



CHILD AND YOUTH RISK MANAGEMENT STRATEGY

1. INTENT

Hillbrook Anglican School is committed to creating a safe and supportive environment for all members of our community, particularly children and young people. This strategy aims to:

- strengthen our capability to provide such an environment
- assist in managing concerns with respect to the safety and wellbeing of children and young people who are involved in our community
- promote the consistency of our approach to risk management, both within our School and with respect to the compliance requirements of the *Working with Children (Risk Management and Screening Act 2000)* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011*.

2. SCOPE

This strategy applies to all entities of Hillbrook Anglican School including:

- Hillbrook Anglican School
- The Hillbrook Foundation
- The Creche
- The Parents and Friends Association

3. The Act requires regulated organisations to comply with the following eight requirements:

Commitment

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm, and
2. A code of conduct for interacting with children.

Capability

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

Concerns

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of the risk management strategy, and
6. Risk management plans for high risk activities and special events.

Consistency

7. Policies and procedures for managing compliance with the blue card system,
8. Strategies for communication and support.

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COMMITMENT

1. Statement of Commitment

Hillbrook Anglican School supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of all students. Hillbrook Anglican School is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

In support of this commitment, Hillbrook Anglican School is committed to our Child and Youth Risk Management strategy that includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in our care.

This statement of commitment is best expressed and enacted through our Declaration of Rights and Responsibilities and through our commitment to ensuring all in our community strive to make a positive difference in the lives of others.

2. Code of Conduct

The following policy documents outline the expected standards of behaviour for all people connected with Hillbrook Anglican School:

- 2.1** Professional Guidelines for Staff at Hillbrook
- 2.2** Curricular and Co-Curricular Instructors Policy
- 2.3** Contractors Working on School Premises Health & Safety Checklist
- 2.4** Supply Teacher Handbook
- 2.5** Teacher In Training Booklet
- 2.6** P&F Constitution
- 2.7** Declaration of Rights and Responsibilities
- 2.8** Rules of the Road
- 2.9** Anglican Church Southern Qld Student Protection in Anglican Schools Policy & Procedures
- 2.10** Procedures to Implement ACSQ Student Protection in Anglican Schools Policy
- 2.11** Complaints Policy Statement - A Guide to Raising Concerns at Hillbrook
- 2.12** Enrolment Policy
- 2.13** Expectations for Student Users of Digital Technologies
- 2.14** Gifts Policy
- 2.15** Blue Card Policy
- 2.16** Legal and Illegal Drugs
- 2.17** Harassment and Bullying Policy



- 2.18** Process to Respond to Harassment and Bullying Policy Statement
- 2.19** Grievance & Dispute Resolution Policy
- 2.20** Student Management Team Policy
- 2.21** Whistleblower Policy
- 2.22** Work Health Safety Policy

CAPABILITY

3. Written procedures for recruiting, selecting, training and managing staff and volunteers

Hillbrook Anglican School is committed to an equitable, transparent, consistent and merit based approach to recruitment and selection of staff in order to attract, select and retain the most capable and suitable people to work in our community.

3.1 Pre-Appointment Recruiting and Selection is covered under:

- 3.1.1 Staff Recruitment and Selection Policy

3.2 Post-Appointment Training and Management is covered under the following areas:

- 3.2.1 Induction Program for all new staff
- 3.2.2 Professional Pathways
- 3.2.3 Professional Guidelines for Staff at Hillbrook
- 3.2.4 Individual staff contracts
- 3.2.5 Supporting Beginning Teachers Policy
- 3.2.6 Professional Learning & Practice Plans (Performance Appraisals)
- 3.2.7 Breaches of policies

CONCERNS

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines

Hillbrook Anglican School has adopted the *ACSQ Student Protection in Anglican Schools Policy and Procedures* for handling all disclosures or suspicions of harm as published by the Anglican Church Southern Queensland.

Staff at Hillbrook follow the "Procedures to Implement ACSQ Student Protection in Anglican Schools Policy & Procedures which outlines specifically how the Anglican Church Southern Queensland policy and procedures are followed at Hillbrook Anglican School.



5. A plan for managing breaches of the risk management strategy

Hillbrook Anglican School takes seriously any breach of policy or procedure including breaches to this Child and Youth Risk Management Strategy. The following information outlines our commitment to risk management and the process for managing breaches.

5.1 Breach

A breach is any action or inaction by any member of the Hillbrook community, including children and young people, that fails to comply with any part of this strategy.

5.2 Compliance

All members of the Hillbrook Anglican School community are covered by this strategy and as such are subject to the processes for dealing with breaches of the risk management strategy. This includes employees, volunteers, contractors, sub-contractors, students, children, parents and all other people involved in Hillbrook Anglican School.

5.3 Responsibilities and Delegations

Breaches of this strategy will be addressed by the relevant level of responsibility, depending on the nature of the breach.

- 5.3.1 Breaches by students may be managed by classroom teachers, home teachers or referred to the Student Management Team. If necessary, student breaches will be referred on to the School Leadership Team (SLT).
- 5.3.2 Breaches by employees and other adult members of the community will be addressed by the School Leadership Team as part of the school's risk management processes.

5.4 Processes for Reporting Breaches

- 5.4.1 Students who become aware of a breach of any policy by any member of the Hillbrook community are to report the possible breach to a trusted adult. This could be a teacher, an employee or a member of the SLT.
- 5.4.2 Staff are to report possible breaches to a member of the SLT.
- 5.4.3 Other persons (ie parents, contractors, volunteers) are to report possible breaches to a member of the SLT.

5.5 Process for Managing Breaches

Breaches will be managed using the relevant policy and procedure that relates to the nature and classification of the breach. Breaches may be classified as minor, moderate, major or extreme.

- 5.5.1 The following factors will be considered when deciding what action to take:
 - the seriousness of the breach;
 - the likelihood of the breach occurring again;
 - whether the person concerned has committed the breach more than once;
 - the risk the breach poses to staff, students, others or the reputation of the School;



- whether the breach would be serious enough to warrant formal disciplinary action

5.5.2 Actions that may be taken by the School in respect to a breach of this risk management strategy include:

- management or remedial action
- providing closer supervision
- providing further education and training
- mediating between those involved in the incident
- disciplinary procedures (if necessary)
- reviewing current policies and procedures
- developing new policies and procedures

5.6 Process for Recording Breaches, including outcomes

5.6.1 All reported breaches must be documented.

5.6.2 For student breaches, the Student Management Team protocol is to be followed.

5.6.3 For employees and other adults, a written incident form is to be completed including the names of the parties involved, a description of the incident, date, time, action taken and how the matter is to be resolved.

5.6.4 Confidentiality must be maintained at all times in relation to protecting the privacy of children and young people.

6. Risk management plans for high risk activities and special events

Hillbrook Anglican School recognizes that risk is inherent in all its operations and activities. The aim is not to eliminate risk, but to manage the risks involved in all aspects of the School's activities, to maximize our opportunities and minimize negative outcomes.

The following policies and procedures are to be followed by all members of the Hillbrook community in relation to high risk activities and special events:

6.1 Risk Management Policy

6.2 Critical Incident Management Plan

6.3 Work Health Safety Policy

6.4 Professional Guidelines for Staff at Hillbrook as it relates to high risk activities

6.5 All activities are assessed for risk prior to the event and must be approved by the SLT.



CONSISTENCY

7. Policies and procedures for managing compliance with the blue card system

Hillbrook Anglican School is compliant with the requirements under the Act in relation to the blue card system. The Blue Card Policy is attached to this strategy.

8. Strategies for communication and support

Hillbrook Anglican School is committed to ensuring all people associated with the School community are aware of its Child and Youth Risk Management Strategy.

8.1 Communication with and support for Staff

The following strategies are used to communicate new policies and changes to existing policies and procedures:

- All policies are located within the Staff Files section of online@hillbrook and as such are accessible at all times for employees
- Staff are required to acknowledge they have read important policies by completing the appropriate process through online@hillbrook
- In-service training is provided at staff meetings and at other times to ensure all employees understand their responsibilities under each policy
- SLT and SPOs are available to support staff with implementing policies relating to child protection
- Mentoring programs are in place for staff who may breach areas of policy
- Staff have access to an external counselling service through the Employee Assistance Program.

8.2 Communication with and support for Students

- Policies and procedures that relate to students are available in the Student diary. Each student is provided with a copy at the beginning of each school year
- Home class teachers explain important policies and procedures to students through the course of the year
- Chapel services, assemblies and year level meetings also provide opportunities for communication of risk management strategies to students
- Prior to all high risk activities and special events, students are briefed on any risk management priorities for that particular activity
- Support is provided for students through Home Class Teachers, Classroom Teachers, the Student Protection Officers, SMT and SLT. Year 12 students also provide support for younger students through the Student Support Team under the guidance of the School Counsellor.

8.3 Communication with and support for Parents and other stakeholders

- Policies and procedures that relate to parents, contractors, volunteers and other external entities are available on the School website.



- Information evenings are held regularly for parents through the School, P&F and Education Advisory Committee
- Support is available to parents and other stakeholders through the School Chaplain and Counselling Team in the first instance.