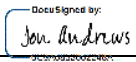
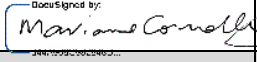
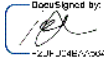


St Paul's School and Early Learning Centre

CHILD AND YOUTH RISK MANAGEMENT STRATEGY 2024

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| APPROVAL | | | |
|--------------------------|--------------------------|--|---------------|
| Name | Role | Signature | Date |
| Endorsed by: | | | |
| Jon Andrews | Chair CYRM |  | 25 April 2024 |
| Marianne Connolly | ELC Nominated Supervisor |  | 28 April 2024 |
| Approved by: | | | |
| John O'Sullivan Williams | Acting Principal |  | 29 April 2024 |

A: ADMINISTRATION OF CYRMS

PURPOSE

The purpose of the St Paul's School and Early Learning Centre Child and Youth Risk Management Strategy (CYRMS) is to implement practices and procedures that:

- support the wellbeing of children; and
- 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

The following regulated business/es and employment are within the scope of this CYRMS:

| Regulated Businesses | |
|----------------------|--|
| 1 | Education and care services and similar businesses |
| 2 | Non-State schools |

| Regulated Employment | |
|----------------------|---|
| 1 | Schools—employees other than teachers and parents |
| 2 | Education and care services and similar employment |
| 3 | Churches, clubs and associations involving children |
| 4 | Health, counselling and support services |
| 5 | Child accommodation services including home stays |
| 6 | Religious representatives |
| 7 | Sport and active recreation |

KEY ROLES AND RESPONSIBILITIES

| Position | Responsibility |
|---|---|
| Acting Principal | <ul style="list-style-type: none"> • Overall responsibility for delivering the Purpose of the Child and Youth Risk Management Strategy. • 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 Council | <ul style="list-style-type: none"> • Endorse the Child and Youth Risk Management Strategy and any changes following review |
| Risk and Compliance Committee | <ul style="list-style-type: none"> • Support and advise the Acting Principal on the delivery of the Child and Youth Risk Management Strategy. • Conduct an annual review of the Child and Youth Risk Management Strategy in accordance with the Cyclical Calendar. • Recommend the endorsement of the Child and Youth Risk Management Strategy to the School Council in accordance with the Cyclical Calendar. |
| Child and Youth Risk Management Committee | <ul style="list-style-type: none"> • Lead the production, review and dissemination of the Child and Youth Risk Management Strategy. |

| | |
|-----------------------------|--|
| | <ul style="list-style-type: none"> Assist the Acting Principal in the implementation of the Child and Youth Risk Management Strategy |
| Director of Junior School | <ul style="list-style-type: none"> Implement the Child and Youth Risk Management Strategy in the Early Learning Centre |
| Homestay Coordinator | <ul style="list-style-type: none"> Implement the Child and Youth Risk Management Strategy in the St Paul's Homestay program. |
| Risk and Compliance Officer | <ul style="list-style-type: none"> Assist the Chair of the Child and Youth Risk Management Committee with risk management and compliance advice |

See appendix 2 of this CYRMS for a list of all people with responsibilities under this strategy and their contact details.

CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring and review of our Child and Youth Risk Management Strategy is assisted by the Child and Youth Risk Management Committee. Membership of this Committee has been chosen because it represents the variety of contexts that the Child and Youth Risk Management Strategy relates to. The diversity of the Committee also facilitates collaboration with a range of stakeholders from within these contexts, including children, young people, parents, staff and volunteers. The St Paul's School and Early Learning Centre Child and Youth Risk Management Committee members are:

| Role | Position | Person |
|-----------|---|-------------------|
| Chair | Deputy Principal | Jon Andrews |
| Secretary | Admin Assistant – Student Wellbeing | Mary-Clare Sexton |
| Member | Risk and Compliance Officer | Mark Barratt |
| Member | Director of Junior School & Early Learning Centre Nominated Supervisor | Marianne Connolly |
| Member | Junior School Head of Studies | Cheryl Wegener |
| Member | Director of International Education | Kathleen Power |
| Member | Head of Wellbeing | Erica Trudgian |
| Member | Head of Sport Development | Chloe Litherland |
| Member | Head of Learning Support | Nicole Bunt |
| Member | Head of Information Services | Maddy Dearnaley |
| Member | Head of Extra-Curricular Music | Kellee Green |
| Member | School Counsellor | Karen Semple |
| Member | Chaplain | Mark Leam |

MONITORING AND REVIEW

Monitoring

Our Child and Youth Risk Management Strategy is monitored by the Child and Youth Risk Management Committee. This Committee reports to the Acting Principal quarterly.

Review

Our Child and Youth Risk Management Strategy is reviewed annually¹. The stages of our review process are:

| Stage | Activity | Timeframe |
|-------|--|-----------|
| 1 | Request for comments on the School eNews | June |

¹ In accordance with the Working with Children (Risk Management and Screening) Act 2000, Ch7, Part 3, Section 171 [here](#).

| | | |
|---|---|----------|
| | Request for feedback from the Student Wellbeing Committee | |
| | Request for feedback from staff | |
| 2 | Reviewed by the Child and Youth Risk Management Committee | July |
| 3 | Presented to the Acting Principal for comment | August |
| | Presented to the ASC Director of Child Safety for comment | |
| 5 | Presented to the School Council for endorsement | November |
| 6 | Published | January |

Feedback

We welcome feedback on our Child and Youth Risk Management Strategy at any time of the year. If you would like to comment, please contact the Chair of the Child and Youth Risk Management Committee on 07 3261 1388.

Distribution

The Child and Youth Risk Management Strategy is our cornerstone Student Protection document. It is widely available and easily accessible.

| Source | Location |
|-------------|---|
| Website | https://www.stpauls.qld.edu.au/student-protection/ |
| Intranet | https://stpaulsqld.cspace.net.au/ChildProtection |
| Hard Copies | Acting Principal |
| | Director of Junior School |
| | Chair Child and Youth Risk Management Committee |
| | Counselling |
| | Chaplain |
| | Risk and Compliance Officer |
| | Early Learning Centre |
| | International School |
| | Innovation Precinct Library |

Where to get support

We understand that speaking out when you see or suspect a child is being harmed takes courage. We're here to help, guide and support you. Regardless of your role our community, you can find support here. We have members of staff especially trained in child protection matters. They are experienced, compassionate and approachable. Any member of School staff will be able to guide you to them.

If you're uncomfortable talking to a member of School staff, then you can get in touch with Child Safety on 1300 682 254 (9.00am – 5.00pm) or 1800 177 135 (after hours).

Being involved in a child protection matter can be distressing and stressful. There is support available to you from:

- Lifeline on **13 11 14**
- Kids Helpline on **1800 55 1800**
- The Employee Assistance Program (for staff)
- Or our School Counsellors on **07 3261 1388**

B: STATEMENT OF COMMITMENT

This is our Statement of Commitment to the safety and wellbeing of children and to the protection of children from harm. It seeks to provide a foundation to reflect, encourage and support a child-safe culture. We require Our Statement of Commitment to be implemented by everyone within the St Paul's School and Early Learning Centre community.

Anglican Schools and Education & Care Services are 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 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.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

St Paul's School and Early Learning Centre currently does the following to communicate to and support people in our community to understand and implement the Statement of Commitment:

| Action | Lead |
|--|---|
| Include it in our onboarding processes for all new staff | Manager of People and Culture |
| Displayed at sign in kiosks | Risk and Compliance Officer |
| Display it on our website | Director of Marketing and Communication |

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

| Document | Version | Location |
|---|---------|----------------|
| Protecting Children in Anglican Education | 1.1 | School website |

| | | |
|--|-----|-----------------------------------|
| (Policy and Procedures) | | School intranet |
| Working with Children in Anglican Education (Policy) | 1.0 | School website School intranet |

C: MANAGING BREACHES

MANAGING BREACHES: IMPLEMENTATION

A plan for managing breaches of the CYRMS

- Throughout relevant sections of this CYRMS there are specific references to how St Paul's School and Early Learning Centre 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 CRYMS, will be detailed by the Committee in their reporting. The Acting Principal and the School Council will consider these changes and respond as appropriate to the circumstance.

MANAGING BREACHES: REFERENCE DOCUMENTS

| Document | Version | Location |
|---|---------|---|
| Complaints Management in Anglican School and ECS Policy and Procedure | 1.0 | https://www.stpauls.qld.edu.au/policies/complaints-policies-and-procedures/ |
| St Paul's Formal Complaints procedures and form | 1.0 | https://www.stpauls.qld.edu.au/policies/complaints-policies-and-procedures/ |

D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

St Paul's School and Early Learning Centre communicates and provides support about our Child and Youth Risk Management Strategy to people in our community in a variety of ways:

- Within this document, there are references to how we communicate and provide support for different sections of our Child and Youth Risk Management Strategy.
- For the Child and Youth Risk Management Strategy as a whole, we take the following actions to ensure it is communicated and that support is available:

| Actions | Lead |
|---|-----------------------------------|
| Distribute our Child and Youth Risk Management Strategy in accordance with the distribution list in Section 1 | Risk and Compliance Officer |
| Include contact details in our Child and Youth Risk Management Strategy for support | Risk and Compliance Officer |
| Conduct Child and Youth Risk Management Committee meetings at least once per Term | Chair CYRM Committee |
| Distribute St Paul's School and Early Learning Centre induction material | Director of Junior School |
| Distribute Anglican Schools Commission Child Protection training material | Risk and Compliance Officer |
| Staff Professional development sessions | Senior School Guidance Counsellor |

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

| Document | Version | Location |
|--|---------|---|
| Policy Protecting Children in Anglican Education | 1.1 | School website |
| Procedures Protecting Children in Anglican Education | 1.1 | https://www.stpauls.qld.edu.au/student-protection/ |
| MindAtlas 2024 Child Protection training | n/a | School login required |
| Onboarding documents | various | Manager of People & Culture |

E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

CODES OF CONDUCT: IMPLEMENTATION

Communication and support:

St Paul's School and Early Learning Centre has adopted the Anglican Schools Commission publication; *Our Commitment: Creating environments for children and young people to thrive (Code of Conduct for Anglican Schools and Education & Care Services)*. We refer to this publication as the Code of Conduct.

St Paul's School and Early Learning Centre follows a Code of Conduct for interacting with children and young people. We communicate this Code of Conduct to our community in the following ways:

| User Group | How Does This User Group Understand the Expectation? | How do others understand the expectations of this group | Lead |
|----------------------------------|---|---|---|
| Volunteer and Homestay Community | The Code of Conduct is provided as part of our induction materials. Understanding is agreed and signed to in an Acknowledgment of Understanding. Understanding can be reaffirmed by accessing the Code of Conduct through our website. | CYRMS Publication of the Code of Conduct Homestay briefings | Manager of People & Culture Homestay Coordinator |
| Staff Community | | CYRMS Code of Conduct Staff professional development | Chair CYRM |
| Parent Community | The availability of the Code of Conduct on our website and Parent lounge allows our parents to understand expected conduct when interacting with children and young people at St Paul's School and early Learning Centre. | CYRMS Publication of the Code of Conduct Parent Code of Conduct | |
| Public | The availability of the Code of Conduct on our website allows the public to understand expected conduct when interacting with children and young people at St Paul's School and early Learning Centre. | CYRMS Publication of the Code of Conduct Code of Conduct Staff Briefings Staff professional development Accessibility to SPO and school contact emails and phone numbers to seek clarity | |
| Student Community | The availability of the Code of Conduct on our website and Student Cafe allows our students to understand: <ul style="list-style-type: none"> the expected conduct of adults that interact with them at St Paul's School and Early Learning Centre the conduct that they are expected to show to each other | Staff professional development Publication of the Code of Conduct | |

Managing breaches:

St Paul's School and Early Learning Centre 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 and children are managed as per the directions in Protecting Children in Anglican Education 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.

CODES OF CONDUCT: REFERENCE DOCUMENTS

St Paul's School and Early Learning Centre details the expected standards of behaviour for persons who interact with children as a result of their enrolment in the following documents:

| Document | Version | Location | Target audience |
|--|---------|---|-----------------------------------|
| Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services) | | School website https://www.stpauls.qld.edu.au/student-protection/ | Staff and volunteers and students |
| Policy Protecting Children in Anglican Education | 1.1 | | |
| Procedures Protecting Children in Anglican Education | 1.1 | | |

F: RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: IMPLEMENTATION

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

Implementation:

Within St Paul's School and Early Learning Centre, child protection messaging, expectations and training reach our varied user groups in the following ways:

| User Group | Sub-Group | Processes and Procedures (Login Required) | Lead |
|------------|--------------------------------|---|-----------------------------|
| Homestay | Families | Homestay Family – New Student Checklist Homestay Family Inspection Checklist Homestay Induction Checklist Homestay Reference Check 2021 Information Handbook for Homestay Families Homestay Family - New Student Checklist New Student Homestay Placement – Coordinator Checklist | Homestay Coordinator |
| | Students | Student Homestay Handbook Homestay Student Contract Homestay Student Check-in | |
| Volunteers | School Council | School Council nomination form | Business Manager |
| | Sports Coaches | Sports Coach inductions | Manager of People & Culture |
| | Association & Supporter Groups | Blue Card and Induction Guidelines for Volunteers | |
| | All unsupervised volunteers | ASC National Register Check | |
| Staff | Permanent | Blue Card management processes QCT registration management processes Induction and onboarding processes | |
| | Contract | | |
| | Supply | Interview and Induction Form | Operations Manager |
| | All | ASC National Register Check | Manager of People & Culture |

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

| Document | Version | Location |
|--|---------|--|
| Working with Children in Anglican Education Guidelines and Procedures Appendix 1, Screening Advice | 1.0 | School intranet |
| Protecting Children and Young People in Anglican Education Guidelines and Procedures | 1.1 | School website school intranet |
| Volunteer Sports Coach Inductions | 2024 | |
| Child Protection Induction for Early Learning Centre | | |
| MindAtlas child protection training | 2024 | online |
| Induction and onboarding documents <ul style="list-style-type: none"> • Supply Staff • Permanent and Contract Staff • Pre service teachers • Volunteers • Sports coaches (2024) • St Paul's School and Early Learning Centre Induction | 2024 | Request Access from Manager of People and Culture or Risk and Compliance Officer |

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 St Paul's School and Early Learning Centre:

| Policy or Procedure | Who they apply to |
|---|--|
| Blue Card Policy and Procedure (login required) | All workers who are eligible or required to hold a valid Working With Children Check |
| Induction and onboarding procedures | |

Communication and support:

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

| Action | Audience | Lead |
|---|--------------------------------|---|
| Distribute our Child and Youth Risk Management Strategy in accordance with the distribution list in Section A | Staff, volunteers and visitors | Risk and Compliance Officer |
| Include contact details in our Child and Youth Risk Management Strategy for support | Staff, volunteers and visitors | Risk and Compliance Officer |
| Conduct termly Child and Youth Risk Management Committee meetings | Staff | Chair Child and Youth Risk Management Committee |
| Distribute St Paul's School and Early Learning Centre induction material | Staff | Manager of People and Culture |
| Distribute Anglican Schools Commission Child Protection training material | Staff and volunteers | Risk and Compliance Officer |

Managing breaches:

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

| Document | Lead |
|--|-----------------------------|
| Complaints Management in Anglican School and ECS Policy and Procedure | Complaints Officer |
| St Paul's Formal Complaints procedures and form | |
| Monitoring of blue card register and blue card organisational portal to prevent breaches | Risk and Compliance Officer |
| Implementation of ASC breach reporting processes | |

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

| Document | Version | Location |
|--|---------|-----------------------------------|
| St Paul's School and Early Learning Centre Recruitment Application Guide | 8.0 | Intranet |
| Protecting Children and Young People in Anglican Education Guidelines and Procedures | 1.1 | School website School intranet |
| Working with Children in Anglican Education Policy, Guidelines and Procedures | 1.0 | School website |

H: RISK MANAGEMENT PLANS

RISK MANAGEMENT PLANS: IMPLEMENTATION

St Paul's School and Early Learning Centre undertakes the following processes to assess risk, as related to the wellbeing of students 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:

- Staff apply to a member of the Senior Leadership Team in order to gain approval for an event or activity.
- A risk Management Plan is completed and submitted for review to a Senior Leader prior to approval.
- The Risk Management Plan has a dedicated Child Protection section to enable staff to identify related hazards, detail existing controls and assess the level of residual risk.

Communication and support:

The following actions are taken to implement the above processes:

| Action | Audience | Lead |
|---|----------|-----------------------------|
| Risk Management page on school intranet | Staff | Risk and Compliance Officer |
| Application for incursion or activity | | |
| Risk assessment template | | |

RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

| Document | Version | Location |
|-------------------------------|---------|-----------------|
| Risk Management Framework | 2020 | School intranet |
| Risk Management Plan template | 1.0 | School intranet |

I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

St Paul's School and Early Learning Centre implements the following policies and procedures for the handling of disclosures or suspicions of harm to children:

| Policy or Procedure | Audience |
|--|---------------------------------------|
| Policy Protecting Children in Anglican Education | Staff |
| Procedures Protecting Children in Anglican Education | Staff |
| CYRMS | All worker, parents, students, public |
| Induction processes | All workers |

Managing breaches:

Procedures for managing concerns that the Student Protection in Anglican Schools Policy or Procedures have not been followed are detailed in Section C Managing Breaches

Communication and support:

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

| Action | Audience | Lead |
|--|---|---|
| 2024 MindAtlas child protection training | Workers | Complaints Officer |
| Distribution of child protection posters | School Community – workers, parents, students, visitors | Risk and Compliance Officer |
| Presence of Student Protection Officers in key areas across School and ELC | | Chair CYRM |
| Publication of complaints procedures on the School website | | Director of Marketing and Communication |
| Publication of CYRMS on School website | | |
| Students briefed on who SPOs are and how to report | Students | Senior School Guidance Counsellor |

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

For example:

| Document | Version | Location |
|--|---------|-----------------|
| Policy Protecting Children in Anglican Education | 1.1 | School website |
| Procedures Protecting Children in Anglican Education | 1.1 | |
| Student Protection Form | | School intranet |

| J: APPENDIX | |
|--------------------|------------------------------------|
| 1 | CYRMS Action Plan (login required) |
| 2 | Key CYRMS Contact List |
| | |
| | |
| | |
| | |
| | |
| | |

APPENDIX 1 – CYRMS Action Plan (maintained on School intranet)

APPENDIX 2 – Key CYRMS Contact List

| Role | Position | Person | Contact |
|-----------|-------------------------------------|-------------------|--|
| Chair | Deputy Principal | Jon Andrews | j.andrews@stpauls.qld.edu.au |
| Secretary | Admin Assistant – Deputy Principal | Mary-Clare Sexton | m.sexton@stpauls.qld.edu.au |
| Member | Risk and Compliance Officer | Mark Barratt | m.barratt@stpauls.qld.edu.au |
| Member | Director of Junior School | Marianne Connolly | m.connolly@stpauls.qld.edu.au |
| Member | Director of International Education | Kathleen Power | k.power@stpauls.qld.edu.au |
| Member | Director of Wellbeing | Erica Trudgian | e.trudgian@stpauls.qld.edu.au |
| Member | Head of Sport Development | Chloe Litherland | c.litherland@stpauls.qld.edu.au |
| Member | Head of Learning Support | Nicole Bunt | n.bunt@stpauls.qld.edu.au |
| Member | Head of Information Services | Maddy Dearnaley | m.dearnaley@stpauls.qld.edu.au |
| Member | Head of Extra-Curricular Music | Kellee Green | k.green@stpauls.qld.edu.au |
| Member | Senior School Guidance Counsellor | Karen Semple | k.semple@stpauls.qld.edu.au |
| Member | Chaplain | Mark Leam | m.leam@stpauls.qld.edu.au |