



# ST URSULA'S

COLLEGE | YEPPON

## CHILD & YOUTH RISK MANAGEMENT STRATEGY

Date	Reviewed By	Approved	Version
21/11/2022	CLT: <ul style="list-style-type: none"><li>• D Pascoe</li><li>• B Connolly</li><li>• B Flanders</li><li>• P Tomkins</li><li>• D Ryan</li></ul>	Name: D Ryan Signed: _____ Title: Principal	4.0
<b>Next Review to be Completed by: 14 October 2024</b>			

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*We acknowledge the traditional custodians of these lands and waterways, the Darumbal people. We pay respect to Elders' past, present and emerging.  
May we walk gently on this land.*

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<b>CHANGES TO THIS POLICY</b>		
<b>DATE OF CHANGE</b>	<b>AUTHORISED BY</b>	<b>REASON FOR CHANGE</b>
14/10/2022	D Ryan	<p>From NSSAB letter, the following amendments to be made:</p> <ul style="list-style-type: none"> <li>• Amend the title under P7 Student Wellbeing to read Child Protection Policy and Processes</li> <li>• P8 - 3.4 3<sup>rd</sup> paragraph replace: 'or' with 'and'. Next Sentence amend Child Protection Policy and Processes title</li> <li>• P8 next paragraph - delete 'and Guidelines'</li> <li>• P8 next paragraph amend Child Protection Policy and Processes title</li> <li>• P8 next paragraph amend Child Protection Policy and Processes title</li> <li>• P9 - 3.5 - delete Guidelines and amend student Protection Policy and Processes title</li> <li>• P10 - 3.7 - delete last line referring to Cert II in a particular sport</li> <li>• P11 - 3.8 and point 4. - amend Child Protection Policy and Processes title</li> </ul>
21/11/2022		Correct "Work(ing) with Children (Risk Management and Screening) Regulation 2020"

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## 1. THIS STRATEGY

The St Ursula's College Child & Youth Risk Management Strategy has been developed in compliance with our obligations under the Working with Children (Risk Management & Screening) Act 2000 and the Working with Children (Risk Management & Screening) Regulation 2020 to promote and protect children and young people. This policy applies to the entire College community.

## 2. SCOPE

The purpose of this strategy is to create and promote a child-safe environment by implementing strategies to identify and minimise risk of harm to children and young people.

As our Mission Statement attests:

*The mission of St Ursula's College is to continue the mission of Jesus, living and proclaiming the Gospel values to all people, especially in our school community, with fidelity, joy and enthusiasm. Our mission demands that we create an environment where the Gospel values - both in daily living and in the learning situation - can be critically examined, clearly understood and responsibly acted upon. This demands serious and courageous involvement in the field of education and in the practice of justice in our efforts to transform the world.*

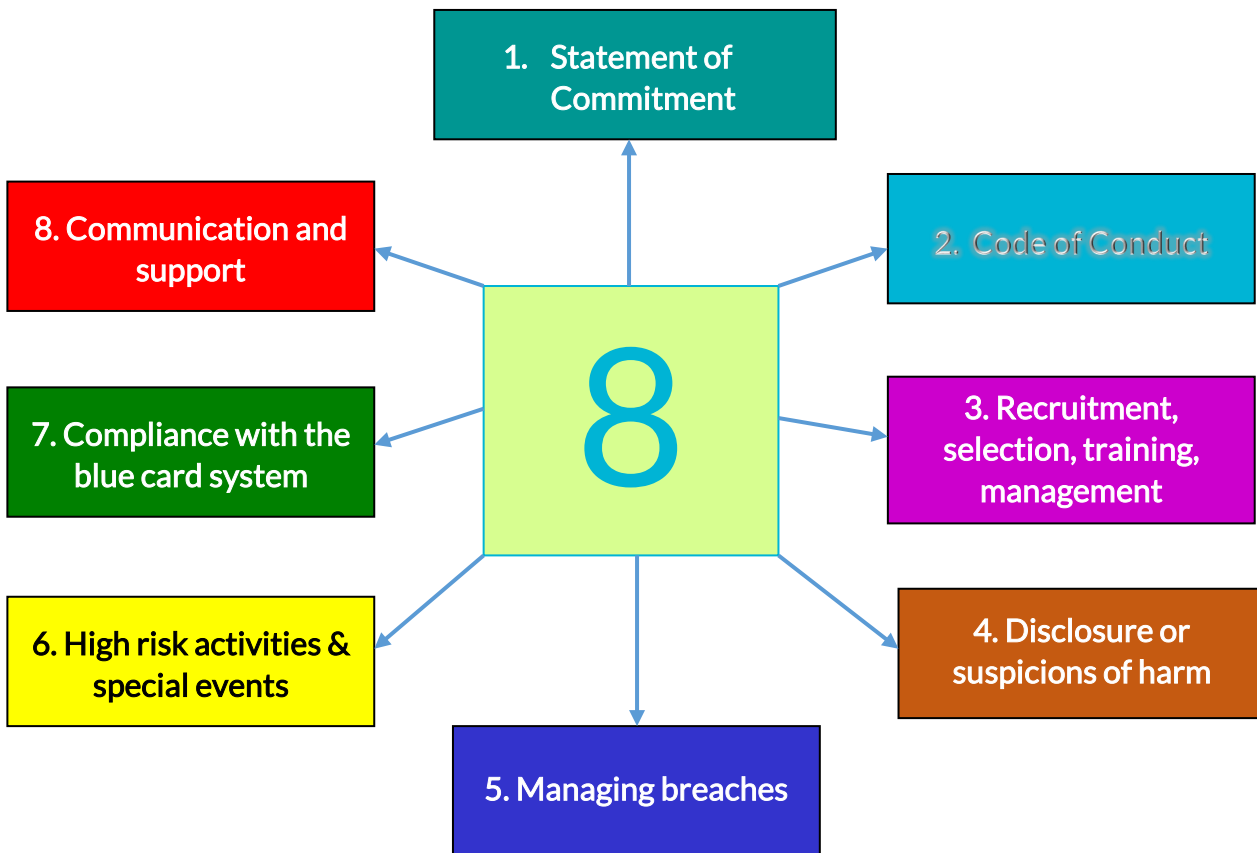
Our College Values, which are drawn from our Presentation charism and the life of Nano Nagle, underpin all we do:

- Faith
- Respect
- Excellence
- Compassion
- Hospitality
- Simplicity

## 3. EIGHT MINIMUM REQUIREMENTS OF THE STRATEGY

There are eight minimum requirements which the College must address as part of our Child & Youth Risk Management Strategy. The eight minimum requirements are shown in the diagram below:

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### 3.1 STATEMENT OF COMMITMENT

The College is committed to providing education and care to children and young people to assist them to develop into high achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.

The College is committed to ensuring the safety and wellbeing of our students and is dedicated to protecting them from harm.

At St Ursula's College we have zero tolerance for child abuse. The College is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations, and to maintain a safe and supportive environment for all children and young people.

We do this by developing and implementing policies and procedures which form part of our Child & Youth Risk Management Strategy. These processes are in place to protect the safety and wellbeing of young people in our care.

## 3.2 Codes of Conduct

The College operates on the philosophy of restorative justice that promotes understanding and acceptance and a commitment to restore relationships and build trust. The College has developed codes of conduct and standards of behaviour for employees, students, parents, caregivers, volunteers and other personnel in consultation with relevant parties. These codes outline the expected standards of behaviour for all members of the College community who interact with young people.

### Employee Code of Conduct

The Employee Code of Conduct applies to all employees engaged on a temporary, casual, fixed term or continuing basis at the College. The College commits to fostering the dignity, self-esteem and integrity of every person. To meet this commitment this Code of Conduct has been developed in consultation with relevant parties. The provision of a safe and supportive environment is essential to ensure that all employees and the children and young people entrusted to our care are affirmed in their dignity and worth as a person. The College believes that children and young people should develop skills in building positive relationships based on those modelled by our employees.

The College fully endorses the view that a large part of what children and young people learn comes from their observation of others. Hence, in the crucial area of learning how to develop positive interpersonal relationships and social skills, children and young people require suitable role models.

This Code of Conduct establishes the basis on which all employees can be such role models for children and young people. Employees must behave professionally in their interactions with students and observe appropriate boundaries, behaviour and contact with students.

In addition, the Code of Conduct covers the employees' duties in relation to risk management and duty of care obligations to students. It is expected that all St Ursula's College employees adhere to principles and practices of child protection as a fundamental responsibility.

### Community Code of Conduct

Our College Community Code of Conduct outlines the expected standards of behaviour for all stakeholders interacting with children and young people in our College environments and the consequences of failing to meet the College's expectations.

College environments include both physical and online environments, as well as those outside the College's grounds where College-related activities are occurring.

The College's Community Code of Conduct outlines the standard of behaviors which is required of volunteers (including parents) and other personnel in their activities in the College, including the need to think and act safely and treat students and staff with respect.

Other personnel include: music instructors, art instructors and sports coaches and trainers who use College property and facilities to provide certified/qualified services or instruction to students, but who are not St Ursula's College employees.

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The College takes the following actions to ensure that the Community Code of Conduct is implemented within the College community:

- all volunteers and other personnel are given a copy of the Community Code of Conduct and are required to comply with it to continue their voluntary engagement at the College
- volunteers (who are not parents) and other personnel have completed Student Protection Training
- all volunteers and other personnel must be captured on the Volunteer and Other Personnel Register.

This Community Code applies to:

- Volunteers
- Parents and caregivers
- Third party contractors and external education providers
- Visitors

### **Board of Directors' Code of Conduct**

The purpose of the Board Directors' Code of Conduct is to provide clear direction for directors to follow when performing their duties. Each Director acknowledges that his/her position on the Board of St Ursula's College involves important legal and ethical responsibilities and a commitment to upholding the values of our College, demonstrates a professional corporate citizenship, in both individual conduct and in corporate actions.

The Board and Committee part of the Code of Conduct sets out the religious ethos underpinning decisions of the Board and Committees. The code also confirms that the Board has an overriding responsibility to act honestly, conscientiously and fairly, in accordance with the law and in the interests of employees, the students of St Ursula's College and members of the broader College Community. The Directors' and Board/Committee Code of Conduct is published on the Board portal.

### **Student Code of Conduct**

The Student Code of Conduct sets out a fair and consistent standard of behaviour for all students at the College. It covers self-respect, respect for others, respect for the environment and personal responsibility. The Student Behaviour Policy has been prepared in consultation with all groups in the College Community and has been implemented for a whole College approach to support student behaviour in the College environment. The Student Behaviour Expectations is printed in our annual Student Planner and forms part of the Staff Handbook.

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## Student Behaviour Management

Student Behaviour Management within the context of our Mission Statement emphasises Gospel values such as truth, freedom, acceptance and reconciliation. Behaviour management procedures are designed to encourage all members of our community to work to achieve their full potential. Behaviour management includes the foundation principles (rights and responsibilities) for students, parents/guardians and teachers. The Student Behaviour Expectations is printed in the Student Planner and in the Staff Handbook.

### 3.3 RECRUITMENT, SELECTION, TRAINING & MANAGEMENT

#### Recruitment and Selection

The College aims to recruit people who are appropriately qualified, eligible and suitable for working with young people. All policies are in place at the College and must be adhered to by all staff involved in the recruitment process.

The College also encourages staff to attend professional learning courses. Many of the courses offered to employees relate to the safety and wellbeing of students. For example, courses are offered from time to time on bullying, behaviour management of students, cyber security for young people and students at risk of harm.

Where there is a complaint or allegation in relation to an employee of inappropriate behaviour, unsatisfactory performance or misconduct, the Principal will take all appropriate management action, which may include requiring employees to undertake additional training, mentoring employees, suspending an employee or dismissal. All employees are provided with access to an Employee Assistance Program to give free and confidential counselling to employees.

#### Student Wellbeing

At the College, we believe that education is most effective when it happens in an environment built on love, respect and acceptance. At the heart of the College support network is a pastoral care structure that encourages interaction between staff and students, ensuring our students experience a sense of purpose and belonging.

The College has developed policies, processes and resources to support the pastoral care and wellbeing of students. These policies and processes include, but are not limited to:

- Bullying Prevention & Intervention Policy
- Child Protection Policy & Processes
- Student Behaviour Policy
- Behaviour Management Strategies Policy (for the Use of Illegal and Unsanctioned Substances)
- Restorative Practices for Pastoral Care
- ICT Policy
- Evacuation & Lockdown Procedures
- Student Planner

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The College has a Student Wellbeing team which supports the care and wellbeing of students. The College also employs Counsellors to Working with students and provide pastoral care, personal safety strategies, support for marginalised students and support for students who may be at risk of being harmed.

### 3.4 DISCLOSURE OR SUSPICIONS OF HARM

Harm is defined as 'any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing.' (Section 9 of the Child Protection Act 1999). Disclosure of harm is when someone, including a child, discloses that harm has happened, is happening or is likely to happen to a child.

Under the Education (Accreditation of Non-State Schools) Regulation 2017 (Section 16(3)), the College has at least four nominated staff members to whom a student can report behaviour of another staff member that the student considers inappropriate. The names of these Student Protection Contacts are made known to staff, students and parents.

The College has processes to enable staff to report concerns about student wellbeing, including allegations or suspicions of sexual abuse or likely sexual abuse of a student, harm or risk of harm to a student and inappropriate behaviour of a staff member towards a student. These processes are detailed in our Child Protection Policy and Processes.

Our Child Protection Policy and Processes have been developed in accordance with the requirements of the Child Protection Act 1999, Education (Accreditation of Non-State Schools) Act and Regulation 2017, the Education (General Provisions) Act 2006, Education (General Provisions) Regulation 2017, the Working with Children (Risk Management and Screening) Act 2000 and Working with Children (Risk Management and Screening) Regulation 2020, the Child Protection Act 1999 and the Education (Queensland College of Teachers) Act 2005.

The Child Protection Policy and Processes are readily available for employees, parents and students on the College website.

The College has also developed a Complaints Handling Policy to enable staff, parents or students to make a complaint. Parents or students may make a complaint by contacting the staff member concerned, any member of the leadership team or the Principal via phone, e-mail or face to face. The Principal will handle any complaints that are not resolved in the first instance in accordance with the Complaints Handling Policy and/or the Child Protection Policy and Processes.

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## 3.5 MANAGING BREACHES

The College takes any breach of the Child and Youth Risk Management Strategy seriously. A breach is any action or inaction by any member of the College community, including children and young people, that fails to comply with any part of the strategy.

Breaches may be dealt with as follows:

- If the alleged breach relates to the actions of an employee, this will be managed, as appropriate, in accordance with the Employee Code of Conduct and Managing Staff Under Performance Policy
- If the alleged breach relates to a report of inappropriate behaviour of a staff member to a student, this will be managed in accordance with the process set out in the 'Student Protection Policy and Processes

## 3.6 RISK ACTIVITIES & SPECIAL EVENTS

The Principal is responsible to approving all activities which are considered high risk. These may include:

- Camps
- Excursions
- Immersions
- Tours

Prior to any such activity taking place a Risk Assessment must be undertaken by a member of the leadership team. Each risk assessment includes:

- Name of person undertaking the assessment
- Name and date of event
- Each key risk category identified
- A description of what could go wrong
- Any contributing factors detailing what could contribute to something going wrong
- Management and controls to be put in place to reduce the identified risks
- Risk Assessment Action Plan detailing actions to be taken

### **Other strategies to minimise risk of harm to students**

The College has implemented other strategies to manage risk of harm to students. These include:

- Supervision – Teachers must manage the supervision of students appropriately to ensure that there is adequate and appropriate supervision of students as detailed in the Code of Conduct.
- Critical Incidents - Employees are briefed to appropriately handle emergency situations and critical incidents.
- Fire Evacuation and Lockdown -All employees, students and volunteers are made aware of fireevacuation and lockdown procedures at the College.
- Visitors to the College -procedures in place for the management of visitors and other

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outsiders, including relevant signage and directions and procedures for signing in and out of the College. Proof of Blue Card is required at sign in if visitors are working with children.

- Media/Communications strategies - the College must obtain the permission of parents/guardians for the use of student photographs and names in any materials issued to the public in printed or electronic form. Identifying information of students is not used in promotional material without consent of the parents/guardians and the students concerned. Specific informed consent is obtained for any publication of names and photos in media outside the consent already given to the College. This includes persons not enrolled at the College who are featured in items promoted by the College unless revoked or amended.
- Computer/Internet - All employees and students are required to abide by the Information Technologies Use Guidelines (students) and the Information and Communications and Technologies Policy (employees).
- Guidance Counselling Service – Guidance Counsellors are employed by the College to offer support and guidance to all students.
- the actual process used to manage any incidents
- the effectiveness of policies and procedures in preventing or minimising harm to children and young people
- the content and frequency of training in relation to Child and Youth Risk Management Strategies.
- Following the review, employees, parents and volunteers will be advised of any changes to policies and procedures as a result of the review and where appropriate, training will be provided.

### 3.7 COMPLIANCE WITH THE BLUE CARD SYSTEM

The Blue Card system aims to create safe and supportive service environments where students can receive services and participate in activities essential to their development wellbeing.

The College insists that all volunteers, helpers, staff, family, friends who give their time to help students in the College, must have a current Blue Card and be appropriately qualified in the area where they are using their services eg to coach a sport team, you must have a Blue Card.

### 3.8 COMMUNICATION & SUPPORT

The Child and Youth Risk Management Strategy is uploaded on the College website together with the Child Protection Policy and Processes.

The Principal implements and communicates St Ursula's Child and Youth Risk Management Strategy to parents, employees, volunteers and other personnel by:

- Placing the Child and Youth Risk Management Strategy on the College website
- Providing training to the employees and volunteers on Child Protection Policies and processes

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- Regularly communicating with the College community:
  - at College at functions
  - via the College newsletter
  - through notices on Student Café
  - via e-mail to staff, students and parents

## 4. REFERENCE DOCUMENTS

- Working with Children (Risk Management & Screening) Act 2000 - [click here](#)
- Working with Children (Risk Management & Screening) Regulation 2020 - [click here](#)
- Child Protection Policy and Processes
- Community Code of Conduct
- Staff Code of Conduct
- Board of Directors' Code of Conduct
- Student Behaviour Policy
- Managing Staff – Under Performance Policy
- Bullying Prevention & Intervention Policy
- Behaviour Management Strategies Policy (for the Use of Illegal and Unsanctioned Substances)
- Restorative Practices for Pastoral Care
- ICT Policies
- Evacuation & Lockdown Procedures
- Photography/Video Consent Form

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