

<b>Document Details</b>	
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## 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 associated with the College. 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.

## 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

<b>ACSQ</b>	Anglican Church Southern Queensland
<b>ASC</b>	Anglican Schools Commission
<b>DoPS</b>	Director of Professional Standards
<b>FCAC</b>	Fraser Coast Anglican College
<b>AITSL</b>	Australian Institute for Teaching and Senior Leadership
<b>SPO</b>	Student Protection Officer

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>Fraser Coast Anglican College supports the rights of children and young people and is committed to ensuring 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 and children from harm.</p> <p>In support of this commitment, Fraser Coast Anglican College 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 students in their care. The Statement of Commitment is endorsed by the Principal and is visible on site as well as on our website.</p>	<p>Student Protection in Anglican Schools Policy (<b>ACSQ</b>)</p> <p>This policy has been adopted by the Fraser Coast Anglican College.</p>	<p>DoPS, ACSQ Principal All FCAC Staff</p>	<p>The Student Protection in Anglican Schools Policy.</p> <p>Statement of Commitment framed and visible placement in all reception / administration areas / high traffic areas of the College, as well as the International Department.</p> <p>Statement of Commitment displayed on school's internet, intranet sites and parent portal.</p> <p>Regularly affirmed by the Principal: related information provided to College Community via newsletters, information and training sessions.</p> <p>Referenced in Homestay Handbook for International Students and Homestay providers.</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>FCAC has clearly established values, behaviours and expectations to provide a safe and supportive environment. Codes of Conduct exist for all Staff, Students, Volunteers, and the general College Community which outline these expectations.</p> <p><b>Registered Teachers</b> In addition to the Staff Code of Conduct, teachers are required to adhere to specified professional standards, boundaries and Code of Ethics.</p> <p><b>Support Staff</b> Support staff are required to adhere to the Staff Code of Conduct. The Staff Handbook also outlines expectations and requirements.</p> <p><b>All staff</b> (including support staff) transporting students must comply with the Transportation of Students in Private Vehicles Policy. Staff require approval by the Principal and permission from parents to transport students.</p> <p><b>Students</b> Student Code of Conduct is displayed in Student Handbooks</p>	<p>Staff Code of Conduct, Student Code of Conduct, Volunteers, and Community Code of Conduct</p> <p>Staff Handbook</p> <p>Faithfulness in Service in Schools: A Code of Conduct developed for Principals.</p> <p>AITSL Professional Standards</p> <p>AITSL Code of Ethics</p> <p>Professional Boundaries: A Guideline for QLD Teachers AITSL</p> <p>Student Protection in Anglican Schools Policy and Procedures.</p>	<p>College Council</p> <p>Principal</p> <p>Executive Leadership Team</p> <p>All FCAC staff</p> <p>Volunteers</p> <p>College Community</p>	<p>Codes of Conduct for Staff, Volunteers and College Community are available on College Intranet and website.</p> <p>Staff Handbook is available to all staff on the College Intranet.</p> <p>Safeguarding our Students online learning package is completed by new personnel and audits conducted monthly.</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, as part of induction.</p> <p>QCoT Professional Standards are addressed as part of the College's appraisal system.</p> <p>Staff are required to sign employment contract which outlines expectations. Referee checks and Anglican Church's National Professional Standards Register checks are conducted.</p> <p>All staff serve a probationary period, which includes a supervisor and peer review, before continued employment is confirmed.</p> <p>Parent Handbooks are updated annually and redistributed to parents via email. Copies are also made available on request.</p>

	<p><b>International Students (Study Tours)</b> Expectations concerning conduct are outlined in Study Tour Information Booklet Long term international students adhere to the Student Code of Conduct</p> <p><b>Volunteers</b> A Code of Conduct Policy and Procedures has been developed for those volunteering at the College. There is an expectation that volunteers will adhere to Code of Conduct. The code is communicated during the induction process and is available on the College website.</p> <p><b>Community Code of Conduct</b> A Community Code of Conduct has been developed. There is an expectation that members of our College community will adhere to Code of Conduct. The Code is available on the College website.</p> <p><b>Council Members</b> 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>Study Tour Information Booklet</p> <p>Governance Manual</p>		<p>Student Behaviour Management Policy and Student Code of Conduct is published in student diaries and parent handbooks.</p> <p>The Cyber Safety and Social Media Policies are available to all staff and students on the intranet and internet. The contents of these policies are reviewed at briefings and staff meetings at least annually.</p> <p>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>Volunteer's Code of Conduct, Policy and Procedures and the Volunteer Declaration is distributed to all approved volunteers.</p> <p>All Volunteers are recorded in the Volunteers Register and on the Blue Card Register. Volunteers cannot commence until signed declaration is received.</p> <p>Community Code of Community developed and available on College website.</p> <p>Governance Manual</p>
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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><b>3. Written processes for recruitment, selection, training and managing staff and volunteers.</b></p> <p>3.1 Staff</p>	<p>Fraser Coast Anglican College is committed to ensuring it follows effective recruitment and selection and screening policies and procedures in order to attract, select and retain the most capable and suitable people. This pertains to teachers, support staff and volunteers.</p> <p>For members of staff this includes:</p> <ul style="list-style-type: none"> <li>• Accurate position descriptions that require teaching applicants to be registered with QCoT (which requires them to be subject to relevant criminal history and other safety checks).</li> <li>• All positions offered are subject to a check with the Anglican Church's National Professional Standards Register.</li> <li>• A selection process that involves conducting interviews with a panel of selected personnel; selecting candidates on merit; assessing written applications; and, conducting reference checks with previous employers or other nominated personnel.</li> <li>• Staff performance is also reviewed following a probationary period, which includes a peer and</li> </ul>	<p>FCAC Staff Recruitment and Selection Policy</p> <p>Staff Induction Handbook.</p> <p>Working with Children (Risk Management &amp; Screening) Act 2000</p> <p>Blue Card System in Anglican Schools Policy and Procedure</p> <p>Staff Code of Conduct</p> <p>Anglican Church's National Professional Standards Register.</p> <p>Safeguarding our Students online training</p>	<p>Principal</p> <p>Executive Leadership Team</p> <p>Heads of Department</p> <p>Blue Card</p> <p>Risk and Compliance Manager</p> <p>Business Manager</p> <p>Executive Assistant to the Business Manager</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>Staff are required to sign employment contracts which outlines expectations. All staff serve a probationary period, undergo a supervisory and peer review before continued employment is confirmed.</p> <p>Policies and procedures are located on the staff intranet and a hard copy available in the staff room which are accessible to all staff.</p> <p>As per legislative requirements, all support staff are required to have a positive notice and current blue card. The Blue Card Register is held with the Blue Card Coordinator and contains information regarding all persons who are working with children at the College. It records details of those people who are required to hold a blue card, and the current status of that blue card, including expiry dates.</p> <p>All staff are required to undergo regular compulsory Student Protection training. Evidence of staff attendance at this training is documented on the staff training register which is maintained by the Training Compliance Manager.</p> <p>All staff are required to complete the Safeguarding our Schools online training product upon commencement. Compliance is monitored and reported.</p>

	<p>supervisory review. Performance appraisals are also conducted annually.</p> <p>Employment contracts clearly articulate the legislative requirement to hold a current blue card (if required by legislation) and to have an understanding of the College's policy and procedures that govern student safety requirements. Contracts are signed by the employee and the Principal before commencement.</p> <p>All staff are trained annually in regards to Student Protection as per requirements of the ASC. Online training for new members is carried out. Visiting subject experts are also invited to the College to share knowledge and techniques with staff regarding student safety.</p> <p>Staff record their attendance on sign on sheets which are documented in the Training Register. The Training register is regularly reviewed to capture those who have not completed required training. These staff are notified to complete all training required. Details of compliance are reported to the CYRMS Committee</p> <p>All SPOs are trained regularly as required by the ASCQ.</p> <p>All support staff are required to apply for, or link their Blue Card prior to commencement.</p>	<p>Face to Face delivery provided by ASC/FCAC SPOs.</p> <p>FCAC Training Register</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 recorded on FCAC Training Register.</p>
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<p>3.2 Volunteers</p>	<p>The selection, supervision and management of volunteers is governed by the FCAC Volunteer Code of Conduct Policy and Procedures.</p> <p>All applications to volunteer at FCAC are approved by the Principal.</p> <p>Volunteers are provided with a copy of the Volunteer Handbook, Policy and are required to sign a declaration to state that they understand the Volunteer Policy before working with students.</p> <p>All volunteers are required to sign in before working with students and sign out before leaving and to wear a visitors pass while on campus.</p>	<p>Volunteer Code of Conduct Policy and procedures</p> <p>Volunteer Declaration</p> <p>Volunteer Register</p> <p>Blue Card Register</p>		<p>Volunteer Policy, and declaration are issued to all volunteers. A copy is located on College intranet and website.</p> <p>Volunteers are required to sign the declaration and be provided with the Volunteer's Code of Conduct as part of the induction process.</p> <p>Sign in sheets provide records of attendance at information sessions and when on campus.</p> <p>Volunteer Register contains details of all volunteers at FCAC</p> <p>Blue Card Register contains details of all those working with children at FCAC including volunteers.</p> <p>Visitors badges are required to be worn while on campus.</p>
<p>3.3 Homestay</p>	<p>Homestay volunteers submit an application to become a homestay family. The application must be accompanied by referee reports.</p> <p>The Homestay coordinator conducts a house inspection. The family profile identifies residents 18 years and older with a view to checking their blue card status. All providers must agree to the Homestay Conduct Guidelines which outline specific guidelines for interacting with students.</p> <p>Information sessions on Student Protection and Blue Card requirements are held for volunteers in the Homestay programs. All Homestay providers are required to attend sessions.</p>	<p>CRICOS Licence</p> <p>Study Tours Policy and Overseas Students Policy</p> <p>Homestay Conduct Guidelines</p> <p>Homestay Provider Handbook</p>	<p>International department staff</p> <p>Blue Card Coordinator</p> <p>Homestay Coordinator</p>	<p>Homestay records, documentation and policies are kept with the International Department and are made available to all Homestay families</p> <p>Homestay families receive Homestay handbook outlining requirements.</p> <p>Homestay register contains details of those providing a homestay service.</p> <p>Blue Card register contains details of all homestay providers.</p> <p>Information sessions sign in sheets are kept and recorded on the Training register.</p>

<p>3.4 Contractors</p>	<p>All contractors that perform work within the College campus are required to undergo an induction process.</p> <p>Contractors generally are excluded from having to hold a Blue Card, but if they are to be in the presence of students they must be accompanied by a staff member at all times.</p> <p>Contractors certificates of currency to be obtained and retained.</p>	<p>FCAC WHS Policy</p> <p>Blue Card System in Anglican Schools Policy and Procedures</p>	<p>Team Leader, Grounds and Cleaning</p> <p>Blue Card Coordinator</p> <p>Risk and Compliance Manager</p>	<p>Service Contracts</p> <p>Contractor Sign in and Sign out records.</p> <p>Visitors badges are required to be worn while on campus.</p> <p>Certificates of Currency held on staff intranet and within ERM system</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><b>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</b></p>	<p>When responding to allegations or suspicions of harm to children and young people, Fraser Coast Anglican College 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>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>The College also has a Cyber Safety Champion who provides guidance and support in this area.</p> <p>Volunteer Code of Conduct Policies and Procedures also provides advice on actions to take if they have suspicion of harm.</p>	<p>Student Protection in Anglican Schools Policy (<b>ACSQ</b>)</p> <p>Safeguarding our students' – Student Protection Policy and Procedures Guide – coaches, tutors, volunteers and visitors to Anglican Schools</p> <p>Administrative Guidelines for Discrimination, Sexual Harassment and Workplace Bullying.</p> <p>Complaints Management in Anglican Schools Policy &amp; Procedure (ACSQ)</p>	<p>Principal</p> <p>Executive Leadership Team</p> <p>Student Protection Officers.</p> <p>Cyber Safety Champion</p>	<p>Copies of the Student Protection in Anglican Schools Policy are available:</p> <ul style="list-style-type: none"> <li>• on the College website</li> <li>• on the staff intranet</li> <li>• in the College Library</li> <li>• in the Admin staffroom</li> <li>• at Reception</li> <li>• With all Student Protection Officers</li> <li>• on the ASCQ website</li> </ul> <p>All SPOs are trained annually as directed by the Child Protection Support Officer at the ASC.</p> <p>SPOs deliver ongoing training to staff and arrange for visiting subject experts to share information with staff and parent.</p> <p>All staff are trained annually in the process as per requirements of the ASCQ.</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>

**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><b>5. Plan for managing breaches of the risk management strategy.</b></p>	<p>The 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>A breach is any action or inaction by any member of the College 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>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>Code of Conduct – Staff, Volunteers, Community.</p> <p>Risk Management Policy</p> <p>Work Health and Safety Act 2011</p>	<p>Principal</p> <p>Executive Leadership Team</p> <p>Blue Card Coordinator</p> <p>Risk and Compliance Manager</p> <p>DoPS/ASC</p>	<p>Policies, procedures and forms are located on the College’s website and intranet. Hard copies are available to the main staff room</p> <p>Code of Conduct: Staff, Volunteers, Community.</p> <p>Work instructions for Blue card processes, including internal auditing.</p> <p>Incident Reports.</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>Recording of incidents are made and discussed at the Risk and Compliance Committee meeting.</p> <p>Breaches in the blue card system will be managed as per the Blue Card System in Anglican Schools Policy,</p> <p>To ensure Blue Card compliance, FCAC 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 the Risk and Compliance Committee.</p> <p>As part of the implementation of the Blue Card System in Anglican Schools Policy and procedures, a rigorous internal audit of Blue Card Compliance has been adopted. This includes monthly and quarterly reviews of the register and reporting of any issues to the Principal and College Council.</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><b>6. Risk management plans for high risk activities and special events.</b></p>	<p>Fraser Coast Anglican College through policies and procedures 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>Risks relating to Student Protection and Safety are identified, assessed and risk mitigation strategies detailed on the FCAC Risk Register. The Register is reviewed by Risk and Compliance Committee.</p> <p>Incidents involving students are reviewed by the Risk and Compliance Committee with a view to identifying concerns and trends and developing corrective actions if needed.</p> <p>All external excursions, camps, outdoor education experiences, as well as some internal activities, require the approval of a detailed Risk Assessment by the Principal. This allows for forward planning to identify risks, implement strategies and can assist to reduce the possibility of students being harmed.</p>	<p>Enterprise Risk Management (ERM) System.</p> <p>FCAC Risk Management Policy</p> <p>FCAC Risk Assessment Form.</p>	<p>Principal</p> <p>Executive Leadership Team</p> <p>Head of Junior School</p> <p>Head of Middle/Senior School.</p> <p>Risk and Compliance manager</p> <p>All FCAC Staff</p>	<p>FCAC Risk Management Policy.</p> <p>FCAC Risk Register</p> <p>Incident Analysis Report</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>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>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</p> <p>Risk and Compliance Manager</p> <p>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><b>7. Policies and procedures for managing compliance with the Blue Card system.</b></p>	<p>Fraser Coast Anglican College is committed to maintaining a safe and supportive environment for students. Fraser Coast Anglican College has policies, procedures and work instructions to ensure legislative compliance.</p> <p>The Blue Card System in Anglican Schools Policy and Procedures is the basis for managing compliance with the Blue Card system at FCAC</p> <p>The Blue Card Coordinator 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 also conducts internal audits, and reports issues to the Principal and Risk and Compliance Committee.</p> <p>A Reporting and Communication structure has been developed to show lines of communication between organizational BC representatives and the BC Coordinator.</p> <p>The Blue Card Coordinator liaises and supports organizational representatives, Training has been provided to organizational representatives to screen and process Blue Card applications.</p>	<p>Working with Children (Risk Management &amp; Screening) Act 2000</p> <p>Blue Card System in Anglican Schools Policy and Procedures.</p> <p>Blue Card Register</p> <p>HR / induction process for new staff</p> <p>Volunteer Code of Conduct Policy and procedures</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>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>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 Coordinator and findings reported to the Risk and Compliance Committee, Principal and College Council. The College will also participate in the DPS Student Protection evaluation. Any findings from this evaluation will be documented in an action plan and continuously monitored.</p> <p>A Child and Youth Risk Management Committee has been established. 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.</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><b>8. Strategies for communication and support.</b></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.</p> <p><b>Communication Strategies include:</b></p> <ul style="list-style-type: none"> <li>Regular information, instruction and training for all staff and volunteers:</li> <li>Regular communication to parents via newsletter and information sessions by visiting subject experts.</li> <li>Training for all Homestay Providers/Sport Coaches and Managers</li> <li>Orientation / induction handbook for students.</li> <li>Key policies and procedures available on the College intranet, parent portal and website.</li> </ul> <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 Coast Anglican College can:</p> <ul style="list-style-type: none"> <li>Ensure that all people in the organisation are aware of their responsibilities and understand what is acceptable behaviour for interacting with children</li> <li>Enable people to feel comfortable addressing issues of concerns</li> </ul>	<p>Newsletters (ASCQ)</p> <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 , Students, Volunteers and Community.</p> <p>Social Media Policy</p> <p>Complaint Management in Anglican Schools Policy</p>	<p>Principal</p> <p>Child and Youth Risk Management Committee</p> <p>Student Protection Officers</p> <p>Chaplain</p> <p>Executive Leadership Team</p> <p>Guidance and Career Counsellor</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 Coast Anglican College will be made available via the newsletter, social media, letters and Information evenings.</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>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>Codes of Conduct contain key messaging.</p> <p>Link to FCAC website to access policies:  <a href="https://www.fcac.qld.edu.au">https://www.fcac.qld.edu.au</a></p>

	<ul style="list-style-type: none"> <li>• Highlight the importance of SPO's commitment to protecting the safety and wellbeing of children in our service environment and</li> <li>• Reduce the likelihood of breaches of our Child &amp; Youth Risk Management Strategy</li> </ul> <p><b>Support Strategies include:</b> Fraser Coast Anglican College 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.</p> <p>The College provides a pastoral care service to support the College community.</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 communicating and supporting Student Safety.</p> <p>The Committee will consider staging specific events and/or activities to raise awareness and provide information. Events may include (but not limited to) raising awareness during: Child Protection Week, Cyber Safety Day, Internet Safety Day and other days of recognition.,</p>			
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