



EDMUND RICE EDUCATION
AUSTRALIA

Northern Region

CHILD AND YOUTH RISK MANAGEMENT STRATEGY 2018

CHECKLIST

Name of your School: The Centre Education Programme

Date: 30th October 2018

This Checklist has been developed to assist The Centre Education Programme, based in Queensland and part of the Northern Region, Edmund Rice Education Australia (EREA), comply with their obligations under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011 (Queensland legislation)*.

This Checklist is based on two levels of EREA policy documents:

1. Northern Region level (to ensure compliance with Queensland legislation)
 - The “Code of Conduct for Interacting with Children and Young People (“the Code”) and
 - “Student Protection Processes and Guidelines” October 2018, and
 - Xavier Flexi Schools Network: Complaints Process for Parents and Volunteers 2018, and
 - Screening Policy and Guidelines – Interim 2018

2. EREA level
 - Student Protection - The Code of Conduct 2018,
 - Student Protection - The Child Safe Code of Conduct 2018 and
 - Commitment Statement to Child Safety

To be reviewed: November 2019 (unless otherwise advised)

Links to documents mentioned in this Checklist

Northern Region level (to ensure compliance with Queensland legislation)	
Northern Region documents can be found at http://youthplus.edu.au/centre-education-programme-flc/ . Direct links are included below.	
Northern Region “Code of Conduct for Interacting with Children and Young People (“the Code”)	http://youthplus.edu.au/wp-content/uploads/2017/08/Northern-Region-Code-of-Conduct-interacting-with-children-and-young-people-2018-FINAL.pdf
Northern Region “Student Protection Processes and Guidelines” October 2018	http://youthplus.edu.au/wp-content/uploads/2017/08/Townsville-FLC-StudentProtectionProcessesandGuidelines EREA FINAL -22102018.pdf
Xavier Flexi Schools Network: Complaints Process for Parents and Volunteers 2018	http://youthplus.edu.au/wp-content/uploads/2017/08/XFSN-Grievance-Policy-for-Parents-and-Volunteers-May-2018.pdf
Northern Region Child and Youth Risk Management Strategy Checklist 2018 -CEP	http://youthplus.edu.au/centre-education-programme-flc/
EREA Northern Region Screening Policy and Guidelines – Interim 2018	http://youthplus.edu.au/wp-content/uploads/2017/08/Northern-Region-erea_screening_policy_and_guidelines_-_interim_2008.pdf
EREA level (http://www.erea.edu.au)	
EREA Code of Conduct 2018	http://www.erea.edu.au/about-us/code-of-conduct
EREA Child Safe Code of Conduct 2018	http://www.erea.edu.au/about-us/code-of-conduct
EREA Commitment Statement to Child Safety	http://www.erea.edu.au/about-us/commitment-to-child-safety

RISK MANAGEMENT REQUIREMENTS OF LEGISLATION

PART 1: COMMITMENT

Statement of Commitment (Mandatory requirement 1)

STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
We create and maintain the school as a place of safety in a supportive, nurturing community.	✓			This is expressed in all documentation, website, staff advertisements, staff induction and part of the whole FLC community culture. The Commitment Statement to Child Safety is available on EREA website.	Principal
We strive to ensure a culture within the school where all who have the responsibility and care of students understand that student protection is every person's responsibility	✓			Discussed in interviews with prospective staff and covered as part of new staff induction	Principal, HOC, and Ass HOC
We strive to ensure that every person (teaching and non-teaching staff, other personnel, volunteers) working within our school understands and acknowledges that the safety and wellbeing of students must be at the centre of every preventative and protective action taken.	✓			New staff /volunteer induction occurs at a local level before or at commencement; and at Youth+ Annual New Staff Induction. On-line child protection training occurs for all new staff/volunteers within 4 weeks of commencement and all staff have to repeat this training every two years. Onsite Inservice training is also offered to all staff at least once a semester, if not every term.	Principal, Network Support Team, HOC and Ass HOC

Codes of Conduct (Mandatory requirement 2)

EREA Code of Conduct (including General Code and Child Safe Code)

STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
All staff (teaching and non-teaching) including on a temporary, casual, fixed term or continuing basis, other personnel and volunteers receive training on the <i>EREA Code of Conduct (including General Code and Child Safe Code)</i> .	✓			Local level: New staff /volunteer are inducted before or at commencement including: <ul style="list-style-type: none"> • Briefing in alignment with Induction Checklist 	Principal, Principal's Assistant, Network Support Team, HOC and Ass HOC

				<ul style="list-style-type: none"> login to EREA Policy Plus website is included in the induction package for all employees. <p>All new staff are sent a printed copy of the current EREA Code of Conduct, including the General Code and Child Safe Code at point of being offered a contract.</p> <p>Starter packs are electronically available.</p> <p>All volunteers are given printed copies at the time of their commencement.</p> <p>All staff receive training in the Code of Conduct and professional boundaries annually.</p>	
The <i>EREA Code of Conduct (including General Code and Child Safe Code)</i> is an essential component of the induction of all new employees and volunteers at our school/entity.	✓			As above.	Principal, Network Support Team, HOC and Assoc HOC
It is explained to employees and volunteers that they must comply with the <i>EREA Code of Conduct (including General Code and Child Safe Code)</i> , and that it forms part of the contract of employment and the agreement entered into with persons (volunteers) who freely offer their services.	✓			This is a requirement of the offer of employment.	Principal, Network Support Team, HOC and Ass HOC
The staff and volunteers at our school understand that child protection policies and child protection legislation (or other statutes) will apply if there is any inconsistency with the <i>EREA Code of Conduct (including General Code and Child Safe Code)</i> .	✓			Covered in training.	Principal, Network Support Team, HOC and Ass HOC
Parents/carers know how to access the <i>EREA Code of Conduct (including General Code and Child Safe Code)</i> .	✓			During the enrolment interview, parents are advised that there is an EREA Code of Conduct and that it is available from the front office and on EREA website. Parents are encouraged to ring the Head of Campus or Associate Head of Campus if they have any queries.	Principal, HOC and Ass HOC
EREA Northern Region: Code of Conduct for Interacting with Children and Young People (“the Code”)					
STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
The EREA Northern Region: <i>Code of Conduct for Interacting with Children and Young People (“the Code”)</i> is implemented in our school community.	✓			Risk management strategy is available and reviewed yearly.	HOC and Ass HOC

All employees at our school/entity contracted on a continuing, fixed term or casual basis, volunteers (including parents) are advised they are required to abide by "the Code".	✓			Starter packs are given for casual relief staff and, volunteers that start at different times throughout the year.	Principal's Assistant, Network Support, site admin and HOC.
All employees and volunteers have access to a copy of "the Code".	✓			Sent out with Employment starter packs. Discussed at Induction. Physical copies given to volunteers, casual, students on student prac/placements at the site.	Principal, Principal's Assistant and HOC
Parents/carers are made aware of "the Code".	✓			During the enrolment interview, parents are advised that there is "the Code" and that it is available from the front office. Parents are encouraged to contact/ring the Head of Campus or Associate Head of Campus if they have any queries.	HOC
Student Behaviour Support Policy/Plan					
STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
Our school has a Student Behaviour Support Policy/Plan.	✓			<p>Operation by Principles (Respect, participation, honesty and safe and legal) is the foundation framework for responding to student behaviour.</p> <p>A commitment to work within the Four Principles is signed off at enrolment by young person and their parent/carer.</p> <p>Introducing "Operating by Principles" is part of the young person's induction to the FLC.</p> <p>It is discussed at morning meetings on a daily basis.</p> <p>Physical reminders are placed around the school.</p> <p>Part of "Operating by Principles" is developing and using "Working agreements" which are jointly developed within a student/staff group. It is an agreement of how this particular group is going to be together. Negotiating working agreements is part of normal group activities including travel, excursions. It can often involve restorative justice practices involving conversations/ meetings for right relationships/ right situations.</p>	All FLC staff, HOC and Assoc HOC

PART 2: CAPABILITY

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

STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
Recruit and select employees and volunteers that work with students in our school that are appropriately qualified and suitable for working with children and young people	✓			Rigorous recruitment and selection processes to screen employed staff e.g. All new employees are asked a child protection scenario at point of interview, professional boundaries and if any previous history that may exclude them from working with young people. Consistent record keeping of all staff training and qualifications is maintained.	Principal, Principal's Assistant, Network Support Team and HOC
Our school complies with EREA Policy Plus and Northern Region policies and procedures in relation to recruitment, selection, training and managing of employees, other personnel and volunteers	✓				Principal and Selection Panel
In advertising new positions in our school we comply with the EREA Northern Region requirements that state that we have a statement of commitment to child safe practices. These checks are consistent with EREA's commitment to child protection policies and procedures.	✓			Every advertised position has a statement about our commitment to the safety and wellbeing of our young people as a priority.	Principal, Network Support Team
All non-teaching employees, other personnel, volunteers and trainee student teachers who work with students/children are required to obtain a Blue Card and keep it current, in accordance with EREA Blue Card policy.	✓			Blue card register maintained by Principal's Assistant.	Principal, Principal's Assistant, HOC and School Admin
All teachers are required to produce evidence of current teacher registration with the Queensland College of Teachers before they commence work in our school/entity.	✓			Qld College of Teachers register is maintained by the Principal's Assistant. This includes checking evidence of registration before commencement of employment.	Principal, Principal's Assistant, HOC and School Admin

Training and Management of Employees

STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
All employees, teaching and non-teaching, other personnel and volunteers at our school are provided with induction	✓			Discussed as part of local New Staff Induction. Covered in the Youth + Annual New Staff Training days.	Principal, Network Support Staff, HOC and Ass HOC

training on the school's processes and procedures, the values and expectations of EREA and the standard of behaviour required of employees, other personnel and volunteers in their interactions with students/children					
All teaching and non-teaching staff and other personnel who work at our school complete EREA Northern Region's online training in Child Protection within four weeks of commencing their employment	✓			Principal's Assistant maintain a register and sends out notifications in a timely manner.	Principal, Principal's Assistant, HOC
As part of induction training volunteers have to complete EREA Northern Region's online training in Child Protection within four weeks commencement of their volunteer services.	✓			Principal's Assistant maintain a register and sends email notifications to individual workers in a timely manner.	Principal, Principal's Assistant, HOC
All teaching and non-teaching staff and other personnel attend face to face Student Protection training offered by the school/entity during the course of the school year and mandatory online training every two years or earlier if it is considered necessary due to new legislation/reporting obligations. Principal/Entity Director signs off that the mandatory training has been completed	✓				Principal, Principal's Assistant, Network Support Team and Child Protection Contacts.
A register of all employees, other personnel and volunteers who complete the training is kept at the Principal's office and locally at the school.	✓				Principal, Principal's Assistant, HOC, and School administrators.
Our school gives our employees opportunities to attend courses offered by EREA Northern Region agencies relating to the wellbeing of students/children	✓				Principal, Network Support Team, HOC and Ass HOC
Where there is a complaint or allegation in relation to an employee, other personnel or volunteer of inappropriate behaviour or misconduct we take appropriate management action which includes following the requirements of the EREA Code of Conduct and EREA Northern Region Student/Child Protection Processes and Guidelines.	✓				Principal, HOC and Ass HOC
Our school helps employees who require support to access the EREA Employee Assistance Program (EAP).	✓			EAP posters are visible in staff and administration rooms.	HOC and Ass Hoc
Other EREA Support for the wellbeing of students/children					
STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM

Employees are made aware of policies, processes and resources developed by the school/entity to support the care and wellbeing of students/children from time to time at staff meetings, 'in-service' days and staff notices	✓			There is an annual term calendar that schedules the review of EREA's policies at regular staff meetings. All staff have login details to EREA' Policy Plus website and are provided with training in how to use this resource. All staff are notified via email and at staff meetings of any amendments to EREA's policies.	Principal, Principal's Assistant, Network Support Team, HOC and Ass HOC
Policies and processes are accessible to employees, other personnel and volunteers at EREA CEP's Policy Plus website.	✓				HOC, Ass HOC, School Admin
All staff who work with young people provide pastoral care, personal safety strategies and support for marginalised students and students who may be at risk of being harmed.	✓			Personal learning plans developed for every young person that includes their wellbeing needs. Individual student safety plans are developed when required	All FLC staff – HOC and Ass HOC

PART 3 - CONCERNS

Policies and procedures for handling disclosures or suspicions of harm (mandatory requirement 4)

Student Protection Processes

STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
In compliance with the law reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student/child.	✓				Principal, HOC and Ass HOC
In compliance with the law reports are made to the Department of Communities, Child Safety and Disability Services for harm/risk of harm to a student/child caused by sexual abuse, physical abuse and where relevant (if the parent/carer is not willing or able to protect the student/child) emotional abuse or neglect.	✓				Principal, HOC and Ass HOC
Inappropriate behaviour (other than sexual) of a staff member, other personnel or volunteer towards a student/child	✓				Principal

is handled by the Principal or with support from the Youth Plus Chairperson, EREA Director Northern Region and the EREA Student Protection Officer.					
School staff, other personnel, volunteers and parents are aware that they may make a complaint as outlined in the <i>Xavier Flexi Schools Network Complaint Process for Parents and Volunteers 2018</i> on CEP's website.	✓				Principal and HOC
School staff, other personnel, volunteers and parents are able to get a copy of this <i>Complaint Process</i> from the Student Protection Contacts and the Principal.	✓				Principal, HOC, Assoc HOC and Student Protection Contacts
School/Entity based Student/Child Protection Contacts					
STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
In accordance with the <i>Education (Accreditation of Non-State Schools) Regulation 2001</i> our school has two or more stated staff members (this includes the Principal/Entity Director) to whom a student/child can report behaviour of another staff member that the student/child considers to be inappropriate	✓				Principal , Student Protection Contacts and HOC's
Student/Child Protection Contacts receive complaints and allegations from staff, other personnel, volunteers, parents and students and assist in making reports as outlined in <i>EREA Northern Region Student Protection Processes and Guidelines</i> .	✓			<i>EREA Northern Region Student/Child Protection Processes</i> document is available on the school's website.	HOC and Ass HOC
Staff, other personnel, volunteers, parents and students are made aware of the Student Protection Contacts through direct queries either by phone or face to face.	✓			Details of Student Protection Contacts is also available on the school's website.	HOC and Ass HOC
Student/Child Protection Contacts are selected by the Principal/Entity Director as required and outlined in the <i>EREA Northern Region Student Protection Processes and Guidelines</i> .	✓				Delegated responsibility to HOC, from Principal
The EREA Student Protection Officer is consulted when required to assess harm to students/children and for support	✓				Principal, HOC and Ass HOC

and guidance during and after a student/child protection intervention					
A plan for managing breaches of the Child and Youth Risk Management Strategy (mandatory requirement 5).					
STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
Staff, other personnel and volunteers are aware of the requirements of the <i>EREA Northern Region Child and Youth Risk Management Strategy 2018 CEP</i> and the plan for managing breaches of the <i>Strategy</i>	✓			This Checklist document is the plan for managing breaches of the Strategy.	HOC
A risk management plan for high risk activities and special events (mandatory requirement 7)					
Risk Management Tools					
STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
All curriculum and non-curriculum activities in terms of their level of risk are considered	✓			There is a CEP Risk Assessment and Management Plan which is reviewed annually. It is available at EREA CEP Policy Plus website. Risk management assessment and plans are included in all unit plans and any activity/camp off site.	HOC, Assoc HOC, all staff
When considering all activities or special event (i.e. low, medium or high) we undertake responsibility for identifying potential risks and consider the safety and wellbeing of students/children and the risk of harm to students/children	✓			Venue proformas, activity/ camp intention sheets, Standard Operating Procedures	HOC, Assoc HOC, all staff
Risk Management Assessment and risk mitigation is carried out for activities undertaken within the school/entity and outside the school/entity	✓			As above	HOC, Assoc HOC, all staff
Health and Safety teams and a dedicated Workplace Health and Safety Officer ('WHSO') provide support, if requested, to carry out risk assessments and develop and implement the risk management plan	✓			Whole staff responsibility	Principal, Business Manager, HOC
Risk Management for Excursions and other Activities					

Principal approves all excursions, retreats, immersion programs and school and outside school activities	✓			Venue proformas Activity/Camps Intention Forms	Principal gives delegated authority to HOC
Parent/Carer permission forms and documentation covering excursions (including OH & S standards and Risk Management Plans) have been developed	✓				HOC and Assoc HOC
A Risk Management Plan and Risk Assessment Form is used to identify, assess and manage risks associated with excursions, school camps, school retreats, immersion programs and outside school activities.	✓			This is included in both the venue proforma and activity/camp intention forms.	HOC, Assoc HOC and all staff.
Staff in carrying out a Risk Assessment and formulating a Risk Management Plan specify on the forms and template used that student protection risks must be assessed and managed.	✓			This includes assessment of individual young person's readiness to be able to participate in an activity on-site or off-site. Consistent use of Individual Safety plans where needed for specific YP	HOC

Other Strategies to Minimise the Risks of Harm

STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
There is adequate supervision of students/children.	✓			Procedures for <i>Supervision (General) and Supervision and inspection (Playground)</i> are on EREA CEP Policy Plus website.	HOC and Ass HOC
Procedures to handle Emergency/Critical Incident situations are in place and staff are regularly briefed to appropriately handle situations	✓			Available on EREA CEP Policy Plus website under Student Duty of Care.	Principal, HOC and Ass HOC
Procedures to address Fire/Lockdown situations are in place and employees, other personnel and volunteers are made aware of fire evacuation and lockdown procedures	✓			Available on EREA CEP Policy Plus website under Student Duty of Care.	HOC
Procedures are 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/entity, including the wearing of a visitor's pass	✓			Available on EREA CEP Policy Plus website under Workplace Health and Safety.	HOC and school admin staff

Media/Communications strategies are in place which includes permission from parents/carers using the forms available for the use of student/child photographs and names in any materials issued to the public in printed or electronic form	✓			Available on EREA CEP Policy Plus website under School Governance	Principal, HOC and Assoc HOC
Identifying information of students/children is not used in promotional material without the specific permission of the parents/carers and the students concerned	✓			Available on EREA CEP Policy Plus website under Child Protection Program	Principal, HOC and Ass HOC
All employees and students observe the EREA <i>Information and Communication Technology Use</i> and the completion of the Consent Form) is implemented.	✓			Available on EREA CEP Policy Plus website under Student Duty of Care. The Consent Form is part of the Young Person/ Parent/Carer agreement. A specific Consent Form may be used for specific promotional materials.	Principal, HOC and Assoc HOC
Public Travel guidelines for students/children have been developed and are accessible to staff, parents/carers. Students are regularly reminded of these guidelines				Not relevant.	

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 6)

Blue Card Requirements and Employee Register

STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
The EREA Northern Region Screening Policy and Guidelines – Interim 2018 is complied with.	✓			This is available on CEP's website.	Principal
In accordance with legislative requirements all employees, other personnel, volunteers, trainee student teachers and school students are required to obtain and hold a Blue Card (unless exempt)	✓				Principal, Principal's Assistant and HOC

A Blue Card Register for all eligible employees, other personnel, volunteers, trainee students, preservice teachers is maintained	✓				Principal, Principal's Assistant
A designated Screening Contact Person has been appointed by the Principal/Entity Director	✓				Principal, Principal's Assistant
The Screening Register and details are available to the EREA Director Northern Region when requested.	✓				Principal, Principal's Assistant
All teachers are registered with the QCT and the Principal/Entity Director sight the original certificates of registration and qualifications before employment commences.	✓				Principal, Principal's Assistant
All new non-teaching employees and eligible volunteers have applied for a Blue Card prior to commencement of work	✓				Principal, Principal's Assistant and HOC
Procedures for reviewing the Child and Youth Management Strategy					
STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
To ensure that the Strategy/Plan remains current and effective the strategy is monitored and reviewed annually	✓			The Checklist is reviewed annually.	Principal and HOC
Strategies for communication and support (mandatory requirement 8)					
Student/Child Protection Training					
STRATEGY	YES	NO	In Progress	What to maintain or improvements to be made?	By WHOM
As detailed under Training and Management of Employees in this document	✓				Principal
The <i>EREA Northern Region Child and Youth Risk Management Strategy</i> is available at the school office, on CEP website and on EREA CEP Policy Plus.	✓			This document is currently under review and any changes will be implemented as soon as advised.	Principal, Principal's Assistant, HOC, Assoc HOC

