



FRASER COAST
ANGLICAN COLLEGE

FRASER FLAMES CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Enriching Body, Mind & Spirit

Document Details	
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Version; October 2018	Reviewed by: Child Youth and Risk Management Committee

Introduction

The Fraser Coast Anglican College created the Fraser Flames Sports Association to allow students, staff, family and friends to compete in local club competition. With recent advice provided to the Fraser Coast Anglican College by the Department of Justice and Attorney-General, the Fraser Flames Sports Association will now run as a separate organisation with its own Blue Card organisation ID, Blue Card register and Child and Youth Risk Management Strategy.

A well-developed Child and Youth Risk Management Strategy will help Fraser Flames achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors. 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 Fraser Flames Sports Association is fully committed to providing all members a safe and supportive environment and by doing so, will be, but not limited to: -

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 the Child and Youth 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.

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CAPABILITY

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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.

Compliance of the *Working with Children (Risk Management and Screening Act 2000)* and the *Working with Children (Risk Management and Screening) Regulation 2011*.

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
FCAC	Fraser Coast Anglican College
SPO	Student Protection Officer
FF	Fraser Flames

Part 1: COMMITMENT

Child and Youth Risk Management Strategy – Fraser Coast Anglican College				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
1. Statement of commitment	<p>The Anglican Church Southern Queensland has developed, a statement of commitment to ensure the safety and wellbeing of children and the protection of children from harm.</p> <p>The Fraser Flames Sporting Association respects and understands the importance of providing a safe environment, appropriate staff who provide an encouraging, positive learning experience and policies, procedures and training to ensure the rights safety and wellbeing of all members</p> <p>This commitment includes the provision of a safe and supportive living and learning environment for all children and young people and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of children from harm.</p> <p>In support of this commitment, Fraser Flames 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 children and young people in their care, and is therefore committed to responding to allegations of harm resulting from conduct or actions of any persons.</p>	<p>Student Protection in Anglican Schools Policy (ACSSQ)</p> <p>This policy has been adopted by the Fraser Coast Anglican College and Fraser Flames Sporting Association</p>	<p>Director of Sport</p> <p>Sport Coordinators</p> <p>Principal</p>	<p>The Student Protection in Anglican Schools Policy. Statement of Commitment framed and signed by the Principal. Visible placement in all reception / administration areas / high traffic areas of the College, as well as the Fraser Flames section of the College website.</p> <p>This Statement of commitment is included in the volunteer induction process</p> <p>Student protection posters are displayed in all public areas around the School</p> <p>Establishment of Child and Youth Risk Management Committee. Terms of reference developed 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>Fraser Flames has clearly established values, behaviours and expectations to provide a safe and supportive environment. Codes of Conduct exist for:</p> <ul style="list-style-type: none"> • Coaches • Players • Spectators • Adults when playing in a team with minors • Parents <p>Other policies linked to Fraser Flames are:</p> <ul style="list-style-type: none"> • Fraser Coast Anglican College Cyber Safety and Social Media Policy • Sunsmart Policy • Fraser Flames Playing Time Policy • Risk Assessments • Blue Card System in Anglican Schools • Volunteer Policy 	<p>Staff Code of Conduct, Coaches Code of Conduct, Players Code of Conduct, Spectators Code of Conduct, Adults playing in team with Minors Code of Conduct, Parents Code of Conduct</p> <p>Staff Handbook</p> <p>Fraser Flames Playing Time Policy</p> <p>FCAC Cyber Safety and Social Media Policy</p> <p>Blue Card Policy</p> <p>Risk Assessments</p> <p>Sunsmart Policy</p> <p>Volunteer Policy</p>	<p>Director of Sport</p> <p>Sports Coordinators</p> <p>All Volunteers</p> <p>Players</p> <p>Spectators</p>	<p>All Codes of Conduct and Policies are available on the FCAC website in the Fraser Flames section. They also form part of the volunteer induction process</p>

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>Fraser Flames Sporting Association, promotes Child Protection throughout any recruitment process and Child Safety is at the very forefront of decisions being made.</p> <p>Staff, being paid or unpaid, are all taken through our thorough Blue Card checklist including new card applications, renewals and the linking of valid Blue Cards to the Fraser Flames Sporting Association.</p> <p>The selection of these staff is on the proviso that a positive notice is received in accordance with the Working with Children legislation.</p> <p>All applications to volunteer at the Fraser Flames are approved by the Director of Sport and the Principal of FCAC.</p> <p>Mandatory training will be held yearly so that all Fraser Flames staff (paid or unpaid), and volunteers are updated on Student Protection, reporting obligations and the relevant policy and procedures. On induction, training is also provided and all training is recorded</p> <p>As an additional measure, all Fraser Flames volunteers are requested to complete mandatory training at https://www.playbytherules.net.au/online-courses/childprotectiononlinecourse</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Blue Card System in Anglican Schools Policy and Procedure</p> <p>Fraser Flames Volunteer Induction and Declaration</p>	<p>Director of Sport</p> <p>Sports Coordinators</p> <p>Blue Card Coordinator</p> <p>SPO's</p> <p>Assistant to the Business Manager</p>	<p>Fraser Flames Blue Card register</p> <p>Fraser Flames Volunteer Database</p>

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>Fraser Flames will adopt the same policies regarding disclosure, suspicion of harm and reporting as Fraser College. When responding to allegations or suspicions of harm to children and young people, Fraser Flames staff and volunteers 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. 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>Reporting Guidelines In the first instance details are to be directed to the Director of Sport who is the head of Fraser Flames, who will in turn report directly to the Student Protection Officer at the College.</p> <p>The College complies with the Student Protection in Anglican Schools: Policy and Procedures 2015. This policy has been fully implemented by Fraser Coast Anglican College.</p> <p>The College has four trained Student Protection Officers, who receive annual professional development in this area.</p>	<p>Student Protection in Anglican Schools Policy (ACSQ)</p> <p>Safeguarding our students' – Student Protection Policy and Procedures</p> <p>Guide – coaches, tutors, volunteers and visitors to Anglican Schools</p>	<p>Director of Sport</p> <p>Sports Coordinators</p> <p>Student Protection Officers.</p> <p>All Volunteers</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 • With all Student Protection Officers • on the ASCQ website <p>All SPOs are trained annually as directed by the Child Protection Support Officer at the ASC.</p> <p>Induction training</p> <p>There are currently 4 SPOs on site at the College. This includes the Head of Middle/Senior School, Head of Junior School, School Nurse and College Career and Guidance Counsellor.</p> <p>Posters, including photos and names of SPOs are displayed throughout the campus.</p> <p>Forms for reporting are found on the College intranet and are accessible to all staff.</p>

The College also has a Cyber Safety Champion who provides guidance and support in this area.

Volunteer Code of Conduct Policies and Procedures also provides advice on actions to take if they have suspicion of harm.

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>A breach is any action or inaction by any member of Fraser Flames who fails to comply with any part of the strategy which includes Blue Card compliance, Code of Conduct, and other risk management strategies.</p> <p>All members of 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 Child and Youth 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, mediation, redirection to training, mentoring, performance management, and mediation, suspension of duties, dismissal and legal proceedings if violation constitutes a criminal offence.</p> <p>If a volunteer or visitor is found to have not complied with policies and/or Code of Conduct they may be excluded from continuing their role in the Fraser Flames.</p> <p>Recording of incidents are made by the sports coordinator and Director of Sport and</p>	<p>Complaints Management in Anglican Schools Policy.</p> <p>Blue Card System in Anglican Schools Policy and Procedures.</p> <p>Blue Card System in Anglican Schools Policy: Notification of Breach of the Blue Card System in Anglican Schools Policy and Procedures Form.</p> <p>Fraser Flames Code of Conduct</p> <p>Child and Youth Risk Management Strategy – Fraser Flames</p>	<p>Director of Sport</p> <p>Sports Coordinators</p> <p>Risk and Compliance Committee</p> <p>Principal</p>	<p>Policies, procedures and forms are located on the College's website, Fraser Flames section and staff intranet</p> <p>Fraser Flames Code of Conduct:</p> <p>Work instructions for Blue card processes, including internal auditing.</p> <p>Incident Reports.</p>

discussed at the Risk and Compliance Committee meeting at FCAC.

Breaches in the blue card system will be managed as per the Blue Card System in Anglican Schools Policy,

Breaches in the Blue Card system will be managed as per the Blue Card System in Anglican Schools Policy and this will be organised through FCAC.

A breach of any kind is taken very seriously here at Fraser Flames but are classified in the following categories:

- Minor
- Moderate
- Major
- Extreme

What is taken into action when a breach is classified:

- The risk the breach poses to staff, students, others or the reputation of the club
- Whether the person concerned has committed the breach more than once but never been caught before
- The seriousness of the breach
- If there is evidence of the breach or attempted breach being attempted to be covered up or hidden

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>Risk is evident in all things we do and the Fraser Flames acknowledge that there are some events in which the risk is greater.</p> <p>While we will never remove the risk we have put in place policies and procedures that limit risk and reduce it to a level at which risk is controlled.</p> <p>The FCAC Risk Management policy requires any staff member who is organising an event or activity to complete a detailed Risk Assessment (RA). The RA is evaluated by the Head of School and approved by the Principal. An activity requiring a RA cannot go ahead without approval.</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 plan outlined in the RA. Feedback on the activity is sought and noted for future activities so that learnings are recorded and safety improved in subsequent years. This feedback is sought as a standing agenda item in the fortnightly operational team and is recorded in the minutes.</p>	<p>Enterprise Risk Management (ERM) System.</p> <p>FCAC Risk Management Policy</p> <p>FCAC Risk Assessment Form.</p>	<p>Sports coordinators</p> <p>Director of Sports</p> <p>Head of School(FCAC)</p> <p>Principal</p> <p>Risk and Compliance Manager</p> <p>Assistant to the Business Manager</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>

	<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>		<p>Assistant to the Business Manager Risk and Compliance Manager All FCAC staff</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>The Blue Card System in Anglican Schools Policy and Procedures is the basis for managing compliance with the Blue Card system for Fraser Flames.</p> <p>Fraser Flames follows the legislation by keeping a detailed Blue Card register with all adult volunteers, paid and unpaid, along with minors and their date of birth, that are in the following positions:</p> <ul style="list-style-type: none"> • Sports Coordinator • Coach • Assistant Coach • Team Manager • And any other person who might have conduct a child related activity <p>With assistance of the Director of Sport and sports Coordinator, the FCAC Blue Card Coordinator is responsible for the accurate collation of data in relation to BC compliance through the maintenance of the BCR</p> <p>A reporting and communication structure has been developed to show lines of communication between BC representatives and BC Coordinator. Documented work instructions reflect the work flow and responsibilities of all positions involved in the Blue Card process.</p>	<p>Working with Children (Risk Management & Screening) Act 2000</p> <p>Blue Card System in Anglican Schools Policy and Procedures.</p> <p>Blue Card Register</p> <p>Student Protection in Anglican Schools Policy 2015</p> <p>Blue Card Services: forms and information sheets</p>	<p>Director of Sports</p> <p>Sports Coordinator</p> <p>Blue Card Coordinator</p> <p>Organisation Representatives</p>	<p>Blue Card System in Anglican Schools Policy</p> <p>The Blue Card System in Anglican Schools Policy is accessible by staff on the College intranet. Staff also have access to the Blue Card Coordinator.</p> <p>Blue Card 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 through ERM system.</p> <p>Monthly and quarterly Internal audit and reporting through to the Principal and to College Council.</p> <p>Fraser Flames Volunteer Induction</p> <p>FCAC Volunteer Policy</p>

The Blue Card Coordinator also conducts internal audits, and reports issues to the Principal and Risk and Compliance Committee.

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 Flames demonstrates its commitment to providing information and training on how to identify risks of harm and disclosures of suspicions of harm to all stakeholders.</p> <p>Communication Strategies include:</p> <ul style="list-style-type: none"> Regular information, induction instruction and training for all staff and volunteers; Regular communication to parents via newsletter and information sessions by visiting subject experts. Training for all Sport Coaches and Managers <p>These will ensure key stakeholders are aware of the College's commitment to the protection of students and our full compliance with relevant regulatory requirements.</p> <p>By providing communication and support Fraser Flames can:</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 	<p>Student Protection in Anglican Schools Policy and Procedure.</p> <p>"Safeguarding our Students" Student Protection Policy and procedures Guide – Coaches, tutors, volunteers and visitors to Anglican Schools.</p> <p>Code of Conduct: Staff Volunteers and Community.</p> <p>Social Media Policy</p> <p>Complaint Management in Anglican Schools Policy</p>	<p>Director of Sport</p> <p>Sports Coordinator</p> <p>Child and Youth Risk Management Committee</p> <p>Student Protection Officers</p> <p>Chaplain</p> <p>Blue Card Coordinator</p> <p>Cyber Safety Champion</p> <p>Risk and Compliance Manager</p>	<p>Written information for parents, students and persons engaged by Fraser Flames will be made available via the newsletter, social media, letters and Information evenings.</p> <p>Information can be accessed via the Internet under the Fraser Flames section</p> <p>Induction, training and support is provided to all staff and volunteers engaged by Fraser Flames to ensure they are aware of policies and procedures in place.</p> <p>Codes of Conduct contain key messaging.</p> <p>Link to FCAC website to access policies: https://www.fcac.qld.edu.au</p>

- Reduce the likelihood of breaches of our Child & Youth Risk Management Strategy

Support Strategies include:

Fraser Flames has committed to adopting the Blue Card Systems in Anglican Schools and the Student Protection in Anglican Schools policy and procedures and adopting the support protocols within.

The College provides a pastoral care service to support the College community.