

Created: May 2017

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1. PURPOSE

The purpose of these procedures is to detail the steps that are to be taken when a breach or potential breach to the Child and Youth Risk Management Strategy, is identified. The procedures also detail the range of consequences and follow up action required depending on the severity of the breach.

2. RELATED DOCUMENTS

- Child and Youth Risk Management Strategy
- School Community Code of conduct
- Volunteer Code of Conduct, Engagement Policy and Procedures

3. SCOPE

This procedure applies to all members of the School Community including:

- Full time permanent employees
- Part time, temporary, casual and contract employees
- School Council members
- School Foundation members
- Volunteers
- Consultants and Contractors
- Parents
- Visitors and guests
- Students

4. DEFINITIONS

Breach means any action or inaction by any member of the School community that fails to comply with any part of the Child and Youth Risk Management Strategy.

5. RESPONSIBILITY

The Principal (or delegate) will serve in the role of **Breach Officer** when addressing any breach of the Child and Youth Risk Management Strategy and will determine the consequences and follow up action required.

6. PROCEDURES

6.1 Reporting

- Any breaches or suspected breaches of the Child and Youth Risk Management Strategy must be reported to the Breach Officer (Principal) using the form contained in Attachment One.
- All breaches or suspected breaches will be treated in a consistent, fair, confidential and supportive manner.

6.2 Investigation

- The Breach Officer will initially investigate the alleged or suspected breach and will communicate with all parties involved.
- Based on this initial investigation, the breach will be categorised by the Breach Officer into one of the following risk categories:
 - Minor
 - Moderate
 - Major
 - Extreme
- At any time throughout the investigation, the Breach Officer, at their discretion, may direct any person allegedly involved in the breach that they are not to be on the school grounds, at school events or make contact with anyone at the school (apart from assisting in the investigation). If the staff member is employed on a full-time or part-time basis they will receive full pay and benefits until the investigation concludes.

6.3 Consequences/Outcomes

- Based on the outcome of any investigation, the following consequences and/or courses of action will take place:

Breach Level	Consequences/Course of Action
Minor	The person will receive a verbal warning and reminded of their obligations under the Code of Conduct. Volunteers, Parents or Visitors will be reminded of their obligations under the School Community Code of Conduct and Volunteer Code of Conduct, Engagement Policy and Procedures.
Moderate	Employees will be given a formal warning and required to undertake detailed Student Protection training. Follow up reviews to take place. Volunteers, Parents or Visitors will be advised not to visit the School campus until further notice. Contractors will be advised that their contract is cancelled until further notice.
Major	Employees will be instantly dismissed. Volunteers, Parents or Visitors will be advised never to visit the School campus again. Contractors will be advised that their contract is cancelled and never to visit the School campus again. In each case the appropriate authorities will be advised.
Extreme	As above however the Police will be advised to attend the School and interview the alleged offender.

7.

8. REVIEW

In the event of any Moderate to Extreme breach occurring, all Student Protection policies and procedures (including these procedures) and all Student Protection training will be reviewed for effectiveness and improvements immediately put in place.

St Margaret's Anglican Girls School
Breaches of the Child and Youth Risk Management Strategy
Report Form



Name of Person(s) involved in the alleged breach:	
Details of the alleged breach:	
Date and time of alleged breach:	
Location of alleged breach:	
Immediate action taken:	
If no action taken – provide reason.	
Name of Person completing form:	
Signature:	
Date	
Contact telephone number:	
Name of Person reported to:	