

**Child Risk Management Policy****P.28**

<b>Purpose:</b>	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.	
<b>Scope:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
<b>Status:</b>	Approved	<b>Supersedes:</b> V2
<b>Authorised by:</b>	School Board	<b>Date of Authorisation:</b> 29/6/2022
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Working with Children (Risk Management and Screening) Act 2000 (Qld)</u></a></li> <li>• <a href="#"><u>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</u></a></li> <li>• <a href="#"><u>Child Protection Act 1999 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education (General Provisions) Act 2006 (Qld)</u></a></li> <li>• <a href="#"><u>Education (General Provisions) Regulation 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</u></a></li> <li>• <a href="#"><u>Education (Overseas Students) Regulation 2014 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Queensland College of Teachers) Act 2005 (Qld)</u></a></li> <li>• <a href="#"><u>Education and Care Services National Law (Queensland)</u></a></li> <li>• <a href="#"><u>Education and Care Services National Regulations</u></a></li> <li>• <a href="#"><u>Child and Youth Risk Management Strategy Toolkit</u></a></li> <li>• Sinai College Induction Checklist IF.018</li> <li>• Sinai College Child Protection Reporting Form IF.010</li> <li>• Sinai College Record of Training Form IF.008</li> <li>• Sinai College Child Protection Policy P.03</li> <li>• Sinai College Risk Management Framework Policy P.08</li> <li>• Sinai College Staff Code of Conduct Policy P.18</li> <li>• Sinai College Complaints Handling Policy P.05</li> <li>• Sinai College Complaints Handling Procedure QP.003</li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> 29/6/2023
<b>Policy Owner:</b>	School Governing Body	



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## Definitions

- **Responsible Person**, for a risk management strategy, for schedule 1, see schedule 1, section for developing and implementing the strategy.
- **Risk Management Strategy** means a written strategy required to be developed and implemented under section 171 or 172 of the Act.

## Policy Statement and a Statement about Commitment

Sinai College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm. <sup>1</sup>

## Implementation

In practice, Sinai College's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2020* (Qld) ("the **Act**") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

### 1. Code of Conduct

At Sinai College we expect our employees to conduct themselves as follows (in line with Staff Code of Conduct Policy P.18):

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

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.
- Disclosure of a working with children authority is in force as authorized under Act s385
  - Uses an online system to ask the Chief Executive whether a Working with Children Authority held by another person is in force; and

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



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- In making the request, gives the Chief Executive the other person's name as it appears on that person's Working with Children Card; and, (ii) the number of the other person's card
- Advising the person whether the other person's Working With Children Authority is in force at that time it is authorised

This commitment is evidence of Sinai College fulfilment of the requirements of the Regulations S3(1)(b).

1. Sinai College has a written process about:
  - a. How the school will respond to harm, or allegations of harm, to students under 18 years and,
  - b. The appropriate conduct of the school's staff and students
    - i. A process for reporting by a student to a stated staff member of conduct of another staff member that the student considers is inappropriate
    - ii. A process for how the information reported to the stated staff member must be dealt with by the stated staff member
    - iii. A process for reporting:
      1. Sexual abuse or suspicion on sexual abuse in compliance with the Education (General Provisions Act 2006, section 366 and
      2. A suspicious of likely sexual abuse in compliance with the Education (General Provisions Act 2006, section 366 and
    - iv. A process for reporting a reportable suspicion under the Child Protection Act 1999, section 13e
2. For the process mentioned in Subsection 2a there must be stated at least 2 staff members to whom a student may report the conduct.
3. The schools governing body must ensure
  - a. The staff and students and students' parents and guardians and
  - b. Staff are trained annually in implementing the process and
  - c. The school is implementing the process
4. The school must have a written complaints procedure to address allegations of non-compliance
5. The complaints procedure may form part of any other written procedure for dealing with complaints

### 2. Recruitment, Selection, Training and Management Procedures

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

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children 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



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subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.

- Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
- A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help employees to improve their performance in a positive manner.
  - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
  - An induction program (IF.018 Induction Checklist) which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
  - Training new and existing staff on an ongoing basis (IF.008 Record of Training Form) to enhance skills and knowledge and to reduce exposure to risks, as follows:
    - the school's policies and procedures
    - identifying, assessing and minimising risks to students
    - handling a disclosure or suspicion of harm to a child.
- Keeping a record of the training provided to employees (Sinai College Compliance Register maintains a record of this training for audit and compliance purposes).



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- Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of Sinai College's fulfilment of the requirements of the Regulations S3(1)(c).

### 3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Sinai College Child Protection Policy P.03 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 of Suspected Harm or Sexual Abuse Form in Appendix 2 of this document (or IF.010 Child Protection Reporting Form).

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

This commitment is evidence of Sinai College fulfilment of the requirements of the Regulations 3(1)(d).

### 4. Managing Breaches of this Child Risk Management Strategy

Sinai College is committed to appropriately managing breaches of this Child Risk Management Strategy P.28 in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy P.03, Staff Code of Conduct Policy P.18, Complaints Handling Policy P.05, and this is evidence of fulfilment of the requirements of the Regulations S3(1)(e).

### 5. Implementing and Reviewing the Child Risk Management Strategy

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

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



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### 6. Blue Card Policies and Procedures

Sinai College 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, Sinai College will:

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

This commitment is evidence of Sinai College's fulfilment of the requirements of the Regulations S3(1)(f)(ii).

### 7. High Risk Management Plans

Sinai College is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. Sinai College will utilise 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. This commitment is evidence of Sinai College's fulfilment of the requirements of the Regulations S3(1)(g).

### 8. Strategies of Communication and Support

Sinai College's commitment to making this Child Risk Management Strategy available to students, parents and employees via its Parent Handbook and Staff Handbook, is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(i).

Sinai College is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff



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meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(ii).

## Responsibilities

Sinai College 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 Sinai College are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

## Compliance and Monitoring

Sinai College is committed to the annual review of this policy. Sinai College will also record, monitor and report to the school board regarding any breaches of this policy.

In addition, Sinai College is committed to other various compliance and monitoring arrangements made under relevant policies and procedures. The Sinai College Compliance Register maintains a record of all relevant information for audit and compliance purposes.

## Related Documents

- Sinai College Child Protection Policy P.03
- Sinai College Risk Management Framework Policy P.08
- Sinai College Staff Code of Conduct Policy P.18
- Sinai College Complaints Handling Policy P.05
- Sinai College Complaints Handling Procedure QP.003
- Sinai College Compliance Register

## Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Communities, Child Safety and Disability Services' [Child Protection Guide](#) resource

## Appendices

- Appendix 1 - Summary of Reporting Harm
- Appendix 2 – Report of Suspected Harm or Sexual Abuse Form

**Child Risk Management Policy****P.28****Appendix 1**

## 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



**Child Risk Management Policy****P.28****Appendix 2**

Private and Confidential  
Report of Suspected Harm or Sexual Abuse

Date:	
School: <b>SINAI COLLEGE</b>	
School Phone: <b>(07) 3349 9088</b>	
School Email: <a href="mailto:admin@sinaicollege.qld.edu.au">admin@sinaicollege.qld.edu.au</a> or <a href="mailto:principal@sinaicollege.qld.edu.au">principal@sinaicollege.qld.edu.au</a>	
<b>DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:</b>	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
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(Education Adjusted Program): Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Student's Residential Address:	Student's Personal Mobile:



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<b>FAMILY DETAILS</b>		
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 Order or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> unknown <input type="checkbox"/>		
<b>PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE</b>		
<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		
<b>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).</b>		

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**Details of any harm and/or sexual abuse to the student** – 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.

**Please indicate the identity of anyone else who may have information about the harm or abuse.**

**Additional information provided as an attachment** YES  NO

**Name of staff member making report to the Statutory Agency if not the Principal:**

**Position:**

**Signature:**

**Date:**

**Principal:**

**Signature:**

**Date:**

**Principal Email address:**

**Response Requested by School:**

**ACTION TAKEN**

Form was faxed or emailed to (please tick which agencies the form was sent to):

Queensland Police Services (QPS)

Department of Communities (Child Safety Services)

Family and Child Connect

**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.**