



FRASER COAST ANGLICAN COLLEGE

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

2024

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APPROVAL			
Endorsed by:	Role	Signature	Date
Kirsti Kee	College Council		26-2-2024
Mr. Joe Wright	Principal		22-2-2024
Approved by:			
ED ASC	ECS approval requirement		

A: ADMINISTRATION OF CYRMS

PURPOSE

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to achieve the following **outcome**:

- practices and procedures **implemented to**:
 - support the wellbeing of children affected by the service we provide and
 - to protect children from harm.

In doing so, it includes matters prescribed in s3 of the *Working with Children (Risk Management and Screening) Regulations 2011*. A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172).

SCOPE

The following regulated businesses and employment are within the scope of this CYRMS:

Regulated business	Regulated employment
<ul style="list-style-type: none">• Fraser Coast Anglican College• Koala Kindy Education and care services• ROOS Care (OOSH)• Fraser Coast Anglican College – International student accommodation services, including Home Stay• Fraser Flames Sporting Association	<ul style="list-style-type: none">• Schools – employees - teachers• Schools – employees other than teachers and parents• Music Tutors• Education and Care Services - employees• Child accommodation services including home stay• Clubs or sporting associations involving children <p><i>Note employment includes any work - paid/unpaid, full time, part time, casual, individual contract, by formal or informal arrangement.</i></p>

KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
Principal	<ul style="list-style-type: none"> Meet obligations associated with the regulated employment undertaken by a person engaged, or any regulated business owned or controlled by the school. Approve the CYRMS and any changes following review.
College Council	<ul style="list-style-type: none"> Support the Principal to meet their responsibilities. Endorse the CYRMS and any changes following review.
CYRMS Committee	<ul style="list-style-type: none"> Report to the Principal and the College Council on a quarterly basis. Report to / liaise with the Nominated Supervisor and the ECS Management
ECS Nominated Supervisors	<ul style="list-style-type: none"> Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS. Lead the development, implementation and review of the CYRMS.
Fraser Flames	<ul style="list-style-type: none"> Meet obligations associated with the sporting club in relation to the development, implementation and review of the CYRMS
Executive Director, Anglican Schools Commission	<ul style="list-style-type: none"> Approve the CYRMS (for ECS where the ACSQ is the Approved Provider only)

See appendix 2 of this CYRMS for a list of all people with responsibilities under this strategy and their contact details.

CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (the Committee). This Committee has a key role in facilitating collaboration with all stakeholders and reports to the Principal and the College Council.

Role	Nominees
Chairperson	Risk and Compliance Manager
Members	Principal Heads of Primary and Secondary school SPO's Business Manager Director of ECS Director of Sport and Fraser Flames School Councillor Acting Director of Communication and International Business Dean of E Learning Nominated Supervisors of ECS

MONITORING AND REVIEW

Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee. The Committee reports to the Principal and the School Council. This reporting occurs, at least, quarterly.

Review

As per the *Working with Children (Risk Management and Screening) Act 2000*, this CYRMS is reviewed annually.

(If you would like to provide feedback on child and youth risk management, or participate in the review of the CYRMS, please contact the Chairperson, or a Member of the Committee, see Appendix 2).

B: STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within Fraser Coast Anglican College and its regulated businesses.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

Fraser Coast Anglican College currently does the following to communicate to and support people in our School community to understand and implement the Statement of Commitment:

Action	Lead
Statement of Commitment displayed around Campus	R+C Manager
Communicated to staff at staff briefing and displayed on website, intranet and on Complispace	Principal and R+C Manager
Communicated to parents, volunteers, future employees and the wider community	Principal, R+C Manager and HR

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
The Working with Children in Anglican Education Policy (v1.0)	1.0	Website, Staff Intranet, Complispace PolicyConnect
The Working with Children in Anglican Education Guidelines and Procedures (v1.0)	1.0	Website, Staff Intranet, Complispace PolicyConnect
Protecting Children and Young People in Anglican Education Policy and Procedures	1.1	Website, Staff Intranet, Complispace Policy Connect

STATEMENT OF COMMITMENT: PLANNED ACTIONS

The following actions are planned to support implementation of the Statement of Commitment:

Action	Lead
B1: Included in refresher training sent to all staff via Complilearn training platform	R + C Manager Term 1 2024

C: MANAGING BREACHES

MANAGING BREACHES: IMPLEMENTATION

A plan for managing breaches of the CYRMS

- Throughout relevant sections of this CYRMS there are specific references to how Fraser Coast Anglican College will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together as a plan to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS, including the Action Plan (Appendix 1), will be detailed by the Committee in their reporting. The Principal and the College Council will consider these changes and respond as appropriate to the circumstance.

MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
Protecting Children and Young People in Anglican Education Policy and Procedures	1.1	Website, Staff Intranet, Policy Connect
Complaints Management in Anglican Education Policy and Procedure	2.0	Website, Staff Intranet and PolicyConnect
Whistle blowers in Anglican Education Policy and Procedures	1.0	Website, Staff Intranet and PolicyConnect

MANAGING BREACHES: PLANNED ACTIONS

The following actions are planned to further manage breaches:

Action	Lead
C1: Implement a Performance Management Policy	Exec Team
C2: Included in refresher training sent to all staff via Complilearn training platform	R + C Manager

D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management.

- Throughout applicable sections of this CYRMS there are specific references to how Fraser Coast Anglican College will provide communication and support to relevant persons as relevant to that section.
- Broader than this, actions have been undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by Fraser Coast Anglican College and parents/carers of children, these are:

Action	Lead
Included in all Role statements, job advertisements and onboarding processes	HR
Communicated to all staff through staff briefings and email	Principal / R+C Manager
Communicated to parents through the College App.	Principal
Included in College Council Agenda	Principal's Assistant
Continuing support of YSafe Cyber Safety Hubs	Principal / Heads of Primary and Secondary Schools Director of ICT

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
FCAC New Staff General Induction	2024	Staff Intranet
ASC Child Protection Refresher Materials (for Schools <i>and/or</i> ECS)	2024	Complilearn
Volunteer Handbook	2024	Staff Intranet
Working with Children in Anglican Education Policy	1.0	Staff Intranet PolicyConnect Website
FCAC Risk and Compliance Induction/refresher	2024	Sent to all new employees and all staff as a refresher and completion recorded
FCAC Workplace Health and Safety Policy (including the First Aid Policy)	2023	Staff Intranet PolicyConnect
Protecting Children and Young People in Anglican Education Policy and Procedures	1.1	Website, Staff Intranet, Policy Connect

COMMUNICATION AND SUPPORT: PLANNED ACTIONS

The following actions are planned to further provide communication and support about this CYRMS:

Action	Lead
D1: Inform staff, parents and families when new CYRMS's is released.	Principal
D2: Consider as to how persons involved in Student Protection (including volunteers), are emotionally and psychologically supported.	Committee discussion
D3: Consider ways to translate Student Protection into students / parents first language.	Committee discussion

E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

CODES OF CONDUCT: IMPLEMENTATION

Communication and support:

Fraser Coast Anglican College undertakes the following activities to communicate and provide support to relevant persons to understand the expected conduct for interacting with children or students:

Relevant persons	Actions taken / Documents adopted for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
Employees (all areas)	<ul style="list-style-type: none"> Recruitment and Selection in Anglican Schools Role Statements New staff general Induction, ASC online 'Student Protection' course Student Protection training ASC Code of Conduct for Anglican Schools and ECS Working with Students in Anglican Education policy and procedures Mission Statement Complaints Management in Anglican Schools Protecting Children and Young People in Anglican Education Policy and Procedures Risk and Compliance Induction Staff Acknowledgement 	<ul style="list-style-type: none"> Staff training Onboarding procedures Mission, Vision and Values 	Principal HR SPO's R+C Manager
Council Members	<ul style="list-style-type: none"> Role Statements Governance Manual ASC Code of Conduct for Anglican Schools and ECS Working with Students in Anglican Education Policy and Procedures Mission Statement Complaints Management in Anglican Schools Protecting Children and Young People in Anglican Education Policy and Procedures. 	<ul style="list-style-type: none"> Council member training Risk and Compliance Report to Council Mission, Vision and Values 	ASC R + C Manager Business Manager

Volunteers (school)	<ul style="list-style-type: none"> • Volunteer Policy • ASC Volunteer Handbook and Declaration • ASC Volunteer Induction • ASC Code of Conduct for Anglican Schools and ECS • Protecting Children and Young People in Anglican Education Policy and Procedures • Community Code of Conduct 	<ul style="list-style-type: none"> • Staff training 	R+C Manager
International homestay providers	<ul style="list-style-type: none"> • Study tour information booklet • ASC Code of Conduct for Anglican Schools and ECS • Protecting Children and Young People in Anglican Education Policy and Procedures • CRICOS Handbook • Community Code of Conduct • Homestay Handbook 	<ul style="list-style-type: none"> • Staff training • Homestay provider online Student Protection training • International exhibition 	Acting Director of Communication and International Business
Volunteers - Fraser Flames Coaches/Team Managers	<ul style="list-style-type: none"> • Volunteer Policy • ASC Volunteer Handbook and Declaration • ASC Volunteer Induction • ASC Code of Conduct for Anglican Schools and ECS <i>Plus Supplementary Code of Conducts for different audiences;</i> • Community Code of Conduct • Coaches Code of Conduct • Spectators and Parents Code of Behaviour • Players Code of Behaviour • Adult players Code of Conduct when playing in the same team as a minor 	<ul style="list-style-type: none"> • Staff training 	Director of Sport R+C Manager
Kindy / ROOS Volunteers	<ul style="list-style-type: none"> • Volunteer Policy • ASC Volunteer Handbook and Declaration • ASC Volunteer Induction • Protecting Children and Young People in Anglican Education Policy and Procedures 	<ul style="list-style-type: none"> • Staff training 	Director and Nominated Supervisors of ELC

	<ul style="list-style-type: none"> • ASC Code of Conduct for Anglican Schools and ECS • Mission Statement • Community Code of Conduct • ECA Code of Ethics • The Koala Kindy Policy Handbook 	<ul style="list-style-type: none"> • Displayed at entrance and in rooms 	
Parents	<ul style="list-style-type: none"> • ASC Code of Conduct for Anglican Schools and ECS • Protecting Children and Young People in Anglican Education Policy and Procedures • Mission Statement • Complaints Management in Anglican Schools Policy • Cyber Safety and Social Media Policy • Community Code of Conduct • SPO Posters 	<ul style="list-style-type: none"> • Information available in various applications (website, App, hard copy) • Notification 	Principal
Students	<ul style="list-style-type: none"> • Student Handbooks • Mission Statement • Cyber Safety and Social Media Policy • Community Code of Conduct • SPO posters 	<ul style="list-style-type: none"> • Staff training 	Principal Head of Sub Schools

Managing breaches:

Fraser Coast Anglican College takes breaches to expected conduct seriously. Alleged breaches are managed:

- as per the processes for complaints management and performance management detailed in 'section C: managing breaches'; and
- allegations of harm to students are managed as per the Student Protection in Anglican Schools and ECS *Policy and Procedures*

Concerns about conduct, raised in good faith, will not result in penalty, discrimination or adverse actions towards the person who raises the concern.

CODES OF CONDUCT: REFERENCE DOCUMENTS

Fraser Coast Anglican College details the expected standards of behaviour for persons who interact with children (*or students*) as a result of their enrolment at Fraser Coast Anglican College in the following documents:

Document	Version	Location	Target audience
Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)	1.0	FCAC Website Staff Intranet PolicyConnect	Staff and volunteers
Coaches Code of Conduct	2018	Fraser Flames	Fraser Flames players, parents, spectators and Coaches for all sports
Spectators Code of Behaviour	2020	Staff Intranet	
Players Code of Behaviour	2020	PolicyConnect	
Parents Code of Behaviour	2020	Fraser Flames Office	
Adult players Code of Conduct when playing in the same team as a minor			
Volunteers Handbook and Policy	2024	Staff Intranet CompliSpace PolicyConnect	Volunteers
Cyber Safety and Social Media Policy	2015	Intranet	Staff, Parents and Students
Community Code of Conduct	2018	Intranet, Website	Staff, Parents, Volunteers, Homestay providers
CRICOS Handbook	2023	Staff Intranet PolicyConnect	Homestay Providers
ECA Code of Ethics	2016	Displayed	Staff, volunteers and parents

CODES OF CONDUCT: PLANNED ACTIONS

The following actions, relevant to conduct expectations at Fraser Coast Anglican College, are planned:

Action	Lead
E1: ASC Code of Conduct to be included in all staff refresher training.	Risk and Compliance Manager
E2: Review of Student Bullying Policy and conduct staff training	Exec Team
E3: Ongoing International Homestay training	Acting Director of Communication and International Business and R+C Manager
E4: ROOS enrolment process and medical requirements during holiday period review and finalisation.	Director of ELC and Head of Primary
E5: Streamline College Codes of Conduct to become supplementary guidelines to the ASC Code of Conduct.	Risk and Compliance Manager

F: RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: IMPLEMENTATION

This CYRMS references the following procedures for **recruiting, selecting, training and managing** persons, paid or unpaid, engaged by the Fraser Coast Anglican College, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
Recruitment advertising informs applicants about the cultural expectations of staff, that FCAC is an equal opportunity employer as well as a Child Safe Organisation. Non-teaching applicants must hold a current paid Blue Card to commence work.	All paid staff
Recruitment and Selection in Anglican Schools Policy to be implemented.	HR, College Council, Exec team
Successful applicants to pass ASC professional standards, teacher registration or blue card checks, and reference checks completed before an offer is made.	HR, College Council, Exec team
Staff onboarding policies and procedures, acknowledgements completed. Initial staff training assigned and completed.	HR, Risk and Compliance Manager, Department Manager, Director of Sport and Director of ECS
Student Protection training - Initial and ongoing	All staff, College Council members, volunteers and Homestay providers
Volunteer application approved and documentation completed	All volunteers and staff
All persons paid or unpaid noted on Blue Card Register	Risk and Compliance Manager
All volunteers noted on volunteer register	Risk and Compliance Manager with support of all staff
Appraisal Process or Staff Development Process (Probation)	Senior Management Team HR
Complaints Management in Anglican Schools implemented if required	All persons engaged by FCAC, College families and community. Homestay providers.
International Homestay and recruitment processes	Acting Director of Communication and International Business R + C Manager
Risk and Compliance Induction	All staff initially and annual refresher.

Communication and support:

The following actions are taken to implement the above procedures with relevant persons:

Action	Audience	Lead
Initial and annual refresher training on policy and procedure updates, refresher and locations, documents emailed for reference.	All staff	Exec Team, College Council, HR, R + C Manager
Profession Development	All staff	Exec. team

Volunteer procedures and documentation training	All staff, International Homestay providers and volunteers	R+C Manager Acting Director of Communication and International Business All staff
Website kept up to date and communicated to all	Staff, volunteers, College families and community	Principal, Communications Dept., R + C Manager

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
Recruitment and Selection in Anglican Schools Policy	0.1	Staff Intranet PolicyConnect
Appendix 5, Screening Advice in Working with Children in Anglican Education Guidelines and Procedures	1.0	Staff Intranet Website PolicyConnect
ASC Code of Conduct for Anglican Schools and ECS	1.0	Staff Intranet Website PolicyConnect
ECA Code of Ethics	2016	Kindy and ROOS
ASC 2023 Child Protection Refresher Materials (for Schools and/or ECS, and non staff)	2024	ASC training platform MindAtlas
Working with Children in Anglican Education Policy, Guidelines and Procedures	1.0	Staff Intranet Website PolicyConnect
Protecting Children and Young People in Anglican Education Policy and Procedures	1.1	Website, Staff Intranet, Policy Connect
Risk and Compliance Induction PowerPoint	2024	Sent by Risk and Compliance Manager to all staff prior to commencement, and annual refresher to all staff
Volunteer Handbook and Policy	2024	Staff Intranet PolicyConnect
ASC Volunteer Induction	1.0	Staff Intranet PolicyConnect
ASC Complaints Management in Anglican Schools Policy and Procedures	1.0	

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: PLANNED ACTIONS

The following actions are planned regarding the development, implementation, and review of relevant procedures:

Action	Lead
F1: Appraisal process for all staff commenced development throughout 2022/3 and implemented for 2024	Exec. Team, DBR, and various staff members
F2: Review and update International Homestay family handbook to include Student Protection matters	Acting Director of Communication and International Business with Risk and Compliance Manager.
F3: ASC Code of Conduct to be included in all staff refresher training.	Risk and Compliance Manager

G: WRITTEN RECORDS OF ENGAGED PERSONS

WRITTEN RECORDS OF ENGAGED PERSONS: IMPLEMENTATION

This CYRMS document references the following policies and procedures for compliance with *the Working with Children (Risk Management and Screening) Act* and the keeping of written records of matters about all persons, paid and unpaid, engaged by Fraser Coast Anglican College:

Policy or Procedure	Who they apply to
FCAC New Staff General Induction	Staff
Volunteer Policy and Handbook	Volunteers
Recruitment and Selection in Anglican Schools	Employees
ASC Student Protection Policies	Employees, College Council members and Volunteers

Communication and support:

The following actions are taken to implement the above policy and procedures;

Action	Audience	Lead
HR department ensure that the Recruitment and Selection policy is followed when recruiting new employees. New employees, requiring to hold a valid blue card, are instructed that a valid blue card must be held before employment commences. Teachers not requiring a blue card are to undertake a teacher registration check before an offer of employment is made. This is recorded and held in HR department.	All employees	HR Department
Risk and Compliance Manager ensures that all employees are noted on the relevant Blue Card Register. Blue cards are validated and linked to the relevant business of the College. Expiry dates are noted and checked. BCR is checked weekly against the BC Portal. Audit reports are conducted quarterly, and results are reported to the Principal and College Council.	All employees Music Tutors ELC Director Director of Sport	R+C Manager
Risk and Compliance Manager coordinates the volunteer processes. The procedures are communicated to staff on a regular basis. All volunteers must be approved by the Principal, and complete all necessary documentation (sent by the R+C Manager), before volunteering can commence. All volunteers are noted on volunteer register and the Blue Card register.	Staff	R+C Manager
Volunteers must read and acknowledge all volunteer documentation sent to them. They must be made aware that they will be noted on the Blue Card register and hold a valid blue card if they are not a current parent of the College. They must confirm on the form that they are not a restricted person.	Volunteers	R+C Manager Staff ELC staff Director of Sport Fraser Flames Coordinators
All homestay providers (including parents and staff)	International staff	International staff

must hold a valid blue card, which are validated, linked to the College and noted on the BCR before students can be placed in their homes, this includes all persons in the home over the age of 18 years of age. Annual student protection training given to all homestay providers.	Home stay providers	R+C Manager SPO's
Fraser Flames volunteers must follow the volunteer procedures, be noted on the volunteer register and Fraser Flames BCR. Those not parents must hold a valid Blue Card which is validated and linked to Fraser Flames. They must confirm on the form that they are not a restricted person.	Fraser Flames Volunteers	Director of Sport Fraser Flames Coordinators
Visiting speech therapists and student teachers (prac students) are to have details noted on BCR, blue cards validated but not linked to relevant business. They should supply a copy of their CYRMS documentation to the College, along with their registration to appropriate Governing body. Contractors with blue cards can be noted but not linked unless working in ELC and unattended with students.	Staff	R+C Manager Director of Learning Enrichment Facilities Manager

Managing breaches:

The following actions are undertaken to monitor compliance of this section, including identification and management of any breaches:

Action	Lead
Weekly checks and quarterly audits are undertaken by the R+C Manager of the BCR's. Any breaches found are noted and reported to Principal and if required to ASC. Ongoing expiry date checks conducted – Automated reminder set up through Assurance.	R+C Manager Principal
Regular communication with all key stakeholders of each business	International Department Director of Sport and Fraser Flames
Staff list updated monthly and passed to R+C Manager for cross referencing against BCR, and FCAC training register.	Office Administrator R+C Manager

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
Recruitment and Selection in Anglican Schools Policy	0.1	Staff Intranet Policy Connect
Working with Children in Anglican Education Policy, Guidelines and Procedures	1.0	Staff Intranet Website Policy Connect
FCAC New Staff General Induction	2024	Staff Intranet
Volunteers Handbook and Policy	2024	Staff Intranet
Blue Card and Volunteer Registers	current	Share Point

WRITTEN RECORDS OF ENGAGED PERSONS: PLANNED ACTIONS

The following further actions are planned regarding this section:

Action	Lead
G1: Implement Adobe Acrobat fillable volunteer documents for ease of use and quicker returns	Risk and Compliance Manager

H: RISK MANAGEMENT PLANS

RISK MANAGEMENT PLANS: IMPLEMENTATION

Fraser Coast Anglican College undertakes the following processes to assess risk, as related to the wellbeing of students and their protection from harm. This leads to the identification of high-risk activities and special events including but not limited to:

- All events and activities conducted away from Fraser Coast Anglican College
- All events and activities conducted outside of general school hours
- ALL school, ELC, ROOS, and International incursions, excursions, camps, holiday activities, intrastate, interstate, and overseas travel
- All events and activities involving the greater community and/or general public
- All events and activities beyond the day-to-day teaching of students
- All events where tickets are sold/issued
- All sporting events and activities (not HPE, or PE held on campus)
- All extra-curricular activities
- All ELC and ROOS extra-curricular activities
- Building and construction within the College campus, including the boundary
- Hire of College buildings
- Staff Association events
- Staff only events outside of normal working activities.

For relevant activities and events these processes are followed to complete and document a risk management plan:

- Activity / event Lead Person, will create a proposal through the PlanCheckGo system, ensuring all detailed information is completed. Once approved the Risk Assessment can be submitted for approval through the Safe trip Builder section of PGC.
- Activity / event Lead Person will identify all external providers and attach any certificates of currency, external provider's own risk assessments, CYRMS document and blue card information.
- Activity / event Lead Person will identify all risks associated with the activity / event and ensure all controls and checklists are identified to reduce these risks, including expanding information in the section on Student Protection and if applicable maximum occupancy numbers within buildings.
- The activity / event Lead Person will submit the risk assessment once completed to the nominated approver(s).
- Proposals and submitted risk assessments will be monitored by the Risk and Compliance Manager. Once final approval is given by the Principal, the activity / event lead person will be informed that the activity / event has been given final approval.
- The activity / event Lead Person must ensure all staff / volunteers involved with the activity / event are briefed on the approved risk assessment before the activity / event commences, and they are to complete the Pre-Departure Checklist is completed.
- Any changes to the approved risk assessment must be addressed and the risk assessment amended accordingly and all approvers notified.
- Any activities not identified on the original approved risk assessment must not commence until all new risks are considered and any changes to the approved risk assessment have been addressed and the risk assessment amended accordingly and all approvers notified (as above).

- The activity / event Lead Person must complete a post event report via the PCG system. The R + C Manager will check this has been completed and inform relevant approvers if any items mentioned need attention.

The following plans are perpetual in nature:

Plan (including who/what they apply to)	Lead	Review process
To ensure the PlanCheckGo system we are using is the current version required to ensure all legislation is covered.	Risk and Compliance Manager in liaison with Head of Sub Schools and CYRMS committee	ongoing
Ensure all staff are trained on their responsibilities regarding risk management plans and that they understand what is required from them.	Risk and Compliance Manager Head of Sub Schools Principal	ongoing

Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
All staff trained on the requirements of risk assessments and the importance of information given	All staff	Risk and Compliance Manager Head of Schools
Information and directional email sent to all staff on the instructions to complete risk assessment	All staff	Risk and Compliance Manager
Risk Assessment reference notes written as a guide	All staff	Risk and Compliance Manager

RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
PlanCheckGo System	2023	Proformas - staff Intranet Link via PolicyConnect
PlanCheckGo step by step instructions	Sept. 2023	Proformas - staff Intranet
Student Protection Risks Reference Notes	June 2023	Proformas - staff Intranet

RISK MANAGEMENT PLANS: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
H1: Include a list of student related perpetual risk assessments, including homestay, after school tutoring, and music tutoring.	Risk and Compliance Manager

I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

Fraser Coast Anglican College implements the following policies and procedures for the handling of disclosures or suspicions of harm to children or students:

Policy or Procedure	Audience
Complaints Management in Anglican Schools (ECS) Policy and Procedures	All staff, Music tutors and volunteers
Code of Conduct for Anglican Schools and Education and Care Services	All staff, Music tutors and volunteers
Working with Children in Anglican Education Policy and Procedures	All staff
Protecting Children and Young People in Anglican Education Policy and Procedures	All staff, Music tutors and volunteers
ECA Code of Ethics	Kindy and ROOS Staff

Managing breaches:

Procedures for managing concerns that the Student Protection in Anglican Schools and ECS Policy or Procedures have not been followed are detailed in the Complaints Management in Anglican Schools and ECS Policy and Procedures.

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
Annual student protection refresher training	All staff, music tutors	SPO's and R+C Manager
Initial Student Protection Training	All new staff, music tutors	R+C Manager HR Coordinator
SPO posters displayed around campus and in student diaries / handbooks	All staff, visitors parents, sporting coaches and students	SPO's
Relevant up to date policies, procedures and forms available on many platforms (staff intranet, PolicyConnect, and FCAC website)	All staff, volunteers, parents, sporting coaches, FCAC community and students	Risk and Compliance Manager
Volunteer procedure and documents	All FCAC volunteers	Risk and Compliance Manager

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
Complaints Management in Anglican Schools Policy and Procedures	2.0	CompliSpace PolicyConnect Staff Intranet FCAC Website
Code of Conduct for Anglican Schools and Education and Care Services	1.0	CompliSpace PolicyConnect Staff Intranet FCAC Website
Working with Children in Anglican Education Policy	1.0	CompliSpace PolicyConnect Staff Intranet
ECA Code of Ethics	2016	Displayed at entrances and in rooms of Kindy and ROOS
Protecting Children and Young People in Anglican Education Policy and Procedures	1.1	Website, Staff Intranet, Complispace Policy Connect
Protection Form	1.0	Proformas and with SPO's

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead

J: APPENDIX

1	Terms of Reference
2	CYRMS Action Plan
3	Key CYRMS Contact List

APPENDIX 1 – Terms of Reference

Child and Youth Risk Management Committee

Purpose

This document establishes the terms of reference for the Child and Youth Risk Management Committee at **Fraser Coast Anglican College**.

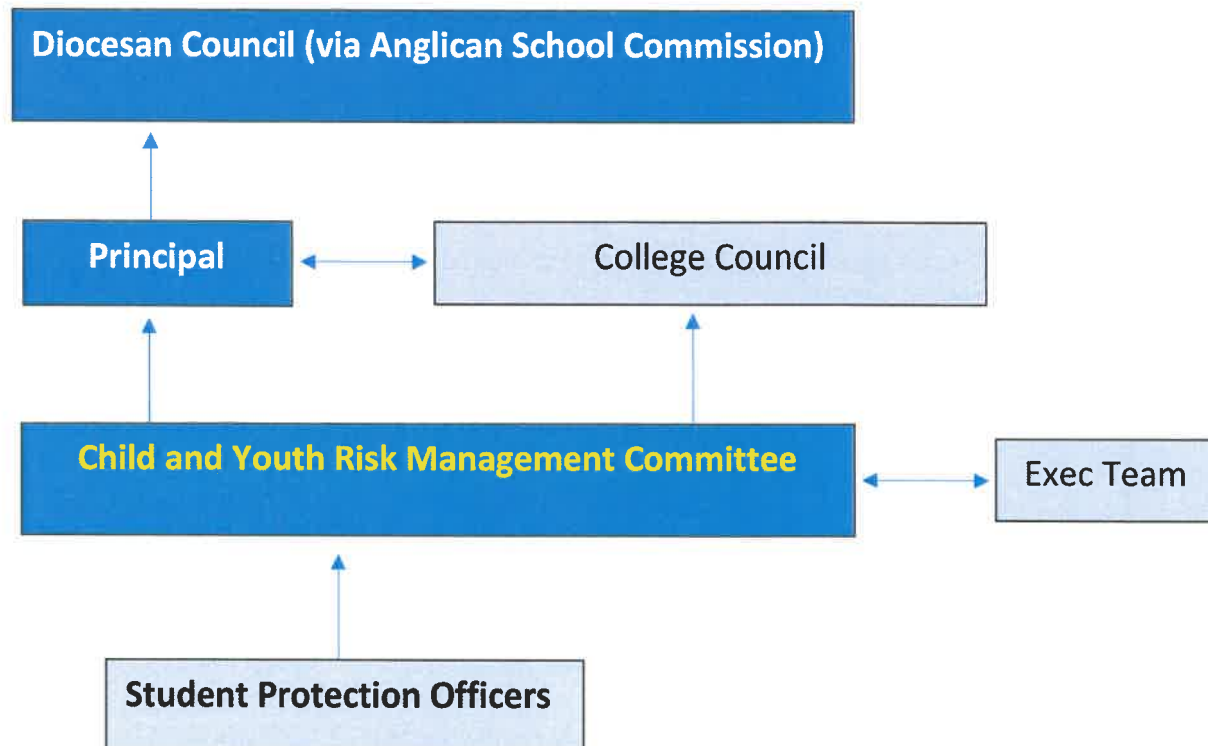
Child and youth risk management is focused on achieving the implementation of practices and procedures that support the wellbeing of children affected by the services we provide and protect children from harm.

Role

Child and Youth Risk Management Committee assist in:

- the implementation of the Protecting Children and Young People in Anglican Education Policy and Procedures and Code of Conduct into all College operations.
- the application of Working with Children in Anglican Education Guidelines and Procedures; and
- the development, implementation and review of Child and Youth Risk Management Strategy, to achieve desired outcomes.

Governance model/ reporting process



In addition to the Statement of Commitment, detailed in the Child and Youth Risk Management Strategy; and associated legal responsibilities; the CYRM Committee will operate in accordance with, and actively promote, the following principles:

- Understanding that a proactive approach to safety and wellbeing is important in assisting children reach their potential as they develop their character and progress towards adulthood.
- Applying a holistic and considered understanding to the safety and wellbeing of children, using contemporary, evidence-based knowledge and resources to inform our continuous improvement.
- Applying good sense and sound judgement in practical matters.
- Working respectfully and in partnership to achieve the best available outcomes for children, strengthening networks to increase safety and support across our communities.
- Operating by Gospel Values, emphasizing service, inclusivity, integrity, courage, justice, and generosity of spirit.
- Implementing the College Mission, Visions and Values.

Roles

Chairperson: Responsible for leading the committee, including ensuring appropriate reporting.

Secretariat: Provides administration support required for the committee to operate effectively, including ensuring recording that requirements are met.

Member: Relevant to their role described in the table below. Note, members may:

- participate in some or all meetings
- achieve their work through another mechanism, such as emails or Microsoft Teams site
- be allocated stakeholders that they are responsible for working/consulting with as relevant to the business of the committee.
- consult/ provide advice to the committee through another member (e.g., student representatives providing information through a Head of School).

Reporting

The Chair is responsible for ensuring the Committee, at minimum on a quarterly basis, provide a briefing through written reports to:

- Principal and School Council

The Chair is also responsible for supporting the Principal or Director of ELC / Nominated Supervisor provide an annual report to their governing body.

(This is required for all owned and subsidiary Anglican Schools and all Services where the Diocese is the Approved Provider (to be provided to the ASC for reporting to Diocesan Council)).

Meetings and administration of the committee

- The CYRMS Committee will meet at a minimum of once per term with increased frequency as required.
- Meetings, or parts of meetings, may include all or only some members. Alternative ways of consultation and working together as a committee, such as emails or through a Microsoft Teams Site, may be required.
- Committee records including records of meeting minutes, such as attendees and decisions made, are also to be kept as per approved records retention processes. Minutes will be released for review by the relevant members before finalising.

Child and Youth Risk Management Committee

Terms of Reference

This Committee is to include membership that represents the variety of contexts that the Child and Youth Risk Management Strategy relates to and facilitate collaboration with a range of stakeholders from within these contexts.

Name	Position at the College	CYRMS Role	Responsibilities within the Committee <i>E.g. allocated stakeholders</i>
Joe Wright	Principal		Key Stakeholder
Marie Wright	Risk and Compliance Manager	Chairperson and Secretariat	Leading the committee, reporting and providing admin support to the committee members
Danielle Collins	Head of Primary School	SPO and Nominated Supervisor of ECS	Primary students, Kindy children and ROOS students and staff
Juliane Hallam	Head of Secondary School	SPO	Secondary students, parent of College and staff
Kirsten Edols	Director of ELC	Nominated Supervisor	Kindy children and staff
Nikki Robertson	Business Manager	Member	HR, parent of College, and staff
Kay Burke	Nurse / Counsellor	SPO	Parent of College, students
Remy Melia	Director of Senior Years	SPO	Secondary students and staff
Tracey Wigmore	Acting Director of International and Communications	Member	Homestay and International students Parent of College
Darryl Humphreys	Dean of eLearning	Cyber Safety Champion	Parent of College
Jo Duffy	Director of Sport	Member	Fraser Flames
David Brown	Deputy Head of Primary School	SPO	Primary students and staff parent of College

APPENDIX 2– CYRMS Action Plan (as at date of approval)

Action no.	Action planned	Person responsible	Timeframe for completion	Status
B1	Statement of Commitment to be included in refresher training sent to all staff via CompliLearn training platform.	Risk and Compliance Manager	Term 3 2024	
C1	Implement a Performance Management Policy.	Exec team	Continuing into 2024	
C2	Managing Breaches to be included in refresher training sent to all staff via ASC training platform.	Risk and Compliance Manager	Term 1 2024	
D1	Inform staff, parents, and families when new CYRMS document is released.	Principal as soon as document is released	as soon as document is released	
D2	Consider as to how persons involved in Student Protection (including volunteers), are emotionally and psychologically supported.	Committee	During 2024	
D3	Consider ways to translate Student Protection into students/ parents first language.	Committee	Semester 1 2024	
E1	ASC Code of Conduct to be included in refresher training sent to all staff via CompliLearn training platform.	Risk and Compliance Manager	Term 3 2024	
E2	Review of Student Bullying Policy and conduct staff training.	Exec team	Continuing during 2024	
E3	Ongoing International Homestay training.	Acting Director of Communication and International Business with assistance from Risk and Compliance Manager.	Continuing during 2024	
E4	ROOS enrolment process and medical requirements during holiday period, review and finalisation	Director of ELC and Head of Primary School	Semester 1 2024	

E5	Streamline College Codes of Conduct to become supplementary guidelines to the ASC Code of Conduct	Risk and Compliance Manager	2024	
F1	Appraisal process for all staff to be developed throughout 2023 and implemented for 2024	Exec Team, DBR and various staff members	2024	
F2	Updating the Homestay Handbook to include additional Student Protection information.	Acting Director of International Business and Communication	Term 1 2024	
F3	ASC Code of Conduct to be included in refresher training sent to all staff via CompliLearn training platform.	Risk and Compliance Manager	Term 3 2024	
G1	Implement Adobe Acrobat fillable volunteer documents for ease of use and quicker returns.	Risk and Compliance Manager	Term 1 2024	
H1	Include a list of student related perpetual risk assessments, including homestay, after school tutoring and music tutoring.	Risk and Compliance Manager	Semester 1 2024	
	Add new recommendation action plans			
1	Add reference to Statement of Commitment to PassTab.	Risk and Compliance Manager with Office Administrator	Term 1 2024	
2	Add an abbreviated statement about being a child safe organisation to the display at the sign in desk / foyer of Koala Kindy and ROOS.	Director of ECS and Head of Primary School	Term 1 2024	
3	Consider creative ways in which children are enabled to participate in decision making about issues that affect them, including the review of the CYRMS. Participation in decision making to be structurally embedded processes and documented to ensure continuity	Head of Primary and Secondary along with team participation	During 2024	
4	The College could work to reinvigorate the formal exit interview process	Business Manager along with other Exec team members HR	During 2024	

APPENDIX 3 – Key CYRMS Contact List (as at date of approval)

List persons with a role associated with this CYRMS, for example the roles listed in section A of the CYRMS (both in ‘roles and responsibilities’ as well as the Committee chairperson and members), any other lead persons responsible for actions listed in the CYRMS and (for schools) Student Protection Officers and (for ECS) all Responsible Persons.

Name	Roles	Contact details
Joe Wright	Principal	jwright@fcac.qld.edu.au
Marie Wright	Risk and Compliance Manager	mwright@fcac.qld.edu.au
Danielle Collins	Head of Primary School	dcollins@fcac.qld.edu.au
Juliane Hallam	Head of Secondary School	jhallam@fcac.qld.edu.au
Nikki Robertson	Business Manager	nrobertson@fcac.qld.edu.au
Kirsten Edols	Director of Koala Kindy ECS	kedols@fcac.qld.edu.au
David Brown	Deputy Head of Primary School	dbrown@fcac.qld.edu.au
Remy Melia	Director of Senior Years	rmelia@fcac.qld.edu.au
Jo Duffy	Director of Sport	jduffy@fcac.qld.edu.au
Kay Burke	College Counsellor, Nurse and SPO	kburke@fcac.qld.edu.au
Tracey Wigmore	Acting Director of Communication and International Business	twigmore@fcac.qld.edu.au
Darryl Humphreys	Cyber Safety Champion	dhumphreys@fcac.qld.edu.au