

*FSAC Ltd*

# St John's Anglican College

## Annual Strategy

## Child & Youth Risk Management

## Strategy

## 2017

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### **Contact Officer**

Manager Human Resources and Compliance

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*St John's*  
Anglican College

## CHILD AND YOUTH RISK MANAGEMENT STRATEGY 2016

The St John's Anglican College *Child and Youth Risk Management Strategy* has been developed in compliance with the requirements of the ***Working with Children (Risk Management and Screening) Act 2000 (the Act)*** and the ***Working with Children (Risk Management and Screening) Regulation 2011***.

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.

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 minimise these risks.

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

In order to comply with the legislative framework, a Child and Youth Risk Management Strategy must address eight (8) minimum requirements that;

- 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.

These eight requirements are:

### COMMITMENT

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm; and
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 or your risk management strategy, and
6. Risk management plans for high risk activities and special events.

## CONSISTENCY

7. Policies and procedures for managing compliance with the Blue Card system, and
8. Strategies for communication and support.

## Instructions

The Principal 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 (**Appendix A**) may assist in mapping existing policies and identifying gaps including out of date policies.

The strategy is to be reviewed at the completion of each school year with the results to inform the development of the new strategy document. The new strategy is to be approved in accordance with St John's Anglican College Governance 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.

## Scope

This strategy applies to all students, parents, employees, volunteers and visitors of St John's Anglican College.

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
APC	Alpine Place Campus (Primary)
CAC	College Avenue Campus (Secondary)
FSAC Ltd	FSAC Limited
QCT	Queensland College of Teachers
SJAC	St John's Anglican College
SJIC	St John's International College

## 1. COMMITMENT - Mandatory Requirement

St Johns Anglican College supports the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. St Johns Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

### Statement of Commitment

This commitment includes the provision of a safe and supportive 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.

In support of this commitment, St Johns Anglican College 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.

1. Statement of Commitment				
Requirement	Action	Reference	Responsible Officer	Evidence
<b>Statement of Commitment</b>	A statement of commitment to the safety and wellbeing of children and the protection of children from harm.	St John's Anglican College Statement of Commitment as developed by ACSQ.  Student Protection in Anglican Schools Policy and Procedure 2015.	Anglican Church Southern Queensland  Director of Professional Standards ACSQ  Principal  Manager HR & Compliance (facilitation through compliance framework)  Executive Secretary – FSAC Ltd	SJAC Statement of Commitment is viewable: <ul style="list-style-type: none"> <li>- Each Campus Reception</li> <li>- Each Resource Centre</li> <li>- Staff Portal</li> <li>- Parent Portal</li> <li>- College Website</li> </ul> Student Protection in Anglican Schools Policy and Procedures are available at: <ul style="list-style-type: none"> <li>- Each Campus Reception</li> <li>- Each Resource Centre</li> <li>- Staff Portal</li> <li>- Parent Portal</li> <li>- College</li> <li>- Website</li> </ul>

## Code of Conduct

The code of conduct outlines expected standards of behaviour for all stakeholders interacting with children and young people within the College. A strong code of conduct provides clear guidelines for everyone involved in the College about what is expected of them and the consequences if they fail to meet the expectations.

2. Code of Conduct				
Requirement	Action/s	Reference Documents	Responsible Officer/s	Evidence
<b>Code of Conduct for interacting with Children</b>	<p>A code of conduct outlining expected standards of behaviour for all stakeholders interacting with children and young people within the College.</p> <p>Stakeholders:</p> <ul style="list-style-type: none"> <li>- Employees</li> <li>- Volunteers</li> <li>- Children and young people</li> <li>- Parents</li> <li>- Consultants and Contractors</li> <li>- Board / Committee Members</li> <li>- Students on placement</li> <li>- People undertaking work experience</li> <li>- Visitors</li> <li>- Spectators</li> </ul>	<p>FSAC Ltd Directors and Councillors Code of Conduct</p> <p>St John's Anglican College Teachers Code of Conduct</p> <p>St John's Anglican College Employee Code of Conduct</p> <p>St John's Anglican College Volunteers and Visitors Code of Conduct</p> <p>St John's Anglican College Contractors Code of Conduct</p> <p>Student Protection in Anglican Schools Policy and Procedure 2015.</p>	<p>Anglican Church Southern Queensland</p> <p>Board and Council Members</p> <p>Principal</p> <p>Manager HR &amp; Compliance</p> <p>Senior Leadership Team</p> <p>Executive Secretary – FSAC Ltd</p>	<p>FSAC Ltd Governance Manual 2016</p> <p>FSAC Ltd No. 9 Staff Management Policy and Procedures</p> <p>SJAC Employee Orientation / Induction Manual 2016</p> <p>SJAC Visitors and Volunteers Induction Manual 2016</p> <p>SJAC Coaches Induction Manual 2016</p> <p>SJIC Orientation Handbook 2016</p> <p>Code of Conduct and Policy and Procedures are viewable:</p> <ul style="list-style-type: none"> <li>- Staff Portal</li> <li>- College Website</li> </ul> <p>A Guideline for Queensland Teachers – Professional Boundaries</p>

## 2. CAPABILITY - Mandatory Requirement

St Johns Anglican College is committed to recruiting, selecting, training and managing staff in a way that enhances the safety and wellbeing of children and young people.

While the blue card screening process is an assessment of a person’s eligibility to work with children and young people, the recruitment and selection of employees is the Colleges first opportunity to ascertain a person’s suitability to work with children and young people. The College places a strong emphasis on working closely and collaboratively within a team environment. Employees are provided with development opportunities and supported professionally in adapting to change and developing new approaches in their areas of expertise.

St John’s Anglican College acknowledges that employees provide a positive contribution to the College.

<b>3. Recruitment, Selection, Training and Management</b>				
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<b>Effective child-focused policies and procedures for recruitment, selection, training and managing paid employees and volunteers.</b>	<p>Effective recruitment, selection, training and management strategies that will:</p> <ul style="list-style-type: none"> <li>- Deter and identify applicants that are not suitable for the College</li> <li>- Assist the College to find the people that are qualified and who will contribute to facilitating a safe and supportive environment for children</li> <li>- Ensure that staff receive adequate and appropriate training to deliver child-related services in a safe and productive way, and</li> <li>- Ensure that any issues with staff performance or conduct are identified early and actioned appropriately.</li> </ul>	<p>Student Protection in Anglican Schools Policy and Procedure 2015</p> <p>Child and Youth Risk Management Strategy</p> <p>Public Safety Business Agency - Blue Card Services</p> <p>St John’s Anglican College Policy and Procedure Framework</p> <p>Human Resources Department</p>	<p>Anglican Church Southern Queensland</p> <p>Principal</p> <p>Manager HR &amp; Compliance</p> <p>Executive Secretary – FSAC Ltd</p>	<p>FSAC Ltd No. 9 Staff Management Policy and Procedures</p> <p>FSAC Ltd No. 4 Risk Management Policy and Procedures</p> <p>FSAC Ltd No. 7 Educational Management Policy and Procedures</p> <p>FSAC Ltd No. 1 Accreditation Policy and Procedures</p> <p>FSAC Ltd No. 6 Compliance Management Policy and Procedures</p> <p>FSAC Ltd No. 14 Volunteer Management Policy and Procedures</p> <p>FSAC Ltd No. 15 Homestay Management Policy and Procedures</p> <p>Policy and Procedures are viewable on:</p> <ul style="list-style-type: none"> <li>- Staff Portal</li> <li>- College Website</li> </ul>





	<p>safe and supportive environments for children and young people when receiving services and participating in activities which are essential to their development and wellbeing, such as child care, education, sport, and cultural activities.</p>	<p>Student Protection in Anglican Schools Policy and Procedures</p>	<p>Manger HR and Compliance</p> <p>Executive Secretary – FSAC Ltd</p>	<p>SJAC Who Is Required to have a Blue Card Guide</p> <p>Coaches Checklist</p> <p>SJAC Blue Card Register The College maintains a Blue Card register of all Directors, Councillors, Employees, Coaches, Tutors, Volunteers and College community members working with students to contribute to the creation of a safe and supporting environment for students of the College.</p> <p>All employment contracts for non-teaching staff contain the following clause in the specific terms and conditions of employment: <i>“Please note that a basic condition of employment with the College requires that you have or are prepared to obtain a “Working with Children Suitability Card” (Blue Card). This is a fundamental condition of employment with the College as required by Blue Card Services, therefore should you be declined a “Working with Children Suitability Card” your employment will be terminated immediately, with payment in lieu of the required period of notice.”</i></p> <p>The College conducts: - Initial Blue Card screening; and - Ongoing monitoring</p> <p>The College conducts: -Initial Queensland Teachers Registration screening; and -Ongoing monitoring</p> <p>All employment contracts for teaching staff contain the following clause in the specific terms and conditions of employment: <i>“Please note that a condition of employment as a Teacher with St John’s Anglican College requires that</i></p>
	<p>Queensland Teacher Registration Queensland College of Teachers ensure education in Queensland schools is provided by teachers who meet Australian professional standards and are ethical in their dealings with students.</p>	<p>Queensland College of Teachers Standards and Conduct</p>	<p>Queensland College of Teachers</p> <p>Principal</p> <p>Manager HR and Compliance</p> <p>Executive Secretary – FSAC Ltd</p>	

				<p><i>you maintain current teacher registration with the Queensland College of Teachers. Therefore, should your Teacher Registration be cancelled during your period of employment, your employment will be terminated immediately, with payment in lieu of the required period of notice. A copy of your formal teaching qualifications and teacher registration must be provided at or before the date of commencement.”</i></p> <p>SJAC conducts annual Teacher Registration checks.</p> <p>SJAC maintains registration details in the Blue Card Register.</p>
<u>Post-Employment</u>	<p>Training and ongoing Professional Development</p> <p>An effective organisation requires that staff receive ongoing training. New staff need support and information when they begin their new role, and existing staff might need to develop new skills and knowledge to meet the requirements of their positions and expand their career options.</p> <p>Training should enhance the skills and knowledge of employees and volunteers, and reduce exposure to risks.</p>	<p>Student Protection in Anglican Schools Policy and Procedures</p> <p>Staff Management Policy and Procedures No. 9</p>	<p>Anglican Church Southern Queensland</p> <p>Principal</p> <p>Manager HR and Compliance</p> <p>Student Protection Officers</p> <p>Executive Secretary – FSAC Ltd</p>	<p>Employee Training Procedure No. 9.36</p> <p>Employee Induction Procedure No. 9.2</p> <p>College employees, volunteers and coaches complete an induction programme covering (but not limited to):</p> <ul style="list-style-type: none"> <li>- College Policies and Procedures</li> <li>- Duty of Care Policy</li> <li>- Duty of Care Statement</li> <li>- Code of Conduct</li> </ul> <p>College employees are provided with the following documents:</p> <ul style="list-style-type: none"> <li>- Staff Handbook</li> <li>- Student Protection in Anglican Schools Policy and Procedures</li> </ul> <p>Employees are provided with training and information sessions relating to Student Protection Policies and Procedures on a regular basis through Staff Professional Development sessions and regular staff meetings.</p> <p>A Training Register is maintained by the College to ensure that all staff complete mandatory training.</p> <p>Student Protection Officers are provided with additional training which is recorded in the Training Register.</p>

				<p>The College Libraries have a child protection reference section for students and staff to borrow resources to support knowledge and awareness of student protection.</p> <p>Further resources for staff can be found in the following locations:</p> <ul style="list-style-type: none"> <li>- Staff Portal</li> <li>- College Website</li> <li>- College Reception</li> </ul> <p>Volunteers and Coaches and College Community Members working with students are provided with the following documents:</p> <ul style="list-style-type: none"> <li>- Volunteer and Visitors - Safeguarding our Students Guide</li> <li>- Induction / Orientation Handbook</li> </ul> <p>Blue Card training is provided for the person responsible for maintaining and managing the Blue Card Register.</p>
<u>Management</u>	<p>To assist your organisation to provide the highest quality of care to children and young people, it is important to continually promote and demonstrate respect for the rights and expectations of children and young people, parents and carers.</p> <p>Parents and Carers should be able to access all of the organisation's policies and procedures, and also ensure that the organisation is living up to the expectations within the policies and procedures, and that they are reflected in the daily operations within the College.</p> <p>The organisation should have well</p>	<p>Student Protection in Anglican Schools Policy and Procedures</p> <p>Staff Management Policy and Procedures No. 9</p>	<p>Principal</p> <p>Manager HR and Compliance</p> <p>Executive Secretary – FSAC Ltd</p>	<p>Information regarding St John's Anglican College Policies and Procedures is available to employees through the Staff Portal.</p> <p>Information regarding St John's Anglican College Policies and Procedures are available to parents and carers through the College Website</p> <p>Information regarding St John's Anglican College commitment to Student Protection in Anglican Schools Policy and Procedures is available to parents and carers through the:</p> <ul style="list-style-type: none"> <li>- College Website</li> <li>- Parent Portal</li> <li>- Information at Reception</li> <li>- Information in Resource Centre</li> </ul> <p>Information available to parents and carers regarding the daily operations of the College are available through:</p>

	<p>developed policies and procedures in place relating to:</p> <ul style="list-style-type: none"> <li>- Professional development</li> <li>- Performance appraisals</li> <li>- Performance management</li> <li>- Complaints management</li> <li>- Disciplinary procedures</li> </ul>			<ul style="list-style-type: none"> <li>- College Website</li> <li>- College Newsletters</li> <li>- College Handbooks</li> <li>- Annual Reports</li> <li>- Facebook Page</li> </ul> <p>Probationary Appointment and Review Procedure No. 9.3</p> <p>Professional Review and Development Program Procedure No. 9.21</p> <p>College Staff are provided with development opportunities and supported professionally in adapting to change and developing new approaches in their areas of expertise.</p> <p>Staff can access Policies and Procedures relating to staff management on the Staff Portal these policies include (but are not limited to):</p> <p>FSAC Ltd No. 9 Staff Management Policy</p> <p>Position Evaluation and Classification Procedure No. 9.15</p> <p>Employee Assistance Programme Procedure No. 9.32</p> <p>Managing Unsatisfactory Performance Procedure No. 9.16</p> <p>Grievance Management Procedure No. 6.4</p> <p>Complaints Management in Anglican School's Policy and Procedures</p> <p>Protocol for dealing with complaints of sexual harassment, Sexual assault or sexually inappropriate behaviour</p>
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### 3. CONCERNS - Mandatory Requirement

St John’s Anglican College employees are bound by a number of obligations including those prescribed by legislation and policy but also by Christian obligations as all Employees must respect the Gospel values and ethos of the Anglican Church.

Students and parents who have concerns or information relating to the safety of a student are encouraged to report the information to a Student Protection Officer.

4. Handling disclosures or suspicions of harm, including reporting guidelines.				
Requirement	Action	Reference	Responsible Officer	Evidence
<b>Policies and Procedures</b>	<p>Children and young people can only be protected from harm if it is reported and dealt with quickly and effectively.</p> <p>Therefore, the College must have policies and procedures in place to ensure staff and volunteers respond as quickly as possible to a disclosure or suspicion of harm. A lack of formal policies and procedures can impede the reporting of such matters.</p>	<p>Student Protection in Anglican Schools Policy and Procedure</p> <p>Complaints Management in Anglican Schools</p> <p>Protocol for dealing with complaints of sexual harassment, Sexual assault or sexually inappropriate behaviour.</p>	<p>Chairman of the Board</p> <p>Anglican Church Southern Queensland</p> <p>Principal</p> <p>Student Protection Officers</p> <p>Manager HR and Compliance</p> <p>Executive Secretary – FSAC Ltd</p>	<p>All employees, volunteers and visitors will respond as outlined in the:</p> <ul style="list-style-type: none"> <li>- Student Protection in Anglican Schools Policy and Procedures, and</li> <li>- Complaints Management in Anglican Schools</li> <li>- Protocol for dealing with complaints of sexual harassment, Sexual assault or sexually inappropriate behaviour</li> </ul> <p>Each document above is available at:</p> <ul style="list-style-type: none"> <li>- Each Campus Reception</li> <li>- Each Resource Centre</li> <li>- Staff Portal</li> <li>- Parent Portal</li> <li>- College Website</li> </ul> <p>Where there is any doubt about an allegation, suspicion or report of harm of a student by any person the decision must be in favour of reporting the allegation.</p> <p>The Student Protection Officers Notice is displayed throughout the Colleges, Staff Portal and College Website.</p> <p>Student Protection Posters with SPO details are displayed around the College campus and in classrooms.</p>

				<p>Employees and volunteers can speak with a Student Protection Officer about any concerns.</p> <p>Other documents available to all employees, volunteers and visitors:</p> <ul style="list-style-type: none"> <li>- Protocol for Dealing with Complaints</li> <li>- Protocol for Dealing with Complaints Summary</li> <li>- Grievance Management Procedure No. 6.4</li> <li>- Student Protection policy and procedures guide for coaches, tutors, volunteers and visitors to Anglican Schools</li> <li>- Student Protection Reporting Forms</li> <li>- Student Protection Resource Sheets</li> <li>- Student Protection information for parents</li> </ul> <p>Parents and carers can access resources relating to Student Protection on the:</p> <ul style="list-style-type: none"> <li>- College Website</li> <li>- Parent Lounge</li> <li>- Reception or</li> <li>- Student Protection Officers</li> </ul> <p>Students can access resources relating to Student Protection through the Student Portal.</p> <p>Coaches, Tutors, Volunteers and College Community members, working with students, can access student protection information from the:</p> <ul style="list-style-type: none"> <li>- College Website</li> <li>- Induction / Orientation Handbooks</li> </ul> <p>College Board and Council members can access student protection information through Dropbox.</p> <p>College Board and Council members can access Policies and Procedures on the Staff Portal.</p>
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**5. A plan for managing breaches of the risk management strategy.**

Requirement	Action	Reference	Responsible Officer	Evidence
<p><b>Managing Breaches of Risk Management Strategy</b></p>	<p>A plan for managing any action or inaction by a person in the organisation that fails to comply with any of the policies and procedures which make up the Risk Management Strategy.</p> <p>A plan allows the organisation to manage potential breaches in a fair and supportive manner.</p>	<p>Student Protection in Anglican Schools Policy and Procedures</p> <p>Queensland College of Teachers Standards and Conduct</p> <p>Education (Queensland College of Teachers) Act 2005</p> <p>Child Protection Act 1999</p>	<p>Chairman of the Board</p> <p>Principal</p> <p>Student Protection Officers</p> <p>Manager HR and Compliance</p> <p>Executive Secretary – FSAC Ltd</p> <p>Anglican Church Southern Queensland</p>	<p>Breaches are managed in accordance with relevant policies and procedures as appropriate with the circumstances, such as (but not limited to):</p> <ul style="list-style-type: none"> <li>- Student Protection in Anglican Schools Policy and Procedures</li> <li>- Complaints Management in Anglican Schools Policy and Procedure</li> <li>- Protocol for dealing with Complaints</li> <li>- FSAC Ltd Duty of Care No. 3 Policy and Procedures</li> <li>- FSAC Ltd No. 6 Compliance Management Policy and Procedures</li> <li>- FSAC Ltd No. 9 Staff Management Policy and Procedures</li> <li>- Child and Youth Risk Management Procedure No. 2.1</li> <li>- Statement of Commitment</li> <li>- All Codes of Conduct</li> <li>- All Employee, Volunteer, Visitors and Coaches Induction Handbooks</li> </ul> <p>The full complement of policies and procedures are available on the staff portal.</p> <p>Breaches for <b>Teaching Staff</b> are also managed in accordance with the Qld College of Teachers – Standards and Conduct and the Education (Queensland College of Teachers) Act which require teachers not only be registered to teach and meet professional teaching standards by also to meet standards of ethical conduct, especially in dealings with children.</p> <ul style="list-style-type: none"> <li>- Qld College of Teachers Standards and Conduct</li> <li>- Education (Queensland College of Teachers) Act 2005</li> </ul>

## 6. Risk Management Plans for high risk activities and special events

Requirement	Action	Reference	Responsible Officer	Evidence
<p><b>Risk Management Plans for high risk activities and special events.</b></p>	<p>Forward planning to identify risks and implement strategies can assist to reduce the possibility of children being harmed.</p> <p>It is important to recognise that in order for a child to suffer harm, there must be an opportunity for harm to arise. These opportunities can be reduced by developing specific policies and procedures to manage high risk activities and special events.</p>	<p>Student Protection in Anglican Schools Policy and Procedure</p> <p>Public Safety Business Agency - Blue Card Services</p> <p>St John's Anglican College Policy and Procedure Framework</p> <p>Work Health and Safety Act 2011</p>	<p>Chairman of the Board</p> <p>Principal</p> <p>Manager HR and Compliance</p> <p>All Employees</p> <p>Workplace Health and Safety Officer</p> <p>Executive Secretary – FSAC Ltd</p>	<p>Events / Activities</p> <p>A risk assessment is completed for all Events / Activities held on campus or off Campus.</p> <p>Appropriate risk management reduces the risk level of activities and the inherent risk levels are:</p> <p><b>Low:</b> Little chance of incident or injury</p> <p><b>Medium:</b> Some chance of an accident and injury requiring first aid</p> <p><b>High:</b> Likely chance of a serious injury requiring medical treatment; and</p> <p><b>Extreme:</b> High chance of a serious injury resulting in highly debilitating injury.</p> <p>Complete Risk Assessments are submitted to the Workplace Health and Safety Officer for endorsement and then to the Principal or Head of Primary – Deputy Principal for final approval.</p> <p>Event/Activity Risk Assessment Template</p> <p>All Risk Assessments are completed in line with the following:</p> <ul style="list-style-type: none"> <li>- FSAC Ltd No. 4 Risk Management Policy and Procedures</li> <li>- FSAC Ltd No. 9 Workplace Health and Safety Management Policy and Procedures</li> </ul>



#### 4. CONSISTENCY - Mandatory Requirement

It is a requirement of St John's Anglican College for all non-teaching employees, coaches, tutors, volunteers and College Community Members (excluding Exempt persons) working with the College have an up to date Blue Card to contribute to the creation of safe and supportive environments for children and young people when receiving services and participating in activities which are essential to their development and wellbeing, such as child care, education, sport, and cultural activities.

##### Exemptions

Teaching staff that are working in Kindergarten or are providing regulated services to children outside their professional duties require an Exemption Blue Card.

##### Exemption cards for teachers.

#### 7. Policies and Procedures for managing compliance with the Blue Card System

Requirement	Action	Reference	Responsible Officer	Evidence
<p><b>Policies and Procedures for managing compliance with the Blue Card System</b></p>	<p>The organisation must outline policies and procedures to ensure compliance with the Blue Card System requirements under the Act.</p> <p>By ensuring that the College is complying with the legislative requirements under the blue card system, the College can demonstrate to stakeholders that it is committed to maintaining a safe and supportive environment for children and young people.</p>	<p>Working with Children (Risk Management and Screening) Act 2000</p> <p>Public Safety Business Agency - Blue Card Services</p> <p>Student Protection in Anglican Schools Policy and Procedure</p> <p>St John's Anglican College Policy and Procedure Framework</p> <p>ASC Blue Card System – Policy and Procedure</p>	<p>Anglican Church Southern Queensland</p> <p>Chairman of the Board</p> <p>Principal</p> <p>Manager HR and Compliance</p> <p>Executive Secretary – FSAC Ltd (Contact Person)</p>	<p>Anglican Schools Commission Blue Card System Policy and Procedure</p> <p>Working with Children (Blue Card) Check Procedure No. 2.2</p> <p><b>The College conducts:</b></p> <ul style="list-style-type: none"> <li>- Initial Blue Card Screening</li> <li>- Online Validation; and</li> <li>- Ongoing Monitoring – Blue Card Register</li> </ul> <p><b>Initial Blue Card Screening Forms:</b></p> <ul style="list-style-type: none"> <li>- Blue Card Application (Paid/Volunteer/Exemption)</li> <li>- Authority to confirm a valid card/application form</li> <li>- Volunteer to paid transfer form</li> </ul> <p>Blue Card Applicants: St John's Anglican College will check two current, original identification documents from the applicant which collectively show the applicant's full name, address, date of birth and signature.</p> <p>St John's Anglican College will warn the applicant that it is an offence for a disqualified person to sign a blue card application.</p>

				<p>Disqualified person (definition) Disqualified offences (schedule)</p> <p><b>Online Validation</b> The Blue Card online validation service allows you to check whether a person's blue card or exemption card is current. Check if a Blue Card or Exemption Card is valid</p> <p><b>Ongoing Monitoring Blue Card Register</b> The College maintains a Blue Card register to aid in the ongoing monitoring of all employees, coaches, tutors, volunteers and College community members working with students. The Blue Card Register is maintained by the Blue Card Contact Person.</p> <p><b>Ongoing Monitoring Forms</b></p> <ul style="list-style-type: none"> <li>- Renewal Applications</li> <li>- Advise of a change in details for applicant/card holder</li> <li>- Volunteer to paid transfer form</li> <li>- Advise the cardholder/applicant is no longer with the College</li> </ul> <p>FSAC Ltd Staff Management Policy No. 9 and Procedures</p> <p>Non-teaching staff: All employment contracts for non-teaching staff contain the following clause in the specific terms and conditions of employment:</p> <p><i>“Please note that a basic condition of employment with the College requires that you have or are prepared to obtain a “Working with Children Suitability Card” (Blue Card). This is a fundamental condition of employment with the College as required by Blue Card Services, therefore should you be declined a “Working with Children Suitability Card” your employment will be terminated immediately, with payment in lieu of the required period of notice.”</i></p>
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				<p>FSAC Ltd Volunteer Management No. 14 Policy and Procedures</p> <p><b>Volunteers</b> As part of the Volunteers application and selection process all Volunteers must have positive prescribed notices (Blue Cards) issued by the Department of Justice and Attorney-General under the Working with Children (Risk Management and Screening) Act 2000, except when an exemption applies under the Act, prior to providing services to the College.</p> <p>Blue Card training is provided for the person responsible for maintaining and managing the Blue Card Register.</p> <p>The Blue Card Register is monitored for <i>soon to expire</i> cards monthly.</p> <p>Blue Cards are noted as <i>soon to expire</i>, 4 months before expiry.</p> <p>The St John's Anglican College Blue Card Register is maintained by the Contact Person (Executive Secretary – FSAC Ltd.)</p> <p>Blue Card and Induction Training is provided for selected staff by the Executive Secretary – FSAC Ltd.</p>
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## Communication and Support

It is a requirement of St John's Anglican College to communicate the College's Child and Youth Risk Management Strategy to:

- Ensure that all stakeholders are aware of their responsibility and understand what is acceptable behaviour for interacting with children
- Enable people to feel comfortable when addressing issues of concern
- Highlight the importance of the College's commitment to protecting the safety and wellbeing of children at The Springfield Anglican College; and
- Reduce the likelihood of breaches of the Child and Youth Risk Management Strategy.

8. Communication and Support				
Requirement	Action	Reference	Responsible Officer	Evidence
<b>Communication and Support</b>	<p>The College must have strategies for communication of the Risk Management Strategy and support. Strategies for communication and support must include;</p> <ul style="list-style-type: none"> <li>- Written information for parents, employees and volunteers that includes details of your organisations risk management strategy or where the strategy can be assessed; and</li> <li>- Training materials for employees and volunteers which help identify               <ul style="list-style-type: none"> <li>• risks of harm and how to handle disclosures or suspicions of harm;</li> <li>• and outline your organisations risk management strategy</li> </ul> </li> </ul>	<p>Working with Children (Risk Management and Screening) Act 2000</p> <p>Public Safety Business Agency - Blue Card Services</p> <p>Student Protection in Anglican Schools Policy and Procedure</p> <p>St John's Anglican College Policy and Procedure Framework</p>	<p>Chairman of the Board</p> <p>Principal</p> <p>Student Protection Officers</p> <p>Manager HR and Compliance</p> <p>Workplace Health and Safety Committee</p> <p>Executive Secretary – FSAC Ltd</p>	<p>Staff can access resources relating to Student Protection through the Staff Portal:</p> <ul style="list-style-type: none"> <li>- Staff Portal</li> <li>- Resource Centres</li> </ul> <p>Parents and carers can access resources relating to Student Protection through the:</p> <ul style="list-style-type: none"> <li>-College Website</li> <li>-Parent Lounge</li> <li>- Resource Centres</li> </ul> <p>Students can access resources relating to Student Protection through the:</p> <ul style="list-style-type: none"> <li>- Student Portal</li> <li>- Resource Centers</li> <li>- Student Protection Officers</li> </ul> <p>Coaches, Tutors, Volunteers and College Community members working with students can access student protection information from the;</p> <ul style="list-style-type: none"> <li>- College Website</li> <li>- Induction / Orientation Handbooks</li> </ul> <p>College Board and Council members can access student protection information through Dropbox.</p>

				<p>St John's Anglican College reviews the Child and Youth Risk Management Strategy annually in line with the Policy and Procedure Review Procedure to consider:</p> <ul style="list-style-type: none"> <li>- Whether policies and procedures are being followed</li> <li>- Any incidents relating to children and young people's risk management issues occurred</li> <li>- The actual process used to manage any incidents</li> <li>- The effectiveness of the College's Policies and Procedures in preventing or minimising harm to children and young people; and</li> <li>- The content and frequency of training in relation to the Child and Youth Risk Management Strategy</li> </ul> <p>The annual review of the Child and Youth Risk Management Strategy will be undertaken by:</p> <ul style="list-style-type: none"> <li>- Principal</li> <li>- Head of Primary – Deputy Principal</li> <li>- Manager HR and Compliance</li> <li>- Executive Secretary ( FSAC Ltd)</li> <li>- The Workplace Health and Safety Committee</li> <li>- Audit and Compliance Committee</li> </ul> <p>Regular communication to stakeholders includes:</p> <p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>- Email communication</li> <li>- Staff Meetings</li> <li>- Staff Professional Development Sessions</li> <li>- Staff Training Sessions</li> </ul> <p><b>PARENTS AND CARERS</b></p> <ul style="list-style-type: none"> <li>- Email communication</li> <li>- College App notifications</li> <li>- Facebook posts</li> <li>- Parent Portal</li> <li>- Parent information sessions</li> <li>- College Newsletters</li> <li>- Child Protection Week promotions</li> </ul> <p><b>STUDENTS</b></p> <ul style="list-style-type: none"> <li>- Daily Notices</li> </ul>
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				<ul style="list-style-type: none"> <li>- Posters</li> <li>- Student Portal</li> <li>- Sessions with Form Tutors/Class Teachers</li> </ul> <p><b>STUDENT PROTECTION OFFICERS</b></p> <ul style="list-style-type: none"> <li>- Ongoing Training Sessions</li> </ul>
<b>Communication and Support continued</b>	Staff may require support to deal with issues such as behaviour management, stress, conflict, bullying, child protection concerns, breaches of the risk management strategy and dealing with disclosures or suspicions of harm.	<p>Student Protection in Anglican Schools Policy and Procedure</p> <p>St John's Anglican College Policy and Procedure Framework</p> <p>Anglican Church Southern Queensland</p> <p>Work Health and Safety Act 2011</p>	<p>Chairman of the Board</p> <p>Principal</p> <p>Student Protection Officers</p> <p>Manager HR and Compliance</p> <p>Senior Leadership Team</p> <p>College Chaplain</p> <p>Executive Secretary – FSAC Ltd</p>	<p>St John's Anglican College is committed to the wellbeing of staff.</p> <p><b>SUPPORT OF STAFF MEMBERS</b></p> <p><b>Employee Assistance Programme</b></p> <p>St Johns Anglican College recognises that specific external support may be necessary and/or appropriate to assist staff to deal with matters of distress and concern. The Employee Assistance Programme (EAP) is intended to provide staff confidential and objective support.</p> <p><b>College Chaplain</b></p> <p>The College Chaplain is responsible for assisting the College in matters relating to the spiritual life of the school. The College Chaplain is available to assist staff, students and parents in areas of personal counselling and guidance.</p> <p><b>Deputy Principal – Pastoral Care</b></p> <p>They are responsible for the coordination and supervision of the Pastoral Care Programme and provide staff and students with the appropriate resources.</p> <p><b>Senior Leadership Team</b></p> <p>Members of the Leadership team are available at all times to meet with or assist students, teachers and parents in all matters relating to the welfare of students, staff and the College community. They are available to advise or make outside agency contact if necessary to ensure the wellbeing of a student is catered for.</p>

				<p><b>Student Protection Officers</b> The Student Protection Officers provide support and guidance to staff, students and parents in relation to matters of student protection and safeguarding of students.</p> <p><b>SUPPORT FOR STUDENT PROTECTION OFFICERS</b></p> <ul style="list-style-type: none"> <li>- Ongoing Training Sessions</li> <li>- Ongoing Pastoral Care Meetings</li> <li>- Employee Assistance Programme</li> <li>- College Chaplain</li> <li>- Principal</li> </ul>
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## References

### Useful Websites

Blue Card Services

Child Protection Online Guide

Department of Communities, Child Safety and Disability Services

Department of Communities, Child Safety and Disability Services – Reporting Child Abuse

Family and Child Connect Services

Queensland Police Service

Department of Education and Training

Early Childhood Education and Care

Department of Aboriginal and Torres Strait Islander Partnerships

Play by the Rules

### Acts, Legislations and Regulations

Australian Education Act 2013

Education (General Provisions) Act 2006 (Qld)

Education (General Provisions) Regulation 2006 (Qld);

Education (Overseas Students) Act 1996

Education (Overseas Students) Regulation 1998

Education (Queensland College of Teachers) Regulation 2005

Child Care Act 1972

Child Protection Act 1999

Education (Accreditation of Non-State Schools) Regulation 2011

Education (Queensland College of Teacher) Act 2005

Education and other legislation (Student Protection) Amendment Bill 2003

Fair Work Act 2009

Human Rights Act 2004

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Working with Children (Risk Management and Screening) Act 2000 (the Act)

Working with Children (Risk Management and Screening) Regulation 2011