

## The BUSY School Ltd

### Child Risk Management Strategy

<b>Purpose:</b>	The purpose of this strategy is to provide written processes to ensure that The Busy School Ltd complies with legislation applying in Queensland about the care and protection of children. In particular, the strategy sets out a risk management strategy for the purpose of reducing the risk of harm to children.		
<b>Scope:</b>	The directors and staff of The Busy School Ltd (The BUSY School), including the senior leadership team and other employees at The BUSY School, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at The BUSY School.		
<b>Status:</b>	Approved	<b>Supersedes:</b>	1.1
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b>	20/01/2021
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Qld)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</a></li> <li>• <a href="#">Child Protection Act 1999 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Act 2006 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Education Services for Overseas Students (ESOS) Act 2000 (Cth)</a></li> <li>• <a href="#">Education (Overseas Students) Regulation 2014 (Qld)</a></li> <li>• <a href="#">Education (Queensland College of Teachers) Act 2005 (Qld)</a></li> <li>• <a href="#">Education and Care Services National Law (Queensland)</a></li> <li>• <a href="#">Education and Care Services National Regulations</a></li> <li>• <a href="#">Child and Youth Risk Management Strategy Toolkit</a></li> </ul>		
<b>Review Date:</b>	Annually	<b>Next Review Date:</b>	20/01/2022
<b>Responsibility:</b>	Principal	<b>Point of Contact:</b>	Principal
<b>Policy owner:</b>	The BUSY School Ltd		

### Policy

The BUSY School is committed to the safety and wellbeing of students enrolled at the school. In accordance with sections 171 and 172 of the Working with Children (Risk Management and Screening) Act 2000 (Qld), The BUSY School Ltd 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 in the school's care.

### Implementation

In practice, The BUSY School'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

At The BUSY School, employees are expected to always behave in ways that promote the safety, welfare and well-being 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 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. In that situation, 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 The BUSY School's fulfilment of the requirements of the Working with Children (Risk Management and Screening) Regulation 2020 ("the Regulation") Schedule 1 2(2).

## 2. Recruitment, selection, training and management procedures

The BUSY School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, The BUSY 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 children; 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 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; and
  - 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 children 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 child risk management and to assist employees to understand their role in providing a safe and supportive environment for children;
  - training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, through:
    - the School's policies and procedures
    - identifying, assessing and minimising risks to children
    - handling a disclosure or suspicion of harm to a child;
  - keeping a record of the training provided to employees;

- conducting exit interviews to assist the School to identify broader issues of concern that may impact on the safety and wellbeing of its students.

This commitment is evidence of The BUSY School's fulfilment of the requirements of the Regulation Schedule 1 2(3).

### **3. Handling disclosures or suspicions of harm**

Any of the following types of concerns or reports below should be reported and managed through The BUSY School's Child Protection Policy:

- 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.

Furthermore, and in accordance with section 76 of the Education (Queensland College of Teachers) Act 2005, the Principal of The BUSY 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.

This commitment is evidence of The BUSY School's fulfilment of the requirements of the Regulation Schedule 1 2(4).

### **4. Managing breaches of this child risk management strategy**

The BUSY 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, Code of Conduct for Staff and Students, Complaints Handling Policy and Procedures and Enterprise Bargaining Agreement or equivalent. This is evidence of fulfilment of the requirements of the Regulation Schedule 1 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 the Regulation Schedule 1 2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state The BUSY School's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Regulation Schedule 1 2(6)(a) relating to review.

### **6. Blue card policies and procedures**

The BUSY 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, The BUSY 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 The BUSY School's position descriptions and the Act;
- Complete an *Authorisation to confirm a valid card application* when necessary;
- Submit a *Change in police information notification* form when notified by an 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 the person ceases to be an employee;
- Appoint a contact person within the School 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; and
- Act to remind employees to keep their Blue Card or Exemption Notice up to date.

This commitment is evidence of The BUSY School's fulfilment of the requirements of the Regulation Schedule 1

2(6)(b).

## 7. High-risk management plans

The BUSY 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. The BUSY 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 The BUSY School's fulfilment of the requirements of the Regulation Schedule 1 2(7).

## 8. Strategies of communication and support

The BUSY School's commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee handbook and website is evidence of fulfilment of the requirements of the Regulation Schedule 1 2(8).

The BUSY 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 Regulation Schedule 1 2(8).

## Responsibilities

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

## Compliance and monitoring

The BUSY School is committed to the annual review of this strategy. The School will also record, monitor and report to the School's governing body, the Senior Executive Team and others as appropriate at the School regarding any breaches of the strategy.

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

## Related documents

- The BUSY School Child Protection Policy
- The BUSY School Complaints Handling Policy
- The BUSY School Blue Card Register
- The BUSY Group Child Safety and Wellbeing Policy
- The BUSY School Conduct of Staff and Students Policy
- The BUSY School Risk Management Framework

## Helpful links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Child Safety, Youth and Women's [Child Protection Guide](#) resource
- The United Nations Human Rights [Convention on the Rights of the Child](#)

## Appendices

- Appendix A - Summary of Reporting Harm
- Appendix B – Suspected Harm or Sexual Abuse Form

**SUMMARY OF REPORTING HARM MATRIX**

WHO	WHAT ABUSE	TEST	REPORT TO	LEGISLATION
All staff	Sexual	Awareness or reasonable suspicion Sexually abused or likely to be sexually abused	Principal, through to Police	EGPA, sections 366 & 366A
Teacher	Sexual and physical	Significant harm Parent may not be willing and able	Confer with Principal, report to Child Safety	CPA, sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations, section 10
All staff	Any	Not of a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA, sections 13B and 159M
Principal	Any	Not of a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA, sections 13B and 159M
Any member of the public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA, section 13A

## REPORT OF SUSPECTED HARM OR SEXUAL ABUSE FORM

Private and Confidential

### Report of Suspected Harm or Sexual Abuse

Date:	
School:	
School Phone:	
School Email and/or Fax:	
<b>DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:</b>	
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:
<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 Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	

