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A. Administration of CYRMS

Purpose

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to achieve the following outcome:

- practices and procedures implemented to:
 - support the wellbeing of children affected by the service we provide and
 - to protect children from harm.

In doing so, it includes matters prescribed in s3 of the *Working with Children (Risk Management and Screening) Regulations 2011*. A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172).

Scope

This Strategy applies to all students, parents, employees, contractors, volunteers and visitors of the School.

Regulated business	Regulated employment
Whitsunday Anglican School Limited	<ul style="list-style-type: none"> • Schools – boarding facilities • Schools – employees other than teachers and parents • Please note that employment at the School for the CYRMS includes any work - paid/unpaid, full time, part time, casual, individual contract, by formal or informal arrangement, honorary and voluntary. • ECS -Early Childcare Services
Whitsunday Anglican School Limited Kindergarten	
Whitsunday Anglican School Limited Combined OSHC	

Key Roles and Responsibilities

Role	Responsibility
Principal	<ul style="list-style-type: none"> • Meet obligations associated with the regulated employment undertaken by a person engaged, or any regulated business owned or controlled by the School. • Approve the CYRMS and any changes following review.
School Board	<ul style="list-style-type: none"> • Support the Principal to meet their responsibilities. • Endorse the CYRMS and any changes following review.
CYRMS Committee	<ul style="list-style-type: none"> • Report to the Principal and the School Board on a quarterly basis.

See the CYRMS Terms of Reference for a list of all people with responsibilities under this strategy.

Child Youth Risk Management Strategy Committee

The development, implementation, monitoring and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (the Committee). This Committee has a key role in facilitating collaboration with stakeholders and reports to the Principal and the School Board.

See the CYRMS Terms of Reference for a list of all people with responsibilities within the committee.



Monitoring and Review

Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee. The Committee reports to the Principal and the School Board. This reporting occurs, at least, quarterly.

Continuous Improvement

This CYRMS is supported by an action plan for continuous improvement. This internal document forms Appendix 1 to this strategy and progress forms part of quarterly reporting and annual review.

Review

As per the *Working with Children (Risk Management and Screening) Act 2000*, this CYRMS is reviewed annually.

If you would like to provide feedback on child and youth risk management, or participate in the review of the CYRMS, please contact the Chairperson, or a Member of the Committee as found in the CYRM Terms of Reference.

B. Statement of Commitment

The following Statement of Commitment to the safety and wellbeing of children and the protection of children from harm, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within the School.

Statement of Commitment

Whitsunday Anglican School is committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our [Anglican Schools Ethos](#), our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This Commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.



Statement of Commitment – Implementation

Communication and support:

The School currently does the following to communicate to and support people in our School community to understand and implement the Statement of Commitment:

Action	Lead
Support, wherever possible and appropriate, individuals affected by student protection matters, including students, parents, staff and volunteers.	Principal School Board CYRM Committee
The Statement of Commitment is displayed in the reception areas of the Junior School, Senior School, Boarding House, Health Centre and Administration buildings.	Risk & Compliance Officer
The Statement of Commitment is published on the School's website and Framed in the Main Administration building and Sub School offices.	Risk & Compliance Officer
Availability of the CYRMS Committee members, the Principal and School Board for the education of our community on matters regarding our commitment and support.	Principal School Board CYRM Committee

Statement of Commitment – Reference Documents

Document	Location
Working with Children at WAS Policy and Procedures	Intranet/ERM Online

C. Managing Breaches

Managing Breaches: Implementation

The School is committed to appropriately managing breaches of the Child and Youth Risk Management Strategy in accordance with relevant policies. If a breach occurs due to an individual not being aware of the policies and procedures relating to student protection, or not having sufficient understanding of these policies and procedures, a review of all Student Protection training will be conducted to improve the level of understanding. The School has procedures in place to deal with any breaches in a consistent, fair and supportive manner.

The plan for managing breaches of the CYRMS

- Throughout relevant sections of this CYRMS there are specific references to how the School will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together as a plan to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS, including the Action Plan (Appendix 1), will be detailed by the Committee in their reporting. The Principal and the School Board will consider these changes and respond as appropriate to the circumstance.
- Serious matters include but are not limited to those that indicate a breach of law, or create a post mitigation, high (or greater) level of risk within the School or Service.

Managing Breaches – Reference Documents

Document	Location
Code of Conduct Community	School Website/ERM
Individual Employment Contracts	Employee Files
Whistleblower Policy	ERM
Grievances Policy - Community	Website



Grievances Policy – Staff	ERM/Intranet
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The School undertakes the following activities to communicate and provide support to relevant persons to understand managing breaches:

Action	Lead
Downloadable Pdf version of Child and Youth Risk Management Strategy on Intranet.	Risk & Compliance Officer
Downloadable Pdf version of reporting process and reporting forms on Intranet.	Risk & Compliance Officer
Professional Development/training to internal staff in report and managing breaches.	Principal Risk & Compliance Officer

D. Communication and Support

Communication and Support - Implementation

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management.

Throughout applicable sections of this CYRMS there are specific references to how the School will provide communication and support to relevant persons as relevant to that section.

The School views child and youth protection as both a professional and moral obligation that extends to and can affect the whole community. To that end, the School aims to provide information and support to as wide an audience as possible. Making information and trained student protection officers available to staff, students, parents and others is critical to this Strategy's effectiveness.

In recognition of the very serious nature of creating and maintaining child safe environments, the School utilises a number of systems to support its community.

Broader than this, actions undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by the School and parents/carers of children, are:

Action	Lead
<ul style="list-style-type: none"> School staff receive regular updates via training on Professional Development days. All student protection professional development presentations are made available on the Intranet. All School employees have access to a professional and independent Employee Assistance Program who they may contact at any time for support and practical advice. 	Committee Chair
School Parents access information via: <ul style="list-style-type: none"> Parent Lounge School Website 	Committee Chair Marketing
<ul style="list-style-type: none"> The Senior School Pastoral Care program supports approaches that build cultural safety through partnerships and respectful relationships. 	Deputy Principal (Pastoral-Head of Senior School)



<ul style="list-style-type: none"> Members of the public can also access information via the School website. In addition, providing clear and accessible information for families and communities about the organisation’s operations, approach and policies relevant to children’s safety, including Code of Conduct, and, complaints and investigation. 	Marketing
<ul style="list-style-type: none"> Staff, students and parents have access to our professionally qualified psychologist 	Psychologist
<ul style="list-style-type: none"> The School Chaplain is also available to assist and support in response to the needs of the families and community we serve. 	Chaplain

Communication and Support – Reference Documents

Document	Location
An Induction Overview New Volunteers and Staff	ERM Online Induction
ASC 2021 Child Protection Materials	ERM/ Intranet

E. Codes of Conduct for Interacting with Children

Codes of Conduct - Implementation

Communication and support:

The School undertakes the following activities to communicate and provide support to relevant persons to understand the expected conduct for interacting with children:

Relevant persons	Actions taken for this group to understand expected conduct	Lead
School Board	Delegates Authority to Principal	Principal
Principal	Ensure all staff are aware of the Code of Conduct	Principal
<ul style="list-style-type: none"> Registered Teachers Boarding Staff Nursing Staff Non-teaching Staff School Psychologist 	<ul style="list-style-type: none"> Ensuring all staff are aware of the code and how it applies, and acknowledge their agreement – completed electronically upon commencement through ERM online induction 	Head of Operations
<ul style="list-style-type: none"> Co-curricular Volunteers Parent & Carers Students Community Professional Contractors 	<ul style="list-style-type: none"> Ensuring all Co-curricular providers are aware of the code and how it applies, and acknowledge their agreement – completed electronically online in ERM upon commencement. 	Head of Operations



Managing breaches:

The School takes breaches to expected conduct seriously. Alleged breaches are managed: as per the processes for complaints management and performance management detailed in Section C: Managing breaches, and allegations of harm to students (or children) are managed as per the Student Protection in Anglican Schools Policy and Procedures. Concerns about conduct, raised in good faith, will not result in penalty, discrimination or adverse actions towards the person who raises the concern.

Our learning and behavioural values support the foundation of our School. Through the teaching of these values, students see the best in themselves, their achievements, their efforts, their friendships, their beliefs and their future. Staff and others are expected to uphold and demonstrate these values.

Due to the complex and diverse nature of the School community, the School relies on and utilises a broad range of guidance material to achieve best practice.

Guidance material is made available to the community via the School’s website, staff, student and parent portals, websites of professional bodies and associations, and Student and School Handbooks. Other material is available on request from the School’s Risk & Compliance Officer.

Codes of Conduct – Reference Documents

The School details the expected standards of behaviour for persons who interact with children (or students) as a result of their enrolment at the School in the following documents:

Document	Location	Target audience
SCH POL-008 Community Code of Conduct	ERM, Staff Intranet SCH POL-008 Community Code of Conduct Link	All Staff, Students and Volunteers
PSD-011D Code of Conduct - Staff	ERM, Staff Intranet PSD-011D Code of Conduct - Staff Link	All Staff
PSD-011E Code of Conduct- Students	ERM, Staff Intranet PSD-011E Code of Conduct - Students Link	Students
PSD-011F Code of Conduct- Volunteers	ERM, Staff Intranet PSD-011F – Code of Conduct - Volunteers Link	Volunteers
Code of Ethics for Teachers in Qld (QCT)	Code of Ethics for Teachers in Queensland	Registered Teachers
Professional Boundaries: A Guideline for Qld Teachers (QCT)	Professional Boundaries A guideline for Queensland Teachers	Registered Teachers
Australian Professional Standards for Teachers (AITSL)	Teacher Standards	Registered Teachers
Australian Professional Standards for Principals (AITSL)	Principal Standards	Principal
Code of ethics for Nurses (NMBA)	Code of Ethics for Nurses	Registered Nurses



Ethos Statement for Anglican Schools in the Province of Queensland (ASC)	Ethos Statement	
APS Code of Ethics	https://www.psychology.org.au/About-Us/What-we-do/ethics-and-practice-standards/APS-Code-of-Ethics	School Psychologist and General Community

F. Recruitment, Selection, Training and Managing

Recruitment, Selection, Training & Management – Implementation

This CYRMS references the following procedures for **recruiting, selecting, training and managing** persons, paid or unpaid, engaged by the School, as related to the safety and wellbeing of children and the protection of children from harm:

Action	Who they apply to
Recruitment: <ul style="list-style-type: none"> SCH POL-023 Recruitment Policy PSD – 034 Recruitment Policy Support 	Paid full time, part time, casual, individual contract, by formal arrangement employees
Human Resource Procedures: <ul style="list-style-type: none"> Training – Student Protection – SPO Induction Training – Student Protection – SPO Refresher Training Training – Student Protection – SPO Annual Child Protection Workshops 	Appointed by informal arrangement employees

Recruitment, Selection, Training, and Management – Reference Documents

Recruitment Policy	ERM Online
Appendix A, Screening Advice in Working with Children in Anglican Education Guidelines and Procedures	ASC
Student Protection in Anglican Schools Policy and Procedures (for training requirements)	ERM, Staff Intranet
Annual ASC Child Protection Refresher Materials for Schools	ERM
Working with Children in Anglican Schools Policy, Guidelines and Procedures	ASC, ERM, Staff Intranet



G. Written Records of Engaged Persons

Written Records of Engaged Persons – Implementation

This CYRMS references the following policies and procedures for compliance with the *Working with Children (Risk Management and Screening) Act* and the keeping of written records of matters about all persons, paid and unpaid, engaged by the School:

Policy or Procedure	Location
Working with Children in Anglican Schools Policy and Procedure	ERM, Staff Intranet
Human Resources Procedures (entry, exit and compliance)	ERM

The above is supported by a detailed Blue Card register available on ERM Online and validated by the Blue Card Services register. This is not limited to Blue Cards but also encompasses registration with the Queensland College of Teachers and APHRA for our registered health professionals engaged by the School.

These regular audits are scheduled and reportable matters are referred to the Principal, CYRM Committee.

Clearance on the National Register (with Director of Professional Standards) is also a condition of employment.



Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
Procedures and access to Blue Card Services is restricted to limit the possibility of data entry error.	All persons	Business Manager
Procedures and duties of data entry are restricted to relevant staff	All persons	Business Manager
Access to HR records, volunteer and co-curricular records is restricted to relevant positions.	All persons	Head of Operations

Managing breaches:

The following actions are undertaken to monitor compliance of this section, including identification and management of any breaches:

Action	Lead
Termly audits of all data entry for Blue Cards, QCT and APHRA	Risk & Compliance Officer

Written Records of Engaged Persons – Reference Documents

Document	Location
Recruitment Policy	ERM
Working with Children Policy, Guidelines and Procedures	ERM, Staff Intranet

H. Risk Management Plans

Risk Management Plans – Implementation

The School undertakes the following processes to assess risk, as related to the wellbeing of children and their protection from harm. This leads to the identification of high-risk activities and special events:

For relevant activities and events, the following processes are followed to complete and document a risk management plan:

The following plans are perpetual in nature.

Plan	Lead	Review process
Boarding	Head of Boarding	Annual as required
Sport	Deputy Principal (Pastoral – Head of Senior School)	Annual as required

Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
Provide professional development on Risk Assessments	Teaching Staff	Head of Operations

Risk Management Plans – Reference Documents

Document	Location
Risk Management Framework	ERM
ERM online risk assessments	Staff Intranet



I. Handling Disclosures or Suspicions of Harm

Handling Disclosures or Suspicions of Harm - Implementation

The School implements the following policies and procedures for the handling of disclosures or suspicions of harm to children:

Policy or Procedure	Audience
Student Protection in Anglican Schools Policy	All persons
Student Protection in Anglican Schools Procedures (and associated forms)	All persons
Complaints Management in Anglican Schools Policy	All persons

Managing breaches:

Procedures for managing concerns that the Student Protection in Anglican Schools Policy or Procedures have not been followed are detailed in the Complaints Management in Anglican Schools Policy and Procedures.

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
The Student Protection in Anglican Schools Policy and this Strategy are published on the School's website. Other forms are available to staff via the staff Intranet, ERM, website or by contacting the Risk Compliance Officer.	All Persons	Risk and Compliance Officer
Direct links to the reporting forms are available to all staff on the staff portal including mandatory reporters.	All Staff	Risk and Compliance Officer
The School's Student Protection Officers are identified in policy and other School publications including the School and Students handbooks. Student Protection Officers are located in key areas of the School including: <ul style="list-style-type: none"> • Health centre • Boarding • Junior School • Senior School • Outside School Hours Care • Kindergarten 	Student Protection Officers All Staff and students	Risk and Compliance Officer
As well as attending all staff training and annual Student Protection Officer training, all Student Protection Officers at the School voluntarily participate in group discussion and scenario-based workshops to keep their skills and knowledge relevant and effective.	All Staff	Principal



Handling Disclosures or Suspicions of Harm – Reference Documents

Document	Location
Student Protection in Anglican Schools Policy	Website, Intranet and ERM
Student Protection in Anglican Schools Procedures	Website, Intranet and ERM
Grievances Policy - Community	Website, Intranet and ERM