



Child & Youth Risk Management Strategy



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	
<p>Approved by</p> <p>Name: Karen Spiller</p> <p>Signed:</p>  <p>Date: 28/11/2016</p>	<p>Developed by: St Aidan's Anglican Girls' School</p> <p>Date: October 2016</p> <p>Version: 2</p> <p>Review Date: October 2017</p> <p>First Reviewer: Child and Youth Risk Management Strategy Committee (CYRMSC)</p> <p>Second Reviewer: Dean of Students and Academic Welfare (7-9), Deputy Principal and Head of Junior School</p> <p>Third Reviewer: Principal</p> <p>Final Review and Endorsement: School Council</p>
<p>Endorsed by School Council</p> <p>Date: 28/11/2016</p>	<p>Contact Officer: Name: Cate Begbie</p> <p>Position: Dean of Students and Academic Welfare (7-9)</p>



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 potential risks of harm to children and young people and to implement strategies to prevent and minimise these risks.

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.

In order 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 particular 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
- Head of Junior School
- Dean of Students and Academic Welfare (7-9)
- Executive Officer – Business SSA
- Volunteer
- P&F Member
- Student Representative Committee x 5

The Committee will meet at least once per semester, 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 School and Junior School.

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

Column A – Requirement:	This sets out the 4 Key Areas and 8 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 particular 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
St Aidan's	St Aidan's Anglican Girls' School



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 Anglican Church Southern Queensland has developed as stated below a statement of commitment to the safety and wellbeing of children and the protection of children from harm.</p> <p>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.</p> <p>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.</p> <p>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.</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 Statement of Commitment was endorsed by the St Aidan's Anglican Girls' School Council on 6 March 2017.</p> <p>The Statement of Commitment is framed and is displayed in the Senior School 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>

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
<p>2. Code of Conduct</p>	<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 Code of Conduct, Engagement Policy and Procedures 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>Principal and Head of Junior School</p>	<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 Code of Conduct, Engagement Policy and Procedures are available from the Junior and Senior School Receptions.</p> <p>The Volunteer Code of Conduct, Engagement Policy and Procedures 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>

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 and Pre Employment Check Policy • Blue Card Policy and Blue Card System Procedures • Privacy Policy • School Community Code of Conduct • Enterprise Bargaining Agreement • Complaints Management in Anglican Schools Policy and Procedures • School Expectations of Teaching Staff • Protective Practices Policy • Staff Induction Procedure <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>Deputy Principal and members of Senior Leadership Team</p>	<p>The Recruitment and Selection Policy and Pre Employment Check Policy is available on the School website.</p> <p>All forms and documents provided by staff during the recruitment process are stored in employee files.</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 Assistant to Dean of 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>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>			
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	<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 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 at all times and are never left with students unattended.</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>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
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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>Working with Children (Risk Management & Screening) Act 2000</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>Student Protection Officers receive training through ACSQ.</p>

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>Principal and Head of Junior School</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 Risk Committee will be notified of any breaches. These in turn will be reported to School Council (quarterly reporting).</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"> • Protective Practices Policy • Managing Breaches of the Child and Youth Risk Management Strategy - Procedure

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). The various Risk Levels are:</p> <ul style="list-style-type: none"> • Negligible • Low • Medium • Significant • Catastrophic <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"> 1. School Council - responsible for approving the Risk Management Strategy and Operational Framework and for instilling a mature risk-aware culture within the School. 	<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>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>
	<ol style="list-style-type: none"> 2. 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>	<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;

			WHS Consultant	<ul style="list-style-type: none"> • Rolling Annual Review of the School’s Risk Strategy and Operating Framework; • Communication with people who have appropriate knowledge and levels of experience to gain a view of possible risk, for example Outdoor Education providers, Science Lab Technicians (Biochemist), Risk Management consultants; • 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 – 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 	Working with Children (Risk Management & Screening) Act 2000	Deputy Principal or Head of Junior School Dean of Students and Academic Welfare (7-9) WHS Consultant	<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.

	<ul style="list-style-type: none"> Annual WHS and Emergency Procedures refresher training for all staff. 			
	4. Risk advisor (where appropriate) - responsible for testing compliance with the Risk Management Strategy and Operational Framework and for providing advice on risk-related matters	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"> Safety Reports completed by external auditors (DRA); EVAC Services to provide fire warden and chief warden training once a year
	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

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
<p>7. Policies and procedures for managing compliance with the blue card system</p>	<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>Executive Officer – Business SSA</p> <p>Deputy Principal</p>	<p>The Blue Card Policy and Blue Card System 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>8. Strategies for communication and support</p>	<p>Communication with parents and the School community occurs 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 	<p>Working with Children (Risk Management & Screening) Act 2000</p>	<p>Principal, Deputy Principal and Head of Junior School</p> <p>Dean of Students and Academic Welfare (7-9)</p>	<p>Student Protection related policies and procedures are available on the School website: www.staidans.qld.edu.au</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 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 included School’s newsletter at the start of each term.</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>

	<ul style="list-style-type: none"> • 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>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 School.</p>
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