



Padua College

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Preamble

Padua College Kedron is committed to high quality learning and teaching for the students enrolled at our school.

Situated within the Archdiocese of Brisbane, Padua College is founded on Christ and the core values and beliefs emanating from the story of St Francis of Assisi and is at the service of our students, families, society and the Church. Padua College is wholly owned by the Franciscan Order (Province of the Holy Spirit) and is governed by the Board of Directors of Padua College Limited.

In compliance with the requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*, Padua College has developed a Child and Youth Risk Management Strategy (CYRMS) which references policies and procedures which support the safety, protection and well-being of students. For further information regarding the Padua College CYRMS please contact the Rector on 3857 9999.

Child and Youth Risk Management Strategy - Requirements for organisations

The *Working with Children (Risk Management and Screening) Act 2000* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011* require regulated organisations to develop and implement a child and youth risk management strategy which aims to keep children and young people safe.

To comply with the legislative framework, a child and youth risk management strategy must include eight minimum requirements. These requirements:

- address an organisation's **commitment** to creating a safe and supportive service environment
- strengthen an organisation's **capability** to provide such an environment
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation, and
- promote the **consistency** of an organisation's approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

The eight requirements are:

Commitment

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm, and
2. A code of conduct for interacting with children.

Capability

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

Concerns

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines;
5. A plan for managing breaches of your risk management strategy, and
6. Risk management plans for high risk activities and special events.

Consistency

7. Policies and procedures for managing compliance with the blue card system, and
8. Strategies for communication and support.

PART 1: COMMITMENT

Statement of Commitment

(mandatory requirement 1)

Padua College is committed to the safety and wellbeing of all students. 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.

Our Mission

We provide a Franciscan education that develops young men of wisdom, service and quiet strength

Our Values

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

Our Vision

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 our motto...

‘Where there is love and wisdom there is neither fear nor ignorance’.

Padua College’s Child and Youth Risk Management Strategy has been developed in compliance with our obligations under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* to promote and protect children and young people.

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, Old Boys, past teachers and two (2) members of the Franciscan Order. The Board meets on a monthly basis and all members volunteer their time, professional expertise and effort.

The essence of the Board’s role is to provide corporate leadership to the school, appoint the Rector and ensure a strategic approach to the College’s future by setting major objectives, policy frameworks and strategies. The Board also monitors adherence to systems of risk management, ensures compliance with legal obligations and undertakes periodic performance reviews.

Codes of Conduct

(mandatory requirement 2)

Padua 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 of conduct set out Padua’s requirements in relation to the conduct of employees who work at Padua College, together with students, volunteers and other personnel at the school.

Padua College employees are also bound to comply with Padua College’s Statement of Principles for Employment and other relevant professional standards (for example, the Australian Professional Standards for Teachers and the Australian Professional Standards for Rectors which describes effective, contemporary practice for teachers and Rectors).

Padua College Employee Code of Conduct

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

The Code of Conduct states that Padua College employees must behave professionally at all times 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 and at least biannually for all other staff, and where appropriate, uses the training materials provided by Padua College.

Student Support Framework (Padua's Behaviour Code)

Padua College has developed a **Student Support Framework** for the school in consultation with all groups in the school community and in accordance with Padua College's Student Behaviour Support Policy. The Student Support Framework has been implemented for a whole school approach to support student behaviour in the school environment.

Padua College's Student Support Framework reflects the shared values and expectations of the school to student behaviour support and encourages a supportive Catholic school environment. The Student Behaviour Support Plan includes a student code of behaviour which is guided by the College Student Behaviour Support Policy. The Student Support Framework is readily accessible to students and parents and is uploaded on the Padua College's Intranet/Website.

Volunteer and Other Personnel Code of Conduct

Padua College has developed a Volunteer and Other Personnel Code of Conduct which outlines the standard of behaviour which is required of volunteers (including parents) and Other Personnel in their activities in the school, 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 our school's property and facilities in order to provide services or instruction to students, but who are not Padua employees.

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

- all volunteers and other personnel are given a copy of the Volunteer and Other Personnel Code of Conduct;
- all volunteers and other personnel are required to comply with the Volunteer and Other Personnel Code of Conduct to continue their engagement at the school;
- all volunteers and other personnel have completed Student Protection Training via the Brisbane Catholic Education public website online training ; and
- all volunteers and other personnel must sign the Volunteer and Other Personnel Registration Sheet which is produced at the end of the training program. This form is held by the College as evidence that training has been completed.

PART 2 – CAPABILITY

Staff Recruitment Policy

Procedures for recruiting, selecting, training and managing staff that enhance the safety and wellbeing of children and young people and the protection of children and young people from harm

(mandatory requirement 3)

Recruitment and selection

Padua College aims to recruit and select employees that work with students in the school that are appropriately qualified and suitable for working with children and young people.

Padua College is responsible for staff recruitment, selection, training and management of employees in the school.

Padua College has a Staff Recruitment Policy which outlines the College's requirements and procedures around the employment of staff.

In advertising new positions for the school, the advertisement states that "This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law".

Padua College adheres to Padua College 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 2011*, *Education (Accreditation of Non-State Schools) Act* and *Regulation 2001*, and the *Education (Queensland College of Teachers) Act 2005*.

All non-teaching employees working at Padua College are required to comply with Blue Card Screening Procedures (discussed below). All non-teaching employees, volunteers and trainee students who work with students and who require a Blue Card under the *Working with Children (Risk Management and Screening) Act 2000*, are required to obtain a Blue Card and keep it current. 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.

Training and Management of Employees

The Rector is required to ensure that all new employees at Padua College are provided with induction training on the school's processes and procedures, the College values and expectations and the standard of behaviour required of employees in their interactions with students, to support Padua College to provide an environment that is safe and supportive for students.

All staff at Padua College must complete mandatory online training in Student Protection Processes, once every two years. Student protection training covers requirements under the Student Protection Processes 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 our staff at Padua College with strong skills to effectively respond to and report suspicions or allegations, as required by law. In the alternate year, face to face refresher training for staff is conducted by the Rector at Padua College. New employees must complete this training within four weeks of commencing work at the school.

Additional on-going training is provided by the College and employees at the school are encouraged to attend. Further to this, Padua College encourages its staff to attend 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 at schools, behaviour management of students, students at risk of harm and students with special needs.

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, explaining College's expectations and requirements to the employee or dismissal.

Padua College provides the Employee Assistance program to give free and confidential counselling to employees at the school who require support.

Other PADUA COLLEGE Support for Student Wellbeing

Padua College recognises that students learn best in school environments in which they feel safe, both physically and emotionally. Padua has developed a number of policies, processes and resources to support the pastoral care and wellbeing of students at Padua College. These are readily accessible to Padua College employees on the College's Portal. The Rector at Padua College provides informal training, from time to time, at staff meetings and 'in service' days, so that employees at the school are aware of these policies.

These policies and processes include:

- Anti-Discrimination, Sexual Harassment and Bullying Policy
- Pastoral Care of Students Policy
- Management of Weapons in Student Handbook Guideline
- Critical Incident Management Policy
- Suspension and Exclusion Policy
- Special Needs and Gifted and Talented Students Policy
- Student Medication Policy

Padua College has a Pastoral Care Team which supports Padua College in the care and wellbeing of students at the school and develops strategies, policies and procedures to assist the school and students. Padua College employs School Guidance Counsellors to work with students and provide pastoral care, personal safety strategies, support for marginalised students and support for students who may be at risk of being harmed.

PART 3 - CONCERNS

Policies and procedures for handling disclosures or suspicions of harm

(mandatory requirement 4)

Student Protection Processes

Padua College's Student Protection Policy and Procedure provides a process for all staff who work at Padua College to recognise, respond and report allegations or suspicions 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.

The Student Protection Processes have been developed in accordance with the requirements of the *Education (Accreditation of Non-State Schools) Act and Regulation 2001*, the *Education (General Provisions) Act and Regulation 2006*, the *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2011*, the *Child Protection Act 1999* and the *Education (Queensland College of Teachers) Act 2005*.

The Student Protection Processes are also underpinned by the Archdiocese of Brisbane Catholic Education Council's *Student Protection Policy (2011)* and complements the procedures developed by the National Committee for Professional Standards entitled *Towards Healing – Principles and Procedures in Responding to Complaints of Abuse Against Personnel of the Catholic Church in Australia (2010)* and the document entitled *Integrity in the Service of the Church (September 2011)*.

Reports may be made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student or to the Department of Communities, Child Safety and Disability Services for harm/risk of harm to a student caused by sexual abuse, physical abuse, emotional abuse or neglect. If a report is made in relation to inappropriate behaviour of a staff member towards a student, that report will be handled by the Rector. All school based employees must complete mandatory on-line training on Padua College's Student Protection Policy and Procedure every two years. The Rector must sign off that this mandatory training has been completed. Face to face refresher training is provided to staff in the alternate year to school based employees.

The Student Protection Policy and Procedure is readily available for employees, parents, students and carers and Padua College has uploaded the link to the Student Protection Policy and Procedure on the school website.

Complaints Procedure

Padua College has developed a complaints procedure to enable parents or students at Padua College to make a complaint that the school has not complied with the Student Protection Policy and Procedure.

If a person, for example a parent or student, has a concern that a staff member of Padua College has not properly followed the processes within this Student Protection Policy and Procedure, then the person is able to make a complaint.

Padua College is not able to respond to any decision or action taken by a staff member of the Police or Child Safety. A complaint regarding a staff member of Padua College not properly following the processes within the Student Protection Policy and Procedure will be treated seriously and attended to as soon as possible.

Padua College has a “*Complaints Against Employees Policy*” and also a “*Procedures for Dealing with Complaints Against Employees*”. These Policy and Procedure are publicly available via the Padua College website of www.padua.qld.edu.au.

Where the complainant considers that it may not be appropriate for the complaint to be made to the Rector of Padua College or his or her delegates, the complaint may be made to the Chairperson of the Board of Directors of Padua College.

Padua College welcomes the opportunity to improve its capacity for student protection which complaints may highlight.

School Student Protection Contacts

In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2001*, Padua College has **four** stated staff members to whom a student can report behaviour of another staff member that the student considers is inappropriate.

The Rector is a Student Protection Contact at the school. The other Student Protection Contacts are staff members at the school. The role of the Student Protection Contact is to receive complaints and allegations from staff and students and to make or assist staff to make all reports as outlined in the College’s Student Protection Processes. The identity of the Padua College Student Protection Contacts is made known to staff, students, volunteers and parents through the school website, school newsletters, posters in the school and/or parent information nights.

Information about the Student Protection Contacts and requirements for their appointment is detailed within the Student Protection Processes.

Student Protection Support

QCEC has a Governance and Strategy Unit and Student Protection Officers working in this team are experts in the field of child protection.

Additional advice, guidance and support in respect of student protection processes and procedures can be obtained from the Queensland Catholic Education Commission (QCEC). QCEC is able to draw upon a range of expertise in this area from Catholic school authorities and specialist staff to assist individual schools in this area of compliance and student welfare.

A plan for managing breaches of the Child and Youth Risk Management Strategy (mandatory requirement 5)

Padua College takes any breach of the Padua College Child and Youth Risk Management Strategy seriously. 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 *Complaints Against Employees Policy and Procedures for Dealing with Complaints Against Employees*;
- 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 and Procedures;
- if the breach relates to a complaint made via Complaints Procedure that complaint will be dealt with by the Rector or the Chairperson of the Board of Directors
- if the breach relates to the actions of a Volunteer or Other Personnel, 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 and Procedure*, as appropriate;
- if the breach relates to the action of a contractor this will be managed in accordance with Padua College's contract with the contractor.

A risk management plan for high risk activities and special events (mandatory requirement 6)

Risk Management Tools

Padua College considers all curriculum activities in terms of their inherent level of risk. When undertaking a medium or high-risk activity or special event, our school is responsible for identifying potential risks and considering the safety and wellbeing of students and the risk of harm to students.

Padua College develops and implements an effective risk management plan to remove or minimise the risk of harm to students. The plan includes risk assessments and risk mitigation which are carried out for all medium or higher risk activities undertaken within the school and all activities undertaken outside of the school. The College document *Leading Safety in High Risk Curriculum Activities* provides safety leadership advice that applies to the higher risk curriculum activities conducted by Padua College.

The topics covered include:

- Legal requirements
- Your health and safety duties as a LAL
- Safe learning environments
- Incidents and investigations

Padua College refers to information in relation to risk assessments for various activities and risk assessment tools provided on the College's staff portal

A dedicated Workplace Health and Safety Officer ("WHSO") is employed at Padua College (who is required to complete a Certificate 4 in Workplace Health and Safety within 12 months of commencing the role). The WHSO's role is to co-ordinate risk assessments at our school and support the Rector in carrying out the health and safety responsibilities under legislation. Padua College provides training and updates to the WHSO.

Padua College has developed a *Contractor Induction Manual* and *Padua Site Specific Instructions* to give contractors information on the College's Workplace Health and Safety Contractor

Management System. It is expected that contractors working at Padua College play an active role in maintaining a safe environment for staff and students.

Risk Management for Excursions

The Vice-Rector Administration is responsible for approving all excursions. The Vice-Rector Administration, when reviewing and assessing excursion and camp risk assessments, refers to the *Leading Safety in High Risk Curriculum Activities*, *The Excursion Safety Guidelines* and the *Checklist to Assist with Risk Assessment – Excursions and Camps* as a guide in identifying, assessing and managing risks associated with each excursion or camp. The excursion coordinator completes the Risk Assessment Form prior to each excursion which is submitted to the WHSO for approval. This form specifies that in carrying out a risk assessment, student protection risks must be assessed and managed.

Other Strategies to Minimise Risks of Harm

Padua College takes seriously its commitment in relation to the safety and protection of students. Padua College has developed policies and procedures to manage risks of harm to students, which our school complies with, for example:

- **Supervision** – Padua College manages the supervision of students appropriately to ensure that there are adequate numbers of staff actively engaged in the monitoring of students. Padua College has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children as detailed in the Code of Conduct.
- **Supervision Arrangements** - Supervision of students is based on a grid map of the College which identifies specific areas for staff supervision of students. At least one staff member is allocated to each grid area before and after school and during meal break times. A minimum of two staff members must accompany students on day excursions and at least one 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, including a dedicated crossing guard who manages the movement of motor vehicles and pedestrian traffic before and after school.
- **Procedure Followed in the Event a Child is Not Collected** - The duty teacher brings all identified, uncollected students from supervised areas to Student Reception where office staff make contact with the parent/caregiver. Staff are on site at the College until 4pm but a staff member will remain with the student/s until collected as indicated by the student's age.
- **Procedure to be Followed in the Event a Person Responsible for the Collection of a Child is Deemed Unable (for example, intoxication)** - 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.

- **Emergency** – Padua College ensures that all employees are briefed to appropriately handle emergency situations and critical incidents in accordance with Padua College’s Procedures for Responding to Critical Incidents. Critical Incident Management Policy
- **Fire/Lockdown** – Padua College ensures that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school. Emergency Evacuation and Lockdown drills are conducted each Semester as part of staff and student preparedness for emergency situations.
- **Visitors/Outsiders** – Padua College has procedures in place for the management of visitors and other outsiders, including relevant signage and directions, together with a visitor sign in register and procedures for signing in and out of the school.
- **Media/Communications strategies** – Padua College obtains the permission of parents (using the Conditions of Enrolment) 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 the specific permission of the parents and the students concerned. Padua College obtains the specific informed consent of parents for any publication of names and photos of students in the media outside the local school.
- **Computer/Internet** - All employees and students at Padua College are required to observe the College's *Acceptable Use Policy Internet and Network Services*. Padua College implements the *College Internet Acceptable Use Agreement Student* and the *Internet Acceptable Use Agreement Staff/Volunteers* consent forms which must be signed prior to access to the College computer network.
- **Guidance Counselling Service** – The Guidance Counsellor at our school must obtain Informed Consent from a parent and/or student for participation in any guidance counselling services offered.
- **Transport of students by staff** - Transport by staff will require the prior approval of the Rector or the delegated Senior Leadership team member and endeavor to seek permission of the parents. Rector approval will necessitate risk management involving, for example, 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 take into account. Transport in emergency circumstances may be acceptable, however, an attempt should be made to obtain the verbal consent of the Rector and/or parent.
- **Transport of Students by Students** – Padua College observes the following guidelines.
 - Guidelines
 - 1. *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.*
 - 2. *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.

- 3. 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.*
 - 4. 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.*
 - 5. Students are not permitted to park their private vehicle on College property.*
 - 6. All students holding a driver's license are encouraged to complete a defensive driving course.*
 - 7. 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 Pastoral Guardian.*
 - 8. Students are not permitted to leave the College and travel to another location not connected to school activities during the school day.*
- **Bathrooms and Toilets – Padua College** has a range of protocols in place to ensure that student amenities are accessible and supervised.
 - Staff on duty before and after school and during meal breaks supervise common areas including student bathrooms/toilets;
 - Any staff member needing to enter student amenities are to announce their intention to enter and the reason for entering;
 - Where possible, staff entry to student amenities should be gender sensitive (only male staff entering male toilets);
 - Staff members are trained in student protection strategies and follow the Code of Conduct when interacting with students in isolated locations. This includes, where possible, having two staff members present when entering student amenities.
 - **Managing Injuries, Allergies or Illnesses - Padua College** accesses and implements a range of procedures, guidelines, forms and resources to effectively manage injuries, allergies and illness. All documents are available to staff. Examples include:
 - Medication to Students Procedure: Routine, Emergency and Over-The-Counter
 - Guide to Implementing the Medication to Students Procedure
 - Guide to The Five Rights of Medication Administration
 - Guide to Anaphylaxis for School Staff
 - Information Letter for Parents and Carers
 - Student Medication Request Form
 - Individual Healthcare Plan Template
 - Student Medication Register Template
 - Emergency Response for Anaphylaxis
 - Emergency Response for Diabetes
 - Emergency Response for Epilepsy
 - Emergency Response for Asthma
 - Authority to Administer Paracetamol
 - Queensland Health Authority Authorisation to Obtain Possess and Administer an Adrenaline Auto Injector
 - Anaphylaxis Action Plans
 - Anaphylaxis Management Guidelines

Once printed this is a non-controlled copy

Padua College Child and Youth Risk Management Strategy

01/01/2020

PC-MAN-POL-0005

Refer to the Policy page on the website (www.padua.q.edu.au) for the most up to date version

- Online Training for Anaphylaxis
 - Asthma Guidelines
 - Asthma Action Plan
 - Asthma Care Plans for Schools
 - Online Training for Asthma First-Aid
 - Students with Diabetes Guidelines for Queensland Schools
 - Blood Glucose Monitoring at School
 - Giving Insulin Via an Insulin Pen
 - Insulin Pumps at Schools
 - Diabetes Queensland Plan Templates and School Resources
 - First-Aid Infection Control Guideline
 - First-Aid Kits and Facilities Guideline
 - Designated First-Aid A Notice
 - First-Aid Training Register
 - Infection Control and First-Aid Inspection Checklist
 - Managing Head Injuries
 - Notifiable Incidents Poster
- **Confidential management of student information** - College staff are required to handle private and confidential information in relation to students and parents/guardians in accordance with privacy legislation and the College Code of Conduct.

PART 4: CONSISTENCY

Policies and procedures for compliance with Chapter 8 of the *Working with Children (Risk Management and Screening) Act 2000* (which regulates the Blue Card system)
(mandatory requirement 7)

Blue Card Requirements and Employee Register

Padua College complies with Blue Card Screening Procedure which details requirements in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that the required personnel hold a Blue Card.

All employees, volunteers and trainee students who work at Padua College with children under 18 years of age are required by our school to obtain and hold a Blue Card (unless exempt), including:

- all school based Padua College employees who are not registered with either the QCT or the Australian Health Practitioner Regulation Agency;
- volunteers (who are not parents/primary care givers of enrolled children);
- preservice teachers undertaking practical teaching sessions as part of compulsory academic course requirements;
- self-employed people, paid employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching or tutoring of a child, individually on a commercial basis;
- students who undertake formal traineeships as part of their studies which involve work in child related employment, including conducting sport and recreation activities directed at children; and
- school board members (excluding current parents on a board at their own child's school).

Once printed this is a non-controlled copy

Padua College Child and Youth Risk Management Strategy

01/01/2020

PC-MAN-POL-0005

Refer to the Policy page on the website (www.padua.q.edu.au) for the most up to date version

A centralised register of Blue Card information for all paid employees, unless exempt, is maintained by Padua College. Padua College ensures that details of any Blue Card renewals, applications and changes in status are recorded.

All teachers employed by Padua College must be registered with the QCT. The Rector of Padua College sights the original certificates of registration and qualifications before employment commences at the school. The Rector ensures that new non-teaching employees either hold or must have applied for a Blue Card prior to commencing work at the school.

Padua College maintains a register of Blue Card information for all volunteers, unless exempt. Volunteers who require a Blue Card under the *Working with Children (Risk Management and Screening) Act 2000* must obtain the Blue Card before commencing work.

Procedures for reviewing the Child and Youth Risk Management Strategy

To ensure that Padua College Child and Youth Risk Management Strategy remains current and effective, this strategy will be monitored and reviewed annually. In the event that Padua College identifies concerns, particularly following an incident, Padua College's Child and Youth Risk Management Strategy will be reviewed.

Issues to be considered in the review 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 Padua College's policies and procedures in preventing or minimising harm to children and young people; and
- the content and frequency of training in relation to Padua College's Child and Youth Risk Management Strategies.

Following the review, employees, parents and volunteers at Padua College will be advised of any changes to Padua College's policies and procedures because of the review and where appropriate, training will be provided.

Strategies for communication and support (mandatory requirement 8)

Student Protection Training

As discussed above, all staff working at Padua College must complete mandatory on-line training on Student Protection Processes. The Rector is required to verify that every staff member has completed the course.

Padua College's Student Protection Processes are readily accessible to parents, students and staff at Padua College and parents, students and staff are made aware of the processes and the process for reporting behaviour of a staff member that a student considers to be inappropriate.

The Rector ensures that the 'Help and Support' and 'the Student Protection Contacts' posters are displayed prominently in areas of the school frequented by students.

Training on the Child and Youth Risk Management Strategy

Padua College's Child and Youth Risk Management Strategy is uploaded on the school's website. The Rector implements and communicates Padua College's Child and Youth Risk Management Strategy to parents, employees, volunteers and other personnel by:

- placing the Child and Youth Risk Management Strategy on the school's website; and
- providing training to the school's employees by giving details on Padua College's Child and Youth Risk Management Strategy

Related Documents

- Code of Conduct
- Student Support Framework
- Volunteer and 'Other Personnel' Code of Conduct
- Recruitment and Selection Policy and Procedure
- Complaints against Employees Policy
- Procedures for Dealing with Complaints against Employees
- Contractor Induction Manual
- Padua College Site Specific Instructions
- Acceptable Use Policy Internet and Network Services
- Leading Safety in High Risk Curriculum Activities
- Student Protection Policy and Procedures
- Anti-Discrimination, Sexual Harassment and Bullying Policy
- Critical Incident Management Policy
- Suspension and Expulsion Policy
- Special Needs and Gifted and Talented Students Policy
- Student Medication Policy

Review

This Strategy will be reviewed every three (3) years or as required by Law.

Version	Author	Authorisation	Approval Date	Next Review
1.0	PEImore	PEImore	12/11/18	2021
2.0	BLowrie/CPerrett	PEImore	01/01/20	2023

Accountability

Role	Responsible for
Board	Oversight and Governance
Rector	Implementation and Complaints
HR, Risk and Compliance Officer	review and updates