

## CHILD RISK MANAGEMENT STRATEGY

---

### Purpose

The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.

### Scope

This strategy applies to students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

### Policy Statement and a Statement about Commitment

Australian Trade College North Brisbane (ATCNB) 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>. In practice, ATCNB's commitment to acting in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (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 ATCNB we expect our employees to conduct themselves as follows:

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

Specific responsibilities include:

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

This commitment is evidence of ATCNB's fulfilment of the requirements of Schedule 1 s.2(2).

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

ATCNB is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, ATCNB 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 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 which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
    - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
      - the school's policies and procedures
      - identifying, assessing and minimising risks to students
      - handling a disclosure or suspicion of harm to a child.
    - Keeping a record of the training provided to employees.
    - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and welling of students at the school

This commitment is evidence of ATCNB's fulfilment of the requirements of Schedule 1 s.2(3).

### 3. Handling Disclosures or Suspicions of Harm or Abuse

Any of the types of concerns or reports below must be reported and managed under the ATCNB Child Protection Policy and the Child Protection procedure, as follows:

- All staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by another person
- Teachers, nurses and early childhood education and care professionals 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 school's Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this document. Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the ATCNB Principal 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.

Any report made under this section or the ATCNB Child Protection Policy will fulfil the reporting obligations of all adults under the *Criminal Code Act 1899*.

This commitment is evidence of ATCNB's fulfilment of the requirements of Schedule 1 s.2(4).

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

ATCNB 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, Employee Code of Conduct and Complaints Policy, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

#### 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 Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state ATCNB’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to review.

#### 6. Blue Card Policies and Procedures

ATCNB is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, ATCNB will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with ATCNB’s position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their Working with Children authority is cancelled or suspended or a negative notice is received after a change of police information.
- Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the school.
- Appoint a school contact person/s who will be responsible for managing the working with children screening process and all related documentation and records.
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- Ensure that all information in relation to working with children authority is kept confidential
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if an employee, volunteer, trainee student or school board member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of ATCNB’s fulfilment of the requirements of Schedule 1 s.2(6)(b).

#### 7. High Risk Management Plans

ATCNB 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. ATCNB 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 ATCNB’s fulfilment of the requirements of section Schedule 1 s.2(7).

## 8. Strategies of Communication and Support

ATCNB's commitment to making this Child Risk Management Strategy available to students, parents and employees via its website, enrolment package and company intranet is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

ATCNB 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 meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

### Responsibilities

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

### Compliance and Monitoring

ATCNB is committed to the annual review of this Strategy. ATCNB will also record, monitor and report to the school Board and Chief Executive Officer and others as appropriate, regarding any breaches of the Strategy.

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

### Related Documents

ATCNB Blue Card Register  
ATCNB Child Protection Policy  
ATCNB Child Protection Decision Support Procedures  
ATCNB Complaints Policy  
ATCNB Performance Management System  
ATCNB Professional Development Policy  
ATCNB Report of Suspected Harm or Sexual Abuse Form  
ATCNB Restricted Person Declaration Form  
IntoWork Australia Risk Management Framework  
IntoWork Australia Working with Children Check (WWCC) Policy  
IntoWork Australia Code of Conduct  
IntoWork Australia Care and Supervision of Young People Policy

### Relevant Legislation

- [\*Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)\*](#)
- [\*Working with Children \(Risk Management and Screening\) Regulation 2020 \(Qld\)\*](#)
- [\*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 2018 \(Qld\)\*](#)

- [Education \(Queensland College of Teachers\) Act 2005 \(Qld\)](#)
- [Education and Care Services National Law \(Queensland\)](#)
- [Criminal Code Act 1899 \(Qld\)](#)
- Blue Card Services [Child and Youth Risk Management Strategy Toolkit](#)
- [Restricted Person Declaration Form](#)

### Helpful Links

Independent Schools Queensland's [Child Protection Decision Support Trees](#)

Department of Child Safety, Seniors and Disability Services [Child Protection Guide](#) resource

[Blue Card Services resources](#)

## Appendix 1

### Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
<b>All staff</b>	Sexual	Awareness or a suspicion  Sexually abused or likely to be sexually abused	Principal, or director of the governing body through to police immediately.	EGPA, sections 366 and 366A
<b>Principal</b>	Sexual	Awareness or a suspicion  Sexually abused or likely to be sexually abused	Director of the governing body & the 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 Regulation, 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 of a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA sections 13B and 159M
<b>Employing Authority (Principal/ Board)</b>	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; &  When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
<b>Any member of the public</b>	Any	Significant harm &  Parent may not be willing and able	Child Safety	CPA section 13A
<b>Any adult including an 18 year old student</b>	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and  (b) at the relevant time, the child is or was – (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code, section 229BC

Appendix 2

Report of Suspected Harm or Sexual Abuse

Private and Confidential

<b>Date:</b>
<b>School:</b>
<b>School Phone:</b>
<b>School Email:</b>
<b>School Address:</b>

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex:
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)

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

Time and date of the incident: \_\_\_\_\_ Location of the incident: \_\_\_\_\_

Source of information: \_\_\_\_\_

Details of person alleged to have caused the harm or sexual abuse: \_\_\_\_\_

Physical appearance of any injury: \_\_\_\_\_

Details of immediate and ongoing safety concerns: \_\_\_\_\_

Details of any disclosures made by student: \_\_\_\_\_

Do you know of any previous incidents of harm: Yes No

If Yes, please provide details: \_\_\_\_\_

Have you noted behavioural indicators of harm: \_\_\_\_\_

Are presence of any medical needs or developmental delays;

Do the information relates to an unborn child: Yes No

**Please indicate the identity and particulars 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 if not the Principal:**

<b>Position:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>

**Principal's email address:**

**Response requested by school:**

**ACTION TAKEN**

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

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

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