Chapel Hill State School
P&C Association
Student Protection
Risk Management Strategy

A strategy for managing risks to children & young people.

This Strategy is effective from 13 February 2024 (date endorsed) and is to be reviewed and updated annually in time for endorsement at the following AGM. This is an annual requirement of the P&C Association.

Disclaimer: This document has been compiled by P&Cs Qld to assist P&C Associations to comply with the legislative requirements of the *Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011*. It is a guide only and should not be considered legal advice or a legal document. P&C Associations should seek the professional advice of Blue Card Services should they have any questions regarding Student Protection Risk Management.

Chapel Hill State School
Parents and Citizens Association
Student Protection Risk Management Strategy
2024

Purpose
This Student Protection Risk Management Strategy is developed to enable the P&C Association to comply with the legislative requirements specified in the *Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011* for the protection of children and young people from harm and the risk of harm.

Policy
Statement of Commitment
Chapel Hill State School P&C Association is committed to the safety and wellbeing of the students in the care of Chapel Hill State School and requires volunteers and P&C employees to model and encourage behaviour that upholds the dignity and safety of students. The P&C Association supports the Department of Educations (the Department) Child and Student Protection Policy and Student Protection Procedure:

Department of Education Child and Student Protection Policy
Department of Education Student Protection Procedure

All Volunteers and P&C employees must:
- Not cause harm to students in the care of the school.
- Actively seek to prevent harm to a student in the care of the school.
- Report suspected student harm in accordance with their accountabilities.
- Inform themselves about the content of this strategy.

Principles
In keeping with principles outlined in the Department's Student Protection Procedure the P&C Association asserts that the safety, wellbeing and best interests of children are paramount and all children have a right to protection from harm.

Harm includes any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing.
Harm can be caused by amongst other things:
- Physical abuse.
- Psychological or emotional abuse.
- Neglect.
- Sexual abuse, exploitation or sexual assault.

Categories of Harm

For the purpose of this policy, harm to students is considered as being categorised as:

- Harm caused by a school employee or P&C employee.
- Harm caused by another student.
- Harm caused by a person not employed by the Department or the P&C Association including family members, strangers, parent helpers, volunteers, school visitors or unknown.
- Self harm.

Student Protection

- All volunteers and P&C employees receive some form of student protection training, as determined by the principal.
- The safety, wellbeing and best interests of the student are paramount*.
- Every student has a right to protection from harm*.
- Volunteers and P&C employees must ensure that their behaviour towards and relationships with students is of the highest professional standards.
- Failure by a volunteer or P&C employee to act in accordance with the requirements of this policy will constitute a breach and the principal will advise on appropriate action to be taken.

* Sections 5A & 5B *Child Protection Act 1999*

Accountabilities

All volunteers and P&C employees:

- Are not expected to be experts in the area of harm and should err on the side of caution in terms of reporting their suspicions, to enable those who are experts to investigate further.
- Who have any suspicion that a student is being harmed or is at risk of harm **MUST** report their concerns to the Qld Police Service and the Principal*.
- OSHC staff are to report their concerns to the Qld Police Service, the Principal and the OSHC Coordinator who will:
    - Complete the appropriate documentation in accordance with OSHC Policies and Procedures for the licensee (P&C President or Vice President (OSHC) to report to the Department of Children, Youth Justice and Multicultural Affairs (Child Safety).
- MUST report suspected sexual offending against a child by another adult to the Qld Police Service and the Principal#.
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- Actively seek to prevent harm to a student in the care of the school including protecting students from the risk of another adult committing sexual offences against a student#.
- Must apply for and be successful in obtaining a positive suitability notice from Blue Card Services if they are required to do so by law.
- Must immediately notify the principal in writing if they are charged with or convicted of an offence.
- Must undertake training in student protection procedures as determined appropriate by the principal.

** If you suspect the principal is responsible for causing harm to a student report this to the Qld Police Service and the Regional Director at the local Regional Office of the Department of Education.*

[#] *Changes to the Criminal Code in Qld, which took effect from 5 July 2021, mean all adults must report sexual offending against children to the police unless they have a reasonable excuse **AND** adults in an institutional setting (e.g. a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.*

Code of Conduct
A Code of Conduct provides direction and guidance on responsibilities and the expected standards of behaviour while undertaking activities that reflect on the school and the P&C Association. The code places an obligation on all of us to take responsibility for our own actions.

A Code of Conduct for volunteers and P&C employees includes:

- Compliance with the P&C Code of Conduct.
- Personal privacy is of paramount importance. Information gathered or obtained as a result of the role as a volunteer or P&C employee MUST be considered confidential and is only to be passed on to the relevant school authority.
- Treating all people with Dignity, Courtesy, Honesty and Fairness at all times.
- Constructive criticism is healthy while personal attacks are destructive and to be avoided.
- Discrimination on racial, ethnic, or religious grounds is FORBIDDEN, as is any form of sexual discrimination and/or harassment.

The Standards of Behaviour Fact Sheet is provided under templates for distribution.

Procedures

Recruitment
A volunteer, who is not a parent of a child of the school or exempt, MUST have a Blue Card before they start volunteering regardless of how often they come into contact with students.

Executive Committee members of a P&C Association that operate an Outside School Hours Care facility MUST have a Business Blue Card, or proof of a submitted application for a Blue Card.

Paid employees must have a blue card before they commence employment with the P&C.

All written advertisements for volunteer or paid employment will include information regarding Blue Card requirements.

A current Blue Card is an essential requirement for any applicant who is successful in applying for any paid position.

Training
Volunteers and P&C employees access some form of training as determined by the principal, to meet the legislative requirements of Blue Card Services.
For example:

- Mandatory All-Staff Training as provided by the Principal.
- Display Student Protection Fact Sheet in P&C areas of operation and also with the Volunteer Register or refer to the location where the Student Protection Fact sheet is displayed.

Management

The following procedures are to be followed to ensure compliance with the legislation:

- Blue Card Services must be notified if the person in the role of President (the contact person for the Association) changes – this can be via organisation portal or the form available on Blue Card Services website.
- Volunteers should apply for their Blue Card online then provide the card details to the P&C executive to have the card linked to the P&C Association via the organisation portal.
- Volunteers and P&C employees who already have a Blue Card must provide the card details to the P&C executive to have the card linked to the P&C via the organisation portal.
- Maintain a Blue Card Register for volunteers and P&C employees.
- Blue Card Register maintained by the authorised officer, determined by the principal, within the school to guarantee confidentiality of private information.
- Maintain a Volunteer Register at every site and activity at which volunteers are working.
- The Volunteer Register MUST indicate if the volunteer has a blue card or not (see templates)
- Volunteer Register to be checked regularly against the Blue Card Register. (On a term basis as a minimum requirement) by a designated person in liaison with the authorised officer.
- The designated person checking the Volunteer Register MUST inform the principal/P&C President of those volunteers or P&C employees who are non-compliant.
- Currency of the Blue Card for volunteers who are required to have a Blue Card is a condition of their unpaid employment.
- Non-current volunteers will be contacted by the principal/P&C President and advised of the risk management procedures and advise them that they need to amend the situation before they can continue in their current capacity.
- Currency of the Blue Card for P&C employees is a condition of employment and is to be monitored by the P&C President.
- A Student Protection Activity Risk Management Plan (see template) should be completed for each activity in order to identify the potential risks and put appropriate strategies in place to minimize the risks.
- A Training Register is maintained by an authorised person, as determined by the principal, and lists the volunteers and P&C employees who have achieved the minimum requirements of Student Protection training.
- The annual checklist (see template) is to be completed to ensure that procedures continue to be followed.
- Suspected breaches of this Student Protection Risk Management Strategy MUST be reported to the principal/P&C president.

Offences and Penalties

P&C Associations MUST ensure that a Student Protection Risk Management Strategy is implemented, reviewed annually and updated as necessary to ensure compliance.

There is a range of penalties for breaches of the *Working with Children (Risk Management and Screening) Act 2000*.

Blue Cards

Volunteers

Volunteers need a blue card if their usual function includes or is likely to include:

- providing services at a school that are directed mainly towards children; or
- conducting activities at a school that mainly involve children.

Volunteers do not need a blue card if they are:

- a "registered teacher"; or
- a volunteer parent of a child attending the school;
- a guest of a school or "recognised body":
    - for the purpose of observing, supplying information or entertainment to 10 or more people, and
    - the activity is for 10 days or less on no more than two occasions per year, and
    - the person is unlikely to be physically present with a child without another adult being present, or
- performing the function of employment at a national or state event organised by a school or "recognised body" (operating at a state or national level):
    - for a sporting, cultural or skill based activity, and
    - the event is attended by more than 100 people, and
    - the work is for 10 days or less on no more than two occasions per year; and
    - the person is unlikely to be physically present without another adult being present.
- a child under 18 years of age volunteering (except “trainee students” undertaking a course of study with an “education provider”).

Executive Committee members of a P&C Association operating an Outside School Hours Care facility must have Business Blue Cards whether they are a parent of a child at the school or not.

Paid employees

Paid employees must have a blue card before they commence employment with the P&C.

More information on Blue cards can be found at http://www.bluecard.qld.gov.au/index.html

Restricted person in restricted employment (voluntary or paid)

There are exemptions that allow certain people to work or volunteer with children without a blue or exemption card in specific circumstances, such as a parent volunteering as the school/P&C where their child is currently enrolled.

However, as an organisation or business operator, you **must not** employ or continue to employ a **restricted person.**

Restricted person

A **restricted person** is a person who either:

- has been issued a negative notice,
- has a suspended blue card,

- is a disqualified person,
- has been charged with a disqualifying offence that has not been finalised, or
- is the subject of an adverse interstate Working with Children Check decision that is in effect.

For further information, please refer to Blue Card obligations for organisations on the Blue Card Services website.

Student Protection Activity Risk Management Plan

The Student Protection Activity Risk Management Plan records details of the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results. (See Template).

All Student Protection Activity Risk Management Plans need to be filed together for reference and referral when necessary. This process needs to be completed as a provision of conducting activities that involve students. Risks identified at a high level MUST be reported to the principal before the activity is approved.

Definitions

Terminology used in this strategy is as defined in the Department's Student Protection Procedure:

Department of Education Student Protection Procedure

In addition:

- A **P&C employee** is any person employed by the Parents and Citizens Association (P&C) on a temporary, casual, permanent or contract basis.
- A **Volunteer** is any person who is engaged for a specific purpose in an unpaid capacity.
- A **Blue Card** is issued by Blue Card Services once it has carried out the Working with Children Check to see if a person is eligible. If a person is eligible, they are issued a positive notice and a blue card.
- A **Working with Children Check** is a detailed national check of a person's criminal history, including any charges or convictions. Also considered is:
  - Disciplinary information held by certain professional organisations for teachers, child care providers, foster carers, nurses, midwives and certain health practitioners, and
  - Police investigation information into allegations of serious child-related sexual offences, even if no charges were laid because the child was unwilling or unable to proceed.

Source of information

- Child Protection Act 1999: https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010
- Working with Children (Risk Management and Screening) Act 2000: https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060

- Working with Children (Risk Management and Screening) Regulation 2020: https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2020-0131
- Department of Education Student Protection Procedure:
- https://ppr.qed.qld.gov.au/pp/child-and-student-protection-policy
- Department of Education Code of school behaviour: https://education.qld.gov.au/initiatives-and-strategies/behaviour
- Education (General Provisions) Act 2006: https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039
- Anti Discrimination Act 1991: https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085

Reporting of Harm Templates

These are for the P&C Association to use to assist in the processes and procedures as outlined in this model Strategy. They can be utilised as the P&C Association need to be able to ensure the implementation and management of the provisions, as outlined, are met.

- **P&C Association Student Protection Annual Checklist**
- **Blue Card Register**
- **Standards of Behaviour Fact sheet**
- **Volunteer Register**
- **Student Protection Activity Risk Management Plan**

Chapel Hill State School P&C Association
Student Protection Risk Management
Annual Checklist

Year_____

Currency of Blue Cards	
1. Volunteers / P&C employees are entered into the Blue Card Register?	Yes
2. All cards are current?	Yes
3. Any volunteers / P&C employees with cards that are not current are not currently working/volunteering, and have completed new applications online?	N/A
4. Any persons with a negative or suspended notice are not currently employed	Yes

Risk Management

1. Annual review of strategy has been completed?	Yes
2. Training accessible to volunteers and P&C employees?	Yes
3. Activities for the year have been evaluated for risks to students?	Yes – prior to events
4. Updated Risk Management Policy approved at P&C AGM?	Yes
5. Risk Management Strategy and information is easily accessible to all volunteers and P&C employees?	Yes

*** This checklist needs to be completed and presented with the updated Student Protection Risk Management Strategy for adoption at the P&C Association's AGM. A copy of this checklist is to be provided to the Principal.**

P&C President's Signature: _____ Date: _____

Chapel Hill State School P&C Association Blue Card Register

Working with Children Check through Blue Card Services

- Register is to be regularly updated and made available to the Principal (through the designated person managing Blue Card applications for the whole school).
- All details are private and confidential and MUST be stored safely within the school.
- Ensure a copy of the positive notice or a declined notice is attached with the register.
- All volunteers and P&C employees need to ensure they renew their blue card and update details with the designated person managing Blue Card applications.

Name of Employee / Volunteer				Blue Card Details						
Last Name	**First Name**	**Middle Name**	**Employee Volunteer E/V**	**Application date**	**Date additional information supplied**	**Date of Birth**	**Registration number**	**Date card suspended / cancelled**	**Expiry Date of card**	**Signature of authorised officer**

Standards of Behaviour Fact sheet

The following tables include, but are not limited to, the specific ***standards of behaviour*** in relation to working closely with students in any situation:

Language	
Do	• Communicate, both verbally and non-verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students • Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion, or disabilities • Ensure both verbal and non-verbal communication are non-abusive or bullying • When possible, frame communication from the positive perspective in interactions with students
Don't	• Become involved in inappropriate conversations of a sexual nature • Make sexually suggestive comments • Use language that could be offensive to another • Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students

Relationships with Students	
Do	• Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students • Dress appropriately while working with children and young people, in a way that models respect for the students
Don't	• Spend inappropriate time with a student • Inappropriately give gifts to a student • Show special favours to a student • Expose student to sexual behaviour of others including displays of pornography • Persuade a student that a 'special' relationship exists

Physical contact	
Do	• Respect the personal space of student and limit physical contact generally • Limit hugging when initiated by the student by changing from a frontal hug to arm around the shoulder of student • Limit hugging when initiated by the student by sitting on the floor with child next to you
Don't	• Hit, kick, slap or push a student • Allow student to sit on your lap • Touch parts of a student's body usually covered by a swimming costume • Change nappies or engage in toileting practises

Chapel Hill State School P&C Association Volunteer Register

The P&C Association holds insurance for all volunteers participating in school activities. All volunteers MUST complete the register for each activity.

Term: __ Date:_____ Area of School: _____ (classroom, facility, activity, event)

Coordinator / Teachers name: (if applicable) _____

Name	Phone Number	Time started	Volunteer signature	Time finished	Volunteer signature	Volunteering Location / duties	Blue Card Y / N / NA	Supervisor's name who cited evidence of Blue Card	I have undertaken the DoE's Mandatory All-Staff Training. Y/N	I have read the Standards of Behaviour Fact Sheet Y/N

If you're NOT a parent of a child at the school and are not exempt, then you MUST have a Blue Card before you can volunteer in any area of the school or its activities.
Please check with the person for whom you are volunteering.

Chapel Hill State School Parents & Citizens Association
Student Protection Activity Risk Management Plan

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results.

Activity	**Eg:**			
Category of Harm	**Risks** **What could go wrong?**	**Level** **L/M/H***	**Risk control measures** Actions taken to prevent harm, limit damage, reduce liability.	**Evaluation of controls** Satisfactory/unsatisfactory
Harm caused by school or P&C employee.				
Harm caused by another student.				
Harm caused by a person not employed by Education Qld or P&C Assoc. E.g.: Volunteers				
Self-harm				

*L = Low, M = Middle, H = High.