



# RIVERMOUNT COLLEGE

*Realising the Potential Within*

## 8.03.02 CHILD RISK MANAGEMENT STRATEGY

### PURPOSE OF THIS STRATEGY

The purpose of this strategy is to eliminate and minimise the risk to child 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.

### RESPONSIBILITY

Principal reporting to Board of Directors  
Chair of the Board

### LEGISLATION AND 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 and 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) Act and Regulation 2011 (Qld)*  
*Criminal Code Act 1899 (Qld)*  
*Child and Youth Risk Management Strategy Toolkit*

**Child Protection Policy 08.03.01**  
**Complaints Handling Policy 03.16.01**  
**Blue Card Policy 08.04.01 & Register**  
**Restricted Person Declaration Form**  
**Staff Handbook Procedures**  
**Staff Code of Conduct 3.07.01**

**Primary and Secondary School Behaviour Management Policy and Guidelines**  
**Employment Practices Policy 3.02.01**  
**Performance Management System**  
**Volunteer Policy 3.15.01**

<b>Area: 8.0 Legal and Compliance</b>	<b>Policy: 8.03.02 Child Risk Management Strategy</b>	<b>Current Version: D</b>	<b>Page 1 of 6</b>
<b>Reviewed by Compliance Officer: Feb 2023</b>	<b>Approved by Executive Committee: 22 Feb 2023</b>	<b>Original Release: Feb 2015</b>	<b>Next Review: 2024 (annual review cycle)</b>
		<b>Approved by Board of Directors: February 2023</b>	

## POLICY STATEMENT AND A STATEMENT OF COMMITMENT

Rivermount College 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<sup>1</sup>. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, Rivermount College is dedicated to eliminating and minimising risks to child safety through this strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the school's care.

## RESPONSIBILITIES

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

## IMPLEMENTATION

In practice, Rivermount College's commitment 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 - 8.

### 1. Interactions between staff and students – Code of Conduct

- a. Rivermount College's *Staff Code of Conduct* is evidence of fulfilment of the requirements of Schedule 1 s.2(2) of the *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)* sch 1 ("Schedule 1").
- b. Behaviour Management Policy / Guidelines - Supporting the Code of Conduct, the *Primary School Behaviour Management Policy* and the *Secondary School Behaviour Management Guidelines* address how staff will interact with students for behavioural issues.

### 2. Recruitment, Selection, Training and Management Procedures

Rivermount College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, Rivermount College will:

- a. Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:

<sup>1</sup> *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)* sch 1 s.2(1)

<b>Area: 8.0 Legal and Compliance</b>	<b>Policy:</b> 8.03.02 Child Risk Management Strategy	<b>Current Version: D</b>	<b>Page 2 of 6</b>
<b>Reviewed by Compliance Officer: Feb 2023</b>	<b>Approved by Executive Committee:</b> 22 Feb 2023	<b>Original Release:</b> Feb 2015	<b>Next Review: 2024</b> <i>(annual review cycle)</i>
<b>Approved by Board of Directors: February 2023</b>			

- 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 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, 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 College to further assess the suitability of the new employee and to act as a check on the selection process.
- b. 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 College’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 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 Rivermount Colleges fulfilment of the requirements of the Schedule 1 s.2(3).

<b>Area: 8.0 Legal and Compliance</b>	<b>Policy:</b> 8.03.02 Child Risk Management Strategy	<b>Current Version: D</b> <b>Original Release:</b> Feb 2015	<b>Page 3 of 6</b>
<b>Reviewed by Compliance Officer: Feb 2023</b>	<b>Approved by Executive Committee:</b> 22 Feb 2023	<b>Approved by Board of Directors: February 2023</b>	<b>Next Review: 2024</b> <i>(annual review cycle)</i>

### 3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Rivermount College *Child Protection Policy* as follows:

- a. All staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult;
- b. Teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse; and
- c. All staff who have received a report of inappropriate behaviour by another staff member.

**To report any type of harm, all staff members should complete the online form ‘Report a Student Safety Concern’, found on Teacher Kiosk (General Links/Online Forms).**

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of Rivermount College 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.

Any report made under this section or the College’s Child Protection Policy will fulfill the reporting obligations of all adults under the Criminal Code Act 1899.

This commitment is evidence of Rivermount College’s fulfilment of the requirements of the Schedule 1 s.2(4).

### 4. Managing Breaches of this Child Risk Management Strategy

Rivermount College 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 Handling Policy and Procedure* and *Enterprise Bargaining Agreement* and this is evidence of fulfilment of the requirements of the Schedule 1 s.2(5).

### 5. 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 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 Rivermount College’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to review.

<b>Area: 8.0 Legal and Compliance</b>	<b>Policy: 8.03.02 Child Risk Management Strategy</b>	<b>Current Version: D</b>	<b>Page 4 of 6</b>
<b>Reviewed by Compliance Officer: Feb 2023</b>	<b>Approved by Executive Committee: 22 Feb 2023</b>	<b>Original Release: Feb 2015</b>	<b>Next Review: 2024 (annual review cycle)</b>

## 6. Blue Card Policies and Procedures

Rivermount College 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, Rivermount College will:

- a. Require relevant prospective or current employees, volunteers, trainee students and board members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with Rivermount College's position descriptions and the Act prior to the commencement of their engagement.
- b. Not allow a person to continue to work with children if their blue card or exemption notice is cancelled or suspended or a negative notice is received after a change of police information.
- c. 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.
- d. Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- e. Link and unlink individuals as they commence and conclude their engagement with the College.
- f. Appoint a College contact person who will be responsible for managing the working with children screening process and all related documentation and records.
- g. Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- h. Ensure that all information in relation to working with children authority is kept confidential.
- i. Act to remind employees to keep their Blue Card or Exemption Notice up to date and apply for renewal prior to expiry.
- j. 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 Rivermount College's fulfilment of the requirements of Schedule 1 s.2(6)(b).

## 7. High Risk Management Plans

Rivermount College 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.

Rivermount College 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 Rivermount College's fulfilment of the requirements of the Schedule 1 s.2(7).

<b>Area: 8.0 Legal and Compliance</b>	<b>Policy: 8.03.02 Child Risk Management Strategy</b>	<b>Current Version: D</b>	<b>Page 5 of 6</b>
<b>Reviewed by Compliance Officer: Feb 2023</b>	<b>Approved by Executive Committee: 22 Feb 2023</b>	<b>Original Release: Feb 2015</b>	<b>Next Review: 2024 (annual review cycle)</b>
<b>Approved by Board of Directors: February 2023</b>			

## 8. Strategies of Communication and Support

Rivermount College's commitment to making this *Child Risk Management Strategy* available to students, parents and employees via the Staff Handbook and College portals is evidence of fulfilment of the requirements of the Schedule 1 s.2(8)(a).

Rivermount College is committed to training employees in relation to risks to children 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 Schedule 1 s.2(8)(b).

In instances where the Principal or any other relevant party makes a report under the Act, the Principal or other reporting party will also notify the Board of Directors.

## COMPLIANCE AND MONITORING

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

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

<b>Area: 8.0 Legal and Compliance</b>	<b>Policy: 8.03.02 Child Risk Management Strategy</b>	<b>Current Version: D</b>	<b>Page 6 of 6</b>
<b>Reviewed by Compliance Officer: Feb 2023</b>	<b>Approved by Executive Committee: 22 Feb 2023</b>	<b>Original Release: Feb 2015</b>	<b>Next Review: 2024 (annual review cycle)</b>