

# Enkindle Village School

## Child Risk Management Policy



### 1. Statement

Enkindle Village 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.

### 2. Purpose

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

### 3. 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.

### 4. Principles

#### Implementation

In practice, Enkindle Village 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 below.

#### 1. Code of Conduct

Enkindle Village School'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**")

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

Enkindle Village School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, Enkindle Village 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.
  - 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 Enkindle Village 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 Enkindle Village School's 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.

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 Enkindle Village 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 Enkindle Village School's fulfilment of the requirements of the Regulations 3(1)(d).

#### **4. Managing Breaches of this Child Risk Management Policy**

Enkindle Village School is committed to appropriately managing breaches of this Child Risk Management Policy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Staff Code of Conduct, Complaints Handling Policy and Procedures and Enterprise Bargaining Agreement, and this is evidence of fulfilment of the requirements of the Regulations S3(1)(e).

#### **5. Implementing and Reviewing the Child Risk Management Policy**

This Policy 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 Policy and the "Compliance and Monitoring" section below state Enkindle Village 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**

Enkindle Village 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, Enkindle Village School will:

- Require relevant prospective or current employees, volunteers, trainee students and school association committee 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 Enkindle Village 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 Enkindle Village School's fulfilment of the requirements of the Regulations S3(1)(f)(ii).

### **7. High Risk Management Plans**

Enkindle Village 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. Enkindle Village 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 Enkindle Village School's fulfilment of the requirements of the Regulations S3(1)(g).

### **8. Strategies of Communication and Support**

Enkindle Village School's commitment to making this Child Risk Management Policy available to students, parents and employees via its enrolment package and employee handbook is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(i).

Enkindle Village 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**

Enkindle Village 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 Enkindle Village School are responsible for acting in compliance with this Child Risk Management Policy and related policies and procedures.

### **Compliance and Monitoring**

Enkindle Village School is committed to the annual review of this Policy. Enkindle Village School will also record, monitor and report to the school association management committee regarding any breaches of the Policy.

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

## **5. Legislation**

- *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 1998 (Qld)*
- *Education (Queensland College of Teachers) Act 2005 (Qld)*

## **6. Supporting Documents**

- Enkindle Village School Child Protection Policy
- Enkindle Village School Complaints Handling Policy
- Enkindle Village School Child Protection Procedures
- Enkindle Village School Complaints Handling Procedures
- Enkindle Village School Staff Code of Conduct

## **7. Appendices**

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

## **8. Version Control**

### ***Approval Details***

Policy Sponsor	Secretary
Approval authority	Management Committee
Version Number	1
Date for next review	June 2019

**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

## Appendix 2

### Private and Confidential Report of Suspected Harm or Sexual Abuse

Date:
School: Enkindle Village School
School Phone:
School Email and/or Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
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:

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

<b>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE</b> (Attach extra pages if necessary).
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**Details of any harm and/or sexual abuse to the student** – please include: 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; 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 if not the Principal:**

<b>Position:</b>	<b>Signature:</b>	<b>Date:</b>
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<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>
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**Principal's email address:**

**Response requested by school:**

**ACTION TAKEN**

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)

**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.**