



FRASER COAST
ANGELICAN COLLEGE

CHILD AND YOUTH RISK MANAGEMENT STRATEGY 2017

Document Details	
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Endorsed by College Council Date: /...../.....	Contact Officer: Name: Position:
Review Date October 2016	Reviewed by:

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 3 key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring.

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.

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 Fraser Coast Anglican College achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to their school.

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

- address an organisation's **commitment** to creating a safe and supportive service environment
- strengthen an organisation's **capability** to provide such an environment
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the **consistency** of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

The eight requirements are:

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 Head of School 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 strategy is to be reviewed at the completion of each school year with the results to inform the development of the new strategy document. The new strategy is to be approved in accordance with Fraser Coast Anglican College governance 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.

Scope

This strategy applies to all students, parents, employees, volunteers and visitors of Fraser Coast Anglican College.

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
DPS	Director Professional Standards
FCAC	Fraser Coast Anglican College
QCoT	Queensland College of Teachers
SPO	Student Protection Officer

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	<p>Fraser Coast Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of students. Fraser Coast Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.</p> <p>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.</p> <p>In support of this commitment, Fraser Coast Anglican College has developed a 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 their care.</p> <p>The College is also committed to the regular review of our Child Safety processes and developing corrective actions to improve our systems.</p>	<p>Student Protection in Anglican Schools Policy 2015. (ACSQ)</p>	<p>Director, Office of the Director of Professional Standards ACSQ</p> <p>Principal</p> <p>All FCAC Staff</p>	<p>The Student Protection in Anglican Schools Policy adopted 28/05/15.</p> <p>Copy of Policies available:</p> <ul style="list-style-type: none"> Fraser Coast Anglican College Website www.fcac.qld.edu.au College Library Staff Intranet Main staffroom Reception <p>Statement of Commitment framed. Visible placement in all reception / administration areas of the College.</p> <p>Statement of commitment advertised on school's internet and intranet sites.</p> <p>Establishment of Child and Youth Risk Management Committee and minutes kept.</p>

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
2. Code of Conduct	<p>FCAC has a Code of Conduct for both teaching and support staff. The Staff Handbook also outlines expectations and requirements.</p> <p>Teaching Staff Members of the teaching profession in Queensland are committed to the following values which underpin the profession: Integrity, Dignity, Responsibility, Respect, Justice and Care. The College's Student Behaviour Management Policy provides clear guidelines and processes to staff for managing challenging behaviour by children.</p>	<p>Code of Conduct (teaching staff)</p> <p>Faithfulness in Service in schools: A Code of Conduct Developed for Principals, ACSQ</p> <p>QCoT Professional Standards</p> <p>QCoT Code of Ethics</p> <p>Professional Boundaries: A Guideline for QLD Teachers. QCoT</p> <p>Student Protection in Anglican Schools Policy and Procedures 2015.</p>	<p>Board and Council Members</p> <p>Principal</p> <p>Executive Leadership Team</p> <p>All FCAC staff</p>	<p>Staff Handbook available to all staff on the College Intranet.</p> <p>All staff are regularly in-serviced on the Student Protection in Anglican Schools Policy and Student Protection Officers receive regular training (at least annually). Attendance records kept.</p> <p>Staff induction is provided to all new staff members. Staff members are guided to the location of our policies and procedures on the intranet.</p> <p>The Teacher's Code of Conduct is available on the College intranet.</p> <p>QCoT Professional Standards are addressed as part of the College's appraisal system.</p>

	<p>All staff (including support staff) transporting students must comply with the Transportation of Students in Private Vehicles Policy and complete a form on ERM providing details of students, destination, licence and insurance. Staff require approval by the Principal and permission from parents to transport students.</p> <p>Support Staff Members of our support staff are committed to the following values which underpin the College's values and mission statement: Integrity, Dignity, Responsibility, Respect, Justice and Care when they are at work or present for any official, sporting or social activity held by or for the benefit of the College and its students.</p> <p>Council Members Council members receive a Governance Manual on commencement. It outlines expectations that they will conduct themselves with integrity, competence, fairness, commitment, respect and accountability. The Governance Manual also contains a Code of Conduct.</p>	<p>Transportation of Students in Private Vehicles Policy.</p> <p>Code of Conduct (Support Staff)</p> <p>Faithfulness in Service: a national code for personal behaviour and the practice of pastoral ministry by clergy and church workers ACSQ</p> <p>College Council</p>		<p>Transportation of Students in Private Vehicles form</p> <p>Support Staff Code of Conduct is available on the College intranet.</p> <p>Parent Handbooks are updated annually and redistributed to parents via email. Copies are also made available on request.</p> <p>Governance Manual Code of Conduct</p>
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	<p>Students At FCAC we consistently encourage, recognise and acknowledge positive behaviour from our students in the areas of learning, safety, relationships, presentation and the environment. The Student Code of Conduct and Student Technology Policy provides clear behavioural expectations for students at school and in an online environment.</p> <p>Volunteers To operate as a volunteer within the College, the volunteer needs to become familiar with, and support the College's policies as relevant to the volunteer role. This includes, but is not limited to, the Code of Conduct, Child Youth Protection Policy, Anglican Schools Procedure for Protection of Harm of Students in Anglican Schools and other student related policies.</p>	<p>Student Behaviour Management Policy</p> <p>Cyber Safety and Social Media Policy</p> <p>Volunteers Policy and Declaration</p> <p>FCAC Policies and Procedures as relevant to the volunteer role.</p> <p>Student Protection in Anglican Schools Policy 2015. (ACSQ)</p> <p>Volunteers Handbook</p>		<p>Student Behaviour Management Policy and Student Code of Conduct is published in student diaries, Intranet and parent handbooks.</p> <p>The Cyber Safety and Social Media Policies are available to all staff and students on the intranet. The contents of these policies are reviewed at briefings and staff meetings at least annually. All students must attend the laptop briefing with a parent and sign the Student Technology Policy before being issued with a school laptop.</p> <p>A Volunteer's Handbook, Policy and Declaration has been created and has been approved by College Council in 2016. This is distributed to any approved volunteer.</p> <p>Volunteer declarations are filed in the Commercial Manager's office.</p>
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		Blue Card System in Anglican Schools policy		
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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
<p>3. Written processes for recruitment, selection, training and managing staff and volunteers.</p> <p>3.1 Staff</p>	<p>Fraser Coast Anglican College recognises that risk management for child protection begins with the recruiting, screening and selection of the right people to work in schools, and continues by having consistent procedures in place for all staff (including volunteers) to follow, with adequate management and supervision to ensure they comply with these procedures.</p> <p>For members of staff this includes:</p> <ul style="list-style-type: none"> • Accurate position descriptions that require teaching applicants to be registered with QCoT (which requires them to be subject to relevant police and other safety checks) and support staff to hold a valid and current blue card. • A selection process that involves conducting interviews with a panel of selected personnel; conducting of rigorous, but fair interviews; selecting candidates on merit; assessing written applications; 	<p>Staff Recruitment Policy</p> <p>Staff Induction Handbook.</p> <p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Working with Children (Risk Management & Screening) Regulation 2011.</p> <p>Blue Card System in Anglican Schools Policy and Procedure (2016)</p>	<p>Principal</p> <p>Executive Leadership Team</p> <p>Heads of Department</p> <p>Blue Card Coordinator</p> <p>Director, Office of Professional Standards ACSQ</p>	<p>All new staff are provided with an induction process and handbook on employment. Copies of this are kept on the College Intranet.</p> <p>Position descriptions are available on the College's website and the internet during the application period.</p> <p>Policies and procedures are located on the staff intranet and are accessible to all staff.</p> <p>As per legislative requirements, all staff are required to have a current blue card. The Blue Card Register is held with the Blue Card Coordinator and contains information regarding all persons who hold a blue card, and the current status of that blue card, including renewal dates. Former blue card holders are archived in the Register.</p> <p>All staff are required to undergo regular compulsory Child Protection training. Evidence of staff attendance at this training is documented on the staff training register which is maintained by the Operations Manager.</p>

	<p>Any person applying to volunteer at FCAC must first meet with the relevant staff member who will then complete a volunteer form. The staff member is required to provide details on how the volunteer will be supervised and the nature of their work with students, as well as the area in which they will be working with students. This application is then forwarded to the Principal for approval.</p> <p>Volunteers are provided with a copy of the Volunteer Handbook and are required to sign a declaration to state that they understand the Volunteer Policy before working with students. The Handbook and Policy outlines processes for interacting with students and confidentiality. Teaching staff will closely supervise any volunteers.</p> <p>Parents of the College are exempt from requiring a blue card but are still recorded on the College's Blue Card Register. Volunteers who are not parents are required to obtain a blue card and cannot begin volunteer work until the blue card has been sighted and validated.</p> <p>All volunteers are required to sign in before working with students and sign out before leaving.</p>	<p>Blue Card System in Anglican Schools Policy and Procedures (2016)</p>	<p>Blue Card Coordinator</p> <p>Organisational Representatives</p>	<p>Volunteers are required to sign the declaration and be provided with the Volunteer's Handbook as part of the induction process.</p> <p>Signed Volunteer Declarations are stored in the Commercial Manager's office</p> <p>Volunteer sign in sheets are kept in Administration.</p> <p>Sign in sheets provide records of attendance at information sessions.</p> <p>Volunteer Register</p> <p>Blue Card Register</p>
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<p>3.3 Homestay</p>	<p>All volunteers over the age of 18yrs living in a home stay residence must have a current blue card. All blue card holders, including parents, are recorded on the College's Volunteer Register and Blue Card Register.</p> <p>Any person applying to be a homestay parent, and any persons living in the homestay residence who is over the age of 18, must hold a blue card and agree to the Homestay Conduct Guidelines which outline specific guidelines for interacting with students.</p> <p>All homestay parents must supply the details of three referees which are checked by the Homestay Coordinator.</p> <p>The Homestay Coordinator performs a home inspection prior to any students staying with the homestay family. The home is inspected for suitability and a Risk Assessment on their home and living arrangements is undertaken.</p> <p>Information sessions on Child Safety issues are held for volunteers in the Homestay and Sport volunteer programs. These sessions require a compulsory attendance.</p>	<p>CRICOS Licence</p> <p>Study Tours Policy and Overseas Students Policy</p> <p>Homestay Conduct Guidelines</p> <p>Blue Card System in Anglican Schools Policy and Procedures (2016)</p>	<p>Principal</p> <p>International Business Manager</p> <p>Blue Card Coordinator</p> <p>Homestay Coordinator</p>	<p>Homestay records, documentation and policies are kept with the International Business Manager and are made available to all Homestay families</p> <p>Blue Card Register</p> <p>Records of Homestay family details.</p> <p>Information sessions sign in sheets.</p>
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<p>3.4 Contractors</p>	<p>All contractors that perform work on the College site are required to undergo an induction process. The contractors who are on site under a written service agreement are required to have a blue card as part of their contractual arrangement. These contractors' details are recorded in the Blue Card Register. Contractors that perform work on site on a casual basis are also required to produce a blue card. These contractors are also recorded on the Blue Card Register. Casual contractors who do not have blue cards, and need to come on site while children are present, are escorted at all times by a member of the facilities team.</p> <p>All contractors are required to sign in and sign out on departure from the College.</p>	<p>Blue Card System in Anglican Schools Policy and Procedures (2016)</p>	<p>Principal</p> <p>Operations Manager</p> <p>Facilities Manager</p>	<p>Service Contracts</p> <p>Contractor Sign in and Sign out records.</p> <p>Blue Card Register</p>
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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
<p>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>When responding to allegations or suspicions of harm to children and young people, Fraser Coast Anglican College will respond professionally and in accordance with relevant legislation and policy.</p> <p>Any disclosure or suspicion of harm (sexual, physical, psychological, emotional or neglect) will be acted on as required by legislation and the <u>Student Protection in Anglican Schools Policy and Procedure</u>. This may include reporting to the Queensland Police Service and/or Child Safety Services. Where appropriate, referrals may be made to community based services.</p> <p>The College has six trained Student Protection Officers, which includes the School Counsellor, who receive regular professional development in this area.</p> <p>To ensure a rapid response to any disclosure of harm the College will comply with the <u>Student Protection in Anglican Schools: Policy and Procedures 2015</u>.</p>	<p>Student Protection in Anglican Schools Policy 2015. (ACSQ)</p> <p>Administrative Guidelines for Discrimination, Sexual Harassment and Workplace Bullying.</p> <p>Complaints Management in Anglican Schools Policy & Procedure (ACSQ)</p> <p>ASC Resource Sheet 7 - Guide</p>	<p>Board and Council Members</p> <p>Principal</p> <p>Executive Leadership Team</p> <p>Student Protection Officers.</p>	<p>Copies of the Student Protection in Anglican Schools Policy are available:</p> <ul style="list-style-type: none"> • on the College website • on the staff intranet • in the College Library • in the Admin staffroom • at Reception • on the ASCQ website <p>Administrative Guidelines for Discrimination, Sexual Harassment and Workplace Bullying are available on College intranet and the College website.</p> <p>All staff are trained annually in the process as per requirements of the ASCQ.</p> <p>There are currently 6 SPOs on site at the College. This includes the Principal, Deputy Principal, Head of Middle/Senior School, School Nurse and College Counsellor. Posters, including photos and names of SPOs are displayed throughout the campus.</p>

	<p>This policy has been fully implemented by Fraser Coast Anglican College.</p> <p>FCAC will seek advice as required from the Child Protection Support Officer at the ASCQ.</p>	<p>for Reporting or referring harm to a child</p> <p>ASC Resource Sheet 7: Guide for Reporting or Referring 'Harm' to a Child.</p> <p>Suspected Sexual Abuse or Likely Abuse Report Form.</p> <p>Notification of Reportable Suspicion of Sexual Abuse/Likely Sexual Abuse or Harm to a State Authority.</p> <p>Inappropriate Behaviour Form</p>		<p>All SPOs are trained regularly as directed by the Child Protection Support Officer at the ASCQ.</p>
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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
<p>5. Plan for managing breaches of the risk management strategy.</p>	<p>The College Executive Leadership Team, SPOs and Blue Card Coordinator have established a Child and Youth Risk Management Committee. This committee will meet monthly under its Terms of Reference and provide assistance and advice to the Principal and College Council on matters relating to the blue card system and in particular this strategy. The role of the committee is to ensure that the process by which the College is formulated and reviewed by consultation with a range of stakeholders and takes a whole College approach.</p> <p>The College participates in an external review of blue card compliance conducted by the ASC every 3 years. Corrective actions are documented in an action plan which is monitored through ELT. Major non-conformances are noted on the Organisational Risk Register and mitigation strategies regularly monitored.</p> <p>To strengthen this external review, the College is also in the process of</p>	<p><u>Complaints Management in Anglican Schools Policy.</u></p> <p>Blue Card System in Anglican Schools Policy and Procedures.</p> <p>Blue Card System in Anglican Schools Policy Appendix 11: Notification of Breach of the Blue Card System in Anglican Schools Policy and Procedures Form.</p>	<p>Principal</p> <p>Executive Leadership Team</p> <p>Blue Card Coordinator</p>	<p>Policies and forms are located on the College's website and intranet.</p>

	<p>improving its processes to ensure improved compliance to the legislation as part of a review of its Risk Framework. An audit schedule has been established to ensure continued compliance and improvement to blue card legislative requirements. Reporting of findings will be presented to the C&YRM Committee and ELT.</p> <p>Fraser Coast Anglican College has policies in place for managing any action or inaction by a person who fails to comply with any of the policies and procedures which make up our risk management strategy.</p> <p>All members of staff, relief staff, visitors, volunteers and any other individuals who have interactions with children and young people are responsible for the appropriateness of their actions at all times.</p> <p>Personnel who act outside of the Risk Management Strategy when interacting with students will be subject to appropriate levels of disciplinary action; such as clear and formal communication about obligations, close supervision of duties, redirection to training, mentoring, performance management, and mediation, suspension of duties,</p>			
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	<p>dismissal and legal proceedings if violation constitutes a criminal offence.</p> <p>If a volunteer, visitor or homestay family is found to have not complied with policies and/or Code of Conduct they may be excluded from continuing their role in the College.</p> <p>Breaches in the blue card system will be managed as per the Blue Card System in Anglican Schools Policy, Section 15 (p14). The Executive Director, ASC, will be immediately notified in writing by the Principal.</p> <p>The ASC may consult with the DPS to assist in the determination of action required. Such actions may include:</p> <ul style="list-style-type: none"> • an internal investigation by the respective school, • the engagement of an external investigator or • the commission of a review or an audit. <p>Recommendations made from an investigation, review or audit may include:</p> <ul style="list-style-type: none"> • emphasising the relevant component of the C&YRMS, e.g. Staff Code of Conduct • providing closer supervision 			
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	<ul style="list-style-type: none"> • providing further education and training • mediating between those involved in the incident (where appropriate) • reviewing current policies and procedures • developing new policies and procedures • providing a formal warning (employee) • disciplinary action <p>The College Principal is responsible for ensuring that recommendations are implemented. The College has established a Child and Youth Risk Management Committee which shall monitor the actioning of recommendations.</p>			
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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
<p>6. Risk management plans for high risk activities and special events.</p>	<p>Fraser Coast Anglican College ensures appropriate control measures in place and implemented to manage identified risks.</p> <p>The College has an extensive Risk Management system using the Enterprise Risk Management (ERM) Online Risk Management and Compliance System.</p> <p>All external excursions, camps, outdoor education experiences, as well as some internal activities, require the approval of a detailed Risk Assessment. This allows for forward planning to identify risks, implement strategies and can assist to reduce the possibility of students being harmed.</p> <p>The following six steps are considered when developing an effective risk management plan:</p> <ul style="list-style-type: none"> • Establish to context; • Identify the risk; • Analyse the risk; • Evaluate the risk; 	<p>Enterprise Risk Management (ERM) System.</p> <p>FCAC Risk Management Policy</p> <p>FCAC Risk Assessment Form.</p>	<p>Principal</p> <p>Head of Junior School</p> <p>Head of Middle/Senior School.</p> <p>All FCAC Staff</p>	<p>FCAC Risk Management Policy.</p> <p>Risk Assessment forms are available to all staff on the College intranet and can be submitted in digital form through ERM or by hard copy.</p> <p>All risk assessments are kept for a minimum of 7 years in both hard and electronic copy.</p>

	<ul style="list-style-type: none"> • Manage the risk and reassess and review <p>The FCAC Risk Management policy requires any staff member who is organising an event or activity, to enter this event/activity on to the staff calendar. This entry prompts the staff member to complete a Risk Assessment (RA) at least 2 weeks before an event. Once a form is submitted it is evaluated by the Head of School and finally the Principal. Feedback is given to staff completing the form and changes are made based on advice from senior staff. An activity requiring a RA cannot go ahead without a Risk Management form approved by the Principal</p> <p>A register of these activities is located on the Enterprise Risk Management (ERM) Online Risk Management and Compliance System.</p> <p>The FCAC Risk Management policy requires all staff and volunteers participating in the activity to have viewed the RA before undertaking the activity. All participants are expected to comply with the Risk Management outlined in the RA. Feedback on the activity is sought and noted for future activities so that learnings are recorded and safety improved in</p>			
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	<p>subsequent years. This feedback is sought as a standing agenda item in the fortnightly operational team and is recorded in the minutes.</p> <p>High Risk Activities can only be approved if appropriately trained staff will be supervising. Qualified staff, consultants and/or contractors may be required to provide input into the RA.</p>			
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Part 4: CONCERNS

Child and Youth Risk Management Strategy

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>7. Policies and procedures for managing compliance with the Blue Card system.</p>	<p>Fraser Coast Anglican College is committed to maintaining a safe and supportive environment for students. Fraser Coast Anglican College has policies and procedures to ensure compliance with the blue card system requirements under the Act.</p> <p>The Blue Card System in Anglican Schools Policy and Procedures will be the basis for managing compliance with the blue card system.</p> <p>To ensure compliance with the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management Screening) Regulation 2011, and the Blue Card System in Anglican Schools policy, the College has appointed a Blue Card Coordinator who is responsible for the management of blue cards required for all persons who have dealings with children and young people over 18 years.</p>	<p>Blue Card System in Anglican Schools Policy and Procedures.</p> <p>Student Protection in Anglican Schools Policy 2015. (ACSQ)</p> <p>Blue Card Register</p> <p>HR / induction process for new staff</p> <p>Volunteer Handbook</p> <p>Blue Card Services: Forms / Blue Card Information Sheets.</p> <p>Overall blue card management and organisational work instructions</p>	<p>College Council</p> <p>Principal</p> <p>Blue Card Coordinator</p> <p>Organisation Representatives</p>	<p>Blue Card System in Anglican Schools Policy</p> <p>Blue Card policy</p> <p>Child Protection Resources sheets</p> <p>Child Protection Statement of Commitment</p> <p>Child Protection Student Protection Officers details</p> <p>Relevant policies are accessible by staff on the College intranet. Staff also have access to the Blue Card Coordinator.</p> <p>A Reporting and Communications structure</p> <p>Blue Card Register is saved on the College computer network.</p> <p>Documented work instructions outlining work flow for each organisational representative as well as overall.</p> <p>Automated renewal alert process</p> <p>Internal monitoring and audit and reporting through to the HOS and to College Council.</p>

	<p>The Blue Card Coordinator is a designated responsibility in the FCAC organisational structure and is responsible for the accurate collation of data in relation to blue card compliance through the maintenance of the Blue Card Register.</p> <p>The Blue Card Coordinator is also responsible for the continued liaison and support for the organisational representatives, including any training as required and the development of relevant work instructions.</p> <p>The Blue Card Coordinator also manages the internal audit schedule to determine continued compliance and reports findings to the C&Y R M Committee.</p> <p>Reporting and communications structure has also been documented to reflect communication channels and reporting requirements to and from the organisational representatives to the Blue Card Coordinator.</p> <p>Documented work instructions reflect the work flow and responsibilities of all positions involved in the blue card process.</p> <p>Regular audits of the Blue Card Register will be conducted by the Blue Card</p>			
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	<p>Coordinator and findings reported to the Child and Youth Risk Management Committee. The College will also participate in the 3 year DPS Student Protection evaluation. Any findings from this evaluation will be documented in an action plan and continuously monitored.</p> <p>The College Executive, SPOs and Blue Card Coordinator has established a Child and Youth Risk Management Committee. This Committee will provide assistance and advice to the Principal, College Council and where relevant to the Director or nominated supervisor of an ECS on matters relating to the blue card system and in particular this strategy. The role of the committee is to ensure that the process by which the College is formulated and reviewed by consultation with a range of stakeholders and takes a whole College approach.</p>			
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Part 4: CONCERNS

Child and Youth Risk Management Strategy

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>8. Strategies for communication and support.</p>	<p>Fraser Coast Anglican College demonstrates its commitment to providing information and training on how to identify risks of harm and disclosures of suspicions of harm to all stakeholders by:</p> <ul style="list-style-type: none"> Regular information, instruction and training for all staff and volunteers; Regular training for all Homestay Providers, Coordinators and Hosts; Enrolment package for families involved in the scheme; Orientation / induction handbook for students. <p>These will ensure all College stakeholders are aware of the College's commitment to the protection of past, present and prospective students and our full compliance with relevant regulatory requirements.</p> <p>By providing communication and support Fraser Coast Anglican College can:</p>	<p>Newsletters (ASCQ)</p> <p>Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour (ASCQ).</p> <p>Complaints Management in Anglican Schools Policy and Procedure (ASCQ)</p> <p>Guide for Reporting or referring harm to a child (ACSQ)</p>	<p>Principal</p> <p>Student Protection Officers</p> <p>Executive Leadership Team</p> <p>School Psychologist/Counsellor</p> <p>Blue Card Coordinator</p>	<p>Written information for parents, students and persons engaged by Fraser Coast Anglican College will be made available via the newsletter, social media, letters and Information Evening(s).</p> <p>Information can be accessed via the Internet, Homestay Family handbooks, International Student Handbooks and Code of Practice for Overseas Students Handbooks.</p> <p>Fraser Coast Anglican College's Risk Management Strategy is available to all parties via the Fraser Coast Anglican College website.</p> <p>Induction, training and support is provided to all staff and volunteers employed by the College to ensure that they are familiar with this document and the current policies and procedures to be used.</p> <p>Appropriate forms will be available on the staff intranet to allow for a comprehensive Risk Assessment for High Risk Activity or Event. Orientation, training and support will be provided to persons engaged by Fraser Coast Anglican College as a homestay provider, to help identify</p>

	<ul style="list-style-type: none"> • Ensure that all people in the organisation are aware of their responsibilities and understand what is acceptable behaviour for interacting with children • Enable people to feel comfortable addressing issues of concerns • Highlight the importance of SPO's commitment to protecting the safety and wellbeing of children in our service environment and • Reduce the likelihood of breaches of our Child & Youth Risk Management Strategy <p>Staff will be reminded through staff briefings, meetings and professional development where they can access these policies. Professional Development on child protection issues and procedures will occur regularly (as directed by the ASC) and be led by the SPOs. Training materials are available to staff through the College network.</p> <p>Staff requiring assistance will be supported by the Executive team, SPOs and psychologist when issues arise. SPO's contact details are readily available</p> <p>Parent handbooks and newsletter articles will direct parents to where</p>	<p>Student Protection in Anglican Schools Policy and Procedures (ASCQ)</p> <p>FCAC Risk Management Policy</p>		<p>the risks of harm and how to handle disclosures of suspicions of harm, and to outline the Fraser Coast Anglican College Risk Management Strategy.</p> <p>Posters, including photos and names of SPOs are displayed throughout the campus. Staff are also advised of SPOs during training. Contact details are also available on the intranet.</p> <p>Link to FCAC website to access policies:</p> <p>http://www.fcac.qld.edu.au/</p>
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	<p>specific policies can be located. Policies will be made available on the school website and parent portal.</p> <p>Students will continue to receive training in protective behaviours through health and personal development programs that are included as part of the College curriculum. This will include age appropriate programs tailored to particular year levels and identified needs.</p> <p>The College Executive, SPOs and Blue Card Coordinator have established a Child and Youth Risk Management Committee. This committee will provide assistance and advice to the Principal, College Council and where relevant to the Director or nominated supervisor of an ECS on matters relating to the blue card system and in particular this strategy. The role of the committee is to ensure that the process by which this strategy is formulated and reviewed, is carried out through consultation with a range of stakeholders and takes a whole college approach. The committee will also consider staging specific events and/or activities to increase awareness and provide information. Eg: Day for Daniel</p>			
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