




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:			
Dan O'Connor	Chair of ASC Council		20/09/24
Approved by:			
John O'Sullivan Williams (for School)	Acting Principal	 F2DFD048AA56465	03 June 2024
Catherine O'Sullivan (for ELC)	Acting Executive Director Anglican Schools Commission		4/6/24

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).

This CYRMS applies to both St Paul's School and St Paul's Early Learning Centre.

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
School Council	<ul style="list-style-type: none"> • Supporting the School and Early Learning Centre in meeting its obligations relating to Child and Youth Risk Management, including endorsement of this Strategy.
Acting Executive Director Anglican Schools Commission	<ul style="list-style-type: none"> • CYRMS Approval for Early Learning Centre following review.
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. • CYRMS Approval for the School following review.
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. • Assist the Acting Principal in the implementation of the Child and Youth Risk Management Strategy.

Director of Junior School/Nominated Supervisor	<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 1 of this CYRMS for a list of 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 of CYRM	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
	Request for feedback from the Student Wellbeing Committee	
2	Request for feedback from staff	July
	Reviewed by the Child and Youth Risk Management Committee	
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.

Continuous Improvement

This CYRMS will be supported by an Action Plan, the goal of which is to help facilitate continuous improvement. The Action Plan is an internal document that will be provided to the School Council for endorsement, with progress reported in the CYRM Committee's quarterly reporting, and used to assist in the CYRMS annual review.

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://stpauls4.sharepoint.com/sites/SPSPolicies/SitePages/Child-Protection.aspx?csf=1&web=1&e=hqpy46 (login required)
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

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

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 and Young People in Anglican Education Guidelines and Procedures	1.2	School website School intranet

Protecting Children and Young People in Anglican Education Policy	1.2	School website School intranet
Working with Children in Anglican Education Policy	1.1	School intranet
Working with Children in Anglican Education Guidelines and Procedures	1.0	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 CYRMS, 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 Education Policy	1.0	
Complaints Management in Anglican Education Guidelines and Procedures	1.0	https://www.stpauls.qld.edu.au/policies/complaints-policies-and-procedures/
St Paul's School and Early Learning Centre 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
ASC 2024 Child Protection overview module and Child Protection Staff module training	n/a	School login required
Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.2	School website School intranet
Protecting Children and Young People in Anglican Education Policy	1.2	School website School intranet
Working with Children in Anglican Education Policy	1.1	School intranet
Working with Children in Anglican Education Guidelines and Procedures	1.0	School intranet
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 Chair CYRM
Staff Community	Can be reaffirmed by accessing the Code of Conduct through our website.	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 and Young People in Anglican Education Policy and Guidance 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, volunteers and students
Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.2		
Protecting Children and Young People in Anglican Education Policy	1.2		

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

Documents	Version	Location
Working with Children in Anglican Education Guidelines and Procedures Appendix 1, Screening Advice	1.0	Website School intranet
Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.2	Website School intranet
ASC annual child protection training modules	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:

Action	Lead
Follow St Paul's School and Early Learning Centre complaints processes	Complaints Officer
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	School intranet
Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.2	School website School intranet
Protecting Children and Young People in Anglican Education Policy	1.2	School website School intranet
Working with Children in Anglican Education Policy	1.1	School intranet
Working with Children in Anglican Education Guidelines and Procedures	1.0	School intranet

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
Protecting Children and Young People in Anglican Education Guidelines and Procedures V1.2	Staff
Protecting Children and Young People in Anglican Education Policy V1.2	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 ASC child protection modules 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 the School		Chair CYRM
Presence of Student Protection trained ELC Nominated Supervisor		ELC Nominated Supervisor
Publication of complaints procedures on the School website		Director of Marketing and Communication
Publication of CYRMS on School website		
Developmentally appropriate engagement with students on safety and harm, including how to access support (such as talking with an adult they trust and the role of SPOS in the school)	Students	Nominated Supervisor Senior School Guidance Counsellor

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.2	School website
Protecting Children and Young People in Anglican Education Policy	1.2	
Student Protection Form	1.1	School intranet

J: APPENDIX

1

Key CYRMS Contact List

APPENDIX 1 – 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	Junior School Head of Studies	Cheryl Wegener	c.wegener@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