



CHILD RISK MANAGEMENT STRATEGY

1. PURPOSE

The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all students at Radiant Life College (RLC).

2. SCOPE

This strategy applies to students and employees (full-time, part-time, permanent, fixed term and casual), contractors, volunteers and people undertaking work experience or vocational placements.

3. PROCEDURE

RLC is committed to the safety and wellbeing of students enrolled at the College. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* (Qld), Radiant Life College is dedicated to eliminating and minimising risks to child safety via this Strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the College's care.

This Child Risk Management Strategy supports RLC's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the *Working with Children (Risk Management and Screening) Regulation 2011* (Qld).

In practice, RLC's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act ("the Act")* to ensure the safety and wellbeing of students means that it will implement the following measures:

3.1 Code of Conduct

Radiant Life supports the rights of the child and will act without hesitation to ensure a safe environment for children is maintained at all times. RLC expects its employees/volunteers to conduct themselves by:

- always behaving in ways that promote the safety, welfare and well-being of children and young people
- actively seeking to prevent harm to children and young people, and to support those who have been harmed
- avoiding 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/volunteers must exercise caution to ensure that the contact is appropriate and acceptable. They must always advise the student of what they intend doing and seek their consent
- conducting themselves in a manner consistent with their position as a positive role model to children and as a representative of RLC
- following the RLC procedure for the safety of children as outlined in the Child Protection procedure
- treating all children with respect and take notice of their reactions to your behaviour
- raising all concerns, issues, problems with your supervisor as soon as possible
- making sure all allegations or suspicions of abuse are recorded and acted upon

Employees/Volunteers must not:

- engage in rough physical games including horseplay
- hold, kiss, cuddle or touch children in an inappropriate and/or culturally insensitive way
- make sexually suggestive comments to a child, even as a joke
- do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes



- spend time inappropriately alone with a child
- take a child to your home or encourage meetings outside of the College
- 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
- have a romantic or sexual relationship with a student
- engage in sexual conduct of any nature with any student; (the age of the student and any consensual agreement are irrelevant)

This commitment fulfils the requirements of section 3(1)(b) of the Regulation.

3.2 Recruitment, Selection, Training and Management

- RLC is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. RLC ensures that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
 - Accurate position descriptions, including confirmation that the successful applicant is a registered teacher 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 children, and the experience and qualifications required by the successful applicant;
 - Advertising the position with a clear statement about the College's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including young people;
 - 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 College 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 children 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 College's policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children;
- Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - The College's policies and procedures
 - Identifying, assessing and minimising risks to children
 - Handling a disclosure or suspicion of harm to a child
 - Keeping a record of the training provided to employees
 - Exit interviews to assist the College to identify broader issues of concern that may impact on the safety and welling of children at the College

This commitment is evidence of RLC's fulfilment of the requirements of section 3(1)(c) of the Regulation.



3.3 Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the RLC Child Protection procedure 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

In accordance with the *Child Protection Act 1999*, if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to the College's Principal. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Principal is aware or reasonably suspects the harm has been caused and that the student needs protection, the Principal must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*). In assessing whether a student needs protection, the Principal will consider the "Significant Harm Test" and the "Parent Test" as detailed in the RLC Child Protection Procedure, as well as utilise the Department of Communities, Child Safety and Disability Services' Child Protection Guide resource.

The College Principal will provide a written report of the Action Taken to the staff member who made the report of harm.

Please refer to RLC Child Protection Procedure as well as to Independent Schools Queensland's Child Protection Decision Support Trees resources for information of the process for reporting all types of harm, including sexual abuse.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse form.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of RLC will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a child because of the conduct of a relevant teacher at the College. This fulfils the requirements of section 3(1)(d) of the Regulation.

3.4 Managing Breaches

RLC is committed to appropriately managing breaches of this strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Procedure, Employee Code of Conduct, Grievance (Staff) Policy and procedures. This strategy fulfils the requirements of section 3(1)(e) of the Regulation.

3.5 Implementing and Reviewing

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulations relating to implementation. The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state RLC's commitment to reviewing the strategy annually and fulfil the requirements of section 3(1)(f)(i) of the Regulation relating to review.

3.6 BlueCard

RLC's Blue Card Policy and Register fulfil the requirements of section 3(1)(f)(ii) of the Regulation.



3.7 High Risk Management Plans

RLC is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis. RLC utilise various risk management tools to assist it in this process and keep appropriate records of decisions made and actions taken in relation to risks to children. This commitment fulfils the requirements of section 3(1)(g) of the Regulation.

3.8 Strategies of Communication and Support

RLC's makes this strategy available to students, parents and employees via its website and W drive: Published Forms. It fulfils the requirements of section 3(1)(h)(i) of the Regulation.

RLC is committed to training employees in relation to risks to children and conducts training via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff. This fulfils the requirements of section 3(1)(h)(ii) of the Regulation.

3.9 Responsibilities

RLC is responsible for developing and implementing this strategy and related policies and procedures to ensure it fulfils its obligations. All employees at RLC are responsible for acting in compliance with the Child Risk Management Strategy and related policies and procedures.

3.10 Compliance and Monitoring

RLC is committed to the annual review of this Strategy. The College will also record, monitor and report to the College Board regarding any breaches of the Strategy. In addition, Radiant Life College is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

4. RELATED POLICIES & PROCEDURES

Child Protection Policy
Child Protection Procedure
Code of Conduct
Summary of Reporting Harm resource
Report of Suspected Harm or Sexual Abuse form
Child Protection Decision Support Tree for Principals resource
Child Protection Decision Support Tree for Teachers resource
Child Protection Decision Support Tree for Non-Teaching staff resource
Anti-Bullying policy
Sexual Harassment policy
Privacy Policy
Grievance (Staff) Policy Anti-Discrimination Policy
Blue Card Policy
Blue Card Register
Teachers Registration Register
Risk Management Policy



5. LEGISLATION & REFERENCES

Working with Children (Risk Management and Screening) Act 2000 (Qld)
Working with Children (Risk Management and Screening) Regulation 2011 (Qld)
Child Protection Act 1999 (Qld)
Child Protection Reform Amendment Act 2014
Education (General Provisions) Act 2006 (Qld)
Education (General Provisions) Regulation 2006 (Qld)
Education (Accreditation of Non-State Schools) Act 2001 (Qld)
Education (Accreditation of Non-State Schools) Regulation 2001(Qld)
Education (Queensland College of Teachers) Act, 2005 (Qld)
Education Services for Overseas Students (ESOS) Act 2000 (Cth)
Education (Overseas Students) Act 1996 (Qld)
Education and Care Services National Law (Queensland) Act 2011 (Qld)
Education and Care Services National Regulation 2011 (Qld)
Child and Youth Risk Management Strategy Toolkit

Status	Approved	Authorised by	College Board
Supersedes	V1.2	Reviewed	Annually