

## 1. Child Risk Management Strategy

**Purpose:** The purpose of this strategy is to minimise and eliminate risk to student safety to ensure the safety and wellbeing of all students. It also provides written processes to demonstrate IMPACT Community Academy complies with legislation regarding the care and protection of children.

**Scope:** Students, parents, guardians, carers 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.

**Authorised by:** ICA Board **Date of Authorisation:** 20240812

- 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 2017 \(Qld\)](#)
  - [Education \(Accreditation of Non-State Schools\) Regulation 2017 \(Qld\)](#)
  - [Education \(General Provisions\) Act 2006 \(Qld\)](#)
  - [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
  - [Education \(Queensland College of Teachers\) Act 2005 \(Qld\)](#)
  - [Criminal Code Act 1899 \(Qld\)](#)
  - Blue Card Services [Child and Youth Risk Management Strategy Toolkit](#)
  - [Restricted Person Declaration Form](#)

**Review Date:** Annually **Next Review Date:** 20250812

**Policy Owner:** IMPACT Community Academy – Board of Directors

## 2. Statement of Commitment

IMPACT Community Academy 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 practice, IMPACT Community Academy is committed to acting in accordance with the Working with Children (Risk Management and Screening) Act 2000 (Qld) (“the Act”) to promote the safety and wellbeing of students, meaning IMPACT Community Academy will implement the measures outlined in the points below.

## 3. Code of Conduct

At IMPACT Community Academy we expect our employees to conduct themselves to always behave in ways that promote the safety, welfare and well-being of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid 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 must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not 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.

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

- Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of IMPACT Community Academy fulfilment of the requirements of Schedule 1 s.2(2) Working with Children (Risk Management and Screening) Regulation 2020.

#### **4. Recruitment, Selection, Training and Management Procedures**

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

In particular, IMPACT Community Academy will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - 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 students, and the experience and qualifications required by the successful applicant.
  - Advertising the position with a clear statement about the school'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 school 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 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 school'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 school'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 IMPACT Community Academy's fulfilment of the requirements of Schedule 1 s.2(3) Working with Children (Risk Management and Screening) Regulation 2020.

## 5. Handling Disclosures or Suspicions of Harm or Abuse

Any of the types of concerns or reports below **must** be reported and managed under the IMPACT Community Academy **ICA-POL004 Child Protection Policy**, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult or student-to-student act.
- teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse.
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use IMPACT Community Academy's **Child Protection Reporting Form**.

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

Any report made under this section, or the IMPACT Community Academy Child Protection Policy will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899*.

This commitment is evidence of IMPACT Community Academy fulfilment of the requirements of Schedule 1 s.2(4) Working with Children (Risk Management and Screening) Regulation 2020.

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

IMPACT Community Academy 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 **ICA-POL004 Child Protection Policy**, **ICA004 Employee Code of Conduct**, **ICA-POL002 Complaints Handling Policy** and **ICA002 Complaints Handling Procedure**.

This is evidence of fulfilment of the requirements of Schedule 1 s.2(5) Working with Children (Risk Management and Screening) Regulation 2020.

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### 6.1. Implementing and Reviewing the Child Risk Management Strategy

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This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) Working with Children (Risk Management and Screening) Regulation 2020 relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state IMPACT Community Academy's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

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### 6.2. Blue Card Policies and Procedures

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IMPACT Community Academy 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, IMPACT Community Academy will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to have working with children authority and check the validity and appropriateness of any currently held notices, in accordance with IMPACT Community Academy's position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information.
- 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.

- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the school.
- Appoint a school contact person who will be responsible for managing the working with child screening process and all related documentation and records.
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- Ensure that all information in relation to working with children authority is kept confidential.
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- 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 IMPACT Community Academy's fulfilment of the requirements of Schedule 1 s.2(6)(b) Working with Children (Risk Management and Screening) Regulation 2020.

## 7. High Risk Management Plans

IMPACT Community Academy 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. IMPACT Community Academy 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 IMPACT Community Academy's fulfilment of the requirements of Schedule 1 s.2(7) Working with Children (Risk Management and Screening) Regulation 2020.

## 8. Strategies of Communication and Support

IMPACT Community Academy's commitment to making this Child Risk Management Strategy available to students, parents and employees via its website, is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a) Working with Children (Risk Management and Screening) Regulation 2020.

IMPACT Community Academy is committed to training employees in relation to risks to students and will conduct this training regularly via induction training, informal updates at staff meetings and regular discussions between the principal and staff, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

## 9. Responsibilities

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

## 10. Compliance and Monitoring

IMPACT Community Academy is committed to the annual review of this Strategy. IMPACT Community Academy will also record, monitor and report to the Board regarding any breaches of this Strategy.

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

## 11. Related Documents

- [\*ICA-POL002 Complaints Handling Policy\*](#)
- [\*ICA-POL004 Child Protection Policy\*](#)
- [\*ICA-POL005 Work Health and Safety Policy\*](#)
- [\*ICA-POL006 Risk Management Policy\*](#)

- [ICA-POL009 Disability Discrimination Policy](#)
- [ICA002 Complaints Handling Procedure](#)
- [ICA003 Student Code of Conduct](#)
- [ICA004 Employee Code of Conduct](#)
- [Child Protection Reporting Form](#)

## 12. Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Children, Youth Justice and Multicultural Affairs [Child Protection Guide](#) resource
- [Blue Card Services resources](#)

## 13. Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal or a director of the governing body, through to police immediately	EGPA sections 366 and 366A
Principal	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Director of the governing body, through to police immediately	EGPA sections 366 and 366A
Teachers or Nurses	Sexual and physical	Significant harm; & Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm, & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Employing authority (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; & When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm & Parent may not be willing and able	Child Safety	CPA section 13A
Any adult including an 18-year-old student	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

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