



St Paul's School and Early Learning Centre

CHILD AND YOUTH RISK MANAGEMENT STRATEGY 2025

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APPROVAL			
Name	Role	Signature	Date
Endorsed by:			
Dan O'Connor	Chair of ASC Council		14 April 2025
Approved by:			
John O'Sullivan Williams (for School)	Principal		25 February 2025
Catherine O'Sullivan (for ELC)	Acting Executive Director Anglican Schools Commission		28 February 2025

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 2020*. 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.
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 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 across St Paul’s Junior School, including as a Nominated Supervisor for the ELC.
Nominated Supervisors	<ul style="list-style-type: none"> • Nominated Supervisors (National Law section 161) have been appointed in accordance with the Responsible Person requirements (ACEQA) by the Approved Provider. Nominated Supervisors have a range of responsibilities under the National Law and National Regulations that include: <ul style="list-style-type: none"> ○ Development of educational programs in accordance with the approved learning framework (National Law Regulations 168). ○ Supervision and safety of children (National Law sections 165-167). ○ Development of the CYRMS as relevant to the ELC.
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	Karen Madden
Member	Director of Community	Jon Andrews
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	Director of Wellbeing	Erica Trudgian
Member	Head of Sport	Andrew Wookey
Member	Head of Learning Support	Nicole Bunt
Member	Head of Information Services	Maddy Dearnaley
Member	Head of Extra-Curricular Music	Tim Weal
Member	Senior Counsellor	Karen Semple
Member	Chaplain	Mark Leam
Secretary	Risk and Compliance Officer	Mark Barratt

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 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	
	Request for feedback from staff	
2	Reviewed by the Child and Youth Risk Management Committee	July
3	Presented to the Principal for comment	August
	Presented to the ASC Director of Child Safety for comment	November
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, 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	Principal
	Director of Junior School & Nominated Supervisor
	Director of Wellbeing
	Chair Child and Youth Risk Management Committee
	Counselling
	Chaplain
	Risk and Compliance Officer

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

	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 v1.2 (2024)

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
Incorporated into our student Behaviour Management policy	Director of Wellbeing
Included in our onboarding processes for all new staff	Manager of People & Culture
Displayed at sign in kiosks	Risk and Compliance Officer
Display it on our website	Marketing Manager

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	1.3	School website School intranet
Working with Children in Anglican Education Policy	1.2	School intranet
Working with Children in Anglican Education Guidelines and Procedures	1.0	School intranet
Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)		School intranet and website

C: MANAGING BREACHES

MANAGING BREACHES: IMPLEMENTATION

Introduction

- Having a plan for dealing with breaches helps make sure our community understand their obligations and rights and are therefore confident to act in the event of a breach of this Strategy.
- The approval, endorsement, reporting and monitoring of the CYRMS, including the Action Plan, act together as a plan to provide assurance that the CYRMS is being implemented.
- Reporting Potential or Actual Breaches.
 - Any member of our community can report an actual or potential breach of our CYRMS. Reporting can be done by informing a member of staff; following the St Paul’s School and Early Learning Centre Complaints procedures and form; by calling 07 3261 1388; or by speaking to our Complaints Officer.
 - If any member of our community feels that it is not appropriate to report a breach or potential breach by these methods, then the St Paul’s School and Early Learning Centre Whistleblower policy and procedures can be followed.
- Managing Potential or Actual Breaches.
 - St Paul’s School and Early Learning Centre uses its internal Complaints and Performance Management and ASC child protection policies and processes to manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within each section of this CYRMS.
- Escalating Potential or Actual Breaches.
 - Serious matters² will be briefed in writing to the Acting Executive Director, Anglican Schools Commission as soon as practicable. This briefing will be undertaken by either the Principal or Nominated Supervisor and will include the Chair of Council.
 - Where required by legislation or ASC policy, the Approved Provider will also be notified.
- Any changes to the approved CYRMS will be detailed by the Committee in their reporting. The Principal and Council will consider these changes and respond accordingly.

MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
Complaints Management in Anglican Education Policy	1.0	https://www.stpauls.qld.edu.au/policies/complaints-policies-and-procedures/
Complaints Management in Anglican Education Guidelines and Procedures	1.0	
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/
Whistleblower policy for Anglican Education	1.0	

² Breach of law, or a post mitigation risk rating of higher or above

Whistleblower Procedures for Anglican Education	1.0	School intranet and website https://www.stpauls.qld.edu.au/policies/whistleblower-policies-and-procedures/
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D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

Communication and support are key strategies in developing a focused, collaborative and well-informed community which supports a culture of safety and student protection. 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:

- Throughout applicable sections of this CYRMS there are specific references to how St Paul’s School and Early Learning Centre will provide communication and support to relevant persons as relevant to that section.
- Broader than this, actions undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by St Paul’s School and Early Learning Centre, children and parents and carers of children are:

Actions	Lead
Staff Communication and Support	
CYRMS and student protection material published on Student Protection intranet site	Risk and Compliance Officer
Student protection information, contacts and training included as part of staff inductions	Manager of People and Culture
Annual child-protection training	Risk and Compliance Officer
Staff professional development sessions about dealing with disclosures and reporting	Senior Counsellor
Staff professional development sessions about the Code of Conduct and Performance Management	Manager of People and Culture
Publish the CYRMS on the School website	Marketing Manager
Publish the CYRMS on Student Café	Risk and Compliance Officer
Student Communication and Support	
Trained Student & Child Protection Officers distributed across School and ELC	Principal
Distribution of Student and Child Protection information posters around the campus	Risk and Compliance Officer
Student protection information and awareness given to students through our pastoral care network of House Leaders, Teachers, Educators, Chaplain and Learning Support staff	Chair CYRM Committee
Translated Student Protection Officer information displayed in International School	Director of International Education
Student Leader input into CYRMS review	Chair CYRM Committee
Student Protection assembly topics/focus	Director of Wellbeing and Director of Junior School
Homestay Families	
Communication with homestay hosts and in the Homestay Information Handbook about student protection	Director of International Education
Translated Student Protection Officer information displayed in International School	Director of International Education
Parent, Carer and Community Communication and Support	
CYRMS and student protection policies and procedures are accessible on the School website	Marketing Manager

Volunteer Communication and Support	
Student protection information and contacts included as part of inductions	Manager of People and Culture
CYRMS and student protection policies and procedures are accessible on the School website	Marketing Manager
Child protection trained School staff available to advise and support on child protection	All staff

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
ASC 2025 Child Protection training modules	n/a	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	<ul style="list-style-type: none">  The Code of Conduct is provided as part of our induction materials for staff and volunteers. The Code of Conduct is also provided and referred to in the Handbook for Homestay families. Understanding is agreed and signed to in an Acknowledgment of Understanding. Understanding can be reaffirmed by accessing the Code of Conduct through our website and intranet. 	<ul style="list-style-type: none"> Through the CYRMS Explanation in the Information Handbook for Homestay families. Publication of the Code of Conduct Homestay briefings 	Manager of People & Culture Homestay Coordinator
Staff Community	All-staff PD lessons on the Code of Conduct and its application	<ul style="list-style-type: none"> CYRMS Code of Conduct Staff professional development sessions 	Chair CYRM Committee
 Parent Community	The Code of Conduct is available on our website and Parent Lounge. In conjunction with our Parent Code of Conduct, it allows our parents to understand expected conduct when interacting with children and young people at St Paul’s School and Early Learning Centre.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> CYRMS Publication of the Code of Conduct Code of Conduct Staff Briefings 	

		<ul style="list-style-type: none"> • Staff professional development Accessibility to SPO and school contact emails and phone numbers to seek clarity	
Student Community	The Code of Conduct is published on Student Café. In conjunction with our Student Code of Conduct, it 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 	<ul style="list-style-type: none"> • Publication of Code of Conduct and Student Code of Conduct in the Parent Code of Conduct • Staff professional development 	

Online Safety

St Paul’s School and Early Learning Centre recognises that expected conduct of our community extends to the online environment. Educating our students on how to keep safe online is conducted through specific curriculum activities, aligning activities with online safety organisations like the Daniel Morcombe Foundation. Annual education for students, staff and parents is conducted by the ySafe organisation. Expectations are reflected in our anti-bullying policy, Student Code of Conduct and our Digital Hub. Ongoing education is accessible to students, workers, volunteers and parents is available on the St Paul’s School and Early Learning Centre Digital Hub.

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 policies and 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: 


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	Director of Business and Operations
	Sports Coaches Association & Supporter Groups	Sports Coach inductions Blue Card and Induction Guidelines for Volunteers	Manager of People & Culture
	All unsupervised volunteers	ASC National Register Check	
Staff	All	SPS Performance Management Policy and Procedure	Manager of People & Culture
	Permanent Contract	Blue Card management processes QCT registration management processes AHPRA registration management processes Induction and onboarding processes	
	Supply	Interview and Induction Form	
	All	ASC National Register Check	

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	2025	online
St Paul's School and Early Learning Centre Recruitment Application Guide	8.0	School intranet
Induction and onboarding documents <ul style="list-style-type: none"> • Supply Staff • Permanent and Contract Staff • Pre service teachers • Volunteers • Sports coaches (2025) • St Paul's School and Early Learning Centre Induction 	2025	Request Access from Manager of People and Culture

G: WRITTEN RECORDS OF ENGAGED PERSONS

WRITTEN RECORDS OF ENGAGED PERSONS: IMPLEMENTATION

 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
St Paul’s School and Early Learning Centre Blue Card Policy and Procedure	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
Staff training on Blue Card requirements, processing and compliance	Staff	Manager of People and Culture

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	Risk and Compliance Officer
Monitoring of blue card register and blue card organisational portal to prevent breaches	
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	1.3	School website School intranet
Working with Children in Anglican Education Policy	1.2	School intranet
Working with Children in Anglican Education Guidelines and Procedures	1.0	School intranet
St Paul's School and Early Learning Centre Blue Card Policy and Procedure	4.0	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.

St Paul’s Early Learning Centre has a comprehensive suite of risk assessments for activities in the Early Learning Centre. These are available for to view upon request to the Nominated Supervisor

As well as individual risk assessments for events and activities, St Paul’s School has the following standing risk assessments for activities that are ongoing and high-risk in nature:

Title	Review date
Homestay	10 November 2025
Swimming Pool Usage	1 July 2025

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
St Paul’s School and Early Learning Centre Formal Complaints procedures and form	All workers, volunteers, parents, students, public

Managing breaches:

If a person has concerns about non-compliance with the Protecting Children and Young People in Anglican Education Policy or Procedures, they are to follow the processes in St Paul’s School and Early Learning Centre Formal Complaints procedures and Complaints Management in Anglican Education Policy.

Communication and support:

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

Action	Audience	Lead
2025 ASC child protection modules	Workers and volunteers	Risk and Compliance Officer
Distribution of child protection posters	School Community – workers, volunteers, parents, students, visitors	Risk and Compliance Officer
Presence of Student Protection Officers in key areas across the School		Chair CYRM Committee
Presence of Student Protection trained ELC Nominated Supervisor		ELC Nominated Supervisor
Publication of complaints procedures on the School website		Marketing Manager
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 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
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APPENDIX 1 – Key CYRMS Contact List

Role	Position	Person	Contact
Chair	Deputy Principal	Karen Madden	k.madden@stpauls.qld.edu.au
Secretary	Risk and Compliance Officer	Mark Barratt	m.barratt@stpauls.qld.edu.au
Member	Director of Community	Jon Andrews	Jc.andrews@stpauls.qld.edu.au
Member	Director of Junior School & Nominated Supervisor	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	Andrew Wookey	a.wookey@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	Tim Weal	t.weal@stpauls.qld.edu.au
Member	Head of Outdoor Education	Neil White	n.white@stpauls.qld.edu.au
Member	Senior Counsellor	Karen Semple	k.semple@stpauls.qld.edu.au
Member	Chaplain	Mark Leam	m.lead@stpauls.qld.edu.au