St Margaret's Anglican Girls School

Child & Youth Risk Management Strategy

Working with Children (Risk Management and Screening) Act 2000 ss. 171 – 172

Working with Children (Risk Management and Screening) Regulation 2011 s. 3

Document Details	
Approved by **Name**: Ros Curtis **Signed**: **Date**: 31 May 2017	**Developed by:** St Margaret's Anglican Girls School **Date**: October 2016 **Version**: 2 **Review Date:** November 2017 **First Reviewer**: Child and Youth Risk Management Strategy Committee (CYRMSC) **Second Reviewer**: Deputy Principal and Head of Primary School **Third Reviewer**: Principal **Final Review and Endorsement**: School Council **Ongoing Review and Updates:** Business Manager – Operations and Compliance SSA
Endorsed by School Council **Date**: 31 May 2017	**Contact Officer: Name**: Karen Gorrie **Position**: Deputy Principal

Introduction

Safe service environments don't just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has three (3) key components:

- Risk management strategies:

- Blue Card screening:

- Compliance and ongoing monitoring:

Policies are compliant with legislation and Anglican Schools' Office requirements; all policies are reviewed regularly by review date (this may be annually or less frequently depending on the nature of the policy), there is daily monitoring of risk and student protection issues.

The *Working with Children (Risk Management and Screening) Act* 2000 (the Act) and the *Working with Children (Risk Management and Screening) Regulation* 2011 requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

Purpose

The purpose of a Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks.

A well-developed strategy will help St Margaret's achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to the school.

Coverage

In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements. These requirements:

COMMITMENT

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

CAPABILITY

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

CONCERNS

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of your risk management strategy.
6. Risk management plans for high risk activities and special events.

CONSISTENCY

7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.

Instructions

The Principal is accountable for ensuring that the Child and Youth Risk Management strategy is developed, implemented and reviewed annually.

The completion of the Child and Youth Risk Management Strategy Checklist / Action Plan template (Appendix A) may assist in mapping existing policies and identifying gaps including out of date policies.

The St Margaret's Child and Youth Risk Management Strategy Committee (CYRMSC or Committee) was established in March 2017 to provide assistance to the School Principal and School Council to ensure that the process by which the School's CYRMS is formulated is consultative with a wide range of stakeholders and takes on a whole school approach, including input from support and teaching staff, parents and students from both the Senior and Primary Schools as well as a representative from the volunteering community.

The Committee will ensure that the annual review process is timely, robust and captures what is 'currently done' with regards to training and information sessions to help inform future CYRMS's and ensure that the document is representative of the actions occurring across the whole school.

The strategy is to be reviewed at the completion of each School year with the findings to inform the development of the new strategy document. The new strategy is to be approved in accordance with St Margaret's CYRMSC Charter and requirements for implementation at the beginning of the subsequent School year. The review process must be documented which together with the strategy document will be archived for future reference.

Notwithstanding the scheduled review, should circumstances change significantly before the 12 month review period, the strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

The CYRMS Committee will comprise the following roles, which is determined by the Principal:
- Deputy Principal (Chairperson)
- Dean of Students
- Director of Human Resources
- Assistant Head of Primary
- Head of Boarding
- Business Manager – Operations and Compliance SSA
- Volunteer
- P&F Member
- Students x 5 (Primary and Secondary representation)

The Committee will meet at least once per semester, or more frequently as circumstances dictate.

Scope

This strategy applies to all students, parents, employees, volunteers and visitors of St Margaret's.

The following describes how the strategy document is to be developed.

Column A – Requirement: This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011.

Column B – Action/s: Intentional actions, programs and processes that have been developed and will be implemented. The Action/s must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

Column C – Reference: Describes the policy, procedures, protocols and other guidelines which form the authority for the particular Action/s.

Column D – Responsible Officer: This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action/s.

Column E – Evidence: This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

Abbreviations

ACSQ	Anglican Church Southern Queensland
ASC	Anglican Schools Commission
St Margaret's AGS	St Margaret's Anglican Girls School
CYRMS	Child and Youth Risk Management Strategy

Part 1: COMMITMENT

	Child and Youth Risk Management Strategy			
Column A	**Column B**	**Column C**	**Column D**	**Column E**
Requirement	**Action/s**	**Reference**	**Responsible Officer**	**Evidence**
1. **Statement of commitment**	The Anglican Church Southern Queensland has developed as stated below a statement of commitment to the safety and wellbeing of children and the protection of children from harm. St Margaret's AGS supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students. St Margaret's is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm. In support of this commitment, St Margaret's AGS is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in our care.	ACSQ: Student Protection in Anglican Schools Policy and Procedures	Director, Office of the Director of Professional Standards ACSQ Principal, Deputy Principal and Head of Primary School	The Statement of Commitment was endorsed by the St Margaret's Anglican Girls School Council on 30 November 2016. The Student Protection in Anglican Schools Policy was adopted in October 2015. The Statement of Commitment is framed and displayed in all reception and administration areas of school, staff rooms, school libraries and in the St Margaret's Advent Centre. The Statement of commitment is available on the School's internet page and available on the intranet site for all School employees. The CYRMS Committee has met twice so far in 2017, to ensure that the process by which the School's CYRMS is formulated is consultative with a wide levels of stakeholder involvement and takes on a whole school approach, including input from support and teaching staff, parents and students from both the Senior and Juniors School as well as a representative from the volunteering community. During the meetings, the representatives also document what is 'currently done' with regards to training and information sessions to help inform future CYRMS's and ensure that the document is representative of the actions occurring across the whole school.

Part 1: COMMITMENT Continued

	Child and Youth Risk Management Strategy			
Column A	**Column B**	**Column C**	**Column D**	**Column E**
Requirement	**Action/s**	**Reference**	**Responsible Officer**	**Evidence**
2. Code of Conduct	St Margaret's has developed a School Community Code of Conduct which sets clear standards of behaviour which are expected of members of the School Community in the School environment or when attending any School related function or activity at any other location. The Code specifies the consequences for any member of the School Community who does not comply with these standards of behaviour. The 'School Community' comprises: • School Council • Principal • Head of Primary School • Employees (permanent, temporary, casual, supply) • Coaches • Students • Parents, Guardians, Step-parents, Relatives and Carers • Volunteers • University practicum students • Friends • Supporters • Invitees of the school Parents/guardians and students agree to be bound by the School Community Code of Conduct when parents/guardians sign the Enrolment Agreement with the School. St Margaret's has developed a Volunteer Code of Conduct, Engagement Policy and Procedures which outlines the standard of behaviour which is required of volunteers (including parents) in their activities in the School, including the need to think about and act safely and treat students and staff with respect. The St Margaret's Way, a cultural framework for the treatment of others, has be designed and is in the process of implementation.	Working with Children (Risk Management & Screening) Act 2000 Working with Children (Risk Management and Screening) Regulation 2011	Principal, Deputy Principal and Head of Primary School	The School Community Code of Conduct is published on the School's website and intranet site for all School employees. Hard copies of the School Community Code of Conduct and Volunteer Code of Conduct, Engagement Policy and Procedures are available from the Primary and Main Receptions, as well as the School Support Office. The Volunteer Code of Conduct, Engagement Policy and Procedures is available on the School website and is emailed to all parents and known volunteers each term for reference. It is also included in the School newsletter at the start of each term as well as the year level newsletters which are issued termly. Policies relevant to parents are published on the School website as well as in the Parent Handbook: • School Community Code of Conduct • Volunteer Code of Conduct, Engagement Policy and Procedures • Responsible Use of Technology: Student policy Policies included in the Staff Handbook as well as the St Margaret's intranet include: • School Community Code of Conduct • Staff Code of Conduct • Responsible Use of Technology - Staff Policy • Social Media Policy Policies included in the Student Diary: • School Community Code of Conduct • Responsible Use of Technology: Student Policy

Part 2: CAPABILITY

	Child and Youth Risk Management Strategy			
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
3. **Written processes for recruitment, selection, training and managing staff and volunteers**	St Margaret's AGS is committed to an equitable, transparent, consistent and merit based approach to recruitment and selection in order to attract, select, and retain the most capable, high performing and suitable people. The policy and procedures to be followed at each stage of the recruitment and selection process – vacancy, applications and short-listing, screening and selection and appointment have been developed to reflect this. The School Principal, Deputy Principal and other Senior Leadership Team members involved in staff recruitment, selection, training and management of employees at the School must comply with the relevant St Margaret's documents, policies and procedures. These policies and procedures include: Pre-Appointment • Recruitment and Selection Policy • Employment Application Form • Position Descriptions with required skills and attributes • Pre-Employment Check • Pre- Employment Interview Questions • Pre- Employment Referee Questions • Offer/Letter of Employment signed by School Principal • Blue Card Policy and Blue Card Procedures o Working with Children Check forms • Volunteer Code of Conduct, Engagement Policy and Procedures Post-Appointment • Recruitment Authority Form: signed off by Principal and/or Deputy Principal/Director of Business & Operations - SSA • Induction Policy • Induction handouts issued to all new staff and volunteers • Staff induction days are held on the first day of every term for all staff who have commenced since the previous induction session • The staff handbook is a concise summary of all aspects of the school, expectations and duties required of staff • The coaches' handbook is a concise summary of all expectations and duties required of coaches • Mentoring program for early career teachers: The mentoring program is a formal program where staff are trained to be mentors for Early Career Teachers • Buddy program for all new staff	Working with Children (Risk Management & Screening) Act 2000 Working with Children (Risk Management and Screening) Regulation 2011 Training and Resource Sheets including ACSQ Resource Sheets	Director of Human Resources, Deputy Principal and Principal	The Recruitment and Selection Policy and other employment related policies are available on the School intranet site. Position Descriptions are available on the internet at time of job application and on the intranet at all other times. The Staff Code of Conduct is also available in the Staff handbook which is updated annually. All forms and documents, including employment contracts, provided to employees during the recruitment process are stored in the employee files. A register of attendance is taken at all staff meetings, compliance trainings and induction sessions. This information is recorded on the St Margaret's Compliance Training Register, which is maintained by the Executive Assistant to Deputy Principal. New staff are required to sign off by email that that they have read and understood key compliance policies including the Student Protection Policy and Code of Conduct for interacting with Students. Each year, staff are required to sign that they have read and understand the ACAQ Student Protection in Anglican Schools Policy and Procedures Manual. During 2016, teaching and support staff undertook an online Student Protection training course written and developed by the Anglican Schools Commission.

	• Position Descriptions • Staff Code of Conduct • Probation Period (6 months) interview and review forms • Employee Performance Management procedures • Annual Performance Review and identification of achievements, goals and any professional development needs • Enterprise Bargaining Agreement • Complaints Management in Anglican Schools Policy • Termination of Employment procedures • Exit interviews/questionnaire held by the Director of HR and results shared with the Deputy Principal and Principal These policies, procedures and forms are used effectively to make sure that only the highest calibre of employees are hired by the School and to deter and identify unsuitable applicants. The Student Protection Officers at the School attend a comprehensive Student Protection training course organised by the Anglican Schools Commission on an annual basis. New staff are required to sign off by email that that they have read and understood key compliance policies including the Student Protection Policy and School Community Code of Conduct. All staff undertake Student Protection training linked to the Safeguarding our Students Policy and Procedures Manual each year. All staff must complete mandatory online training in Student Protection Processes which covers: • sexual abuse/likely sexual abuse of students; • harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and • inappropriate behaviour of staff to students. The training provides St Margaret's staff with strong skills to effectively respond to and report suspicions or allegations, as required by law. External parties are often invited to the School to speak to students and staff on specialist child protection subjects such as Cyber Safety. Professional development opportunities and further training is recommended and encouraged for all staff. Primary School staff have fulfilled the requirements for St Margaret's to be listed as an E-Smart School.			Teaching and support staff also participated in "Student Grooming" workshops presented by the St Margaret's Student Protection Officers. Every month the ASC are provided with lists of new and leaving staff in order for new staff to be able to complete the online Student Protection training course. St Margaret's Secondary School is working towards becoming an E-Smart School.

	Contractors and Volunteers All new volunteers and contractors are advised of their Student Protection responsibilities and are required to sign off that they have read and understood the "Safeguarding our Students" document developed by the Anglican Schools Commission for volunteers, contractors, coaches etc. This is referred to in the Volunteer Register and a copy is available for contractors and volunteers at the Primary and Main Receptions. NOTE: Visitors and invited guests to the School are not provided with Student Protection training as they are accompanied by a staff member at all times and are never left with students unattended.			Volunteers are required to complete the Volunteer Register (online form) which is available on the School website prior to commencing their volunteering engagement with the School. The Volunteer Register addresses the following four key areas: 1. Volunteering Expectations and Code of Conduct 2. Student Protection in Anglican Schools 3. Blue Cards 4. Workplace Health & Safety Instructions

Part 3: CONCERNS

	Child and Youth Risk Management Strategy			
Column A	**Column B**	**Column C**	**Column D**	**Column E**
Requirement	**Action/s**	**Reference**	**Responsible Officer**	**Evidence**
4. **Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines**	The School follows and has adopted the ACSQ Safeguarding our Students Policies and Procedures. The School's Student Protection Processes provide a process for all staff to recognise, respond and report allegations or suspicions of: • sexual abuse/likely sexual abuse of students; • harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and • inappropriate behaviour of staff to students. The School has policies, procedures and forms in place for handling disclosures or suspicions of harm, including reporting guidelines. These documents include: • Student Protection Policy and Procedures • Protocol for Dealing with Complaints SUMMARY • Protocol for Dealing with Complaints DETAIL • Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form • Form 2 – Notification of Report to a State Authority • Form 3 – Inappropriate Behaviour Report Form • Form 4 – Harm Concern Advice Form In the event of a disclosure or suspicion of harm report being made, the Principal (or her delegate) will be the only person authorised to speak to the media. Student Protection Policies and Procedures will be reviewed for effectiveness after each reported incident and amended if required. There are six (6) Student Protection Officers appointed by the Principal. They are: • Deputy Principal • Dean of Students • Head of Boarding • Head of Primary School • Assistant Head of Primary School • School Counsellor	Working with Children (Risk Management & Screening) Act 2000 Working with Children (Risk Management and Screening) Regulation 2011	Principal and Deputy Principal School Council Chair	Each year, staff receive training in Student Protection Policies and Procedures and are required to sign that they have read and understand the ACAQ Student Protection in Anglican Schools Policy and Procedures Manual. The following forms and information are available on the school website and school intranet site: • Student Protection in Anglican Schools Policies and Procedures (ebook and Manual) • Complaints Management in Anglican Schools • Student Protection Information for Parents • Student Protection Officers • St Margaret's Complaints Policy The following forms and information are available on the school intranet for staff access: • Link to the Child Safety E-Report form • Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form • Form 2 – Notification of Reportable Suspicion of Sexual Abuse/Likely Sexual Abuse or Harm to a State Authority • Form 3 – Inappropriate Behaviour Report Form • Form 4 – Harm Concern Advice Form Regular newsletter articles about where to find Student Protection information on our website and who the Student Protection Officers are, is issued each term. Parents, staff and students are directed to the relevant policies in the handbooks and student diary.

| | | The Student Protection Processes are readily available for employees, parents, students and carers and St Margaret's has uploaded the link to the Student Protection Processes on the School website. | | | Student Protection Officers receive training through ACSQ.

Posters containing details of the School's Student Protection Officers have been put up around the School, in areas most relevant to students.

St Margaret's underwent the Non-state Schools Accreditation review. As part of the process all policies and procedures regarding student protection were revisited and updated where appropriate.

In 2017 the School updated their Blue Card Policy, utilising the "Blue Cards in the Anglican School System" Policy as a guideline.

In 2017 the School implemented a "Blue Card Procedure" document to provide guidance and direction in the implementation of the Blue Card System in order to create safe and supportive service environments.

The Blue Card Procedures are currently being expanded on to include the necessary steps for dealing and managing the Blue Card requirements for Contractors. |
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| 5. | A plan for managing breaches of your risk management strategy | The School is committed to appropriately managing breaches of this Child and Youth Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as the Student Protection in Anglican Schools: Policy and Procedures 2015, the Diocesan Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour and the School Community Code of Conduct.

It is recognised that a breach may occur due to a person not being aware of the policies and procedures relating to student protection, or not understanding these policies and procedures. In this case, a review of all Student Protection training will be conducted to improve the level of understanding.

The School recognises that the policies, procedures and systems put in place to prevent any harm to students may be breached through action or inaction by a person in our organisation. | Working with Children (Risk Management & Screening) Act 2000

Working with Children (Risk Management and Screening) Regulation 2011 | Principal, Deputy Principal and Head of Primary School | Managing Breaches of the Child and Youth Risk Management Strategy – Procedure is available to all staff on the St Margaret's Intranet system.

Hard copies are also available on request.

The Complaints policy is available on both the St Margaret's website and on the School's intranet system. Each year, staff receive training in Student Protection Policies and Procedures and are required to sign that they have read and understand the ACAQ Student Protection in Anglican Schools Policy and Procedures 2015.

The St Margaret's School Council will be notified of any breaches.

The following policies related to this requirement are found on the staff intranet and |

				included in all staff inductions:
	It is further recognised that a breach may arise due to a person not being aware of their obligations and/or being confused on what course of action they should have taken. In this case, a review of Student Protection training will be conducted to improve the level of understanding. St Margaret's will do regular training with employees, and communicate these policies and procedures to students each term. The School has procedures in place to deal with any breaches in a consistent, fair and supportive manner. Refer: "Managing Breaches of the Child and Youth Risk Management Strategy – Procedure". The Complaints policy may also be referred to these instances			• Managing Breaches of the Child and Youth Risk Management Strategy - Procedure

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
6. **Risk management plans for high risk activities and special events**	St Margaret's recognises the management of the School's risks is an important and serious responsibility. The School, and its stakeholders, may face a myriad of risks that threaten the achievement of academic, safety, financial, reputation, regulatory and strategic objectives. The School has an extensive Risk Management system using the ERM Online Risk Management and Compliance System. All external trips, camps, excursions and tours require the approval of a detailed Risk Assessment. Some internal activities also require the lodgement of a detailed Risk Assessment. Each Risk Assessment identifies areas of potential risk and lists the corresponding controls. Each Risk Assessment is then evaluated (post controls) and given a risk rating using a traditional risk score table (taking into account the likelihood of any hazards occurring and the consequences that may result). The various Risk Levels are: • Negligible • Low • Medium • High • Very High • Extreme The approval process includes a review by the WHS Consultant, approval by the Deputy Principal or Head of Primary School and final approval by the Principal (if required). It is expected that any proposed activity with a risk rating of Very High or Extreme would not proceed until further controls can be introduced to lower the risk rating. The Senior leadership team has created a Risk Profile, which includes nine (9) categories of Risk within the school. The severity of these is determined and actions are put in place in an attempt to decrease the likelihood and severity of consequences. These are revisited twice a term by the Senior Leadership team and once a term by the Council.	Working with Children (Risk Management & Screening) Act 2000 Child Protection Act 1999 Work Health and Safety Act 2011	Principal, Deputy Principal, Head of Primary School, WHS (Internal Risk) Committee and WHS Consultant School Council	All Risk Management plans for high risk activities and special events are hosted on the ERM Online Risk Management system. Copies of individual risk assessments or the template document are available on request. Available on the Schools' intranet system: • Risk Assessment Template • Risk management strategy and operating framework • Critical Incident Response Plan • QGSSSA risk assessments for all sports • International Tours policy All facilities staff undertake a minimum of two sessions of WHS training annually – electronics and machinery guards. Safety checks on classrooms, playground equipment and other student areas are conducted regularly throughout the year by the WHS Consultant and any potential hazards are dealt with immediately. The Accident & Incident Report register is tabled and discussed at each WHS (Internal Risk) Committee meeting and School Council, regularly. Two emergency and one lockdown drills were successfully completed during 2016. WHS (Internal Risk) Committee review and revise top risks, presented to School Council twice yearly for advice and approval. St Margaret's was subject to a Fire Management audit by an external party during the year with no major breaches reported.

				Current staff received WHS, online fire training and First Aid refresher training throughout the year. St Margaret's undertook an independent Safety Management Systems Audit at the end of 2016. The focus in 2017 will be to deal with any issues raised in the audit, particularly any potential hazards that compromise student safety. St Margaret's is currently reviewing their Mobile Phone Policy.
	Responsibility for risk management of high risk activities and special events resides with the following: 1. School Council - responsible for approving the Risk Management Strategy and Operational Framework and for instilling a mature risk-aware culture within the School.			

	2. Principal and staff - responsible for complying with and enforcing the Risk Strategy and Operating Framework as well as communicating the strategy to teachers, students, parents and the wider St Margaret's community			• Risk Assessment Forms submitted for all School Excursions, Camps, Sporting Trips and International Tours;
				• Risk Assessments completed for all major School events – e.g. Open Day, camps, excursions, on-campus activities, overseas trips
				• Risk scenario workshops completed by the Senior Leadership Team;
				• Implementation of Enterprise Risk Management software;
				• Rolling Annual Review of the School's Risk Strategy and Operating Framework;
				• Communication with people who have appropriate knowledge and levels of experience to gain a view of possible risk, for example Outdoor Education providers, Science Lab Technicians (Biochemist), Risk Management consultants;
				• Identification of risks as documented in the following:
				  – Risk Assessment Processes for Practical Units of Work
				  – Health and Physical Education Faculty
				  – Risk Assessment Guidelines and Procedures for Teachers and Laboratory Staff
				  – Science Faculty
				  – Risk Assessment Processes for St Margaret's Sport

				– Workshop Maintenance Procedures
	3. St Margaret's WHS (Internal Risk) Committee - responsible for developing and coordinating the execution of the Risk Management Strategy and Operational Framework and the on-going identification, assessment and mitigation of risk The School also has a comprehensive Work Health and Safety (WHS) Management System in place to create a safe environment for Students at the School. The key components of the WHS Management System are: • WHS Policy and Commitment Statement • Detailed WHS Procedures • Regular safety inspections and follow up • Emergency procedures and regular drills • Hazard Report system • Accident/Incident report investigations • WHS training for all new staff, contractors and volunteers • Detailed WHS training for staff working in high risk areas e.g. Facilities/ Grounds • Annual WHS and Emergency Procedures refresher training for all staff.			• Discussion and identification of non-physical risks by the St Margaret's WHS (Internal Risk) Committee and reported to the School Council; • Review of Accident & Incident Reports at WHS (Internal Risk) Committee meetings; • Referral of all WHS concerns, as raised by staff or parents, to WHS (Internal Risk) Committee and WHS Consultant • Identification of risks through discussion at termly St Margaret's WHS (Internal Risk) Committee meetings and Senior Leadership meetings and reporting to School Council
	4. Risk advisor (where appropriate) - responsible for testing compliance with the Risk Management Strategy and Operational Framework and for providing advice on risk-related matters			• Safety Reports completed by external auditors (DRA); • EVAC Services provide fire warden and chief warden training once a year • Safety Reports completed by WHS Consultant
	5. Parents and members of the School community - responsible for maintaining awareness of, and complying with, the School's policies, instilling risk-awareness in their children and bringing risk- related matters to the School's attention			• Identification of and signed awareness and acceptance of policies and procedures at time of enrolment.
	6. Students - responsible for complying with the School's policies; following the instructions of staff and adopting appropriate behaviour.			• Read and understand policies and procedures with guidance from teachers on orientation days at the beginning of year • Attendance and compliance with staff and fire warden instructions at fire drills and lockdown drills

Part 4: COMMITMENT

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Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
7. **Policies and procedures for managing compliance with the blue card system**	The School has Blue Card Policies and Procedures in place that set the guidelines for the requirement to hold a Working with Children clearance (Blue Card) at the School. A register of all current Blue Cards and expiry dates is maintained by the Business Manager – SSA that includes card numbers and expiry dates. Clearance on the National Register (with Director of Professional Standards) is sought prior to a staff member commencing at the School.	Working with Children (Risk Management & Screening) Act 2000	Business Manager – Operations and Compliance SSA Deputy Principal Director of Human Resources	The Blue Card policies and procedures are available for all staff to access on the School intranet. Access to the Blue Card register is restricted to authorised personnel however hard copies of reports can be made available on request. In July 2016, a new staff appointment was made: Administration Assistant - Compliance to ensure that all Blue Card procedures and requirements are up to date and adhered to.
8. **Strategies for communication and support**	Communication with parents and the School community occurs through: • Weekly newsletters • Email communication • Information evenings for all year levels each year • Parent handbook and portal • Parent Lounge • Daily notices for students/Student Diary • School website • School intranet/The POD The following student protection documents, policies and procedures are available on the School website for all students, parents, and the wider community: • Student Protection in Anglican Schools Policy and Procedures (ebook and Manual) • Student Protection Officers • School Community Code of Conduct • Complaints Management in Anglican Schools • Risk Management Strategy and Operational Framework The School intranet includes all the above documents, as well as the following forms and information: • Link to the Child Safety E-Report form • Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form	Working with Children (Risk Management & Screening) Act 2000	Principal, Deputy Principal and Head of Primary School Dean of Students and Assistant Head of Primary School	Student Protection related policies and procedures are available on the School website http://www.stmargarets.qld.edu.au Access to the School intranet is restricted to authorised users but can be demonstrated on request. Relevant policies and procedures are also available in the Parent and Staff handbooks and Student diaries. Hard copies of student protection related documents are available in the Senior School reception and library, and the Junior School reception and library. Pastoral Care lessons throughout the year incorporate Student Protection resources and 'hot topics' including cyber safety talks.

	• Form 2 – Notification of Reportable Suspicion of Sexual Abuse/Likely Sexual Abuse or Harm to a State Authority • Form 3 – Inappropriate Behaviour Report Form • Form 4 – Harm Concern Advice Form • ASO Staff Training PowerPoint • ASO Resource Sheet 1 • ASO Resource Sheet 2 • ASO Resource Sheet 3 • ASO Resource Sheet 4 • ASO Resource Sheet 4A • ASO Resource Sheet 4B • ASO Resource Sheet 5 • ASO Resource Sheet 6 • ASO Resource Sheet 7 • ASO Resource Sheet 8 • ASO Resource Sheet 9 • ASO Resource Sheet 10 • ASO Student Protection Newsletters		