



## CHILD RISK MANAGEMENT STRATEGY

### 1. PURPOSE

#### Purpose

The purpose of this policy is to eliminate and minimize risk to child safety to ensure the safety and well-being of all students.

#### Scope

This strategy applies to all 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 at the Burdekin Christian College.

#### References and Related College Policies

- [\*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 2006 \(Qld\)\*](#)
- [\*Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)\*](#)
- [\*Education \(Overseas Students\) Regulation 1998 \(Qld\)\*](#)
- [\*Education \(Queensland College of Teachers\) Act 2005 \(Qld\)\*](#)
- [\*Education and Care Services National Law \(Queensland\) Act 2011 \(Qld\)\*](#)
- [\*Education and Care Services National Regulation 2011 \(Qld\)\*](#)
- [\*Child and Youth Risk Management Strategy Toolkit\*](#)

## 2. POLICY STATEMENT AND COMMITMENT

The Burdekin Christian College is committed to the safety and wellbeing of students enrolled at the College. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* (Qld), the Burdekin Christian College 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 College's care.

This Child Risk Management Strategy is evidence of the Burdekin Christian College's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the *Working with Children (Risk Management and Screening) Regulation 2011* (Qld).

## 3. IMPLEMENTATION

In practice, the Burdekin Christian College's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act* ("the Act") to ensure the safety and wellbeing of students means that it will implement the measures outlined below in points A – H.

### A. Staff Code of Conduct

Burdekin Christian College's employees are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

More detailed responsibilities of staff in relation to their interactions with students of the College are outlined in the Burdekin Christian College Staff Code of Conduct which is evidence of fulfilment of the requirements of section 3(1)(b) of the Regulation.

#### 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. 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 Burdekin Christian College's fulfilment of the requirements of section 3(1)(b) of the Regulation.

### B. Recruitment, Selection, Training and Management

Burdekin Christian College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, Burdekin Christian College will:

1. 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.

## B. Recruitment, Selection, Training and Management *cont.*

- Advertising the position with a clear statement about the College'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.
  - A probationary period of employment, which allows the College to further assess the suitability of the new employee and to act as a check on the selection process.
2. 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 College'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, as follows:
    - The College's policies and procedures.
    - Identifying, assessing and minimising risks to children.
    - Handling a disclosure or suspicion of harm to a child.
3. Keeping a record of the training provided to employees.
4. Exit interviews to assist the College to identify broader issues of concern that may impact on the safety and welling of children at the College.

This commitment is evidence of the Burdekin Christian College's fulfilment of the requirements of section 3(1)(c) of the Regulation.

## C. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Burdekin Christian College 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; and all staff who have received a report of inappropriate behaviour by another staff member.*

In accordance with the *Child Protection Act 1999*, if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to the College's Principal. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Principal is aware or reasonably suspects the harm has been caused and that the student is in need of protection, the Principal must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*).

## C. Handling Disclosures or Suspicions of Harm *cont.*

In assessing whether a student is in need of protection, the Principal will consider the “Significant Harm Test” and the “Parent Willing and Able Test” as detailed in the Burdekin Christian College Child Protection Procedure, as well as utilise the Department of Communities, Child Safety and Disability Services’ Child Protection Guide resource.

Please refer to the Burdekin Christian College Child Protection Policy and Procedure as well as to Independent Schools Queensland’s Child Protection Decision Support Trees for information of the process for reporting all types of harm, including sexual abuse.

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 Strategy.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of the Burdekin Christian College will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a child because of the conduct of a relevant teacher at the College.

This commitment is evidence of Burdekin Christian College’s fulfilment of the requirements of section 3(1)(d) of the Regulation.

## D. Managing Breaches of this Child Risk Management Strategy

The Burdekin Christian College 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, Dispute Resolution Policy and Procedures and this is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulation.

## E. 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 section 3(1)(f)(i) of the Regulations relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state the Burdekin Christian College’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulation relating to review.

## F. Blue Card Policies and Procedures

The Burdekin Christian College’s Blue Card Policy and Register are evidence of fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

In particular, Burdekin Christian College will:

- Require relevant perspective or current employees, volunteers, trainee students and the BCC 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 Burdekin Christian College’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 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 appropriate.
- Appoint a College contact person who will be responsible for managing the screening process and all related documentation and records.

## F. Blue Card Policies and Procedures *cont.*

- 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 the Burdekin Christian College's fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

## G. High Risk Management Plans

Burdekin Christian College's Risk Management Framework is evidence of fulfilment of the requirements of section 3(1)(g) of the Regulation.

This commitment is evidence of Burdekin Christian College's fulfilment of the requirements of section 3(1)(g) of the Regulation.

## H. Strategies of Communication and Support

Burdekin Christian College's commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee Handbook, College intranet site is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

The Burdekin Christian College is committed to training employees in relation to risks to children 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 section 3(1)(h)(ii) of the Regulation.

## I. Responsibilities

The Burdekin Christian College 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 Burdekin Christian College are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

## J. Compliance and Monitoring

The Burdekin Christian College is committed to the annual review of this Strategy. The Burdekin Christian College will also record, monitor and report to the BCC Board of Directors, the Management Team and others as appropriate at the Burdekin Christian College regarding any breaches of the Strategy.

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

# 5. HELPFUL LINKS

- Independent Schools Queensland's [Child Protection Decision Support Trees](#).
- Department of Communities, Child Safety and Disability Services' [Child Protection Guide](#) resource.

## 6. APPENDICES

6.1 Appendix 1 – Summary of Reporting Harm

6.2 Appendix 2 –Tests to be used when forming a reportable suspicion

6.3 Appendix 3 – Report of Suspected Harm or Sexual Abuse

## Appendix 1

### SUMMARY OF REPORTING HARM

Who	What Abuse	Test	Report to ...	Legislation	Status
All Staff	Sexual	Awareness or a reasonable suspicion.  Sexually abused or likely to be sexually abused.	Principal, through to Police	EGPA, sections 366 and 366A	Unchanged
Teacher	Sexual and physical	Significant harm.  Parent willing and able.	Principal, through to Child Safety.  Principal to confirm directly to teacher, in a timely manner, that report has submitted.  If teacher believes that the Principal has not submitted report, then teacher is to submit report directly to Child Safety and submit a copy to the Principal or the Governing Body.	CPA, sections 13E and 13G	New
All Staff	Physical, psychological, emotional, neglect, exploitation	Significant harm.  Parent willing and able.	Principal, through to Child Safety.	Accreditation Regulations, section 10	Amended
Principal	Any	Not of a level that is otherwise reportable to Child Safety, refer without consent.	Principal, through to Family and Child Connect.	CPA, sections 13B and 159M	New
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	New
Any member of the public	Any	Significant harm.  Parent willing and able.	Child Safety.	CPA, section 13A	Unchanged

## Appendix 2

### TESTS TO BE USED WHEN FORMING A REPORTABLE SUSPICION

#### What are the two tests to be used when forming a reportable suspicion?

The key tests when forming a “reportable suspicion” are as follows:

1. The student must have suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by the physical or sexual abuse (known at the “**Significant Harm Test**”); *and*
2. The student may not have a parent able and willing to protect them from the harm (known as the “**Parent Test**”).

#### The “Significant Harm Test”

When considering the significance of harm under mandatory reporting obligations, the Act provides guidance under section 13C.

The matters that the person may consider include:

- a) Whether there are detrimental effects on the child’s body or the child’s psychological or emotional state:
  - i. That are evident to the person; *or*
  - ii. That the person considers are likely to become evident in the future.
- b) In relation to any detrimental effects to the child the reporter may consider:
  - i. Their nature and severity; *and*
  - ii. The likelihood that they will continue, *and*
- c) The child’s age.

The person’s consideration may be informed by an observation of the child, other knowledge about the child or any other relevant knowledge, training or experience that the person may have. This recognises that a College staff member may detect an impact of harm for a child that the ordinary person may not identify.

#### The “Parent Test”

A parent may be willing to protect a child, but not have capacity to do so and therefore they are not considered “able”. This includes situations such as where the parent’s inability is due to factors such as intellectual impairment or ill health.

Alternatively, a parent may have the capacity to protect a child (able), but may choose not to do so (not willing). This might include situations where parents choose an ongoing relationship with a person who is abusing their child and are thus “unwilling” to protect the child.

If there is considered to be at least one parent “able” and “willing” to protect the child, the child is considered to not be in “need of protection”.



## Appendix 3

# REPORT OF SUSPECTED HARM OR SEXUAL ABUSE

The report for is on the next page.

# PRIVATE AND CONFIDENTIAL

Report of Suspected Harm or Sexual Abuse  
Burdekin Christian College

## TO BE INCLUDED IN THE CHILD PROTECTION REGISTER

<b>Date:</b>	
<b>College Address:</b>	2 – 12 Melbourne Street, Ayr 4807
<b>College Phone:</b>	(07) 4783 5552
<b>College Fax:</b>	(07) 4783 5926

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE			
<b>Legal Name:</b>		<b>Preferred Name:</b>	
<b>DOB:</b>		<b>Gender:</b>	
<b>Year Level:</b>		<b>Cultural Background:</b>	
<input type="checkbox"/> <b>Aboriginal</b>	<input type="checkbox"/> <b>Torres Strait Islander</b>	<input type="checkbox"/> <b>Aboriginal and Torres Strait Island</b>	
Does the student have a disability verified under EAP?  <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Disability Category:</b>	
<b>Student's Residential Address:</b>		<b>Phone:</b>	
		<b>Student's Personal Mobile:</b>	

FAMILY DETAILS					
<b>Parent/Caregiver 1:</b>		<b>Relationship to student:</b>			
<b>Address:</b> (if different from student)					
<b>Phone:</b> (H) (W) (M)					
<b>Parent/Caregiver 2:</b>		<b>Relationship to student:</b>			
<b>Address (if different from student):</b>					
<b>Is the student in out of home care:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO					

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE			
<input type="checkbox"/> <b>Adult family member</b>	<input type="checkbox"/> <b>Child family member</b>	<input type="checkbox"/> <b>Other adult</b>	
<input type="checkbox"/> <b>Student /other child</b>	<input type="checkbox"/> <b>Unknown</b>		

## Provide All Information You Have Which Led to Suspicion of Harm or Abuse

Attach extra pages if necessary

**Details of any harm and/or sexual abuse to the student- please include:** Time and date of the incident; source of information; details of person alleged to have caused harm or sexual abuse; physical appearance of any injury; immediate and on-going 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
<b>Name of person making the report to the Statutory Agency if not the Principal:</b>  <b>Position:</b> <b>Principal:</b>	<b>Signature:</b>   <b>Signature:</b>	<b>Date:</b>   <b>Date:</b>

**Principal's email address:** [principal@burdekincc.qld.edu.au](mailto:principal@burdekincc.qld.edu.au)

**Response requested by the College:** ☐ YES ☐ NO

### ACTION TAKEN

Form was faxed or emailed to (please tick which agencies the form was sent to):

☐

Qld Police Services (QPS)  
Stuart Police Station  
**Phone: 07 4799 8999**  
**FAX: 07 4799 8938**

☐

Department of Communities  
NQ  
Regional In Take Services  
**Phone: 1300 706 147**  
**FAX: 07 4799 7273**

☐

**Family and Child Connect**

*Confirm receipt of faxed or emailed form and ensure original is stored, along with any other documentation collected for the purposes of this report, in the "Child Protection Register – Incident Record" file located in the Main Office.*

**History:**

This policy supersedes Child Risk Management Strategy January 2017.

**Related Policy and Procedure:**

- Child Protection Policy and Procedure.
- Complaints, Grievances and Concerns Policy.
- Blue Card Register.
- Staff Code of Conduct.
- Work Health and Safety Policy.

**BCC Board Approval Date:**

February 2018.