

## Carinity Education CHILD RISK MANAGEMENT STRATEGY

<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> Child Protection Risk Management Strategy for Education Services 12/03/2012
<b>Authorised by:</b>	Carinity CEO	<b>Date of Authorisation:</b> 4 July 2023
<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 2018 (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="#">Criminal Code Act 1899 (Qld)</a></li> <li>• Blue Card Services <a href="#">Child and Youth Risk Management Strategy Toolkit</a></li> <li>• <a href="#">Restricted Person Declaration Form</a></li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> 4 July 2024
<b>Policy Owner:</b>	Carinity Education	

### Statement of Commitment

Carinity Education 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, Carinity Education is committed 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.

### Code of Conduct

Carinity's Employee Guideline Handbook, Code of Conduct and Maintaining Professional Boundaries Procedure is evidence of fulfilment of the requirements of Schedule 1 s.2(2) of the *Working with Children (Risk Management and Screening) Regulation 2020* (Qld) sch 1 ("**Schedule 1**").

**Recruitment, Selection, Training and Management Procedures Carinity's Recruitment and Selection Policy and Procedure, Learning and Development Procedure, Disciplinary Procedure and Carinity Schools Enterprise Agreement 2021 with undertakings, are evidence of fulfilment of the requirements of Schedule 1 s.2(3).**

### Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Carinity Education Child Protection Policy, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- 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 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 Principals of Carinity Education schools and Executive Manager Education Services 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 Carinity Education Child Protection Policy will fulfil the reporting obligations of all adults under the *Criminal Code Act 1899*.

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

### Managing Breaches of this Child Risk Management Strategy

Carinity Education 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 Schedule 1 s.2(5).

---

<sup>1</sup> *Working with Children (Risk Management and Screening) Regulation 2020* (Qld) sch 1 s.2(1)

## 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 Carinity Education's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

### Blue Card Policies and Procedures

Carinity Education 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, Carinity 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 Carinity Education 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 child 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 who will be responsible for managing the working with child 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 Carinity Education's fulfilment of the requirements of Schedule 1 s.2(6)(b).

### High Risk Management Plans

Carinity Education 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. Carinity Education 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 Carinity Education's fulfilment of the requirements of Schedule 1 s.2(7).

## Strategies of Communication and Support

Carinity Education's commitment to making this Child Risk Management Strategy available to students, parents and employees via its school intranet and site and school websites is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

Carinity Education 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 Principals and their staff, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

## Responsibilities

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

## Compliance and Monitoring

Carinity is committed to the annual review of this Strategy. Carinity Education will also record, monitor and report to the governing body, the Carinity Executive Team and others as appropriate regarding any breaches of the Strategy.

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

## Related Documents

- Carinity Blue Card Services Application Procedure
- Carinity Education Blue Card Register
- Carinity Education Child Protection Policy
- Carinity Feedback & Complaints Policy and Procedure
- Carinity Employee Code of Conduct
- Carinity Disciplinary Procedure
- Carinity Learning & Development Procedure
- Carinity Recruitment and Selection Policy and Procedure
- Carinity Education Restricted Person Declaration Form
- Carinity Risk Management Policy and Procedure

## Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Children, Youth Justice and Multicultural Affairs [Child Protection Guide](#) resource

## Appendices

- Appendix 1 – Summary of Reporting Harm
- Appendix 2 – Child Protection Reporting Form Education Services

## 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, through to police immediately	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 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</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



<b>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE</b> (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>		
Please indicate the identity of anyone else who may have information about harmful abuse:		
ADDITIONAL INFORMATION PROVIDED AS AN ATTACHMENT    YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Name of staff member making report to the Statutory Agency if not the Principal:</b>  Position:	<b>Signature:</b>	<b>Date:</b>
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>
Principal's email address:		
Response requested by school:		

<b>ACTION TAKEN</b>		
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)  
 Uncontrolled copy once printed or saved offline

Est. 04/07/2023 | Annual

If applicable, and if you are aware, please indicate any injuries on the diagram.

