 – Notification of Reportable Suspicion of Sexual Abuse/Likely Sexual Abuse or Harm to a State Authority Form 3 – Inappropriate Behaviour Report Form Form 4 – Harm Concern Advice Form <p>Regular newsletter articles about where to find student protection information on our website and who the Student Protection Officers are, will be issued each term.</p> <p>Parents, staff and students are directed to the relevant policies in the handbooks and student diary.</p> <p>Student Protection Officers receive training through ACSQ.</p> <p>Posters containing details of the School's Student Protection Officers have been put up around the School, in areas most relevant to students.</p>

	<p>the Principal (or their delegate) will be the only person authorised to speak to the media. Student Protection Policies and Procedures will be reviewed for effectiveness after each reported incident and amended if required.</p>			<p>In 2017, the School updated their Blue Card Policy, utilising the “Blue Cards in the Anglican School System” Policy as a guideline.</p> <p>In 2017, the School implemented a “Blue Card Procedure” document to provide guidance and direction in the implementation of the Blue Card System to create safe and supportive service environments.</p>
<p>4a. 2019 Strategy</p>	<ul style="list-style-type: none"> • Information contained in the student protection tab on St Aidan’s intranet to be reviewed to ensure that interactive links are to the appropriate and most up to date forms. • Marketing of ‘Wellness House’ to all students as a place where students can share their problems • Development of ‘who can I talk to?’ posters for students and friends of students who have confided in them 			

Part 3: CONCERNS continued

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>5. A plan for managing breaches of your risk management strategy</p>	<p>The School is committed to appropriately managing breaches of this Child and Youth Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as the Student Protection in Anglican Schools: Policy and Procedures 2015, the Diocesan Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour and the School Community Code of Conduct.</p> <p>It is recognised that a breach may occur due to a person not being aware of the policies and procedures relating to student protection, or not understanding these policies and procedures. In this case, a review of all Student Protection training will be conducted to improve the level of understanding.</p> <p>St Aidan’s will do regular training with employees and communicate these policies and procedures to students each term.</p> <p>The School has procedures in place to deal with any breaches in a consistent, fair and supportive manner. Refer: “Managing Breaches of the Child and Youth Risk Management Strategy – Procedure”.</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p> <p>Student Protection Policy</p> <p>Code of Conduct</p> <p>Managing Breaches of the Child and Youth Risk Management Strategy – Procedure</p>	<p>Principal and Head of Junior School</p>	<p>Managing Breaches of the Child and Youth Risk Management Strategy – Procedure is available to all staff on the St Aidan’s intranet.</p> <p>Hard copies are also available on request.</p> <p>The Complaints policy is available on both the St Aidan’s website and on the School’s intranet.</p> <p>Each year, staff receive training in Student Protection Policies and Procedures and are required to sign that they have read and understand the ACAQ Student Protection in Anglican Schools Policy and Procedures 2015.</p> <p>The St Aidan’s School Council will be notified of any breaches.</p> <p>The following policies related to this requirement are found on the staff intranet and included in all staff inductions:</p> <ul style="list-style-type: none"> Procedures for Managing Breaches of the Child and Youth Risk Management Strategy
<p>5a. 2019 Strategy</p>	<ul style="list-style-type: none"> Carried forward from 2018. the School will focus on documenting the pastoral response procedures that Heads of Year, the School Counsellor, Form Teachers and the School Chaplain adopt in the event of a reportable incident and/or breach. Review the “Managing Breaches of the CYRMS” information on the School intranet to ensure that links are to the appropriate and most up to date ASC documents. 			

Part 3: CONCERNS continued

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>6. Risk management plans for high risk activities and special events</p>	<p>St Aidan’s recognises the management of the School’s risks is an important and serious responsibility. The School, and its stakeholders, may face a myriad of risks that threaten the achievement of academic, safety, financial, reputation, regulatory and strategic objectives.</p> <p>The School has an extensive Risk Management system using the ERM Online Risk Management and Compliance System.</p> <p>Each risk assessment identifies areas of potential risk and lists the corresponding controls. Each risk assessment is then evaluated (post controls) and given a risk rating using a traditional risk score table (taking into account the likelihood of any hazards occurring and the consequences that may result).</p> <p>The approval process includes a review by the WHS Consultant, approval by the Deputy Principal or Head of Junior School and final approval by the Principal (if required). It is expected that any proposed activity with a risk rating of Significant or Catastrophic would not proceed until further controls can be introduced to lower the risk rating.</p> <p>Responsibility for risk management of high risk activities and special events resides with the following:</p> <ol style="list-style-type: none"> School Council - responsible for approving the Risk Management Strategy and Operational Framework and for instilling a mature risk-aware culture within the School. <p>A register of high-level Corporate Risks is maintained to help oversee the ongoing viability of the School.</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Child Protection Act 1999</p> <p>Work Health and Safety Act 2011</p>	<p>Deputy Principal and Head of Junior School</p> <p>Dean of Students and Academic Welfare (7-9)</p> <p>WHS Consultant</p>	<p>All Risk Management plans for high risk activities and special events are hosted on the ERM Online Risk Management system.</p> <p>Blank risk assessment forms are available from the online forms section of St Aidan’s intranet.</p> <p>Copies of individual risk assessments or the template document are available on request.</p> <p>WHS Committee review and revise top risks, presented to School Council twice yearly for advice and approval.</p> <p>The WHS Management System is located on St Aidan’s intranet and is accessible to all staff.</p> <p>Available on the Schools’ intranet system:</p> <ul style="list-style-type: none"> Risk Assessment Template Risk management strategy and operating framework Critical Incident Response Plan QGSSSA risk assessments for all sports International Tours policy <p>The Corporate Risk Register is maintained in the ERM Online Risk Management System.</p>
	<ol style="list-style-type: none"> Principal and staff - responsible for complying with and enforcing the Risk Strategy and Operating Framework as well as communicating the strategy to teachers, students, parents and the wider St Aidan’s community 	<p>Working with Children (Risk Management & Screening) Act 2000</p>	<p>Deputy Principal and Head of Junior School</p> <p>Dean of Students and Academic Welfare (7-9)</p> <p>WHS Consultant</p>	<ul style="list-style-type: none"> Activity Risk Assessment Forms submitted for all School Excursions, Camps, Sporting Trips and International Tours; Risk scenario workshops completed by the Senior Leadership Team; Implementation of Enterprise Risk Management software; Rolling Annual Review of the School’s Risk Strategy and Operating Framework; Communication with people who have appropriate

				<p>knowledge and levels of experience to gain a view of possible risk, for example Outdoor Education providers, Science Lab Technicians (Biochemist), Risk Management consultants;</p> <ul style="list-style-type: none"> • Risk Assessments completed for all major School events – e.g. Open Day, camps, excursions, on-campus activities, overseas trips • Identification of risks as documented in the following: <ul style="list-style-type: none"> - Risk Assessment Processes for Practical Units of Work - Health and Physical Education Faculty - Risk Assessment Guidelines and Procedures for Teachers and Laboratory Staff - Science Faculty - Risk Assessment Processes for St Aidan's Sport Department - Risk Assessment Guidelines and Procedures – Arts Faculty - Risk Assessment Guidelines and Procedures – Business and Technology Faculty - Risk Assessment Guidelines – Rowing - Workshop Maintenance Procedures
	<p>3. St Aidan's Risk Committee and Workplace Health and Safety Committee - responsible for developing and coordinating the execution of the Risk Management Strategy and Operational Framework and the on-going identification, assessment and mitigation of risk</p> <p>The School also has a comprehensive Work Health and Safety (WHS) Management System in place to create a safe environment for Students at the School. The key components of the WHS Management System are:</p> <ul style="list-style-type: none"> • WHS Policy and Commitment Statement • Detailed WHS Procedures • Regular safety inspections and follow up • Emergency procedures and regular drills • Hazard Report system • Accident/Incident report investigations • WHS training for all new staff, contractors and volunteers • Detailed WHS training for staff working in high risk areas e.g. Facilities/ Grounds • Annual WHS and Emergency Procedures refresher training for all staff. 	Working with Children (Risk Management & Screening) Act 2000	<p>Deputy Principal or Head of Junior School</p> <p>Dean of Students and Academic Welfare (7-9)</p> <p>WHS Consultant</p>	<ul style="list-style-type: none"> • Discussion and identification of non-physical risks by the St Aidan's Risk Committee and reported to the School Council; • Review of Accident and Incident Reports at WHS Committee meetings; • Referral of all WHS concerns, as raised by staff or parents, to WHS Committee • Identification of risks through discussion at bi-monthly St Aidan's Risk Committee meetings and Senior Leadership meetings and reporting to School Council. • Staff receive WHS, online fire training and First Aid refresher training throughout the year. <p>Throughout 2018, the WHS Consultant conducted safety inspections of various classrooms and facilities on and off campus.</p>
	4. Risk advisor (where appropriate) - responsible for testing compliance	Working with	Deputy Principal and	<ul style="list-style-type: none"> • Safety Reports completed by external auditors

	with the Risk Management Strategy and Operational Framework and for providing advice on risk-related matters	Children (Risk Management & Screening) Act 2000	Head of Junior School Dean of Students and Academic Welfare (7-9) WHS Consultant	(DRA); <ul style="list-style-type: none"> • EVAC Services to provide fire warden and chief warden training once a year • Safety checks on classrooms, playground equipment and other student areas are conducted regularly throughout the year by the WHS Consultant and any potential hazards are dealt with immediately.
	5. Parents and members of the School community - responsible for maintaining awareness of, and complying with, the School's policies, instilling risk-awareness in their children and bringing risk-related matters to the School's attention	Working with Children (Risk Management & Screening) Act 2000	Deputy Principal and Head of Junior School Dean of Students and Academic Welfare (7-9) WHS Consultant	<ul style="list-style-type: none"> • Identification of and signed awareness and acceptance of policies and procedures at time of enrolment. • P&F liaison with support groups with risk assessments and WHS Committee
	6. Students - responsible for complying with the School's policies; following the instructions of staff and adopting appropriate behaviour.	Working with Children (Risk Management & Screening) Act 2000	Deputy Principal and Head of Junior School Dean of Students and Academic Welfare (7-9) WHS Consultant	<ul style="list-style-type: none"> • Read and understand policies and procedures with guidance from teachers on orientation days at the beginning of year • Attendance and compliance with staff and fire warden instructions at fire drills and lockdown drills
6a. 2019 Strategy	<ul style="list-style-type: none"> • Review of Corporate Risk Register including appointment of external risk consultants to review register and undertake gap analysis. • Introduction of a post-camp/excursion review process for Students to provide feedback on any issues. • Action items raised in safety inspections. • Development of homestay/exchange/overnight tour/camp post survey to identify any concerns. 			

Part 4: CONSISTENCY

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
7. Policies and procedures for managing compliance with the blue card system	<p>The School has Blue Card policies and procedures in place that set the guidelines for the requirement to hold a Working with Children clearance (Blue Card) at the School. A register of all current Blue Cards and expiry dates is maintained by the Executive Officer – Business SSA that includes card numbers and expiry dates.</p> <p>Clearance on the National Register (with Director of Professional Standards)</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Blue Card Policy</p> <p>Blue Card System Procedures</p> <p>Blue Card Working Instructions</p>	<p>Deputy Principal</p> <p>Business Manager – Operations and Compliance</p> <p>Administration Assistant – Compliance</p>	<p>The Blue Card policies and procedures are available for all staff to access on the School intranet.</p> <p>Hardcopies are also available on request.</p> <p>Access to the Blue Card register is restricted to authorised personnel however hard copies of reports can be made available on request.</p> <p>An internal audit programme has been developed by the Administration Assistant – Compliance and signed off by the Business Manager – Operations and Compliance. Each department will be audited at least once during 2019 to ensure full compliance.</p>
7a. 2019 Strategy	<ul style="list-style-type: none"> The CYRMS Committee to be used as a sounding board for feedback on Blue Card issues. Meet with Head of Sport (Junior and Senior Schools) at the start of the year to re-enforce the Blue Card Policy and requirements. 			
8. Strategies for communication and support	<p>In 2017, the School established a Child & Youth Risk Management (CYRMS) Committee to oversee the management of the School CYRMS. Committee members are drawn from various areas of the School including parents, volunteers and students from both Junior and Senior Schools.</p> <p>The CYRMS Committee meet termly to ensure that the process by which the School's CYRMS is formulated is consultative with a wide levels of stakeholder involvement and takes on a whole school approach, including input from support and teaching staff, parents and students from both the Senior and Junior School as well as a representative from the volunteering community. During the meetings, the representatives also document what is 'currently done' with regards to training and information sessions to help inform future CYRMS's and ensure that the document is representative of the actions occurring across the whole school.</p> <p>The CYRMS Committee will meet termly in 2019 to discuss relevant student protection issues and monitor the effectiveness of the School's CYRMS.</p> <p>Communication with parents and the School community occurs</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Student Protection Policy</p>	<p>Principal, Deputy Principal and Head of Junior School</p> <p>CYRMS Committee members</p>	<p>CYRMS Committee Terms of Reference</p> <p>Minutes of the CYRMS Committee Meetings</p> <p>Student Protection related policies and procedures are</p>

	<p>through:</p> <ul style="list-style-type: none"> • Weekly newsletters • Email communication • Information evenings for all year levels each year • Parent handbook and portal • Student Café • Daily notices for students/Student Diary • School website • School intranet/School Box <p>The following student protection documents, policies and procedures are available on the School website for all students, parents, and the wider community:</p> <ul style="list-style-type: none"> • Student Protection in Anglican Schools Policy and Procedures (ebook and Manual) • Student Protection Information for Parents • Student Protection Officers • School Community Code of Conduct • Complaints Management in Anglican Schools • Risk Management Strategy and Operational Framework <p>The School intranet includes all the above documents, as well as the following forms and information:</p> <ul style="list-style-type: none"> • Link to the Child Safety E-Report form • Form 1 – SuspectedSexual Abuse or Likely Sexual Abuse Report Form • Form 2 – Notification of Reportable Suspicion of Sexual Abuse/Likely Sexual Abuse or Harm to a State Authority • Form 3 – Inappropriate Behaviour Report Form • Form 4 – Harm Concern Advice Form • ASO Staff Training PowerPoint • ASO Resource Sheet 1 • ASO Resource Sheet 2 • ASO Resource Sheet 3 • ASO Resource Sheet 4 • ASO Resource Sheet 4A • ASO Resource Sheet 4B • ASO Resource Sheet 5 • ASO Resource Sheet 6 • ASO Resource Sheet 7 • ASO Resource Sheet 8 • ASO Resource Sheet 9 • ASO Resource Sheet 10 • ASO Student Protection Newsletters 			<p>available on the School website.</p> <p>Access to the School intranet is restricted to authorised users but can be demonstrated on request.</p> <p>Hard copies of Student Protection Policy documents are available in the Senior School reception and library, and the Junior School reception and library.</p> <p>Communication of Student Protection Officers and location of Student Protection Resources will be a standing item in the School’s weekly newsletter.</p> <p>Communication of Student Protection Officers and location of Student Protection Resources will be incorporated into the SEL (Social and Emotional Learning) program.</p> <p>Social media will continue to remain a focus in 2019. The School will continue to engage relevant, ‘real world’ speakers who are able to reach the student audience.</p>
--	--	--	--	---

	<p>Bound copies of the Student Protection Policy and Procedures are on display at:</p> <ul style="list-style-type: none"> • Senior School Reception Desk and Library • Junior School Reception Desk and Library 			<p>Additional posters detailing the Student Protection Officers and location of Student Protection Resources will be placed around the Junior and Senior Schools.</p>
<p>8a. 2019 Strategy</p>	<ul style="list-style-type: none"> • Establish regular collaboration meetings involving Student Protection Officers, school guidance officer and the school chaplain to share and discuss any current student protection issues or trends. • The following Student Protection awareness events are planned for 2019: <ul style="list-style-type: none"> ○ Day for Daniel 			