Moreton Bay Birali Steiner
School Association Inc. T/A
Birali Steiner School
ABN 33 417 843 047
PO Box 137
Beachmere, Qld 4510
P: 07 5429 0511

Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Status:	Authorised	**Supersedes**: Version 20200116	
Authorised by:	School Board	**Date of Authorisation**: 22.02.21	
Review Date:	Annually	**Next Review Date**: January 2022	**Policy Owner:** School Board
References:	• _Working with Children (Risk Management and Screening) Act 2000 (Qld)_ • _Working with Children (Risk Management and Screening) Regulation 2020 (Qld)_ • _Child Protection Act 1999 (Qld)_ • _Education (Accreditation of Non-State Schools) Act 2017 (Qld)_ • _Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)_ • _Education (General Provisions) Act 2006 (Qld)_ • _Education (General Provisions) Regulation 2017 (Qld)_ • _Education Services for Overseas Students (ESOS) Act 2000 (Cth)_ • _Education (Overseas Students) Regulation 2014 (Qld)_ • _Education (Queensland College of Teachers) Act 2005 (Qld)_ • _Education and Care Services National Law (Queensland)_ • _Education and Care Services National Regulations_ • Blue Card Services Child and Youth Risk Management Strategy Toolkit • Restricted Person Declaration Form • Birali Steiner School Child Protection Policy • Birali Steiner School Blue Card Register • Birali Steiner School Risk Management Policy • Birali Steiner School Complaints Policy and Resolution System • Birali Steiner School Staff Code of Conduct • Birali Steiner School Employee Performance and Misconduct Policy • Birali Steiner School Restricted Person Declaration Form • Birali Steiner School Risk Management Framework • Independent Schools Queensland's Child Protection Decision Support Trees		

1. Statement of Commitment

Birali Steiner School is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm. [1] In practice, Birali Steiner School is committed to acting in accordance to the _Working with Children (Risk Management and Screening) Act 2000_ (Qld)("the **Act**") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points.

---

[1] _Working with Children (Risk Management and Screening) Regulation 2020_ (Qld) sch 1 s.2(1)

Child Risk Management Strategy

2. Code of Conduct

At Birali Steiner School we expect our employees to conduct themselves as follows:

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

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of Birali Steiner School's fulfilment of the requirements of Schedule 1 s.2(2).

3. Recruitment, Selection, Training and Management Procedures

Birali Steiner School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, Birali Steiner School will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
  - Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
  - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
  - A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help employees to improve their performance in a positive manner.
  - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
  - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
  - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
    - ➢ the school's policies and procedures
    - ➢ identifying, assessing and minimising risks to students
    - ➢ handling a disclosure or suspicion of harm to a child.

- o Keeping a record of the training provided to employees.
- o Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of Birali Steiner School's fulfilment of the requirements of Schedule 1 s.2(3).

1. 4. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Birali Steiner School Child Protection Policy, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse
- teachers with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act* 2005, the Principal of Birali Steiner School will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

This commitment is evidence of Birali Steiner School's fulfilment of the requirements of Schedule 1 s.2(4).

2. 5. Managing Breaches of this Child Risk Management Strategy

Birali Steiner School is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Staff Code of Conduct, Complaints Resolution System, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

6.1 Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Birali Steiner School's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

6.2 Blue Card Policies and Procedures

Birali Steiner School is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, Birali Steiner School will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with Birali Steiner School's position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information.
- Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.

Child Risk Management Strategy

- Link and unlink individuals as they commence and conclude their engagement with the school.
- Appoint a school contact person who will be responsible for managing the working with child screening process and all related documentation and records.
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- Ensure that all information in relation to working with children authority is kept confidential.
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if an employee, volunteer, trainee student or school board member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of Birali Steiner School's fulfilment of the requirements of Schedule 1 s.2(6)(b).

1.   7. High Risk Management Plans

Birali Steiner School's Risk Management Policy is evidence of fulfilment of the requirements of Schedule 1 s.2(7).

2.

3.   8. Strategies of Communication and Support

Birali Steiner School's commitment to making this Child Risk Management Strategy available to students, parents and employees via its communication app, website, employee induction and staff cloud storage is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

Birali Steiner School is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

9. Responsibilities

Birali Steiner School is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at Birali Steiner School are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

10. Compliance and Monitoring

Birali Steiner School is committed to the annual review of this Strategy. Birali Steiner School will also record, monitor and report to the school board and/or the Leadership Team regarding any breaches of the Strategy.

In addition, Birali Steiner School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Appendices

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

Child Risk Management Strategy

Appendix 1

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police	EGPA sections 366 and 366A
Teacher	Sexual and physical	Significant harm Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Any member of the public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A

Child Risk Management Strategy

Appendix 2

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:	
School:	
School Phone:	
School Email:	
School Address:	

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal ☐ Torres Strait Islander ☐	Aboriginal and Torres Strait Islander ☐
Does the student have a disability verified under EAP: Yes ☐ No ☐	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H): (W): (M):	
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H): (W): (M):	
Is the student in out of home care? Yes ☐ No ☐	
Are there any Family Court or Domestic Violence orders in place? Yes ☐ No ☐ Unknown ☐	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
☐Adult family member	☐Child family member	☐Other adult
☐Student/other child	☐Unknown	

Child Risk Management Strategy

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).

Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Please indicate the identity and particulars of anyone else who may have information about the harm or abuse

Additional information provided as an attachment	YES ☐	NO ☐

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

ACTION TAKEN		
Form was emailed to (please tick which agencies the form was sent to):	☐	Queensland Police Services (QPS)
	☐	Department of Child Safety, Youth and Women
	☐	Family and Child Connect

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

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