

## CHILD RISK MANAGEMENT STRATEGY

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Responsible Manager	CEO		
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<i>Peter Seldon</i>	<i>Chair</i>		
Name	Position	Signature	

Speech and Language Development Australia (SALDA) is committed to ensuring the highest standards of safety and wellbeing for all children and young people with whom we work. We assert that this occurs when child safety is at the centre of our organisational culture and to this end, we proactively embed child safe practices into every aspect of our work.

### 1. PURPOSE

The purpose of this Strategy is to identify, manage and minimise risk to child safety to ensure the safety and wellbeing of all children and young people with whom we work.

### 2. SCOPE

This Strategy applies to parents/carers, students and all employees, contractors, volunteers and agents of SALDA, persons undertaking work experience or vocational placements and the SALDA Board.

### 3. REFERENCES

- Code of Conduct
- Child Protection Policy and Procedures
- Complaints Resolution Policy and Procedures
- *Working with Children (Risk Management and Screening) Act 2000 (Qld)*
- *Working with Children (Risk Management and Screening) Regulation 2011 (Qld)*
- *Child Protection Act 1999 (Qld)*
- *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*
- *Education (General Provisions) Act 2006 (Qld)*
- *Education (General Provisions) Regulation 2017 (Qld)*
- *Education Services for Overseas Students (ESOS) Act 2000 (Cth)*
- *Education (Overseas Students) Regulation 2014 (Qld)*
- *Education (Queensland College of Teachers) Act 2005 (Qld)*

- *Education and Care Services National Law (Queensland)*
- *Education and Care Services National Regulations*
- *Child and Youth Risk Management Strategy Toolkit*

## 4. POLICY

### 4.1 Commitment

SALDA is committed to the safety and wellbeing of all children and young people with whom we work, including all students enrolled at The Glenleighden School. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* ("the **Act**"), SALDA is dedicated to eliminating and minimising risks to child safety through this Strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children and young people in the organisation's care.

This Child Risk Management Strategy is evidence of SALDA's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the *Working with Children (Risk Management and Screening) Regulations 2011 (Qld)* ("the **Regulations**").

### 4.2 Implementation

In practice, SALDA's commitment to acting in accordance to the Act to promote the safety and wellbeing of children and young people with whom we work means that it will implement the measures outlined below in points 4.2.1 – 4.2.8.

#### 4.2.1 Code of Conduct

SALDA has a Code of Conduct that applies to all its Board Members, employees, contractors, volunteers and agents. SALDA expects all of the above to conduct themselves in accordance with that code and as set out below.

Employees are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. Employees must actively seek to prevent harm to children and young people, and to support those who have been harmed.

Specific responsibilities include:

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

This commitment is evidence of SALDA's fulfilment of the requirements of section 3(1)(b) of the Regulations.

#### 4.2.2 Recruitment, Selection, Training and Management Procedures

SALDA is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, SALDA will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children and young people from employees via:
  - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children and young people, and the experience and qualifications required by the successful applicant.
  - Advertising the position with a clear statement about the organisation's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children and young people.
  - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
  - A probationary period of employment, which allows the organisation to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to children and young people from employees via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help employees to improve their performance in a positive manner.
  - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
  - An induction program which thoroughly addresses the organisation's policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children and young people.
  - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
    - the organisation's policies and procedures

- identifying, assessing and minimising risks to children and young people.
- handling a disclosure or suspicion of harm to a child or young person.
- Keeping a record of the training provided to employees.
- Exit interviews to assist the organisation to identify broader issues of concern that may impact on the safety and wellbeing of children and young people within the organisation.

This commitment is evidence of SALDA's fulfilment of the requirements of section 3(1)(c) of the Regulations.

#### **4.2.3 Handling Disclosures or Suspicions of Harm**

Any of the types of concerns or reports below should be reported and managed under SALDA Child Protection Policy and Child Protection Decision Support Trees (Appendices 3, 4 and 5), as follows:

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

To report any type of harm, all staff members should use the Report in **(Appendix 2)** of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the CEO of SALDA will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a child or young person because of the conduct of a staff member working within the organisation.

This commitment is evidence of SALDA's fulfilment of the requirements of section 3(1)(d) of the Regulations.

#### **4.2.4 Managing Breaches of this Child Risk Management Strategy**

SALDA is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Code of Conduct, Complaints Resolution Policy, and this is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulations.

#### **4.2.5 Implementing and Reviewing the Child Risk Management Strategy**

This Strategy in its entirety and its related policies and procedures, are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulations relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state SALDA's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulations relating to review.

#### 4.2.6 Blue Card Policies and Procedures

SALDA's Blue Card Registers are evidence of fulfilment of the requirements of section 3(1)(f)(ii) of the Regulations.

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

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

This commitment is evidence of SALDA's fulfilment of the requirements of section 3(1)(f)(ii) of the Regulations.

#### 4.2.7 High Risk Management Plans

SALDA is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children and young people on an ongoing basis. SALDA will utilize various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children and young people.

This commitment is evidence of SALDA's fulfilment of the requirements of section 3(1)(g) of the Regulations.

#### 4.2.8 Strategies of Communication and Support

SALDA's commitment to making this Child Risk Management Strategy available to students, parents, volunteers and employees via its enrolment package, employee handbook, intranet site and internet sites is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulations.

SALDA is committed to training employees in relation to risks to children and young people and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulations.

#### **4.3 Responsibilities**

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

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

#### **4.4 Compliance and Monitoring**

SALDA is committed to the annual review of this Strategy. SALDA will also record, monitor and report to the SALDA board and others as appropriate at the organisation regarding any breaches of the Strategy.

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

#### **4.5 Helpful Links**

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)  
(Also included in Appendices 3, 4, and 5)
- Department of Communities, Child Safety and Disability Services' [Child Protection Guide](#) resource

### **5. APPENDICES**

Appendix 1 – ISQ Summary of Reporting Harm

Appendix 2 – Report of Suspected Harm or Sexual Abuse Form

Appendix 3 – ISQ Child Protection Decision Support Tree for Principals

Appendix 4 – ISQ Child Protection Decision Support Tree for Teachers

Appendix 5 – ISQ Child Protection Decision Support Tree for Non-Teaching Staff

**Appendix 1 –  
ISQ Summary of Reporting Harm**

<b>Who</b>	<b>What abuse</b>	<b>Test</b>	<b>Report to</b>	<b>Legislation</b>
<b>All staff</b>	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police	EGPA sections 366 and 366A
<b>Teacher</b>	Sexual and physical	Significant harm Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
<b>All staff</b>	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
<b>All staff</b>	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
<b>Principal</b>	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
<b>Any member of the public</b>	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A

## Appendix 2

### Private and Confidential

### Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email and/or Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under EAP:  Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W):
(M):	
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W):
(M):	
Is the student in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).
<p><b>Details of any harm and/or sexual abuse to the student</b> – please include: Time and date of the incident; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.</p>
<p>Please indicate the identity of anyone else who may have information about the harm or abuse</p>
<p>Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/></p>

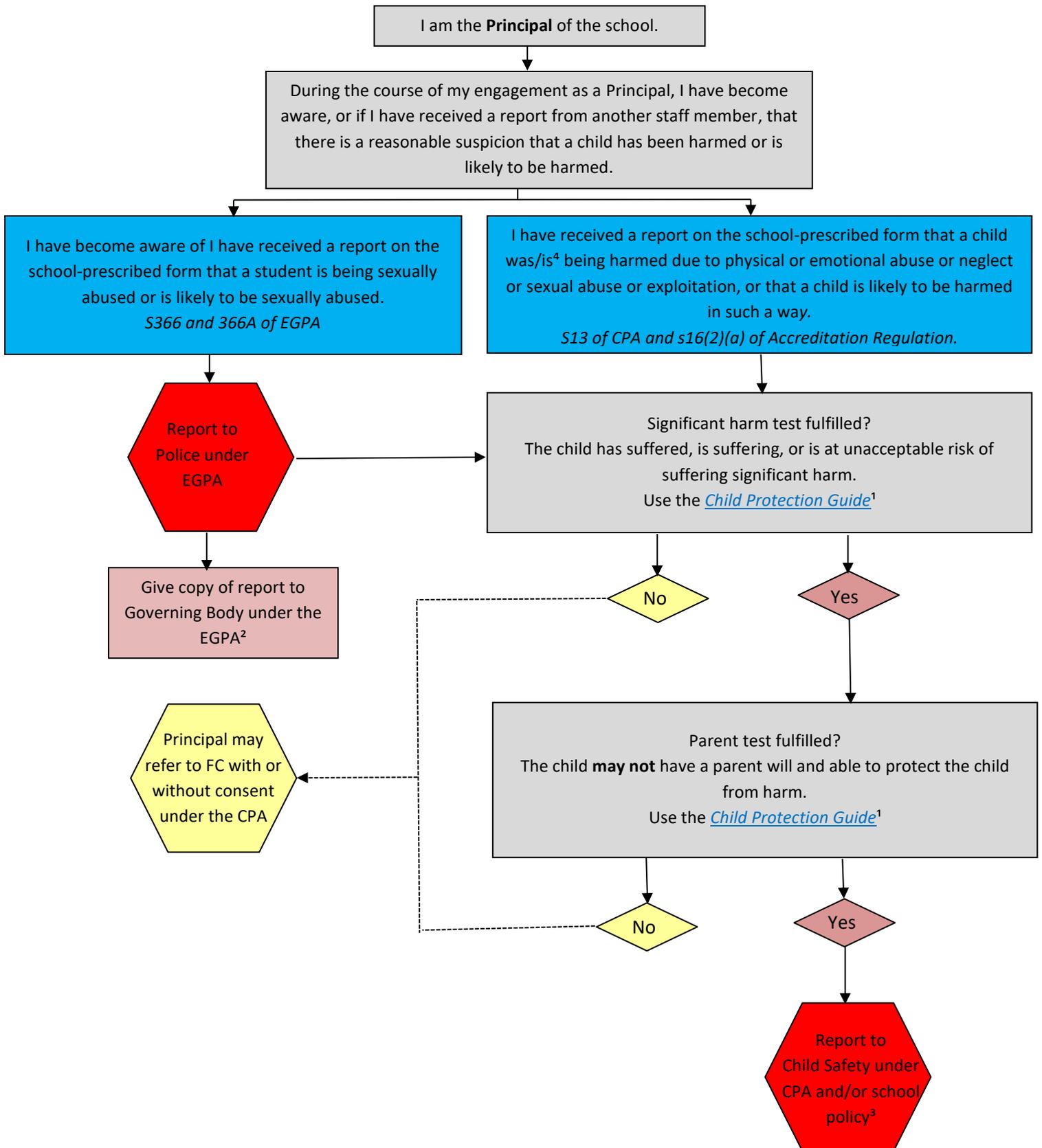
<b>Name of staff member making report if not the Principal:</b>		
<b>Position:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal's email address:</b>		
<b>Response requested by school:</b>		

ACTION TAKEN		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect

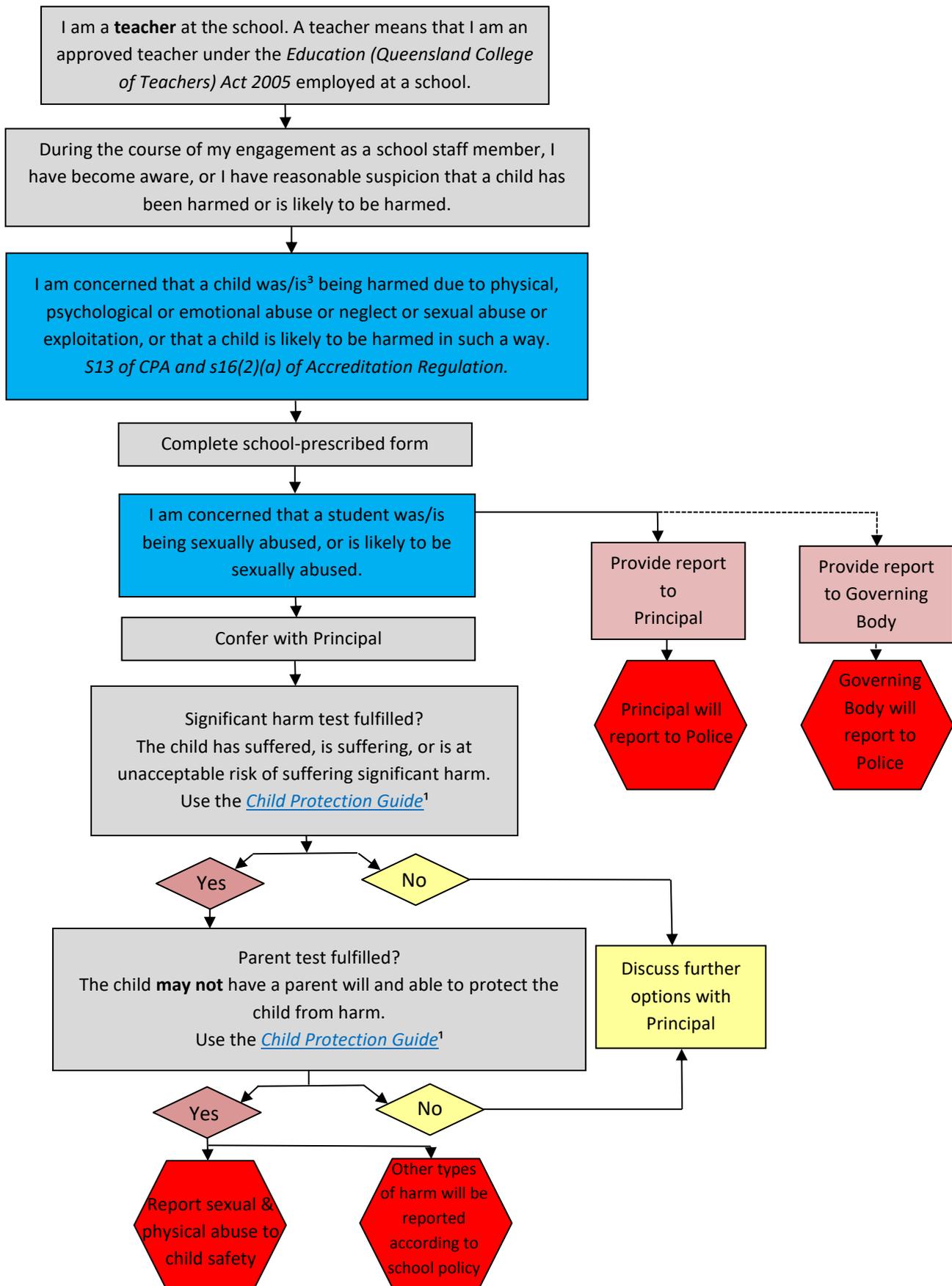
(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

**Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.**

Appendix 3  
 ISQ Child Protection Decision Support Tree for Principals



Appendix 4  
**ISQ Child Protection Decision Support Tree for Teachers**



Appendix 5  
ISQ Child Protection Decision Support Tree for Non-Teaching Staff

