



Maleny Independent School

"Our School. Opportunities Upon the Range"

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: | This Strategy applies to students and employees including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements; and covers information about the reporting of harm and abuse. This Strategy should be read on conjunction with the Maleny Independent School Child Protection Policy. | |
| References: | <ul style="list-style-type: none"> • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulation 2011 (Qld) • Child Protection Act 1999 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2017 (Qld) • Education Services for Overseas Students (ESOS) Act 2000 (Cth) • Education (Overseas Students) Regulation 1998 (Qld) • Education (Queensland College of Teachers) Act 2005 (Qld) • Education and Care Services National Law (Queensland) • Education and Care Services National Regulations • Child and Youth Risk Management Strategy Toolkit • Maleny Independent School Dispute Resolution Policy and Procedure • Maleny Independent School Child Protection Policy • Maleny Independent School Child Protection Reporting Form • Maleny Independent School Anti-Bullying Behaviours Policy • Maleny Independent School Blue Card Register • Maleny Independent School Risk Management Framework | |
| Status: | Rev000 | Supersedes: Rev00A |
| Authorised by: | Board Chair  | Date of Authorisation: 16 March 2018 |
| Review Date: | Annually | Next Review Date: 12 months from date of authorisation |
| Policy Owner: | School Governing Body | |

Policy Statement and a Statement about Commitment

Maleny Independent School is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm.¹

Implementation

In practice, Maleny Independent School's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000* ("the Act") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

1. Code of Conduct

At Maleny Independent School we expect our employees to conduct themselves as follows:

School employees are expected to always behave in ways that promote the safety, welfare and well-being of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of Maleny Independent School's fulfilment of the requirements of the Regulations S3(1)(b).

2. Recruitment, Selection, Training and Management Procedures

Maleny Independent School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, Maleny Independent School will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to students from employees via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including students.

¹ *Working with Children (Risk Management and Screening) Regulation 2011* (Qld) Reg.3

- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
- A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
 - Management processes that are consistent, fair and supportive.
 - Performance management processes to help employees to improve their performance in a positive manner.
 - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
 - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
 - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the school's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm to a student.
 - Keeping a record of the training provided to employees.
 - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of Maleny Independent School's fulfilment of the requirements of the Regulations S3(1)(c).

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Maleny Independent School Child Protection Policy, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse
- teachers with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the Child Protection Reporting Form in Appendix 2 of this Strategy.

For information on the process for reporting all types of harm, including sexual abuse, refer to:

- Maleny Independent School Child Protection Policy
- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Independent Schools Queensland's [Reporting by Legislation Factsheet](#)
- Department of Communities, Child Safety and Disability Services' [Child Protection Guide](#) resource; and
- Summary of Reporting Harm in Appendix 1.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of Maleny Independent School will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a child because of the conduct of a relevant teacher at the school.

This commitment is evidence of Maleny Independent School's fulfilment of the requirements of section 3(1)(d) of the Regulation.

4. Managing Breaches of this Child Risk Management Strategy

Maleny Independent School is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Dispute Resolution Policy and Enterprise Bargaining Agreements or equivalent, and this is evidence of fulfilment of the requirements of the Regulations S3(1)(e).

5. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of the Regulation S3(1)(f)(i) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Maleny Independent School's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to review.

6. Blue Card Policies and Procedures

Maleny Independent School is committed to acting in accordance with chapter 8 of the Act relating to the screening of employees in such a way that limits risks to students. In particular, Maleny Independent School will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with Maleny Independent School's position descriptions and the Act
- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a *Change in police notification* form when notified by employee that such a change has occurred
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information
- Submit a *No longer with organisation* form when appropriate
- Appoint a school contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

This commitment is evidence of Maleny Independent School's fulfilment of the requirements of the Regulations S3(1)(f)(ii).

7. High Risk Management Plans

Maleny Independent School's Risk Management Framework is evidence of fulfilment of the requirements of the Regulations S3(1)(g).

8. Strategies of Communication and Support

Maleny Independent School's commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee handbook and school website is evidence of fulfilment of the requirements of the Regulation sS3(1)(h)(i).

Maleny Independent School is committed to training employees in relation to risks to students and will conduct this training regularly via updates at staff meetings and regular discussions between staff and support personnel, and this is evidence of fulfilment of the requirements of the Regulations 3(1)(h)(ii).

Responsibilities

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

All employees at Maleny Independent School are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Maleny Independent School is committed to the annual review of this Strategy. Maleny Independent School will also record, monitor and report to the School Board regarding any breaches of the Strategy.

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

Appendices

- Appendix 1: Summary of Reporting Harm Process
- Appendix 2: Child Protection Reporting Form

Appendix 1: Summary of Reporting Harm Process

| Who | What abuse | Test | Report to | Legislation | MIS Reference(s) |
|--------------------------|---|--|--|---------------------------------------|---|
| All staff | Sexual | Awareness or a reasonable suspicion Sexually abused or likely to be sexually abused | Principal, through to Police | EGPA, sections 366 and 366A | Child Protection Policy Child Protection Reporting Form |
| Teacher | Sexual or physical | Significant harm Parent may not be willing or able | Confer with Principal. Report to Child Safety | CPA, sections 13E and 13G | Child Protection Policy Child Risk Management Framework Child Protection Reporting Form |
| All staff | Physical, psychological, emotional, neglect, exploitation | Significant harm Parent may not be willing or able | Principal, through to Child Safety | Accreditation Regulations, section 16 | Child Risk Management Framework Child Protection Reporting Form |
| All staff | Any | Not a level that is otherwise reportable to Child Safety, refer with consent | Principal through the family and Child Connect | CPA, sections 13B and 159M | Child Risk Management Framework Child Protection Reporting Form |
| Principal | Any | Not a level that is otherwise reportable to Child Safety, refer without consent | Family and Child Connect | CPA, sections 13B and 159M | Child Risk Management Framework Child Protection Reporting Form |
| Any Member of the Public | Any | Significant harm Parent may not be willing or able | Child Safety | CPA, section 13A | N/A |

Appendix 2: Child Protection Reporting Form