STUDENT PROTECTION RISK MANAGEMENT STRATEGY
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1.0 Introduction

Under the *Commission for Children and Young People and Child Guardian Act 2000*, Our Lady’s College as an organisation providing regulated child-related services and is responsible for fostering a ‘safe service environment’ for children.

Since 17 January 2005, organisations regulated by the Commission’s Act have been required to develop and implement child-protection risk management strategies.

In order to ensure compliance with the Act it is important that all Our Lady’s College (OLC) employees adhere to the procedures outlined in this strategy.

1.1 Applicability

This strategy applies to all employees engaged on a temporary, casual, fixed term, contract or continuing basis at Our Lady’s College.

1.2 Context and Commitment to providing safe environments for children

We unequivocally commit to fostering the dignity, self-esteem and integrity of every person. The provision of a safe and supportive environment is essential to ensure that all children and young people entrusted to our care are to be affirmed in their dignity and worth as a person. We believe that children and young people should develop skills in building positive relationships based on those modelled by our employees. The College has developed a Safe and Supportive Environment Policy which further attests to this commitment. In addition to this, employees must follow the standards of expected behaviour in the performance of their duties as outlined in the Brisbane Catholic Education Code of Conduct (2009).

It is expected that all our employees endorse the principles of student protection as a fundamental responsibility. This College endorses and uses as its basis the Brisbane Catholic Education Student Protection Policy and Procedures which details the roles, responsibilities and procedures for handling suspicions or disclosures of harm.

1.3 Clarification of the Guidelines

If there is any conflict between this guideline and applicable legislation, the legislation will prevail. If an employee is in doubt about the interpretation of this Guideline then the matter should be discussed with the Principal. If this matter cannot be clarified at a College level, the matter may be referred to the Executive Director – Brisbane Catholic Education.

1.4 Compliance with and Breaches of the Guidelines

The requirements under these Guidelines and the *Commission for Children and Young People and Child Guardian Act 2000* will be audited under Brisbane Catholic Education’s External School Renewal Validation processes for School and System Reporting against Commonwealth and State Legislative Requirements. The Non-State Schools Accreditation requirements will be audited within the five year renewal cycle and External Validation will occur in 2012 for Our Lady’s College.
Our Lady’s College employees hold special positions of trust, and therefore must be accountable for their actions. Conduct or inaction which is contrary to this Guideline may amount to professional misconduct which will be dealt with in accordance with our Employee Misconduct Process.

1.5 Review of the Guidelines

To maintain the currency and validity of this Guideline it will be updated as necessary and reviewed annually.

*Review date:* December 2012
SECTION 2: BUILDING PEOPLES CAPABILITIES

2.0 Codes of Conduct for Students, Employees and Volunteers (including parents)

The Codes of Conduct outline the standards of behaviour expected of those persons within our College. These Codes of Conduct outline the expectations that we have in relation to the conduct of students, employees, parents and volunteers. The relevant Codes of Conduct and associated documents are as follows:

2.0.1 The Statement of Principles forms part of the contract of employment for all persons employed by BCE, including part-time, full-time, casual and relief staff.

2.0.2 The Professional Standards for Queensland Teachers is a directive of the Queensland College of Teachers. All teachers are required to observe these Standards.

2.0.3 It is a requirement of the employment contract that all our employees adhere to and observe the Brisbane Catholic Education Code of Conduct for Employees.

2.0.4 Our College’s Student Code of Conduct is implemented and integrated into our College community. This document outlines the standards of behaviour expected of students and what they should expect from school staff in return.

2.0.5 The Student Code of Conduct forms part of the OLC Safe and Supportive Environment Policy and Student Behaviour Management Plan. Both documents detail expected conduct of students, their rights, responsibilities and consequences for inappropriate behaviour.

2.0.6 Our College’s Volunteer Code of Conduct is implemented and integrated into their school community. This document outlines the standards of behaviour expected of volunteers (including parents). In order for volunteers to continue their voluntary engagement at the school they must adhere to the Code of Conduct.

2.1 Information Materials for Students, employees, parents and volunteers to minimize the risk of harm

2.1.1 Student Protection Contact information
In accordance with the legislation and to comply with our guidelines, we nominate the Principal and the Guidance Counsellor, as the Student Protection Contacts (SPC) within the College. All staff and students (including volunteers and parents) are made aware of the details for the SPC’s at the school through Feeling Safe Posters, Newsletter entries and college assemblies.

2.1.2 Employee Induction Program
All employees engaged by us undertake an induction program. This includes undertaking the mandatory Student Protection training, which is a statutory requirement (Education (Accreditation of Non-State
Schools) Act and Regulations 2001) and a requirement under the Student Protection Policy. The information associated with this training can be obtained by clicking on the following: In-service material for student protection mandatory training including updated power point presentation.

2.1.3 Volunteer Induction Procedures

The volunteer induction procedures must be observed when engaging a volunteer (including parents). The procedures include:

- Attending a Student Protection Training Session or reading and completing the Student Protection Handbook for Volunteers.
- Providing the volunteer with a copy of the Volunteer Code of Conduct.
- The volunteer is to sign and return to the school the Volunteer Suitability Declaration.
- The volunteer is to be provided with a copy of the Statement of Principles.
- The volunteer must complete and sign the School Volunteer Register Sheet (this may include a requirement to apply for a Positive Notice Blue Card).
- The volunteer is provided with the school's OHS, Evacuation and Lockdown Procedures.

What is a volunteer: The definition of what constitutes a volunteer is the same for the Risk Management Strategy as it is for the Positive Notice Blue Card Requirements. Under the Commission for Children and Young People and Child Guardian Act a volunteer is a person who is employed by another person and does not carry out any work for the other person for a financial reward. A volunteer is required to hold a blue card (unless exempt) irrespective of whether they are engaged on one occasion or on an ongoing basis, the position is the same for volunteers undertaking the induction into our Student Protection Processes. That is to say it is irrelevant how often the volunteer attends the school they must be provided with the above documentation and information (as this constitutes Brisbane Catholic Education's induction program for volunteers within our schools).

The records relating to Volunteers are to be maintained at the school and audited on an annual basis to ensure that all details on the Volunteer Register Sheet are correct and current.

2.1.4 Information for parents

The involvement of parents/caregivers and other relevant community members is an important factor in achieving successful, co-operative personal safety education for students. In order to do this Information for parents brochure is made available.

2.2 Student education programs to minimize the risk of harm

Since 2002, with the launch of the Feeling Safe Strategy in our College, all staff have been receiving student protection in-service, and posters have been displayed.
throughout the College providing students with easily recognisable and easy to implement protective reporting processes.

Information about these posters and the associated student reporting processes can be found by clicking on the following: Feeling Unsafe Posters and Network cards - Reporting Process for Students.

In addition, the College provides students with student protection and feeling safe strategies within the Pastoral Care Program, held weekly throughout the year.

2.3 Student pastoral support strategies

Our College has a number of established structures in place to provide pastoral care as part of our commitment to know and care for each individual and to protect them from harm if possible. Such structures include:

- ‘Pastoral Care’ groupings and the responsibilities of Pastoral Care teachers documented in a role statement
- The role of others in the College with a specific pastoral role in the school (including persons in positions of leadership and guidance counsellors)
- Support services available to students such as counselling support, Campus Minister, Guidance Counsellor.

The documents Student Protection Reporting Processes for Harm to Students (not by employees) provides a framework for the various elements of pastoral provisions for students’ personal safety and welfare.

2.4 Student Protection Officer

Student Protection Officer is a person(s) appointed to assist College personnel in the assessing of harm and/or risk of harm to students, offering support and guidance to the College during and after intervention, assisting with compliance with student protection policies and procedures and developing and facilitating professional learning for staff. The Student Protection Officer is contactable at BCE (07) 3033 7000.

2.5 Student Protection Contacts

In accordance with the legislation and to comply with our guideline, the College nominates the Principal and the Guidance Counsellor, as the Student Protection Contact (SPC) within the school. All staff and students (including volunteers and parents) are made aware of the details for the SPC’s at the school.

If the school population grows to greater than 500 there will be consideration given to having two designated Student Protection Contacts (as well as the Principal).

More information about the Student Protection contacts and requirements for their appointment can be found by clicking on the following: The Role of Student Protection Contact
2.6 **Supervision of Students**

It is essential that the College ensures that there is adequate supervision of students in order to discharge our duty of care. This includes:

- Instructions provided to staff and/or volunteers for supervision in the playground, on excursions, camps and other activities;
- A map showing playground supervision areas of responsibility;
- A current playground supervision roster;
- Communication method and devices made available in the case of emergency. These methods and instructions to staff should be written (please refer to [Brisbane Catholic Education’s Procedures for Responding to Critical Incidents](#)); and refer to [OLC Critical Incident Management Strategy](#);
- All staff, students and volunteers made aware and provided with a copy of the fire evacuation and lockdown procedures (e.g. signs in classrooms; annual staff induction; induction booklets for supply and relief teachers).

2.7 **Managing visitors and other outsiders**

Our Lady’s College has a procedure in place for the management of visitors and other outsiders. This includes:

- Signage and directions around the school relevant to visitors;
- A visitor sign in register and clearly defined procedures for signing in and out of the school;
- Ensuring compliance with the requirements for Positive Notice Blue Cards for visitors and other outsiders (such as contractors);
- Instructions (written and verbal) given to staff, students and volunteers in the event of an unwelcome intrusion; and
- Clearly communicated procedures for lockdown situations.
SECTION 3: CONSISTENT PROCEDURES AND PRACTICES

3.0 Recruitment, screening, selection, induction, training and management of staff

The requirements of the Commission for Children and Young People and Child Guardian Act, the Queensland College of Teachers; and the Non-State School Accreditation Board with regard to staffing are followed. Our Lady’s College will refer to the Policy for Selection and Appointment of Teachers in BCE Schools (2009), and the Appointment and Selection of School Employees other than Teachers (June 2007).

All support staff within the school are to be provided with a position description. Any assistance with this process is available by contacting a member of the Employee Relations Team at the Brisbane Catholic Education Centre on 07 3033 7478.

All teachers are required to produce evidence of teacher registration and other support staff within the school must hold a current positive notice blue card where necessary. Schools should follow the Employment Screening Guide 2006 and as amended by to the ‘Blue Card’ system effective 1 April 2010 and 1 July 2010 to ensure appropriate personnel hold a Positive Notice Blue Card.

3.1 Positive Notice Blue Card Register

A centralised register of Positive Notice Blue Card information for all paid employees is maintained at the College. The College will provide Positive Notice Blue Card information to the office when an employee is engaged. The College will ensure that details of any renewal, applications and changes in status are maintained at the College and also forwarded to the Employment Screening Contact Officer at BCEC.

Reporting to the Principal is carried out on the register on a monthly basis in order to ensure that all records are current. When it is necessary to obtain information the College Secretary on behalf of the Principal seeks the information from the employee, or facilitate the lodging of an application.

3.2 Student Protection Training Register

Our Lady’s College will maintain a centralised register of Student Protection Training information for all paid employees. The details of this training will be provided to BCEC.

Reporting is carried out on the register on a monthly basis in order to ensure that all records are current and that all staff have undergone the training.
3.3 Risk Assessment in planning activities and attendance at outside events

The Department of Education Manual Workplace Health and Safety – Curriculum – Activity Modules are to be used as a guide to teachers and school staff when planning curriculum activities. Other more specific information in relation to various practices and risk assessment tools can be found at the Health and Safety area of BCE Intranet.

All schools are required to undertake Student Protection Risk Assessments under the Commission for Children and Young People and Child Guardian Act. The assessments should be carried out for all activities undertaken as well as a general student protection assessment for the school. The following may be of use to schools in initiating such assessments:

Student Protection Risk Assessment Tool
Sample Student Protection Risk Assessment

For further information on carrying out a successful Student Protection Risk Assessments please see the Commission for Children and Young People and Child Guardian website (http://www.ccypcg.qld.gov.au/employment/bluecard/risk.html)

3.4 Media and Communications strategies to minimize risk of harm

The permission (using the Media & Communications Consent Form) of parents is obtained for the use of student photographs (and names) in any materials issued to the public in printed or electronic form. This permission is routinely obtained at the time of enrolment and updated annually at the beginning of each year.

Identifying information will not used be used in promotional material without the specific permission of the parents and the student concerned.

3.5 Requirements for the appropriate use of electronic information and communication technology

It is imperative that we manage the use of electronic information and communications technology in order to safeguard students from risk of harm, including exposure to pornography and cyber bullying.

All employees must observe the BCE Email, Internet and Intranet Acceptable Use Statement. At a school level resources such as the Acceptable Use Statement for Primary Students are to be implemented.

The Commonwealth Governments resource Net Alert – CyberSafe Schools – A Teacher’s Guide to Internet Safety is used to assist the school in developing appropriate programs and procedures.

3.6 Handling and Recording complaints and concerns

The document Student Protection Reporting Processes for Harm to Students (not by employees) has been developed in accordance with the legal requirements of the Education (Accreditation of Non-State Schools) Act and Regulations 2001 and the
Child Protection Act 1999. It provides the rationale and principles and the subsequent processes to be followed when responding to suspected cases of student harm by those other than current or past personnel of the Catholic Church.

The document Student Protection Reporting Processes of Inappropriate Behaviour and Harm to Students by Employees has been developed in accordance with the legal requirements of the Education (General Provisions) Act 2006, Education (Accreditation of Non-State Schools) Act and Regulations 2001, Child Protection Act 1999 and the Education (Queensland College of Teachers) Act 2005. It provides procedures on how to deal with allegations of physical, sexual, psychological or emotional inappropriate behaviour and harm or risk of harm to children/students in our schools, or outside of our schools, by employees including voluntary workers.

3.7 Record Keeping and the documentations process

Staff, or a visitor to the College, where students require first aid treatment at the College, a record of the treatment is entered in the College First Aid Register.

Where students, staff or visitors to the College, require medical treatment, suffer serious bodily injury at the College or a College related function or develop a work-caused illness, the College is to complete the electronic Incident Report in the WSS system.

The Student Protection Reporting Processes for Harm to Students (not by employees) and Student Protection Reporting Processes of Inappropriate Behaviour and Harm to Students by Employees – set out the records required to be completed with respect to allegations and expressions of concern made in accordance with these processes.

Where a report is forward to a Relevant State Authority (in relation to a student protection concern) a copy of these documents are to be forwarded to Student Protection Services (BCEO). A copy should also be retained at the College.