



Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to learner safety to ensure the safety and wellbeing of all learners.	
Scope:	Learners 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.	
Status:	Rev005	Supersedes: Rev004
Authorised by:	Board Chair	Date of Authorisation: 10 October 2024
References:	<ul style="list-style-type: none"> • <u>Working with Children (Risk Management and Screening) Act 2000 (Qld)</u> • <u>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</u> • <u>Child Protection Act 1999 (Qld)</u> • <u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u> • <u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u> • <u>Education (General Provisions) Act 2006 (Qld)</u> • <u>Education (General Provisions) Regulation 2017 (Qld)</u> • <u>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</u> • <u>Education (Overseas Students) Regulation 2014 (Qld)</u> • <u>Education (Queensland College of Teachers) Act 2005 (Qld)</u> • <u>Education and Care Services National Law (Queensland)</u> • <u>Education and Care Services National Regulations</u> • <u>Criminal Code Act 1899 (Qld)</u> • Blue Card Services <u>Child and Youth Risk Management Strategy Toolkit</u> • <u>Restricted Person Declaration Form</u> 	
Review Date:	Annually	Next Review Date: January 2025
Policy Owner:	School Governing Body	

to assist employees to understand their role in providing a safe and supportive environment for learners.

- 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 learners
 - 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 learners at the school.

This commitment is evidence of My Independent School’s fulfilment of the requirements of Schedule 1 s.2(3).

4. Handling Disclosures or Suspicions of Harm and Abuse

Any of the types of concerns or reports below must be reported and managed under the My Independent School Child Protection Policy as follows: and

- all staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by another person
- 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 the Child Protection Reporting Form in Appendix 2 of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of My Independent School will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a learner because of the conduct of a relevant teacher at the school.

Any report made under this section or the My Independent School Child Protection Policy will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899*.

This commitment is evidence of My Independent School’s fulfilment of the requirements of Schedule 1 s.2(4).

5. Managing Breaches of this Child Risk Management Strategy

My Independent School is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Staff Code of Conduct, Complaints Handling Policy and Procedures, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

6.1 Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state My Independent School’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.

6.2 Blue Card Policies and Procedures

My Independent School's Blue Card Register are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(b).

7. High Risk Management Plans

My Independent School's Risk Management Framework is evidence of fulfilment of the requirements of Schedule 1 s.2(7).

8. Strategies of Communication and Support

My Independent School's commitment to making this Child Risk Management Strategy available to learners, parents and employees via its website is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

My Independent School is committed to training employees in relation to risks to learners and will conduct this training regularly via formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

Responsibilities

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

Compliance and Monitoring

My Independent School is committed to the annual review of this Strategy. My Independent School will also record, monitor and report to the school board regarding any breaches of the Strategy.

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

Related Documents

- My Independent School Blue Card Register
- My Independent School Child Protection Policy
- My Independent School Complaints Handling Policy
- My Independent School Complaints Handling Procedures
- My Independent School Staff Code of Conduct
- My Independent School Risk Management Framework

Helpful Links

- Independent Schools Queensland's website <https://www.isq.qld.edu.au/>
- Department of Child Safety, Seniors and Disability Services, [Child Protection Guide](#) resource
- [Blue Card Services resources](#)

Appendices

- Appendix 1 – Summary of Reporting Harm
- Appendix 2 – Child Protection Reporting Form

Appendix 1

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
Director of governing body/Principal	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, or director of governing body immediately Non-state school's principal or a director of a non-state schools governing body to immediately give a copy of a report given to the principal or director and the police immediately	EGPA sections 366 and 366A(2)
Governing body/Principal	Sexual			EGPA sections 366(4) and 366A(6)
Principal	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal as the first person to give a report to the police immediately and to a director of the governing body	EGPA sections 366 (2A & 2B) and 366A (3 & 4)
Teacher	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 Regulations 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
Any member of the public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A
Any adult/ students 18 years and older/parent /guardian/volunteer	A child sexual offence against a child by another adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child	Police	Criminal Code section 229BC

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.

Appendix 2

Private and Confidential

Child Protection Reporting Form

Date:
School: My Independent School
School Phone: 5494 2352
School Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex/Sex descriptor:
Year Level:	Cultural Background:
Primary Language Spoken: English	
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category: ASD Level
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS		
Parent/caregiver 1:	Relationship to Student:	
Address (if different from student):		
Phone: (H):	(W):	(M):
Parent/caregiver 2:	Relationship to Student:	
Address (if different from student): As Above		
Phone: (H):	(W):	(M):
Is the student in out of home care? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are there any Family Court or Domestic Violence Orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>		

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

<p>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).</p>
<p>Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.</p>
<p>Please indicate the identity of anyone else who may have information about the harm or abuse</p>
<p>Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/></p>

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

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

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

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