



<b>Policy Number</b>	5.07B.07		
<b>Policy Name</b>	CHILD RISK MANAGEMENT STRATEGY		
<b>Purpose</b>	The purpose of this policy is to provide written processes about – a) how the College will respond to harm, or allegations of harm, to team members under 18 years; and b) the appropriate conduct of the college’s staff and team members to comply with accreditation requirements.		
<b>Scope</b>	College team members 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 at AITC.		
<b>Strategic Area</b>			
<b>References</b>	Working with Children (Risk Management and Screening) Act 2000 (Qld) Working with Children (Risk Management and Screening) Regulations 2011 (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 and Care Services National Law (Queensland) Education and Care Services National Regulations Child and Youth Risk Management Strategy Toolkit		
<b>Status</b>	Approved	<b>Supersedes</b>	5.07.02
<b>Authorised by</b>	AITC Board	<b>Date of Authorisation</b>	5.12.2018
<b>Review Period</b>	Annually	<b>Next Review Date</b>	5.12.2019
<b>Policy Owner</b>	AITC Board		

## CHILD RISK MANAGEMENT STRATEGY

### Policy Statement and a Statement about Commitment

AITC 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.

### Implementation

In practice, AITC 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. This means that it will implement the measures outlined below.

### Code of Conduct

AITC’s Code of Conduct is evidence of fulfilment of the requirements of Regulation 3(1)(b) of the Working with Children (Risk Management and Screening) Regulations 2011 (Qld) (“the Regulations”).

Staff members at the AITC are expected to reflect the highest standards of care in their behaviour towards and relationships with team members.

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Employees of the AITC must not under any circumstances engage in physical or emotional abuse or engage in sexual contact of any nature with a team member of the College. It is irrelevant whether the conduct is consensual or non-consensual, or condoned by parents/guardians or caregivers. The age of the team member is also irrelevant.

Failure to behave in an appropriate manner may result in criminal proceedings and/or disciplinary action, including dismissal.

## Recruitment, Selection, Training and Management Procedures

AITC is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students.

### Appointing Staff

The AITC recognises that risk management for child protection begins with the recruiting, screening and selection of the right people to work in Colleges, and continues by having consistent procedures in place for all staff (including volunteers) and contractors to follow, with adequate management and supervision to ensure they comply with these procedures. The AITC therefore has a written policy on the selection, supervision and management of staff, volunteers and contractors.

### Selection

All positions at the AITC are subject to a job analysis before they are advertised. This analysis includes:

- i. summarising the duties to be performed in the job;
- ii. deciding how much supervision it involves;
- iii. deciding who the supervisor will be;
- iv. the equipment/work aids used to perform the duties of the job;
- v. outlining the physical environment of the work;
- vi. listing the physical skills or abilities needed to perform the work;
- vii. determining the AITC's requirements in relation to the job, e.g. criminal history check requirements, minimum educational level, first aid qualifications, bus or car licence;
- viii. listing special skills or qualifications required for the job;
- ix. indicating any special training that may be necessary after the employee enters the job

### Duty Statement

The job analysis is used by the AITC as the basis for developing a job description/duty statement which targets the skills and experience necessary for working with children and young people. Duty statements are developed for all positions in the College, including voluntary and contract positions.

The duty statement makes explicit the mandatory conditions for ongoing employment, including the Code of Conduct under which staff members, volunteers and contractors are expected to work, and is the basis for the selection criteria for the position. Questions at interview will be based on the criteria developed from the duty statement.

The selection process for a position identifies whether people applying have the particular skills, knowledge, abilities and, where relevant, qualifications required to do the job, as well as the personal qualities an employer is looking for.

Before the selection interview, the selection panel develops reasonable but probing questions that relate to an applicant's work history, background and attitudes and the identified selection criteria.

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Following the selection interview, and before appointment, the selection panel:

- undertakes a thorough verification from referees that the applicant has the right qualities for the position, including the ability to work effectively with children; and
- checks that the applicant is a registered teacher or has a blue card.

### Screening

It is the policy of the AITC that all members of staff, volunteers and contractors are cleared to work with children:

- all members of academic staff are registered or provisionally registered with the Queensland College of Teachers, or have received special dispensation from the QCT;
- all non-teaching members of staff and all volunteers and contractors (including Board members), who are required to hold a blue card, have a current card;
- where volunteer parents/guardians are working with children, it will always be in the presence of academic or non-teaching staff who are cleared to work with children.

### Induction, Training and Management

It is the policy of the AITC that induction, training and management procedures act to reduce the risk of harm to team members 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 team member 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 college's policies and procedures
  - identifying, assessing and minimising risks to students
  - handling a disclosure or suspicion of harm to a child
  - keeping a record of the training provided to employees
  - 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 AITC's fulfilment of the requirements of the Regulations S3(1)(c).

### Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the *AITC Child Protection Policy and Guidelines*, 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.

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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 Campus Principal 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 AITC's fulfilment of the requirements of the Regulations 3(1)(d).

### Managing Breaches of this Child Risk Management Strategy

AITC 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, Employee Code of Conduct, Complaints & Appeals Policy and Guidelines and relevant employment contracts and this is evidence of fulfilment of the requirements of the Regulations S3(1)(e).

### 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 the Regulations S3(1)(f)(i) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state AITC's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to review.

### Blue Card Policies and Procedures

AITC's Blue Card Policy and Register are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(ii).

### High Risk Management Plans

AITC is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. AITC will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of AITC's fulfilment of the requirements of the Regulations S3(1)(g).

### Strategies of Communication and Support

AITC's commitment to making this Child Risk Management Strategy available to students, parents and employees via:

- the AITC website
- to staff members generally, at least once each year
- to each new staff member, on induction
- by reference to it in the College newsletter
- by displaying on at least one notice board at the campus
- ensuring that a copy of the policy is always available from the AITC's administration on each campus

is evidence of fulfilment of the requirements of the Regulations S3(1)(h)(i).

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AITC 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 the Regulations S3(1)(h)(ii).

### Responsibilities

AITC 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 AITC are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

### Compliance and Monitoring

AITC is committed to the annual review of this Strategy. AITC will also record, monitor and report to the AITC Board, the Senior Executive Team and others as appropriate regarding any breaches of the Strategy.

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

### Related Documents

- Child Protection Policy
- Complaints Handling Policy
- Blue Card Register
- Risk Management Framework
- Child Protection Procedures
  - Principal Decision Tree
  - Teaching Staff Decision Tree
  - Non-teaching Staff Decision Tree
- ISQ Factsheet: Child Protection – Reporting by Legislation
- Complaints Handling Procedures
- Employee Code of Conduct
- Recruitment Policy
- Professional Learning Policy
- Performance Management System
- Blue Card Policy

## Appendix 1 - Summary

### Reporting Harm

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

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## Appendix 2 – Reporting Form

Private and Confidential

### Report of Suspected Harm or Sexual Abuse

Date:
School: <b>AUSTRALIAN INDUSTRY TRADE COLLEGE</b>
Campus:
School Phone:
School Email and/or Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	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 <input type="checkbox"/> No <input type="checkbox"/>		
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>		

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).
<p><b>Details of any harm and/or sexual abuse to the student</b> – 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.</p>
<p>Please indicate the identity of anyone else who may have information about the harm or abuse</p>
<p>Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/></p>

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

ACTION TAKEN		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect

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

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

**Staff should use the Online Child Protection Guide to determine if their concerns are reportable.**  
**(Note: Current contact details are provided at the end of the Child Protection Guide)**

<http://www.communities.qld.gov.au/childsafety/partners/our-government-partners/queensland-child-protection-guide/online-child-protection-guide>

### Useful Contacts

Campus	Qld College of Teachers	Local Police	Juvenile Aide Bureau
Robina	07 3377 4777	<ul style="list-style-type: none"> <li>Broadbeach 07 5581 2800</li> <li>Burleigh Heads 07 5535 1171</li> </ul>	<ul style="list-style-type: none"> <li>Nerang 07 55781311</li> <li>Southport 07 5571 4222</li> <li>Surfers Paradise 07 5570 7888</li> </ul>
Redlands	07 3377 4777	<ul style="list-style-type: none"> <li>Cleveland 07 3824 9333</li> </ul>	<ul style="list-style-type: none"> <li>Brisbane South Youth Justice Centre 07 3406 2801</li> </ul>
Sunshine Coast	07 3377 4777	<ul style="list-style-type: none"> <li>Maroochydore 07 5475 2444</li> <li>Sunshine Plaza Police Beat Shopfront 07 5459 8070</li> </ul>	<ul style="list-style-type: none"> <li>Sunshine Coast/North Coast Youth Justice Centre 07 5470 9460</li> </ul>