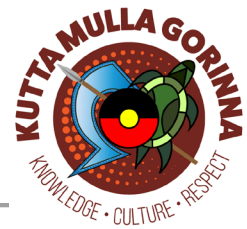


CHILD RISK MANAGEMENT STRATEGY

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:	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.		
REFERENCES:	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		
STATUS:	Approved	SUPERSEDES:	Previous Policy
AUTHORISED BY:	Kutta Mulla Gorinna Inc	DATE OF AUTHORISATION:	20 th December 2018
REVIEW DATE:	Annually	NEXT REVIEW DATE:	20 th December 2019
POLICY OWNER:	Kutta Mulla Gorinna Inc		



POLICY STATEMENT AND A STATEMENT ABOUT COMMITMENT

Kutta Mulla Gorinna Special Assistance School 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.¹

IMPLEMENTATION

In practice, Kutta Mulla Gorinna Inc's commitment to acting in accordance to 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

Kutta Mulla Gorinna Inc's Staff Code of Conduct is evidence of fulfilment of the requirements of Regulation 3(1)(b) of the *Working with Children (Risk Management and Screening) Regulations 2011* (Qld) ("the **Regulations**").

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.

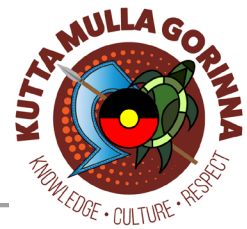
This commitment is evidence of Kutta Mulla Gorinna Special Assistance School's fulfilment of the requirements of the Regulations S3(1)(b).

2. Recruitment, Selection, Training and Management Procedures

Kutta Mulla Gorinna Special Assistance School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, Kutta Mulla Gorinna Special Assistance School 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.

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



- 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 wellbeing of students at the school.

This commitment is evidence of Kutta Mulla Gorinna Special Assistance School's fulfilment of the requirements of the Regulations S3(1)(c).

3. Handling Disclosures or Suspicions of Harm

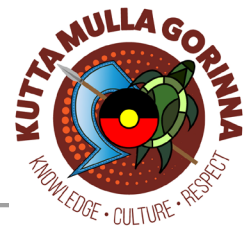
Any of the types of concerns or reports below should be reported and managed under the Kutta Mulla Gorinna Special Assistance School Child Protection Policy and the Child Protection Procedure, as follows:

- 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.

In accordance with the Child Protection Act 1999, if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to the school's Executive School Director. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Executive School Director is aware or reasonably suspects the harm has been caused and that the student is in need of protection, the Executive School Director must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the Child Protection Act 1999).

In assessing whether a student is in need of protection, the Executive School Director will consider the 'Significant Harm Test' and the 'Parent Willing and Able Test' as detailed in the Kutta Mulla Gorinna Special Assistance School 'Child Protection Procedure', as well as utilise the Department of Communities, Child Safety and Disability Services' Child Protection Guide resource.



Please refer to Kutta Mulla Gorinna Special Assistance School's 'Child Protection Procedure' as well as to Independent Schools Queensland's Child Protection Decision Support Trees for information of the process for reporting all types of harm, including sexual abuse.

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.

Once the 'Suspected Harm or Sexual Abuse Report' is completed by the staff member an assessment will be made by the Executive School Director or delegate to submit the 'Suspected Harm or Sexual Abuse Form' to the relevant authorities based on the Appendix 1 'Summary of Reporting Harm'.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Executive School Director of Kutta Mulla Gorinna Special Assistance School 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.

In accordance with section 77 of the *Education (Queensland College of Teachers) Act 2005* requires the employing authority to notify the Queensland College of Teachers when it finishes dealing with allegations of harm to a child, as detailed in section 76.

In accordance with section 78 of the *Education (Queensland College of Teachers) Act 2005* requires the employing authority to notify the Queensland College of Teachers within 14 days if the employing authority has dismissed a teacher in circumstances that, in the opinion of the employing authority, call into question the teacher's competency. Competence issues that have a harm or likely harm element should be notified under sections 76 and 77 (section 78(1) refers).

76 Requirement for employing authority to notify college about particular allegations

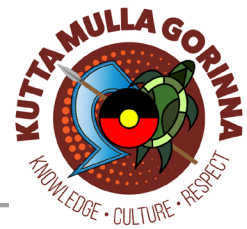
- 1) This section applies if the employing authority for a prescribed school deals with an allegation of harm caused, or likely to be caused, to a child because of the conduct of a relevant teacher of the prescribed school.
- 2) The employing authority must, as soon as practicable after starting to deal with the allegation, give notice to the college of that fact.

Maximum penalty—40 penalty units.

Note - If a corporation commits an offence against this provision, each executive officer of the corporation may be taken, under section 228, to have also committed the offence.

- 3) The notice must include the following –
 - a. the name of the employing authority and, if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
 - b. the name of the relevant teacher;
 - c. the day the employing authority started dealing with the allegation;
 - d. the allegation, particulars of the allegation and any other relevant information;
 - e. details about what actions the employing authority has taken to deal with the allegation.
- 4) For subsection (1), an employing authority deals with an allegation if the employing authority takes action in relation to the allegation, including by –
 - a. investigating, inquiring into, or examining the allegation; or
 - b. referring the allegation to another entity to investigate, inquire into, examine or otherwise deal with.

77 Requirement for employing authority to notify college about outcome of particular allegations



- 1) This section applies if the employing authority for a prescribed school starts to deal with an allegation mentioned in section 76(1).
- 2) The employing authority must, as soon as practicable after the employing authority stops dealing with the allegation for any reason, give notice to the college of the outcome of the employing authority's dealing with the allegation.
Maximum penalty—40 penalty units.
Note - If a corporation commits an offence against this provision, each executive officer of the corporation may be taken, under section 228, to have also committed the offence.
- 3) The notice must include the following –
 - a. the name of the employing authority and, if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
 - b. the name of the relevant teacher;

This commitment is evidence of Kutta Mulla Gorinna Special Assistance School fulfilment of the requirements of the Regulations 3 (1) (d).

4. Managing breaches of this Child Risk Management Strategy

Kutta Mulla Gorinna Special Assistance School 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, Complaints Handling Policy and Procedures, and this is evidence of fulfilment of the requirements of the Regulations S3(1)(e).

5. Implementing and reviewing the Child Risk Management Strategy

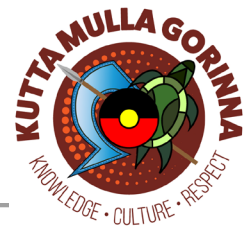
This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Kutta Mulla Gorinna Special Assistance School'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.

6. Blue Card Policies and Procedures

Kutta Mulla Gorinna Special Assistance School 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, Kutta Mulla Gorinna Special Assistance School 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 Kutta Mulla Gorinna Special Assistance School'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 Kutta Mulla Gorinna Special Assistance School's fulfilment of the requirements of the Regulations S3(1)(f)(ii).

7. High Risk Management Plans

Kutta Mulla Gorinna Special Assistance School 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. Kutta Mulla Gorinna Special Assistance School 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 Kutta Mulla Gorinna Special Assistance School's fulfilment of the requirements of the Regulations S3(1)(g).

8. Strategies of Communication and Support

Kutta Mulla Gorinna Special Assistance School's commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee handbook, school website is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(i).

Kutta Mulla Gorinna Special Assistance School 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 the Regulations S3(1)(h)(ii).

RESPONSIBILITIES

Kutta Mulla Gorinna Special Assistance School 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 Kutta Mulla Gorinna Special Assistance School are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

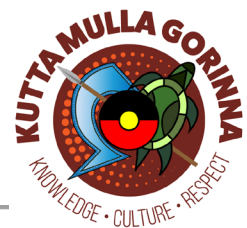
COMPLIANCE AND MONITORING

Kutta Mulla Gorinna Special Assistance School is committed to the annual review of this Strategy. Kutta Mulla Gorinna Special Assistance School will also record, monitor and report to the school board, the Senior Executive Team and others as appropriate at your school regarding any breaches of the Strategy.

In addition, Kutta Mulla Gorinna Special Assistance School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

RELATED DOCUMENTS

- Kutta Mulla Gorinna Special Assistance School Child Protection Policy
- Kutta Mulla Gorinna Special Assistance School Complaints Handling Policy
- Kutta Mulla Gorinna Special Assistance School Blue Card Register



- Kutta Mulla Gorinna Special Assistance School Risk Management Framework
- Kutta Mulla Gorinna Special Assistance School Child Protection Procedures
- Kutta Mulla Gorinna Special Assistance School Complaints Handling Procedures
- Kutta Mulla Gorinna Special Assistance School Employee Code of Conduct
- Kutta Mulla Gorinna Special Assistance School Recruitment Policy
- Kutta Mulla Gorinna Special Assistance School Professional Learning Policy
- Kutta Mulla Gorinna Special Assistance School Performance Management System
- Kutta Mulla Gorinna Special Assistance School Blue Card Policy

HELPFUL LINKS

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

RELEVANT PROCEDURES

- Procedure for reporting reasonable suspicion

RELEVANT FORMS

- Report of suspected harm or sexual abuse