



**PADUA**  
COLLEGE

# CHILD AND YOUTH RISK MANAGEMENT STRATEGY



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# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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THE STRATEGY .....	2
PURPOSE.....	2
SCOPE .....	2
EIGHT MINIMUM REQUIREMENTS OF THE STRATEGY.....	2
1. Statement of Commitment .....	3
2. Code of Conduct .....	4
a) Employee Code of Conduct .....	4
b) Student Support Framework & Behaviour Management Policy .....	4
c) Governance and the Board of Directors' Code of Conduct.....	5
d) Volunteers and Other Personnel Code of Conduct.....	5
3. Recruitment, Selection, Training and Management .....	6
a) Recruitment and Selection .....	6
b) Training and Management of Employees.....	7
c) Wellbeing and Management of Students.....	8
4. Disclosure or Suspicions of Harm .....	8
5. Managing Breaches .....	10
6. High Risk Activities and Special Events.....	10
a) Risk Management Framework.....	10
b) Risk Management for High Risk Activities .....	11
c) Other strategies to minimize risk of harm to students .....	12
7. Working with Children Compliance (Blue Card system).....	14
a) Working with Children Clearance Procedures (Blue Card/Exception Card).....	14
b) Procedures for reviewing the Child and Youth Risk Management Strategy .....	15
8. Communication and Support .....	16
ACCOUNTABILITY.....	17
ASSOCIATED DOCUMENTS .....	17
LEGISLATIVE REFERENCES.....	17
REVIEW AND APPROVAL.....	17



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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## THE STRATEGY

The Padua College Child and Youth Risk Management Strategy has been developed in accordance with our obligations under the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2020, to promote and protect children and young people.

## PURPOSE

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

As our Mission Statement attests, 'Padua College follows the mission to provide a Franciscan education that develops young men of wisdom, service and quiet strength'. We inspire and educate young men to live in the spirit of the Gospel following in the footsteps of St Francis.

This is reflected in the St Francis' quote...

***'Where there is love and wisdom there is neither fear nor ignorance'.***

We draw on the following values from the Gospel and our Franciscan ethos to guide and inform our practices: Joy, Courtesy, Humility, Simplicity and Peace.

## SCOPE

The Child and Youth Risk Management Strategy applies to students and staff, including full-time, part-time, permanent, fixed-term and casual staff, as well as contractors, volunteers and people undertaking work experience or vocational placements.

## EIGHT MINIMUM REQUIREMENTS OF THE STRATEGY

There are eight (8) minimum requirements which the College must address as part of our Child and Youth Risk Management Strategy. These requirements are:

1. Statement of Commitment
2. Code of Conduct
3. Recruitment, Selection, Training and Management
4. Disclosure or Suspicions of Harm
5. Managing Breaches
6. High Risk Activities and Special Events
7. Working with Children Compliance (Blue Card System)
8. Communication and Support

These requirements are also reflected in the diagram on the following page and will form the structure of this policy.



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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## 1. Statement of Commitment

Padua College respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that every person is made in the image of God and children and young people are entrusted to us by the love of God.

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

At Padua College we have zero tolerance for child abuse. Our child protection responsibilities are of the utmost importance for the College and, as such, the College is committed to providing the necessary resources to ensure compliance with all relevant child protection laws, regulations, and standards, and to maintain a safe and supportive environment for all children and young people.

Padua College demonstrates commitment to the safety and wellbeing of children and young people by:

- Implementing strategies that promote child safety and wellbeing through the leadership, governance, and culture of the College.



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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- Listening to the views of students and keeping students informed about decisions that affect their safety and wellbeing.
- Involving families, carers and relevant communities in decision making processes that support the development of a child safe culture and environment.
- Promoting equity and respecting the cultural diversity of families and reflecting this in our policies and practices.
- Maintaining robust selection, recruitment and training practices for directors, staff, contractors, and volunteers and supporting all personnel to uphold child safety and wellbeing values.
- Responding swiftly and sensitively to any child safety concerns and applying clear procedures for managing and reporting child safety concerns.
- Investing in regular training and education so that staff can recognize the nature and indicators of child abuse and other harm and how to build safe environments for young people.
- Promoting policies and procedures that help to mitigate risks to young people in online environments and supporting teachers and parents/carers by sharing helpful advice and resources about e-safety.
- Supporting and promoting the National Child Safe Principals by regularly reviewing our practices to ensure that the safety and wellbeing of children and young people is at the forefront of our decisions.
- Implementing policies and procedures that support child safety.

## 2. Code of Conduct

Padua 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, volunteers (including parents) 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.

### **a) Employee Code of Conduct**

The Padua College Employee Code of Conduct sets out the standard of behaviour required of all employees. All employees must comply with the Code of Conduct. It forms part of the contract of employment for all persons employed by the College, including on a temporary, casual, fixed term or continuing basis.

The Code of Conduct states that employees must always 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.

The Code of Conduct is uploaded on Padua College's Staff Portal. The Rector at Padua College undertakes Code of Conduct training for school employees at the time of induction for all new staff, for pre-service Teachers and annually for all other staff.

### **b) Student Support Framework & Behaviour Management Policy**

Padua College has developed a Student Support Framework in consultation with all groups in the school community and in accordance with Padua College's Student Behaviour Management



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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Policy. The Student Support Framework has been implemented for a whole school approach to support student behaviour in the school environment.

The Student Support Framework reflects the shared values and expectations of the school to student behaviour support and encourages a supportive Franciscan school environment. This Framework is readily accessible to students and parents via MyPadua and the website.

The College uses PC School Student Support System to record and monitor the behaviour of students and proactively support students' behaviour through data-informed decision making. Staff are required to use the PC School Student Support System to document behaviour concerns including but not limited to bullying/harassment incidents, alcohol and other drug related incidents, weapons incidents, and all suspensions (both internal and external) for a period of one day or more. The system is also used to record consequences for behaviour infringements including, part-time suspensions, internal and external suspensions.

### **c) Governance and the Board of Directors' Code of Conduct**

Padua College is wholly owned by the Franciscan Order (Province of the Holy Spirit) and was incorporated in 1996. The College is governed by the Board of Directors of Padua College Limited. As such, it is an independent school, responsible for its own direction and performance.

The Board was formed as part of the process to transition the management and governance of the school to a formal legal entity. The Board is made up of eleven (11) members of the Padua community, including parents of current and past students, and up to two (2) members of the Franciscan Order. The Board meets monthly, and all members volunteer their time, professional expertise and effort.

The purpose of the 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 Padua College involves important legal and ethical responsibilities and a commitment to upholding the values of good corporate citizenship, in both individual conduct and in corporate actions.

The Board and Committee Guidelines set out the religious ethos underpinning decisions of the Board and Committees. The Guidelines also confirm 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 Padua College and members of the broader College community. The Directors Code of Conduct and the Board and Committee Guidelines are published on the Board portal.

### **d) Volunteers and Other Personnel Code of Conduct**

Padua's Volunteer and Other Personnel Code of Conduct outlines the standard behaviour 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 who use College property and facilities to provide services or instruction to students, but who are not College employees.

Padua College takes the following actions to ensure that the Volunteer Code of Conduct is implemented in the College community:

- All volunteers and other personnel are given a copy of the 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 In Safe Hands Training.
- All volunteers and other personnel must complete an acknowledgement confirming they are legally and morally suitable to work with children and are captured on the Volunteer and Other Personnel Register.

### 3. Recruitment, Selection, Training and Management

Padua College adheres to policies and procedures in relation to employment which are contained in the Working with Children (Risk Management and Screening) Act 2000, Working with Children (Risk Management and Screening) Regulation 2020, Education (Accreditation of Non-State Schools) Act and Regulation 2017, and the Education (Queensland College of Teachers) Act 2005 when engaging employees.

#### a) *Recruitment and Selection*

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

- Guidelines for the Selection, Appointment and Cessation of Directors
- Leadership Framework Policy and Procedures
- Accreditation to Teach and to Teach Religion at Padua College
- Recruitment and Selection Policy

The processes adopted when employing staff at Padua College include child safe recruitment practices which are embedded in all stages of recruitment cycle including:

- 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 working with children authority (working with children clearance or working with children exemption) 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 College's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or working with children 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.



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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- 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.

All volunteers, non-teaching and pre-service Teachers who work with students and who require a working with children authority under the Working with Children (Risk Management and Screening) Act 2000, are required to obtain a working with children clearance or exemption and keep it current. The College operates on a no card, no start basis.

All teachers are required to produce evidence of current teacher registration with the Queensland College of Teachers (QCT) before they commence work at Padua College. The College monitors the QCT registration annually.

### **b) Training and Management of Employees**

The College ensures 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 coaching, mediation, additional training, and external support and counselling services.
- An induction program which 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.
- 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 wellbeing of students at the College.

All staff must complete mandatory online and/or in person training in Child Safeguarding (including Student Protection Processes) every year. Child Safeguarding training covers our responsibilities in relation to reporting by staff of suspicions or allegations of sexual abuse/likely sexual abuse of students, harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect and inappropriate behaviour of staff to students. This training provides staff with skills to effectively respond to and report suspicions or allegations, as required by law. New employees must complete this training within four (4) weeks of commencing work at the College.

The College actively promotes the capacity of employees to contribute to the mission of our organization through ongoing professional development and professional learning. The College has a Professional Learning Team (PLTs) dedicated program. The PLTs are collaborative groups of staff from varying faculties who work together to improve their instructional practices to benefit both student learning and wellbeing outcomes. These teams engage in fortnightly meetings to share ideas, look at evidence informed contemporary educational ideas and collaborate on instructional strategies. By working in partnership, PLTs support teachers develop professionally and create a supportive learning environment for both teachers and students.





The College also encourages staff to attend other 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 Rector will take all appropriate management action, which may include requiring employees to undertake additional training, mentoring employees, suspending an employee or dismissal. This commitment is evidence of fulfilment of the requirements of Schedule 1 s.2(3).

### **c) Wellbeing and Management of Students**

At Padua 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.

Pastoral care is the support given to students for their development as a person. It relates to the total care of students and involves tending to both the academic and non-academic needs of students, including their spiritual, emotional, and social wellbeing.

Padua College is committed to providing a safe, supportive, and social environment where students feel nurtured as they learn. The College has a Pastoral Care team which supports the care and wellbeing of students. The College also employs Guidance Counsellors to work with students and provide pastoral care, personal safety strategies, support for marginalized students and support for students who may be at risk of being harmed.

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

- Student Protection Policy, Procedures and Guidelines
- Student Diversity and Inclusion Policy
- Anti-Bullying Policy
- Preventing and Responding to Student Bullying
- Code of Behaviour and Behaviour Management Policy
- Acceptable Use of Internet and Network Guidelines
- Evacuation and Lockdown Procedures

## **4. Disclosure or Suspicions of Harm**

Any of the types of concerns or reports below should be reported and managed under the Padua College Student Protection Policy, Processes and Guidelines, as follows:

- All staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult.
- Harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect.
- All staff who have received a report of inappropriate behaviour by another staff member.



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

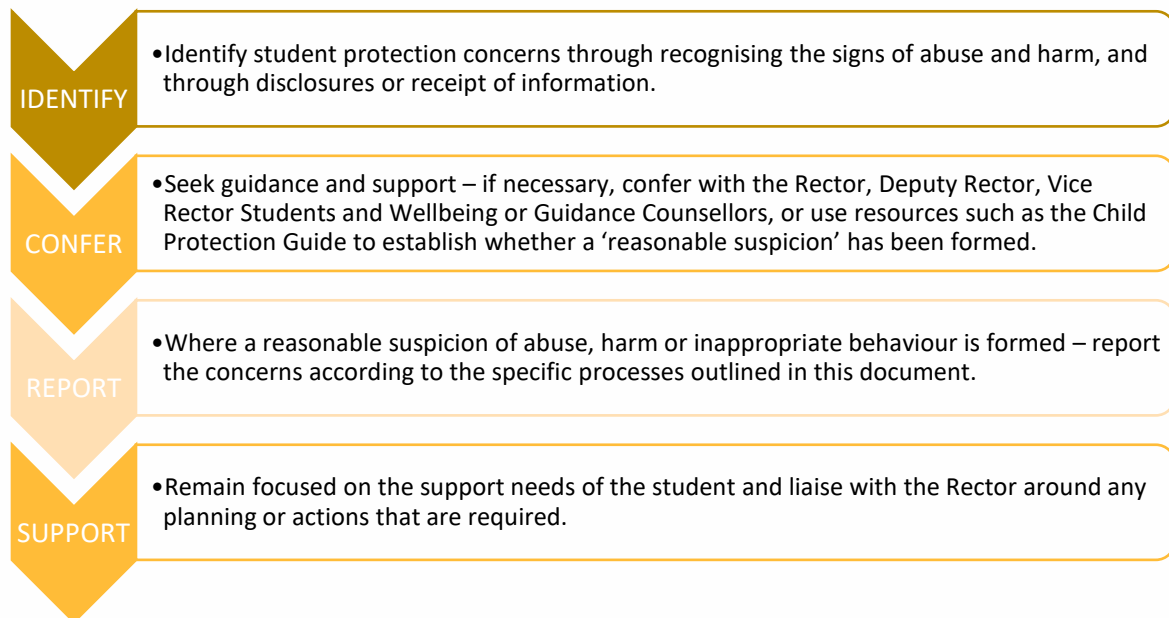
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To report any type of harm, all staff members should use the Student Protection Reporting Form or Inappropriate Behaviour Reporting Form available on MyPadua.

### ***Student Protection Policy, Processes and Guidelines***

The processes detailed in our 'Student Protection Policy, Processes and Guidelines' were developed by the Queensland Catholic Education Commission (QCEC), in consultation with Catholic School Authorities, to meet legislative and procedural processes for responding to, and reporting, abuse, harm, likely harm and behaviour of a staff member that a student considers inappropriate.

The policy sets out a summary of the actions that must be taken if a staff member has concerns or suspicions, or makes allegations about abuse of, or harm to, a student or if there is a report of behaviour by a staff member that a student considers is inappropriate. In general terms the process for responding to and reporting student protection concerns is as follows:



Padua 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 or inappropriate behaviour of a staff member towards a student. These processes are detailed in our Student Protection Policy, Processes and Guidelines which is published on MyPadua and the College website.

Under the Education (Accreditation of Non-State Schools) Regulation 2017 (Section 16(3)), Padua College exceeds the minimum requirement of two (2) 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 published on MyPadua, the College website, shared Mount Alvernia and Padua College classrooms, and displayed in high traffic areas. These contacts made known to staff, students, and parents.

In accordance with section 76 of the Education (Queensland College of Teachers) Act 2005, the Rector 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 College.

Any report made under this section, or the Padua College Student Protection Policy will fulfill the reporting obligations of all adults under the Criminal Code Act 1899.



### 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 will be handled in accordance with our Child Safety Breach Management Plan. In addition, 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, Managing Unsatisfactory Employee Performance and Enterprise Bargaining Agreement.
- 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, Processes and Guidelines'.
- If the alleged breach includes any action or inaction by a Board director, staff member, Volunteer, Third Party Contractor, External Education Provider, parent/carer, visitor, or student that fails to comply with any part of the College's child protection framework, this will be managed in accordance with the process set out in the 'Student Protection Policy, Processes and Guidelines'.
- If the breach relates to a complaint made via the Complaints Handling Policy, that complaint will be dealt with in accordance with the procedure for handling complaints.
- If the breach relates to the actions of a volunteer, this will be dealt with in accordance with the Volunteer and Other Personnel Code of Conduct and the procedures set out in the 'Student Protection Policy, Processes and Guidelines'.

This is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

### 6. High Risk Activities and Special Events

#### a) *Risk Management Framework*

Padua College is committed to providing a safe and just environment for students, staff and the wider community. The College has developed a risk management policy to ensure that:

- The safety of employees, students and the wider community is given the highest priority in their interaction with the College.
- The heritage and mission of the College as a Franciscan school that educates in the Presentation tradition, is preserved, and enhanced.
- The College conforms to all legal and regulatory requirements.
- Employment policies and practices are established and followed so that staff experience a just workplace.
- The reputation of the College is enhanced through its educational opportunities and service delivery, marketing, or fund-raising activities.
- The internal financial controls adequately protect the assets of the College.
- Buildings, facilities, equipment, materials, copyright, and trademarks are cared for in such a way that characterises responsible stewardship.

The College has also developed a risk management framework to improve risk management throughout the College. Included in the Framework is the Risk Management Process which is



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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adapted from the Standards Australia AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines.

Through monitoring all levels of the College's risk management plans, the Board oversees the College's commitment to safety and good work practices for its staff, students and the wider community.

### **b) Risk Management for High Risk Activities**

Our Child Safety Risk Management policy outlines how the College implements risk mitigation strategies to ensure a proactive approach to our duty of care to protect students from harm.

Padua College is committed to identifying, assessing, eliminating, minimising and monitoring of risks to ensure the safety of students on an ongoing basis. The 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. These may include:

- **Camps**
- **Excursions**
- **Tours/Immersion - Domestic and International**
- **Saturday AIC Co-curricular Activities**
- **Franciscan Colleges Instrumental Music Program (FCIP)** - The FCIP is a co-curricular ensemble-based program and forms an integral part of the cultural and academic life of Padua College. FCIP provides tuition on the complete range of band and orchestral instruments for the students of Padua College, Mt Alvernia College (our sister school) and St Anthony's Primary School.

The FCIP program has its own FCIP Risk Management committee. The three Principals (St Anthony's Principal, Mount Alvernia Principal and Padua College Rector) sit on this committee. FCIP also has a delegated subcommittee that manages risk and student protection. The three schools are responsible for the oversight of the program. Risk Management Assessments and Risk Management Plans are conducted for each area of the FCIP program. FCIP maintains a current Risk Register that is regularly reviewed.

Prior to any such activity taking place at the College, a Risk Assessment must be undertaken by the activity coordinator. This must then be reviewed and approved by the Vice Rector – Student Well-being for all camps, the Vice Rector - Operations and Community for all Excursions, and the Rector for all Tours/Immersion. Each risk assessment includes:

- Name of person undertaking the assessment.
- Name and date of event.
- The nature of the activity and the objectives in conducting it.
- Each key risk category identified.
- A description of what could go wrong.
- Identifying any factors 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.

The following issues may also be considered (if applicable) when undertaking a Risk Assessment:



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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- Transportation.
- Toileting/change room procedures.
- Ensuring appropriate supervision of students and ratios of adults to students.
- A media consent process in relation to photographs.
- Managing medications and allergies.
- Emergency/lockdown procedures.
- Relevant consent forms including emergency contact details.
- Procedures or processes applying to visitors.
- Any risks presented by the physical environment or activity.
- Accommodation and supervision requirements.

This commitment is evidence of Padua College's fulfilment of the requirements of Schedule 1 s.2(7).

### c) **Other strategies to minimize risk of harm to students**

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

- **Supervision**

The College manages the supervision of students appropriately to ensure that there are adequate numbers of staff actively engaged in the monitoring of students. This includes maintain appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

Supervision of students is based on a grid map of the College which identifies specific areas for staff supervision of students. At least one (1) member of staff is allocated to each grid area before, during meal break times, and after school. A minimum of two (2) staff members must accompany students on day excursions, and a least one (1) of those staff members must be First Aid qualified.

- **Drop off and Collection of Children**

Drop off and pick up is generally located outside the school grounds on Turner Road which is the main entrance to the College. This area is supervised by staff members *between 8am-8:25am and 3pm-3:30pm*, including a dedicated crossing guard who manages the movement of motor vehicles and pedestrian traffic before and after school.

If a child is not collected, the staff member on duty will bring all identified, uncollected students from supervised areas to Student Reception. The Office staff will contact the parent/caregiver. The Office is open until 4pm however a member of staff will remain with the student/s until collected as indicted by the student's age.

Where it is identified that the person collecting a student is incapable of exercising their duty of care, either through intoxication or other impediment, a member of staff will move the student/s to the office where a member of the leadership team will action student protection strategies. This may involve contacting Qld Police Service or another relevant agency.

- **Transportation of Students**

**By Staff:** Transport of students by staff will require the prior approval of the Rector or the delegated Senior Leadership team member, as well as permission from the Parent's/caregiver. Rector approval will necessitate risk management involving, for example,



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

## developing GOOD MEN

an assessment of driver capability, confirmation of current driver's license, insurance, road worthiness of vehicle, distance involved, any conflict with formal supervisory role for the teacher, gender mix and number of people travelling etc. This list is not exhaustive, just indicative. Depending upon the proposed journey there may be other contextual factors to consider. Transport in emergency circumstances may be acceptable, however, an attempt should be made to obtain the verbal consent of the Rector and/or parent.

**By Students:** Legally a school is not responsible for students whose parents allow them to drive to school or to be passengers in cars driven by other students. If the students are of an age which allows them to travel unsupervised, by public transport, to sport, it is permissible with parent permission and prior approval from the Rector for them to drive their own cars to sporting venues during school hours *if* the activity concludes at the venue after normal school finishing time.

No student can transport another student to a school activity during school time where school organised transport is provided. However, a student may transport another student from the activity if the activity finishes after normal school finishing time with parental consent and approved from the Rector and with the clear understanding that no liability attaches to the school.

Students are not permitted to park their private vehicle on College property. Students are not permitted to leave the College to go to their cars during the school day unless express permission has been granted from a House Guardian. Students are not permitted to leave the College and travel to another location not connected to school activities during the school day.

Claims arising out of accident or injury in a private vehicle would be dependent upon the owner's insurance and on the application of common law principles.

- **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 fire evacuation and lockdown procedures at the College. Emergency Evacuation and Lockdown drills are conducted each Semester as part of staff and student preparedness for emergency situations.

- **Visitors to the College**

Procedures in place for the management of visitors and other outsiders, including relevant signage and directions and procedures for signing in and out of the College.

- **General Safety**

The College has a Work, Health and Safety Policy and Program and work safe policies and undertakes annual WHS training for staff and students.

- **Accident Management**

Procedures are in place to manage and report incidents and hazards at the College.

- **Bathrooms and Toilets**

Students and staff have received clear guidelines in relation to student use of bathrooms and toilets. Staff on duty before and after school, and during meal breaks supervise common



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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areas including student bathrooms/toilets. These measures ensure the privacy of students while allowing for appropriate supervision, e.g. announcing entry to the facilities, and avoiding being alone with a student in these locations. Where possible, staff entry to student amenities is gender sensitive (only male staff entering male toilets).

- **Managing Injuries, Allergies or Illnesses**

The College accesses and implements a range of procedures, guidelines, forms and resources to effectively manage injuries, allergies and illness. All staff are required to hold a current Senior First Aid qualification. This is renewed as per the recommendations. The College also employs a full-time nurse who is available to support students at school with managing injuries, allergies or illnesses.

- **Media/Communications strategies**

Padua 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.

- **Computer/Internet**

All employees and students are required to abide by the Acceptable Use of Internet and Network Services Policy.

- **Cyber Safety**

Cyber safety is managed through a 'whole of College community' approach involving students, staff and parents/carers.

- **Guidance Counselling Service**

Guidance Counsellors are employed by the College to offer support and guidance to all students. Informed consent must be obtained from a Parent and/or student for participation in any guidance counselling services.

## 7. Working with Children Compliance (Blue Card system)

### a) *Working with Children Clearance Procedures (Blue Card/Exception Card)*

Padua College has developed a Working with Children Clearance Procedure which details requirements in accordance with the Working with Children (Risk Management and Screening) Act 2000 to ensure that the required personnel have relevant working with children authority. The 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, the College:

- Requires relevant prospective or current employees, volunteers, coaches, trainee students and board and committee members to have working with children authority and check the validity and appropriateness of any currently held notices, prior to the commencement of their engagement.
- Does not allow a person to continue to work with children if their working with children authority is cancelled or suspended or a negative notice is received after a change of police information.



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

## developing GOOD MEN

- Ensures all relevant prospective employees and volunteers acknowledge and sign a Restricted Person Declaration declaring they are not a restricted person prior to commencing their engagement.
- Does not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- links and unlinks individuals as they commence and conclude their engagement with the College.
- Has appointed the Human Resources Manager to be responsible for managing the working with children screening process and all related documentation and records.
- Keeps written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- ensures that all information in relation to working with children authority is kept confidential.
- Acts to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Takes appropriate action if an employee, volunteer, trainee student or board member fails to submit a renewal application prior to their working with children authority expiring.

A centralized register of Blue/Exemption Card information is maintained through data capture in the College's database. The College ensures that details of any renewals, applications and changes in status are also followed up as appropriate by the Human Resources Manager.

All teachers must be registered with the Queensland College of Teachers. The Rector or delegate signs the original certificates of registration and qualifications before employment commences at the College. This provides evidence of fulfilment of the requirements of Schedule 1 s.2(6)(b).

### ***b) Procedures for reviewing the Child and Youth Risk Management Strategy***

The Child and Youth Risk Management Strategy forms part of the catalogue of college policies, procedures and guidelines. To ensure it remains current and effective, the strategy will be monitored and reviewed annually. The review will include:

- Whether policies and procedures were followed.
- Whether any incidents relating to children and young people's risk management issues occurred.
- 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. The introduction of this Child and Youth Risk Management Strategy confirms Padua College's commitment to implementing and reviewing the Strategy annually and is evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to implementation and review.





### 8. Communication and Support

The Child and Youth Risk Management Strategy is uploaded on the College website together with the Child Safeguarding Policy, Student Protection Policy, Processes and Guidelines, Child Safeguarding Code of Conduct and Complaints Procedure for Non-Compliance with Student Protection Processes. The Rector implements and communicates the Child and Youth Risk Management Strategy to parents, employees, volunteers, and other personnel by:

- Placing the Child and Youth Risk Management Strategy on MyPadua and the College website.
- Regularly communicating with the College community:
  - at College at functions,
  - via the College newsletter,
  - through notices on MyPadua,
  - via e-mail to staff, students and parents.

This is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

Padua College is committed to training employees in relation to risks to students and conducts this training regularly via annual online training, professional development events, informal updates to staff and regular discussions between managers and their staff (see section 3b). This is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).



# CHILD & YOUTH RISK MANAGEMENT STRATEGY

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## ACCOUNTABILITY

<b>Role</b>	<b>Responsible For</b>
Rector and The Board	Oversight and review of this strategy
Leadership Team	Implementation, compliance and reporting
All employees, students, contractors and volunteers	Compliance with this strategy

## ASSOCIATED DOCUMENTS

<b>Description</b>	<b>Document Type</b>
Code of Conduct	Code of Conduct
Volunteer and Other Personnel Code of Conduct	Code of Conduct
Recruitment and Selection Policy	Policy
Complaints Against Employees Policy	Policy
Staff Handbook	Procedure
Contractor Induction Handbook	Procedure
Volunteer Handbook	Procedure
Acceptable Use of Internet and Network Policy	Policy
Leading Safety in High Risk Curriculum	Procedure
Discrimination, Harassment and Bullying Policy	Policy
Student Protection Policy	Policy
Student Wellbeing Framework	Procedure
Behaviour Management Policy	Policy

## LEGISLATIVE 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 (General Provisions) Act 2006 (Qld)
- Education (Queensland College of Teachers) Act 2005 (Qld)
- Criminal Code Act 1899 (Qld)
- Blue Card Services Child and Youth Risk Management Strategy Toolkit

## REVIEW AND APPROVAL

<b>Version</b>	<b>Review</b>	<b>Author/s</b>	<b>Authorization</b>	<b>Approval Date</b>	<b>Next Review</b>
V6.0	Annual Review. Formatting updated. Update publishing platforms.	Rector HR Manager VR Student Wellbeing	Rector / The Board	March 2024	2025