



ST JOHN'S ANGLICAN COLLEGE

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

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APPROVAL			
Name	Role	Signature	Date
Endorsed by:	Chair College Council		24/10/2023
	Dr Carla Tromans		
Endorsed by:	Chair FSAC Ltd Board		24/10/2023
	Mr Tim Reid		
Approved by:	Principal		24/10/2023
	Mrs Maria McIvor		

A: ADMINISTRATION OF CYRMS

PURPOSE

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to achieve the following outcome:

- practices and procedures **implemented** to:
 - support the wellbeing of children affected by the service we provide and
 - to protect children from harm.

In doing so, it includes matters prescribed in s3 of the *Working with Children (Risk Management and Screening) Regulations 2011*. A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172).

SCOPE

The following regulated business/es and employment are within the scope of this CYRMS:

Regulated business	Regulated employment
<ul style="list-style-type: none"><i>St John's Anglican College (Non-State school)</i><i>St John's Anglican College Little Saints Kindergarten (Education and Care Service)</i><i>St John's Anglican College ABCC (Education program conducted outside of school)</i><i>St John's Early Years ABCC (Education program conducted outside of school)</i><i>St John's International College (Child accommodation service - Homestay)</i><i>St John's Home Boarding (Child accommodation service)</i>	<ul style="list-style-type: none"><i>Schools – employees other than teachers and parents</i><i>Education and Care Services</i><i>Education programs conducted outside of school</i><i>Child accommodation services including home stay</i>

KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
<i>Principal</i>	<ul style="list-style-type: none"><i>Meet obligations associated with the regulated employment undertaken by a person engaged, or any regulated business owned or controlled by the school.</i><i>Approve the CYRMS and any changes following review.</i>
<i>College Council</i>	<ul style="list-style-type: none"><i>Support the Principal to meet their responsibilities.</i><i>Endorse the CYRMS and any changes following review.</i>
<i>CYRM Committee</i>	<ul style="list-style-type: none"><i>Report to the Principal and the College Council on a quarterly basis.</i>
<i>ECS Nominated Supervisor</i>	<ul style="list-style-type: none"><i>Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS.</i><i>Lead the development, implementation and review of the CYRMS.</i>
<i>FSAC Ltd Board</i>	<ul style="list-style-type: none"><i>Support the Principal and College Council to meet their responsibilities.</i><i>Endorse the CYRMS and any changes following review.</i>

See appendix 2 of this CYRMS for a list of all people with responsibilities under this strategy and their contact details.

CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (the Committee). This Committee has a key role in facilitating collaboration with stakeholders and reports to the Principal, College Council and FSAC Ltd Board.

Role	Nominees
Chairperson	<i>Manager People, Culture and Compliance – Liz Wright</i>
Members	<i>Deputy Principal Pastoral Care/Student Protection Officer – Robern Hinchliffe</i> <i>Head of Senior School/Student Protection Officer – Natasha Podoliak</i> <i>Head of Middle School/Student Protection Officer – Braydon Giles</i> <i>Head of Junior School/Student Protection Officer / Nominated Supervisor</i> <i>ABCC and EY ABCC – Martin Brownlow</i> <i>Assistant Head of Junior School/PYP Coordinator / Student Protection Officer –</i> <i>Kimberly Samanes</i> <i>College Psychologist – Ellyse McCallum</i> <i>College Psychologist – Harriet Horton</i> <i>Nominated Supervisor Little Saints Kindergarten</i> <i>– Michelle Luhrmann</i> <i>Nominated Supervisor ABCC and EYABCC – Sam Seagrott</i> <i>Homestay Coordinator – Simar Bialous</i> <i>Compliance and Risk Officer</i>
Secretariat	<i>Executive Secretary to the Principal – Tresona Stenlake</i>

MONITORING AND REVIEW

Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee. The Committee reports to the Principal, College Council and FSAC Ltd Board. This reporting occurs, at least, quarterly.

Review

As per the *Working with Children (Risk Management and Screening) Act 2000*, this CYRMS is reviewed annually.

If you would like to provide feedback on child and youth risk management, or participate in the review of the CYRMS, please contact the Chairperson, or a Member of the Committee (see Appendix 2).

B: STATEMENT OF COMMITMENT

The following ***statement of commitment to the safety and wellbeing of children and the protection of children from harm***, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within St John's Anglican College.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

St John's Anglican College currently does the following to communicate to and support people in our College community to understand and implement the Statement of Commitment:

Action	Lead
Provide support to individuals affected by student protection matters wherever possible. This includes students, parents, staff and volunteers.	Principal College Council Child and Youth Risk Management Committee
Statement of Commitment incorporated into all staff Student Protection training at the beginning of each academic year and included in refresher training held throughout the academic year.	Student Protection Officers/Manager People, Culture and Compliance

Displaying the Statement of Commitment in prominent places (Reception, Resource Centres, International College, Kindergarten - Early Years, ABCC, Staff Portal, Parent Portal, College Website).	Manager People, Culture and Compliance
Statement of Commitment contained in Induction for new volunteers and staff.	Manager People, Culture and Compliance
Statement of Commitment detailed in College procedures.	Manager People, Culture and Compliance
Statement of Commitment detailed in position descriptions.	Manager People, Culture and Compliance
Statement of Commitment viewable in Little Saint's Kindergarten Parent Handbook and ABCC Parent Handbook.	Head of Junior School/Nominated Supervisors
Written reporting, monitoring, reflection and analysis of the CYRMS by College Council.	Chair College Council
Promote child safety through activities to mark Child Protection Week or Children's Week.	Student Protection Officers and Nominated Supervisors
Student Protection posters are displayed in public areas around the College.	Student Protection Officers/Nominated Supervisors/Manager Human Resources and Compliance
National Principles for Child Safe Organisations document made available to staff through the Staff Portal and public via the College Website.	Manager People, Culture and Compliance
Student Protection is a regular agenda item for staff meetings including Early Years, ABCC and Kindergarten staff.	Student Protection Officers and Nominated Supervisors
Promote child safety through activities to mark RUOK? Day and Mental Health Week.	Student Protection Officers and Nominated Supervisors
Mental Health First Aid Training provided to staff and students.	Student Protection Officers, Nominated Supervisors and Psychologists
Promote CyberSafety and respectful relationships through presentations to students, parents and staff.	Student Protection Officers and Nominated Supervisors

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
The Working with Children in Anglican Education Policy (v1.0)	1.0	Staff Portal
Working with Children in Anglican Education Guidelines and Procedures	1.0	Staff Portal
Blue Card Procedure		Staff Portal
Induction Overview for New Volunteers and Staff		Staff Portal
National Principles for Child Safe Organisations Document – regulated in childcare		Staff Portal, Parent Portal, College Website
Early Years Learning Framework (EYLF V2.0)		My Learning, Staff Portal; Available Onsite
Framework for School-aged children (MTOP V2.0)		My Learning, Staff Portal; Available Onsite

ACECQA National Quality Standards		My Learning, Staff Portal; Available Onsite
Early Childhood Education and Care National Regulations		Staff Portal and Available Onsite
Early Childhood Australia Code of Ethics		My Learning, Staff Portal; Available Onsite
OSHC Code of Ethical Practice (QCAN)		Staff Portal; Available Onsite
UN Conventions of the rights of children		Staff Portal; Available Onsite
Position Descriptions		People, Culture and Compliance
College Procedures		Staff Portal
Little Saints Kindergarten Parent Handbook		S Drive
ABCC Parent Handbook		S Drive
ABCC and Early Years ABCC Staff Handbook		S Drive

C: MANAGING BREACHES

MANAGING BREACHES: IMPLEMENTATION

A plan for managing breaches of the CYRMS

- Throughout relevant sections of this CYRMS there are specific references to how St John's Anglican College will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together as a plan to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS, including the Action Plan (Appendix 1), will be detailed by the Committee in their reporting. The Principal, College Council and FSAC Ltd Board will consider these changes and respond as appropriate to the circumstance.

MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
Complaints Management in Anglican Schools Policy	1.0	Staff Portal, College Website
Complaints Management in Anglican Education Guidelines and Procedures	1.0	Staff Portal, College Website
Protocol for Dealing with Complaints	2010	Staff Portal, College Website
Protocol for Responding to Child Sexual Abuse and Sexual Misconduct	2019	ACSQ
Protecting Children and Young People in Anglican Education Policy	1.1	Staff Portal, College Website; My Learning; Available Onsite
Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.1	Staff Portal, College Website; My Learning; Available Onsite
Grievance Management Procedure	5.0	Staff Portal
Kindergarten and ABCC Policies and Procedures		Staff Portal, My Learning; Available Onsite
Education and Care Services National Law (Queensland) Act 2011 Education and Care Services National Regulations		Staff Portal, My Learning; Available Onsite
International College Homestay Management Policy and associated procedures		Staff Portal
Staff Management Policy and Procedures		Staff Portal
Managing Unsatisfactory Performance Procedure		Staff Portal
Employee, Volunteer, Visitors and Contractors Induction Handbooks		Staff Portal
Induction Overview for New Volunteers and Staff (Creating Environments for Students to Thrive)	2.1	Staff Portal
Compliance Management Policy and Procedures		Staff Portal
Whistleblower Policy		Staff Portal, College Website
Whistleblower Procedure		Staff Portal, College Website

D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management.

- Throughout applicable sections of this CYRMS there are specific references to how St John's Anglican College will provide communication and support to relevant persons as relevant to that section.
- Broader than this, actions undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by St John's Anglican College and parents/carers of children, are:

Action	Lead
All Staff can access resources relating to Student Protection and the CYRMS through the Staff Portal which is regularly updated and in Resource Centres. Amendments and updates are regularly communicated via email.	Manager People, Culture and Compliance
Student Protection is a standing agenda item for leadership and staff meetings.	Principal
Parents and carers can access resources relating to Student Protection and the CYRMS through the College website and Parent Portal.	Manager People, Culture and Compliance
P&F Association has Student Protection as an agenda item.	Principal
All Students can access resources relating to Student Protection through the Student Portal, Resource Centres, Student Protection Officers and Staff in an age appropriate manner.	Student Protection Officers; Nominated Supervisors
Coaches, Tutors, Volunteers and College community members working with students are inducted and can access Student Protection information and the CYRMS from the College website and Induction Handbooks and supplementary materials at any time.	Manager People, Culture and Compliance
College Council members can access Student Protection information through Dropbox and the CYRMS on the College website and receive annual training and supplementary refresher training.	Manager People, Culture and Compliance
Review the Child and Youth Risk Management Strategy annually in accordance with legislative requirements.	Chair - Child and Youth Risk Management Committee
Regular communication to staff regarding updates, training and general awareness.	Chair – Child and Youth Risk Management Committee
Regular communication to parents and carers and volunteers regarding updates, training and general awareness.	Chair – Child and Youth Risk Management Committee
Regular communication to students including early years students regarding updates, training and general awareness. (E.g. daily notices, posters, student portal, sessions with staff)	Student Protection Officers and Nominated Supervisors
Presentations to parents, students and staff regarding cyber safety, respectful relationships, wellbeing, consent and safe decisions around friendships.	Student Protection Officers; Nominated Supervisors
Cyber safety monitoring programs and wellbeing tracking.	Student Protection Officers; Nominated Supervisors
Education of relevant staff in relation to note taking with reference to the Child Protection Act and Education (General Provisions) Act.	College Psychologist

Providing education resources to teachers in Junior School regarding child safety, in particular Cyber Safety. Education of Primary Students in relation to online relationships versus face	Head of Junior School/College Psychologist
to face relationships, social networking, protecting personal information and privacy settings.	
Respectful Relationships program incorporated into curriculum, early intervention strategies, role modelling from staff, policies procedures, domestic violence education programs and strengthened community partnerships.	Deputy Principal Pastoral Care, Student Protection Officers, Nominated Supervisors and Psychologists
College wellbeing framework with focus on student and staff activities and events such as RUOK? Day and Mental Health Week.	Deputy Principal Pastoral Care, Student Protection Officers, Nominated Supervisors and Psychologists
Education of Primary Students in relation to online relationships, social networking, protecting personal information and privacy settings provided by external third party annually Eg. Bravehearts	Head of Junior School and Psychologists

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
Child and Youth Risk Management Committee Terms of Reference	1.0	S Drive and Teams
Child and Youth Risk Management Committee reports and minutes		Teams
Induction Handbooks for Staff, Volunteers, Parents, Visitors and Contractors	2022/23	Staff Portal
ASC Child Protection Refresher Materials (for Schools <i>and/or</i> ECS)	2021/22	Staff Portal
Protecting Children and Young People in Anglican Education Policy	1.1.	Staff Portal, Parent Portal, College Website
Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.1	Staff Portal, Parent Portal, College Website
Student Protection Resources Sheets	2018	Staff Portal
OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican Schools and Education & Care Services	2019	Staff Portal, College Website
Complaints Management in Anglican ECS Policy and Procedures		Staff Portal, College Website
Induction Overview for New Volunteers and Staff (Creating Environments for Students to Thrive)	2.1	Staff Portal
Student Protection Officer Posters	2022	S Drive
International College Handbook		S Drive
Child Protection Refresher Materials and Reports		intelliHR

COMMUNICATION AND SUPPORT: PLANNED ACTIONS

The following actions are planned to further provide communication and support about this CYRMS:

Action	Lead
D1: Continued implementation of the wellbeing framework through development of videos and microsite on website. Families will be able to access this information via MyLearning.	Deputy Principal Pastoral Care/Student Protection Officers
D2: Mental Health First Aid Training provided to staff and students.	Deputy Principal Pastoral Care/Student Protection Officers and Psychologists
D3: My Professional Development Program to include wellbeing goal.	Manager People, Culture and Compliance.
D4: Student Leaders to increase their involvement in safety, wellbeing and mental health initiatives.	Deputy Principal Pastoral Care/Heads of Sub Schools.
D5: College Newsletter to include student protection/child safety information on a regular basis	Child and Youth Risk Management Committee Members

E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

CODES OF CONDUCT: IMPLEMENTATION

Communication and support:

St John's Anglican College undertakes the following activities to communicate and provide support to relevant persons to understand the expected conduct for interacting with students:

Relevant persons	Actions taken for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
College Council Members	Annual ASC Student Protection Training. Written acknowledgement of understanding and accepting – OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services. When electronically signing into the College campus, members agree to adhere to Student Protection requirements. Induction program.	All members of the College community and general public have access to a copy of OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services on the College website which clearly articulates the expectations of staff and volunteers at St John's Anglican College. Student Protection, Student Welfare, Duty of Care, Compliance Management, Student Management, Work Health and Safety Management, International College and Whistle-blower Policies are also available on the College website for supplementary information.	Principal
Employees	Annual ASC Student Protection Training for existing staff and supplementary refresher training throughout the year. Online ASC Student Protection Training for new staff. Induction sessions with all new staff. All staff must provide written acknowledgement of understanding and accepting - OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services prior to commencing employment with the College. When electronically signing into the College campus, employees agree to adhere to Student Protection requirements. Job specific information available through relevant staff	All members of the College community and general public have access to a copy of OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services on the College website which clearly articulates the expectations of staff and volunteers at St John's Anglican College. Supplementary documentation regarding working at St John's Anglican College is also available in this section of the College website including the Recruitment Procedure.. Position Descriptions are made available to the public for all advertised positions during the recruitment process.	Manager People, Culture and Compliance

	<p>handbooks, policies and procedures.</p> <p>All staff are provided with an Acceptable Use of ICT Policy and make a written declaration of their acceptance and understanding.</p>		
Parents	<p>Information sessions including P&F meetings and resources available through Parent Portal. Enrolment interviews and associated agreements.</p> <p>When electronically signing into the College campus, parents agree to adhere to Student Protection requirements.</p>	<p>Information regarding expected conduct for interacting with students is provided through the College website, newsletters and specific communication from the College in relation to events and excursions.</p>	Principal and/or delegates
Volunteers (including parent volunteers)	<p>Annual Student Protection Training and Induction.</p> <p>All volunteers of more than 7 days must provide written acknowledgement of understanding and accepting - OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services prior to commencing volunteer work with the College.</p> <p>When electronically signing into the College campus, volunteers agree to adhere to Student Protection requirements.</p>	<p>All members of the College community and general public have access to a copy of OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services on the College website which clearly articulates the expectations of staff and volunteers at St John's Anglican College.</p>	Manager People, Culture and Compliance and Head of Junior School
Homestay Families	<p>Annual Student Protection Training and refresher on expectations.</p> <p>All volunteers of more than 7 days must provide written acknowledgement of understanding and accepting - OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services prior to commencing as a homestay provider with the College.</p> <p>Homestay Handbook and associated agreement.</p> <p>When electronically signing into the College campus, homestay families agree to adhere to Student Protection requirements.</p>	<p>All members of the College community and general public have access to a copy of OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services on the College website which clearly articulates the expectations of staff and volunteers at St John's Anglican College.</p> <p>International College and Homestay Policies and Procedures are available on the College website.</p> <p>International Students are provided with an induction to the College including expected conduct of their Homestay family.</p>	Head of International College
St John's Home Boarding Families	<p>Annual Student Protection Training and refresher on expectations.</p> <p>All volunteers of more than 7 days must provide written</p>	<p>All members of the College community and general public have access to a copy of OUR COMMITMENT: Creating environments for children and</p>	Head of International College

	<p>acknowledgement of understanding and accepting -</p> <p>OUR COMMITMENT: Creating environments for children and young people to thrive</p> <p>CODE OF CONDUCT for Anglican School and Education & Care Services prior to commencing as an accommodation provider with the College.</p> <p>Home Boarding Handbook and associated agreement.</p> <p>When electronically signing into the College campus, Home Boarding providers agree to adhere to Student Protection requirements.</p>	<p>young people to thrive</p> <p>CODE OF CONDUCT for Anglican School and Education & Care Services on the College website which clearly articulates the expectations of staff and volunteers at St John's Anglican College.</p> <p>St John's Home Boarding Policies and Procedures are available on the College website.</p> <p>Student's participating in the St John's Home Boarding program are provided with an induction to the College including expected conduct of their Boarding family.</p>	
Students	<p>Student Code of Conduct.</p> <p>Acceptable Use of ICT policy.</p>	<p>Student Code of Conduct is clearly articulated in the Student Guidelines which is readily available to students, parents and staff of the College via MyLearning.</p>	Deputy Principals/Student Protection Officers
Contractors	<p>Student Protection Training and Induction.</p> <p>When electronically signing into the College campus, contractors agree to adhere to Student Protection requirements.</p>	<p>Requirements for Contractors are clearly articulated in the CODE OF CONDUCT, Student Protection Policy and Procedures and Working with Children Policy and Guidelines and Procedure documents which are all available to the public through the College website.</p>	Manager People, Culture and Compliance
Visitors	<p>Student Protection Training and Orientation through Sine.</p> <p>When electronically signing into the College campus, visitors agree to adhere to Student Protection requirements.</p>	<p>Requirements for visitors are clearly articulated in the CODE OF CONDUCT, Student Protection Policy and Procedures and Working with Children Policy and Guidelines and Procedure documents which are all available to the public through the College website.</p>	Manager People, Culture and Compliance

Pre-Service Teachers	Online Student Protection Training and Student Protection Overview sign off as part of induction. When electronically signing into the College campus, pre-service teachers agree to adhere to Student Protection requirements. All pre-service teachers must provide written acknowledgement of understanding and accepting - OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School	Requirements for visitors are clearly articulated in the CODE OF CONDUCT, Student Protection Policy and Procedures and Working with Children Policy and Guidelines and Procedure documents which are all available to the public through the College website.	Manager People, Culture and Compliance
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	and Education & Care Services prior to commencing as a pre service teacher with the College.		
Work Experience Students	Student Protection Training as part of induction. When electronically signing into the College campus, work experience students agree to adhere to Student Protection requirements. All work experience students must provide written acknowledgement of understanding and accepting - OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services prior to commencing work experience with the College.	All members of the College community and general public have access to a copy of OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican School and Education & Care Services on the College website which clearly articulates the expectations of staff and volunteers at St John's Anglican College.	Manager People, Culture and Compliance
Spectators	TAS Guidelines for Parent conduct provided to parents at beginning of each season.	Guidelines are readily available for members of the College community.	Sports and Specialised Activities Manager

Managing breaches:

St John's Anglican College takes breaches to expected conduct seriously. Alleged breaches are managed:

- as per the processes for complaints management and performance management detailed in 'section C: managing breaches'; and
- allegations of harm to students are managed as per the Student Protection in Anglican Schools Policy and Procedures

Concerns about conduct, raised in good faith, will not result in penalty, discrimination or adverse actions towards the person who raises the concern.

CODES OF CONDUCT: REFERENCE DOCUMENTS

St John's Anglican College details the expected standards of behaviour for persons who interact with children (*or students*) as a result of their enrolment at the College in the following documents:

Document	Version	Location	Target audience
Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)	2019	Staff Portal College Website	Members of the public, prospective staff and volunteers and staff and volunteers
Protecting Children and Young People in Anglican Education Policy Guidelines and Procedure	1.1	Staff Portal College Website	Members of the public, prospective staff and volunteers and staff and volunteers
Working with Children in Anglican Education Policy, Guidelines and Procedures	1.0	Staff Portal College Website	Members of the public, prospective staff and volunteers

			and staff and volunteers
FSAC Ltd Governance Manual	2021	S Drive	Directors
College Council Governance Manual	2017	S Drive	Councillors
Staff Management Policy and Procedures		Staff Portal	College Staff
Education (Queensland College of Teachers) Act 2005	1 October 2019	Queensland College of Teachers	Teaching Staff
Education (Queensland College of Teachers) Regulation 2016	1 October 2019	Queensland College of Teachers	Teaching Staff
Code of ethics for teachers in Queensland		Queensland College of Teachers	Teaching Staff
The Professional Boundaries: A Guideline for Queensland Teachers		Queensland College of Teachers	Teaching Staff
Teacher Guidelines		S Drive	Teaching Staff
Early Childhood Australia Code of Ethics		S Drive; My Learning	Early Years and ABCC Staff
OSHC Code of Ethical Practice (QCAN)			Early Years and ABCC Staff
Service Philosophies			Early Years and ABCC Staff
UN Conventions of the rights of Children			Early Years and ABCC Staff
OSHC professional standards for educators			Early Years and ABCC Staff
ABCC Policies, Procedures and Guidelines			Early Years and ABCC Staff
ABCC and EY ABCC Educator's Handbook		S Drive	Early Years and ABCC Staff
Little Saints Kindergarten Policy and Procedures			Kindergarten Staff

International College Handbook			Staff
Homestay Handbook			Homestay families
Homestay Terms and Conditions			Homestay families
St John's Home Boarding Handbook			St John's Home Boarding families
St John's Home Boarding Terms and Conditions			St John's Home Boarding families
Employee Induction Handbook		Staff Portal	Employees
Parent and Non Parent Volunteers Induction Handbook		Staff Portal	Parents and Non Parent Volunteers
Contractors and Visitors Induction Handbook		Staff Portal	Contractors and Visitors and Pre Service Teachers
Acceptable Use of ICT Procedure for staff and students		S Drive	Staff and Students
TAS Guidelines for Parent conduct		S Drive	TAS Sport Spectators

F: RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: IMPLEMENTATION

St John's Anglican College develop and implement effective recruitment, selection, training and management strategies that:

- deter and identify applicants that are not suitable for the College;
- assist the College to find people that are qualified and who will contribute to facilitating a safe and supportive environment for children;
- ensure that staff receive adequate and appropriate training to deliver child-related services in a safe and productive way; and
- ensure that any issues with staff performance or conduct are identified early and actioned appropriately.

This CYRMS references the following procedures for **recruiting, selecting, training and managing** persons, paid or unpaid, engaged by the College, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
Staff Management Policy and Procedures	College Council, Leadership and Staff
Recruitment and Selection Procedure	College Council, Leadership and Staff
Probationary Appointments and Review Procedure	College Council, Leadership and Staff
Equal Employment Opportunities Procedure	College Council, Leadership and Staff
Position Evaluation and Classification Procedure	College Council, Leadership and Staff
National Register Check Procedure	College Council, Leadership and Staff
ACECQA Register of Prohibited Persons and Suspended Educators	Approved Provider, Nominated Supervisors, Educators
Employee Training Procedure	College Council, Leadership and Staff
Employee Induction Procedure	College Council, Leadership and Staff
Employee Assistance Program Procedure	College Council, Leadership and Staff
Managing Unsatisfactory Performance Procedure	College Council, Leadership and Staff
Grievance Management Procedure	College Council, Leadership and Staff
Risk Management Policy and Procedures	College Council, Leadership and Staff
Accreditation Policy and Procedures	College Council, Leadership and Staff
Student Protection Policy and Procedures	College Council, Leadership and Staff

Working with Children in Anglican Education Policy, Guidelines and Procedures	College Council, Leadership and Staff
Duty of Care Policy and Procedures	College Council, Leadership and Staff
Compliance Management Policy and Procedures	College Council, Leadership and Staff
Protecting Children and Young People in Anglican Education Policy	College Council, Leadership and Staff
Protecting Children and Young People in Anglican Education Procedure	College Council, Leadership and Staff
EY ABCC and ABCC Policy and Procedures and Guidelines	ABCC Staff
Little Saints Kindergarten Policy and Procedures	Kindergarten Staff
Volunteer Management Policy and Procedures	College Council, Leadership and Staff
Homestay Management Policy and Procedures	College Council, Leadership and Staff
St John's Home Boarding Management Policy and Procedures	College Council, Leadership and Staff

Communication and support:

The following actions are taken to implement the above procedures with relevant persons:

Action	Audience	Lead
Relevant Policies and Procedures are available to potential employees via the College website.	Potential employees	Manager People, Culture and Compliance
Relevant Policies, Procedures, Guidelines and Handbooks are available to employees and some contractors (E.g. Instrumental Music Teachers and Coaches) via the Staff Portal.	Employees and some contractors as applicable	Manager People, Culture and Compliance
Relevant Policies and Procedures are provided to volunteers including parent volunteers through the induction process.	Volunteers	Manager People, Culture and Compliance
Principles for Child Safe Organisations document available on Staff Portal, Parent Portal and College Website.	Employees, Contractors, Volunteers	Manager People, Culture and Compliance
Working with Children in Anglican Education Policy, Guidelines and Procedures and National Principles of Child Safe Organisations are available on the 'Working at St John's' page on the College website.	Potential employees	Manager People, Culture and Compliance
Recruitment and Selection Procedure available on the 'Working at St John's' page on the College website.	Potential employees	Manager People, Culture and Compliance

<p>St John's Anglican College recruitment documents (position descriptions) contain the following clauses:</p> <ul style="list-style-type: none"> • "A National Register Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College". • "People appointed to teaching positions must have current registration with the Queensland College of Teachers and the ability to maintain their registration in accordance with the <i>Education (Queensland College of Teachers) Act 2005</i>". 	Potential employees	Manager People, Culture and Compliance
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<ul style="list-style-type: none"> • "People appointed to administration or support positions must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the <i>Working with Children (Risk Management and Screening) Act 2000</i>". 		
Complete National Register Checks prior to appointment and date recorded on the Employment Authority approved by the Principal.	Potential employees	Manager People, Culture and Compliance
Pre-employment/engagement checklists developed for staff responsible for engaging staff (including relief staff), contractors and volunteers.	Staff responsible for engaging staff, contractors and volunteers	Manager People, Culture and Compliance
Maintenance of a Blue Card register of all Directors, Councillors, Employees, Coaches, Tutors, Volunteers and College community members working with students to contribute the creation of a safe and supportive environment for students of the College. This register is maintained within a Human Resource Information System that provides real time information and has the capacity to capture and report on historical data for compliance purposes.	Directors, Councillors, Leadership and Staff responsible for engaging staff, contractors and volunteers	Manager People, Culture and Compliance
All employment contracts for non-teaching staff contain the following clause: "Please note that a basic condition of employment with St John's Anglican College requires that you have a "Working with Children Blue Card" issued by the Blue Card Services of the Department of Justice and Attorney-General's Office, should your Blue Card be withdrawn your employment will be terminated immediately, with payment in lieu of the required period of notice."	All non-teaching employees	Manager People, Culture and Compliance
Initial Blue Card screening/validating and ongoing monitoring through the Human Resources Information System. The system notifies the College and the Blue Card holder when the card is due to expire – initially four months from expiry and then each month until a new Blue Card is issued.	Directors, Councillors, Leadership and staff responsible for engaging staff, contractors and volunteers	Manager People, Culture and Compliance

Initial Queensland College of Teachers Registration screening and ongoing monitoring.	Directors, Councillors, Leadership and staff responsible for engaging staff, contractors and volunteers	Manager People, Culture and Compliance
All employment contracts for teaching staff contain the following clause: “Please note that a condition of employment as a Teacher with St John’s Anglican College requires that you maintain current teacher registration with the Queensland College of Teachers. Should your Teacher Registration be cancelled during your period of employment, your employment will be	All teachers	Manager People, Culture and Compliance

terminated immediately, with payment in lieu of the required period of notice”.		
A copy of formal teaching qualifications and teacher registration must be provided at or before the date of commencement.	Directors, Councillors, Leadership and staff responsible for engaging teaching staff.	Manager People, Culture and Compliance
Annual Teacher Registration audit.	Directors, Councillors, Leadership and staff responsible for engaging teaching staff.	Manager People, Culture and Compliance
Maintenance of Teacher Registration details in the Human Resources Information System that notifies the College and the Teacher when registration is due to be paid/expire.	Directors, Councillors, Leadership and staff responsible for engaging teaching staff.	Manager People, Culture and Compliance
College employees, volunteers and coaches complete an induction programme covering (but not limited to) College Policies and Procedures, Student Protection and Blue Card requirements.	Employees, Volunteers Instrumental Music Teachers and Coaches	Manager People, Culture and Compliance
College employees, volunteers (over seven days in a calendar year) and coaches read, understand and acknowledge OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican Schools and Education & Care Services prior to commencement.	Employees, Volunteers, Instrumental Music Teachers and Coaches	Manager People, Culture and Compliance
All employees are provided with a Staff Handbook and access to Student Protection in Anglican Schools Policy and Procedures.	Employees	Manager People, Culture and Compliance

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.	Employees	Manager People, Culture and Compliance
A training register is maintained in the Human Resources Information System to ensure that all staff complete mandatory training.	Directors, Councillors, Leadership and staff	Manager People, Culture and Compliance
Student Protection Officers are provided with additional training which is recorded in the training register in the Human Resources Information System.	Directors, Councillors, Leadership and Student Protection Officers	Manager People, Culture and Compliance
College staff are provided with development opportunities and supported professionally in adapting to change and developing new approaches in their areas of expertise.	Employees	Senior Leadership Team

My Professional Development Program for all staff administered via the Human Resources Information System.	Directors, Councillors, Leadership and Staff	Manager People, Culture and Compliance
Volunteers, Coaches and College Community members working with students are provided with: <ul style="list-style-type: none"> Creating Environments for Students to Thrive Volunteers and Staff Guide Induction/Orientation Handbook 	Volunteers, Coaches and College Community	Manager People, Culture and Compliance
Blue Card requirements training is provided for people responsible for maintaining and managing the Blue Card Register.	People, Culture and Compliance Department	Manager People, Culture and Compliance
Information is made available to parents and carers regarding the daily operations of the College via the College website, College newsletters, Handbooks, Annual Reports, Facebook Page, Twitter and College app	Parents and Carers	Manager Marketing and Development
Student Protection Officers training sessions	Student Protection Officers	Chair – Child and Youth Risk Management Committee
Support of Staff members via the Employee Assistance Program. Specific external support may be necessary and/or appropriate to assist staff to deal with matters of distress and concern.	Employees	Manager People, Culture and Compliance
The College Chaplain is responsible for assisting the College in matters relating to the spiritual life of the College. The College Chaplain is available to assist staff, students and parents in areas of personal counselling and guidance.	Staff, Students and Parents	Principal in consultation with the Anglican Church Southern Queensland
Coordination and supervision of the Pastoral Care Program and provision of appropriate resources.	Students	Deputy Principal – Pastoral Care

Individualised, professional counselling services to all students and support to their parents. Identifying students at risk and organising initiatives that enhance the wellbeing of students at the College.	Staff, Students and Parents	College Psychologist
Senior Leadership Team 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.	Students, Staff and Parents	Principal
Student Protection Officers provide support and guidance to staff, students and parents in relation to matters of student protection and safeguarding our students.	Students, Staff and Parents	Chair – Child and Youth Risk Management Committee
Support for Student Protection Officers includes ongoing training sessions, ongoing pastoral care meetings, EAP, College Psychologist, College Chaplain, Principal.	Student Protection Officers	Principal

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
Recruitment and Selection Procedure	4.0	Staff Portal and College Website
Child Safety Guidance to Complement Recruitment and Selection Procedure	1.0	Staff Portal
Protecting Children and Young People in Anglican Education Policy and Procedures	1.1	Staff Portal and College Website
Induction Overview for Anglican Schools (Creating Environments for Students to Thrive)	2.1	
Child Protection Induction for Anglican ECS		
Safeguarding our Students Course Information detailed in: <ul style="list-style-type: none"> Guidance paper for Compliance Training Managers SAI Global LMS Guide SAI Global FAQs 		
ASC Child Protection Refresher Materials		
Working with Children in Anglican Education Policy, Guidelines and Procedures		
Principles for Child Safe Organisations document		
My Professional Development Program Guidelines		S Drive
Volunteer Management Policy and Procedure		Staff Portal
Employee Induction Procedure		Staff Portal
Probationary Appointments and Review Procedure		Staff Portal
Employee Training Procedure		Staff Portal
Staff Drug and Alcohol Procedure		Staff Portal
Managing Unsatisfactory Performance Procedure		Staff Portal
Redundancy and Redeployment Procedure		Staff Portal
Social Media Procedure		Staff Portal
National Register Check Procedure		Staff Portal
Staff Conflict of Interest Procedure		Staff Portal
Termination of Employment Procedure		Staff Portal
Contractors and Visitors Handbook including sign off		Staff Portal
College Vision, Mission and Values Statement	2020	Staff Portal
Our Commitment: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican Schools and Education & Care Services	2019	Staff Portal and College Website
Parent and Non Parent Volunteers Induction Handbook including sign off		Staff Portal
Staff Induction Handbook including sign off		Staff Portal
Position Description template		S Drive
Employment Authorisation form (Including Conflict of Interest Check)		S Drive
Change in Employment form (Including Conflict of Interest Check)		S Drive

Reference Check form		S Drive
Working with Children forms		Blue Card Services website
Letters of Offer		S Drive

G: WRITTEN RECORDS OF ENGAGED PERSONS

WRITTEN RECORDS OF ENGAGED PERSONS: IMPLEMENTATION

This CYRMS references the following policies and procedures for compliance with the *Working with Children (Risk Management and Screening) Act* and the keeping of written records of matters about all persons, paid and unpaid, engaged by St John's Anglican College:

Policy or Procedure	Who they apply to
Working with Children Policy	All staff including volunteers
Working with Children in Anglican Education Guidelines and Procedures	All staff including volunteers
Blue Card Procedure	All non-teaching staff, Early Years teaching staff and teachers not performing their usual duty

These policies and procedures are followed so St John's Anglican College keeps written records as required by the Act, including:

- whether the College considers a person employed by the College, Kindergarten, ABCC or EYABCC is required to apply for a working with children authority
- if the College employs a person in restricted employment – whether the College considers the person is a restricted person
- whether a person has made a working with children check application
- whether a person holds a working with children authority, and if so, the expiry date of the person's authority.

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
Working with Children Policy, Working with Children and Anglican Education Guidelines and Procedures are published on the 'Working at St John's' page of the College website	Prospective staff	Manager People, Culture and Compliance
Working with Children Policy, Working with Children and Anglican Education Guidelines and Procedures and Blue Card Procedure are available on the Staff Portal	Staff	Manager People, Culture and Compliance
Staff responsible for engaging relief staff, contractors and volunteers are provided with a screening and requirements checklist that is sent to People, Culture and Compliance prior to engagement	Staff responsible for engaging relief staff, contractors and volunteers	Manager People, Culture and Compliance
Induction meetings are facilitated by People, Culture and Compliance for all volunteers, contractors and staff where handbooks are provided along with Creating Environments for Students to Thrive Volunteers and Staff Guide. During these meetings compliance and screening requirements	Staff	Manager People, Culture and Compliance

are checked prior to the individual commencing with the College.		
Maintenance of a complete and accurate Blue Card Register (within Human Resource Information System), ensuring timely renewal of blue cards, responding to negative notices and suspension of blue cards and regular internal audits to ensure reliability of data and records.	Directors, Councillors, Principal and staff	Manager People, Culture and Compliance
<p>All relevant persons performing regulated employment are required to have a blue card in accordance with legislative requirements. This is monitored through the Human Resources Information System and regular communication with the Departments within the College through internal auditing.</p> <ul style="list-style-type: none"> Registered teachers associated with Little Saints Kindergarten and the Early Years After and Before College Care centre require an Exemption Card. Registered teachers and police officers when they are employed or volunteer in a role outside of their professional practice are required to obtain and maintain a positive exemption card. Directors (non-state school governing body) are required to hold a Paid Blue Card. All student accommodation providers are required to hold a Blue Card – this may be a Volunteer Blue Card if their employment requires a Blue Card they will hold a Paid Blue Card. 	Staff	Manager People, Culture and Compliance
Existing Blue Card holders are linked to the College and associated entities as required.	Staff	Manager People, Culture and Compliance
Blue Card holders who leave the College are delinked from the College Blue Card Register and Blue Card Services Portal.	Blue Card Holders and Blue Card Services	Manager People, Culture and Compliance
AHPRA registration is required to be maintained by health professionals visiting the College. A record of registration is maintained by the College.	Health Professionals e.g. Psychologists, Speech Pathologists	Manager People, Culture and Compliance

Managing breaches:

The following actions are undertaken to monitor compliance of this section, including identification and management of any breaches

Action	Lead
Internal audits ensure that all persons undertaking 'regulated employment' are accurately reflected on the Blue Card Register and that all blue cards are current and valid.	Manager People, Culture and Compliance
Notifications are sent from the Human Resources Information System to Blue Card Holders four months from the expiry of their	Manager People, Culture and Compliance

Blue Card. These notifications include steps that need to be taken to renew the Blue Card.	
Teenagers who reside within a Student Accommodation e.g. Homestay and who are about to turn 18 are notified from the Human Resources Information System four months from their 18 th Birthday that they will require a Blue Card.	Manager People, Culture and Compliance
Monitoring of Blue Card compliance is achieved through the Human Resources Information System via a Compliance dashboard which is visible to their supervisor and HR and Compliance.	Manager People, Culture and Compliance
Any breaches of Blue Card Compliance are immediately reported to the Principal and Anglican Schools Commission	Manager People, Culture and Compliance
Any individual identified as non-compliant is removed from engaging in child-related employment or activity until the matter is resolved. A review of how the situation occurred is undertaken immediately to put in place risk management strategies to prevent the occurrence being repeated.	Manager People, Culture and Compliance

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
Recruitment and Selection Procedure	4.0	Staff Portal and College Website
Working with Children in Anglican Education Policy, Guidelines and Procedures		Staff Portal and College Website
Blue Card Procedure	2020/21	Staff Portal
Induction Overview for New Volunteers and Staff (Creating Environments for Students to Thrive)		Staff Portal
Accommodation and Welfare Procedure		Staff Portal and College Website
Family Selection and Screening Procedure		Staff Portal and College Website
Volunteer Management Procedure		Staff Portal
OUR COMMITMENT: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican Schools and Education & Care Services	2019	Staff Portal and College Website
Contractors and Visitors Induction Handbook including sign off		Staff Portal
Parent and Non Parent Volunteers Induction Handbook including sign off		Staff Portal
Staff Handbook including sign off		Staff Portal

H: RISK MANAGEMENT PLANS

RISK MANAGEMENT PLANS: IMPLEMENTATION

St John's Anglican College undertakes the following processes to assess risk, as related to the wellbeing of students and their protection from harm. This leads to the identification of high risk activities and special events, such as:

- Camps
- College Carnival
- College Musical
- Extra-curricular activities
- Excursion
- Tours
- Incursions

For relevant activities and events, the following processes are followed to complete and document a risk management plan:

- Responsible staff member completes the online risk assessment form which includes risk mitigation strategies and risk assessment steps. These strategies and steps focus on student protection, safety and wellbeing.
- Deputy Principal or Head of Sub School reviews the risk assessment form and either approves or declines.
- Discussion is facilitated with stakeholders regarding activity before and after activity.
- Online review completed by responsible staff member following completion of activity which is recorded for future planning.
- External provider to provide risk assessments to complement school risk assessments.

The following plans are perpetual in nature:

Plan	Lead	Review process
Camps – Students	Member of staff who is coordinating the camp (usually Head of House or Assistant to Head of Junior School)	Reviewed and evaluated by the members of staff who attend the camp for future planning
College Carnival – College Community and general public	Facilities Manager and representative from the P&F who is managing WHS	Reviewed and evaluated by members of the College Carnival Committee for future planning
College Musical – College Community and general public	Director of PACE	Reviewed and evaluated by Director of PACE and other staff involved in the musical for future planning
Extra-Curricular Activities – Students and spectators	Director of PACE Sports and Specialised Activities Manager Deputy Principal – Pastoral Care Head of Junior School Junior School Sports Coordinator	Reviewed and evaluated by Director of PACE Sports and Specialised Activities Manager Deputy Principal – Pastoral Care for future planning

Excursions – Students	Staff member coordinating excursion	Reviewed and evaluated by staff members who participated in the excursion for future planning
Tours – Students and visiting students	Staff member coordinating tour	Reviewed and evaluated by staff members who participated in the tour for future planning
Incursion - Students	Staff member organising the incursion	Reviewed and evaluated by staff members who participated in the incursion for future planning

Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
New staff receive training about completing risk assessments during their induction.	All teaching Staff	Deputy Principals/Heads of Sub Schools
All staff receive annual training during compliance training sessions about the procedure to follow when completing risk assessments.	All teaching Staff	Deputy Principals/Heads of Sub Schools
Staff advised of relevant steps and how to complete the required online form which is readily available on the Staff Portal	All Teaching Staff	Deputy Principals/Heads of Sub Schools
Kindergarten and After and Before College Care Staff Handbooks provided	Early Years and ABCC Staff	Head of Junior School
National Principles of a Child Safe Organisation are available on the College Website and Staff Portal	All staff, College community and general public	Manager People, Culture and Compliance
Risk Assessments completed on physical environments for Kindergarten, ABCC and EYABCC	Early Years and ABCC Staff; Community	Head of Junior School
Work Health and Safety Management System is continually monitored, reviewed and evaluated by Work Health and Safety Committee with recommendations implemented on a priority basis.	College community	Principal

RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
Risk Management Framework		
Online Risk Assessment form	1.0	Staff Portal
ACSQ Code of Conduct		Staff Portal
Risk Management Policy		Staff Portal
Risk Management Procedure		Staff Portal
Risk Management Plan		Staff Portal
Risk Management Reports		S Drive
Kindergarten Policies and Procedures		Staff Portal
ABCC and EYABCC Policies and Procedures		Staff Portal

Work Health and Safety Policy and associated Procedures		Staff Portal
Quarterly Staff and Student Incident Reports		S Drive
International College Accommodation and Welfare Procedure		College Website and Staff Portal

I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

St John's Anglican College implements the following policies and procedures for the handling of disclosures or suspicions of harm to students:

Policy or Procedure	Audience
Protecting Children and Young People in Anglican Education Policy and Procedures	All staff, College Community and general public

Managing breaches:

Procedures for managing concerns that the Student Protection in Anglican Schools Policy or Procedures have not been followed are detailed in the Complaints Management in Anglican Schools and ECS Policy and Procedures.

- Breaches for Teaching Staff are managed in accordance with the Queensland College of Teachers – Standards and Conduct and the Education (Queensland College of Teachers) Act which require teachers not only to be registered to teach and meet professional teaching standards but also to meet standards of ethical conduct, especially in dealings with children.
- Breaches for Health Professionals are managed in accordance with AHRPRA registration requirements.

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
Online Student Protection training for all staff and pre-service teachers.	Staff and Pre-Service Teachers	Manager HR and Compliance
Annual Student Protection Refresher training for all Directors, Councillors, staff and volunteers.	All Directors, Councillors, Staff and volunteers inducted and trained	Manager HR and Compliance/Student Protection Officers
Student Protection Officer training provided by Anglican School Commission	Student Protection Officers	Chair of CYRMC
Information given to international students as required by the Code of Practice	International Students	Student Accommodation Officer
Student Protection Posters placed throughout the College and regular communication to students in all year levels tailored to their age group.	Students	Student Protection Officers
Student Protection Officers are named in the Student Guidelines	Students and parents	Student Protection Officers
Any incidents or allegations relating to Little Saints Kindergarten are reported to DET within 7 days of the incident or allegation. Serious incidents are reported within 24 hours to DET and ACECQA.	Parents, Staff and Volunteers	Nominated Supervisor

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
Protecting Children and Young People in Anglican Education Policy Guidelines and Procedures	1.1	Staff Portal, College Website, Parent Portal, College Resource Centres
Complaints Management in Anglican Schools Policy Guidelines and Procedures	1.0	Staff Portal, College Website
Student Protection Resource Sheets		Staff Portal
Education (Queensland College of Teachers) Act 2005	1 October 2019	Queensland College of Teachers
Education (Queensland College of Teachers) Regulation 2016	1 October 2019	Queensland College of Teachers
Code of ethics for teachers in Queensland		Queensland College of Teachers
The Professional Boundaries: A Guideline for Queensland Teachers		Queensland College of Teachers
Early Childhood Australia Code of Ethics		Kindergarten and ABCC and EYABCC Staff Handbooks and Resources
OSHC Code of Ethics		S Drive and My Learning
OSHC professional standards for educators		S Drive and My Learning
UN conventions of the rights of Children		Staff Portal and Available Onsite
Service philosophies		S Drive and My Learning

J: APPENDIX	
1	CYRMS Action Plan
2	Key CYRMS Contact List

APPENDIX 1 – CYRMS Action Plan (as at date of approval)

Action no.	Action planned	Person responsible	Timeframe for completion	Status
D1	Continued implementation of the wellbeing framework through development of videos and microsite on website. Families will be able to access this information via MyLearning	Deputy Principal Pastoral Care/Student Protection Officers/Psychologists	Semester One 2024	Not yet commenced
D2	Mental Health First Aid Training provided to staff and students	Deputy Principal Pastoral Care/Student Protection Officers/Psychologists	Semester Two 2024	Final stages of development
D3	My Professional Development Program to include wellbeing goal.	Manager People, Culture and Compliance	Semester One 2024	Final stages of development
D4	Student Leaders to increase their involvement in safety, wellbeing and mental health initiatives.	Deputy Principal Pastoral Care/Student Protection Officers	Semester One 2024	Not yet commenced
D5	College Newsletter to include student protection/child safety information on a regular basis.	Child and Youth Risk Management Committee Members	Semester One 2024	Not yet commenced

APPENDIX 2 – Key CYRMS Contact List (as at date of approval)

List persons with a role associated with this CYRMS, for example the roles listed in section A of the CYRMS (both in 'roles and responsibilities' as well as the Committee chairperson and members), any other lead persons responsible for actions listed in the CYRMS and (for schools) Student Protection Officers and (for ECS) all Responsible Persons.

Name	Roles	Contact details
Liz Wright	Chairperson of Child and Youth Risk Management Committee, Manager People, Culture and Compliance	ewright@sjac.qld.edu.au (07) 3372 0174 0410 653 429
Robern Hinchliffe	Member of Child and Youth Risk Management Committee, Deputy Principal – Pastoral Care, Student Protection Officer	rhinchliffe@sjac.qld.edu.au (07) 33720131 0438 669 972
Natasha Podoliak	Member of Child and Youth Risk Management Committee, Head of Senior School, Student Protection Officer	npodoliak@sjac.qld.edu.au (07) 33720111
Braydon Giles	Member of Child and Youth Risk Management Committee, Head of Middle School, Student Protection Officer	bgiles@sjac.qld.edu.au (07) 33720124 0410 680 016
Martin Brownlow	Member of Child and Youth Risk Management Committee, Head of Junior School, Student Protection Officer, Nominated Supervisor Early Years	mbrownlow@sjac.qld.edu.au (07) 33720817 0438 369 287
Kimberly Samanes	Member of Child and Youth Risk Management Committee, Acting Assistant Head of Junior School, PYP Coordinator, Student Protection Officer	ksamanes@sjac.qld.edu.au (07) 33720805
Michelle Luhrmann	Member of Child and Youth Risk Management Committee, Nominated Supervisor – Little Saints Kindergarten	mluhrmann@sjac.qld.edu.au (07) 33720888
Sam Seagrott	Member of Child and Youth Risk Management Committee, Nominated Supervisor – ABCC and EYABCC	sseagrott@sjac.qld.edu.au (07) 33720800
Rebecca Wright	Member of Child and Youth Risk Management Committee, College Psychologist	rwright@sjac.qld.edu.au (07) 33720177
Ellyse McCallum	Member of Child and Youth Risk Management Committee, College Psychologist	emccallum@sjac.qld.edu.au (07) 33720846
Harriet Horton	Member of Child and Youth Risk Management Committee, College Psychologist	horton@sjac.qld.edu.au (07) 33720177

	Member of Child and Youth Risk Management Committee, Compliance and Risk Officer	@sjac.qld.edu.au (07) 33720111
Simar Bialous	Member of Child and Youth Risk Management Committee, Homestay Coordinator	sbialous@sjac.qld.edu.au (07) 33720175
Tresona Stenlake	Secretariat for Child and Youth Risk Management Committee, Executive Secretary to Principal	tstenlake@sjac.qld.edu.au (07) 33720165
Shirley Sun	Head of International College	ssun@sjic.qld.edu.au (07) 33720105
Greg Bird	Student Protection Officer	gbird@sjac.qld.edu.au (07) 33720111
Stephen Kilgour	Student Protection Officer	skilgour@sjac.qld.edu.au (07) 33720111
Libby Kozij	Student Protection Officer	lkozij@sjac.qld.edu.au (07) 33720111
Nicole Simon	Student Protection Officer	nsimon@sjac.qld.edu.au (07) 33720111
Alysia Thomas	Student Protection Officer	athomas@sjac.qld.edu.au (07) 33720111
Petta Scheiwe	Student Protection Officer	pscheiwe@sjac.qld.edu.au (07) 33720111
Deb Wilson	Student Protection Officer	dwilson@sjac.qld.edu.au (07) 33720111
Ronnelle Sanders	Student Protection Officer	rsanders@sjac.qld.edu.au (07) 33720111