



# Faith Lutheran College, Redlands

*Faith in Christ ... prepared for life*

## Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.	
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.	
Status:	Approved	Supersedes: March 2020
Authorised by:	Principal and College Council	Date of Authorisation: March 2021
References:	<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 2014 (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>• Blue Card Services <a href="#">Child and Youth Risk Management Strategy Toolkit</a></li> <li>• <a href="#">Restricted Person Declaration Form</a></li> </ul>	
Review Date:	Annually	Next Review Date: March 2022
Policy Owner:	Faith Lutheran College Redlands	

## **1. Statement of Commitment**

Faith Lutheran College Redlands 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, Faith Lutheran College Redlands 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.

## **2. Code of Conduct**

At Faith Lutheran College Redlands, we expect our employees to conduct themselves as follows:

School employees are expected to always behave in ways that promote the safety, welfare and wellbeing of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed.

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 Faith Lutheran College Redland’s fulfilment of the requirements of Schedule 1s.2(2).

## **3. Recruitment, Selection, Training and Management**

- Faith Lutheran College Redlands is committed to recruiting, selecting, training and managing employees in such away that limits risks to students. In particular, Faith Lutheran College Redlands 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

---

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

- 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 Faith Lutheran College Redlands fulfilment of the requirements of Schedule 1s.2(3).

#### **4. Handling Disclosures or Suspicions of Harm**

Any of the types of concerns or reports below should be reported and managed under the Faith Lutheran College Redlands 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.
- Faith Lutheran College Redlands has three staff members available as support or contact points should a child need to make a report of harm done to them by a member of staff. The three points of contact are the Principal, Mr Shane Altmann and the Heads of each Sub School, Mr Stuart Needham and Mrs Jodi Blackwell. The names and positions of these support people are shared variously with the community through email, posters and flyers and College Handbooks.

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 or can be found on Faith Staff Central.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of Faith Lutheran College Redlands 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 Faith Lutheran College Redland's fulfilment of the requirements of Schedule 1s.2(4).

## **5. Managing Breaches of this Child Risk Management Strategy**

Faith Lutheran College Redlands 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, Community Code of Conduct, Grievance Procedures and Enterprise Bargaining Agreement or equivalent, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

### **6.1 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 Faith Lutheran College Redland'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.

### **6.2 Blue Card Policies and Procedures**

Faith Lutheran College Redlands 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, Faith Lutheran College Redlands 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 Faith Lutheran College Redlands 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 Faith Lutheran College Redlands' fulfilment of the requirements of Schedule 1s.2(6)(b).

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

Faith Lutheran College Redlands 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. Faith Lutheran College Redlands 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 Faith Lutheran College's fulfilment of the requirements of Schedule 1s.2(7).

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

Faith Lutheran College Redlands's commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee handbook, school intranetsite is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

Faith Lutheran College Redlands 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 Schedule 1 s.2(8)(b).

## **Responsibilities**

Faith Lutheran College Redlands 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 Faith Lutheran College are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

## **Compliance and Monitoring**

Faith Lutheran College Redlands is committed to the annual review of this Strategy. Faith Lutheran College Redlands will also record, monitor and report to the Senior Executive Team and others as appropriate at your school regarding any breaches of the Strategy.

In addition, Faith Lutheran College Redlands is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

## Related Documents

- Faith Lutheran College Redlands Blue Card Policy
- Faith Lutheran College Redlands Blue Card Register
- Faith Lutheran College Redlands Child Protection Policy
- Faith Lutheran College Redlands Child Protection Procedures
- Faith Lutheran College Redlands Grievance Policy
- Faith Lutheran College Redlands Employee Code of Conduct
- Faith Lutheran College Redlands Performance Management Protocols
- Faith Lutheran College Redlands Professional Education Policy
- Faith Lutheran College Redlands Restricted Person Declaration Form
- Faith Lutheran College Redlands Risk Management Protocols

## Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Child Safety, Youth and Women [Child Protection Guide](#) resource
- [Blue Card Services resources](#)

## Appendices

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

# 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	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:
School Phone:
School Email:
School Address:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex:
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	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE 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; 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 and particulars of anyone else who may have information about the harm or abuse
Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/>

Name of staff member making report if not the Principal:		
Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address:		
Response requested by school:		

ACTION TAKEN		
Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Child Safety, Youth and Women
	<input type="checkbox"/>	Family and Child Connect

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

Confirm receipt of emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.

# Faith Lutheran College Redlands



## Restricted Person Declaration Form

Faith Lutheran College Redlands has a responsibility to ensure that all commencing and continuing individuals, working or volunteering with children, at Faith Lutheran College Redlands are not a *restricted person*.

As of the 31 August 2020, Blue Card Services have made changes which mean certain individuals are no longer able to rely on the current exemptions to work or volunteer with children.

The amended legislation introduced 2 new terms—*restricted person* and *restricted employment*. It is now an offence for a *restricted person* to commence or continue working or volunteering in *restricted employment*.

A *restricted person* is a person who:

- has been issued a negative notice, or
- has a suspended blue card, or
- is a [disqualified person](#), or
- has been charged with a [disqualifying offence](#) which has not been finalised.

*Restricted employment* refers to the situations or exemptions that allow a person to work with children without a blue card. These include:

- a volunteer parent;
- a volunteer who is under 18;
- paid or unpaid staff who work in child regulated employment for not more than 7 days in a calendar year.

If you are a *restricted person* it is an offence for you to commence or continue working or volunteering at Faith Lutheran College Redlands. The maximum penalty is \$66,725 (500 penalty units) or 5 years in prison. It is also an offence for Faith Lutheran College Redlands to engage or continue to engage a *restricted person*. The maximum penalty is \$26,690 (200 penalty units) or 2 years in prison.

If you become a *restricted person* whilst working or volunteering at Faith Lutheran College Redlands you must cease all child related work **immediately** and notify Faith Lutheran College Redlands, Contact Person, Susanne Manthey, you are no longer able to work or volunteer for Faith Lutheran College Redlands.

## Declaration

Which one of the restricted employment exemptions are you relying on to work or volunteer for Faith Lutheran College Redlands?

- a volunteer parent
- a volunteer who is under 18
- child-related engagement for not more than 7 days in a calendar year

I \_\_\_\_\_ declare:

1. I am not a restricted person.
2. I understand it is an offence to start or continue working or volunteering in restricted employment if I am currently, or become, a restricted person.
3. I will cease all child related work **immediately** and notify Faith Lutheran College Redlands if my circumstances change.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_