



Saint Stephen's College

CHILD PROTECTION RISK MANAGEMENT POLICY STATEMENT

ABN: 31 071 134 024
CRICOS Provider 01938G

Commitment of the College

In compliance with the Commission for Children and Young People Amendment Regulation (2006), Saint Stephen's College is committed to the safety and holistic wellbeing of all children and young people in the College. The College has a current Child Protection Policy which meets criteria as set down in the legislation. The Policy is available on the College website and included in the Staff Handbook. Every person in the College is bound by this policy must always place the safety and welfare of children above all other considerations. Our employees and volunteers will treat children and young people in their care with respect and understanding. To ensure that children and young people are kept safe from harm, our staff and volunteers agree to adhere to a code of conduct and protocols when working with children; undergo training in child safety and follow risk management procedures. The College will endeavour to provide a safe and supportive service environment for children and young people through maintaining a positive culture and appropriate services to meet the needs of our students.

Code of Conduct

The College has clearly established values and expectations to provide a safe and supportive environment. These values and expectations are expressed through the:

- [Student Code of Behaviour](#);
- [Statement of Students' Rights and Responsibilities](#);
- Parent Charter, all of which are published on the College website, and
- Procedures and protocols in the Staff Handbook establish expectations and responsibilities of staff.

Definition of Harm

This policy relates to children (anyone under 18 years) at risk of harm. Harm can take many forms and often can be caused by those they know and trust. Children may be harmed by both verbal and physical actions and by people failing to provide them with basic care. Harm to children may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Several measures will be used to achieve a safe environment, including:

- Prohibiting any form of abuse against children;
- Non-exempt volunteers are required to register their suitability to work with children 'blue card' details with Vanessa Bremer;
- Carefully selecting and screening people have regular contact with children;
- Ensuring codes of conduct and risk management for special or high risk activities are promoted, enforced and reviewed regularly;
- Providing procedures for raising concerns or complaints and publishing these to stakeholders; and
- Providing education and/or information on child abuse and child protection.

Policies for recruiting, selecting, training and managing people working with children

All staff members, volunteers, including Board members, homestay parents and other people in contact with students of the school have current 'blue cards' where required by legislation.

The School maintains a register of:

- all teacher registration numbers
- all blue card numbers and the dates for renewal.

a) Screening

It is the policy of the School that all members of staff, volunteers and contractors are cleared to work with children:

- all members of academic staff are registered or provisionally registered with the College of Teachers (formally Board of Teacher Registration), or have received special dispensation from the College;
- all non-teaching members of staff and all volunteers and contractors (including Board members), who are required to hold a blue card, have a current card;
- in some cases, deemed appropriate by the School, paid or unpaid employees who work with children but are not required to hold a blue card (e.g. a parent volunteer) may be asked to consent to a criminal history check through the Queensland Police Service;
- where volunteer parents are working with children, it will always be in the presence of academic or non-teaching staff who are cleared to work with children. In these circumstances, volunteers are exempt from needing a Suitability Blue Card.

b) Choosing Staff

Saint Stephen's College recognises that risk Management for child protection begins with the recruiting, screening and selection of the right people to work in schools, and continues by having consistent procedures in place for all staff (including volunteers) and contractors to follow, with adequate management and supervision to ensure they comply with these procedures.

c) Induction

Saint Stephen's College has a written induction process which applies to all staff, volunteers and contractors (hereafter called 'staff') during the first twelve months of appointment, and includes procedures for making staff members aware of the legislation on Child Protection, and the Code of Behaviour expected of staff.

d) Professional Development

All staff members are required to have read and understand the School's Child Protection Policy. In addition, the School provides Professional Development in relation to child protection on a regular basis and a register is kept of such activities.

e) **Saint Stephen's College Policies** relevant to risk management:

- [Child Protection](#) Policy and [Protocols](#);
- [Anti Bullying Policy](#);
- [College Response to Duty of Care](#) ;
- [Pastoral Care Policy and Procedures](#);
- [Critical Incident Policy & Procedures](#);
- [Evacuation](#) and [Lockdown Procedures](#)

Procedures for Handling Disclosures and Suspicions of Harm

Our organisation recognises that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them. Saint Stephen's College requires anyone who reasonably suspects that a child has been or is being abused by someone, to report it immediately to the police, relevant government agency or members of the College staff. If anyone bound by this policy reasonably suspects that a child is being abused, they must report the matter to the Headmaster. The College employs a professional Counsellor to support students.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. The College keeps a record of all incidents related to sexual abuse, harm or inappropriate behaviour. Where legislation requires, incidents of harm or suspected harm are reported to the relevant state authorities immediately, and the incident is noted in the register. Where an incident of inappropriate behaviour is reported, full details, including the steps taken to resolve the incident, are entered in the register. Staff, parents and students can access the College's complaints handling procedure in cases where an issue is not resolved to their satisfaction.

Managing Breaches of Child and Youth Risk Management Strategy

A breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy. This includes any breach in relation to:

- statement of commitment to the safety and wellbeing of children and the protection of children from harm
- code of conduct for interacting with children and young people;
- procedures for recruiting, selecting, training and managing paid employees and volunteers
- policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- policies and procedures for implementing and reviewing the children and youth risk management strategy and maintaining an employee register
- risk management plans for high risk activities and special events, and
- strategies for communication and support.

All stakeholders are to be made aware of the actions or inactions that form a breach as well as the potential outcomes of breaching the child and youth risk management strategy. Breaches will be managed in a fair, unbiased and supportive manner.

Policies and Procedures for Compliance with Screening Requirements

To ensure that children and young people are kept safe from harm, our staff and volunteers are required to possess either teacher registration or a current blue card as required by legislation. Vanessa Bremer manages and maintains the College Blue Card Register to ensure members of the College community comply with legislative requirements. The register is reviewed annually.

Risk Management Plan for High Risk Activities and Special Events

The College has an established process of assessing and controlling risks associated with College events. The high risk management strategy incorporates the key criteria of Physical, Emotional, Sexual and Cultural harm, and is conducted in accordance with industry standards.

Strategies for Communication and Support

The College Risk Management Policy is published on the College website to inform and encourage feedback from the community. The policy is reviewed annually and parents are encouraged to provide feedback to the Assistant to the Headmaster Administration and Compliance.