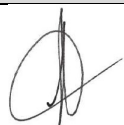





HILLBROOK EARLY LEARNING CENTRE (HELC)

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

CONTENTS		
A	ADMINISTRATION OF CYRMS	2
B	STATEMENT OF COMMITMENT	4
C	CODES OF CONDUCT	6
D	COMMUNICATION AND SUPPORT	7
E	HANDLING DISCLOSURES OR SUSPICION OF HARM	8
F	MANAGING BREACHES	9
G	RECRUITMENT, SELECTION, TRAINING & MANAGEMENT	11
H	WRITTEN RECORDS OF ENGAGED PERSONS	13
I	RISK MANAGEMENT	14
J	APPENDICES	15

APPROVAL			
Name	Role	Signature	Date
Endorsed by:			
Brent Durham	HELC Approved Provider		
Approved by:			
Geoff Newton	Principal		10 Sept 2021

A: ADMINISTRATION OF CYRMS

PURPOSE

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

- support the wellbeing of children and young people affected by the service we provide
- to protect children and young people from harm.
- Strengthen our capability to provide such an environment
- Assist in managing concerns

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 business	Regulated employment
Hillbrook Early Learning Centre (HELC) <i>*Hillbrook Early Learning Centre is on Hillbrook Anglican School campus. To view Hillbrook Anglican School CYRMS, see Hillbrook School website.</i>	Education and Care Service

KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
Hillbrook Anglican School Principal	-meet obligations associated with the regulated employment undertaken by a person engaged, or any regulated business owned or controlled by the school. -approve Hillbrook Anglican School and HELC CYRMS
HELC Approved Provider	-review and endorse HELC CYRMS
Hillbrook CYRM Committee	-Report to the Principal on a quarterly basis.
HELC Administrator Officer	-Review HELC policies and procedures annually. -Assist in developing policies and procedures.
HELC Educational Leader	-Assist in reviewing and developing HELC Policies and Procedures.
HELC Nominated Supervisor	-Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS.

Role	Responsibility
	-Lead the development, implementation and review of the CYRMS.

CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (the Committee). This Committee has a key role in facilitating collaboration with stakeholders.

Role	Position
Chair	Principal
Member	Deputy Principal
Member	Board Member
Member	Director & Nominated Supervisor Hillbrook ELC
Member	SPO, Counsellor
Member	Chief Financial Officer (HR)
Member	Compliance Officer
Member	Parent(s)
Invited Members	Senior Students

MONITORING AND REVIEW

Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee. The Committee reports to the Principal and the School Board through the Finance Audit & Risk Committee. This reporting occurs, at least, quarterly.

Review

As per the *Working with Children (Risk Management and Screening) Act 2000*, this CYRMS is reviewed annually by Maria Russell (HELC Nominated Supervisor and Director) and Shari Vos (HELC Administration Officer).

If you would like to provide feedback on child and youth risk management, or participate in the review of the CYRMS, please contact the ELC Nominated supervisor.

B: STATEMENT OF COMMITMENT (SOC)

The following *statement of commitment to the safety and wellbeing of children and the protection of children from harm*, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within Hillbrook Early Learning Centre and Hillbrook Anglican School.

Hillbrook Early Learning Centre supports the rights of children and is committed to providing an environment where children and young people receive the highest standard of care and have the opportunity to thrive. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child by placing them at the centre of thought, values and actions.

Working and serving the best interest of children and young people is a shared goal for our community. 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 our families to create honest and transparent relationships.
- Create conditions and standards that reduce the likelihood of harm to children.
- Create conditions and standards that increase the likelihood of identifying harm where it exists
- Respond swiftly and appropriately to any concerns, disclosures, allegations and suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviours of all persons within the service, who are guided by effective governance, policies, practices and tools

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

Hillbrook Early Learning Centre and Hillbrook Anglican School currently does the following to communicate to and support people in our community to understand and implement the Statement of Commitment:

Action	Lead
The SoC is one of the documents that our philosophy draws on which is displayed in our prospectus, in our foyer, in our parent handbook and in our staff handbook.	Hillbrook ELC Director & Nominated Supervisor.
SoC is displayed on Facebook page	Hillbrook ELC Educational Leader
Our SoC is an overarching document that supports all our policies and procedures	-Hillbrook ELC Director & Nominated Supervisor -HELC Administration Officer

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
The Working with Children in Anglican Education Policy (v1.0)	1.0	-Parent online portal. (Storypark) -Staff online portal (Google Drive)
Early Years Learning Framework (EYLF)		-Parent online portal. (Storypark) -HELC Google Drive -Hardcopy in HELC office
ACECQA National Quality Standards		-Parent online portal. (Storypark) -HELC Google Drive -Hardcopy in HELC Office
Early Childhood Australia Code of Ethics		-Parent online portal. (Storypark) -HELC Google Drive -Hardcopy in HELC Office

STATEMENT OF COMMITMENT: PLANNED ACTIONS

The following actions are planned to support implementation of the Statement of Commitment:

Action	Lead
B1: Display our SoC in foyer	HELC Nominated Supervisor & Director
B2: Add to our Prospectus	HELC Educational Leader
B3: Add to our Staff Handbook, Relief Staff Handbook, Volunteer, Visitors & Contractors Handbook	HELC Nominated Supervisor & Director
B4: Add to online parent portal (Storypark)	HELC Nominated Supervisor & Director
B5: Add to staff recruitment documents	HELC Administrating Officer.

C: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

CODES OF CONDUCT: IMPLEMENTATION

Communication and support:

Hillbrook Early Learning Centre undertakes the following activities to communicate and provide support to relevant persons to understand the expected conduct for interacting with children:

Relevant persons	Actions taken for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
Staff (<i>permanent & relief</i>)	*Induction processes includes providing and discussing these documents with new staff: -Staff Code of Conduct -Staff Guidelines -Staff Handbook or Relief Staff Handbook -Professional Practice & Development Policy & Procedure -Interaction Engagement with Children Procedure. -HELC Philosophy *National Quality Standards are reviewed and critically reflected on by all staff in the form of NQS Reflective Folder. *Professional development opportunities during the year. *Appropriate behaviour is modelled by staff	*current CYRMS and other child protection documents on parent portal (Storypark) *families are kept up to date with new developments through parent online portal (Storypark) *HELC prospectus on website *HELC Philosophy in foyer and online * National Quality Standards in Childcare are on online parent portal (Storypark)	HELC Nominated Supervisor & Director
Students, Volunteers & Contractors	*Students, Volunteers & Contractors Handbook & Induction *Student, Volunteers & Contractors checklist. *HELC Philosophy	*staff communication via online <i>Staff Room</i> on Storypark, email or interact face to face to communicate student, volunteer and contractor information. *staff have access to relevant handbooks that are supplied to students, volunteers and contractors. *HELC Philosophy in foyer and online	HELC Nominated Supervisor & Director
Parents & Visitors	*Parent Handbook *Prospectus	*Parent Handbook is given to all newly enrolled families.	HELC Administration Officer

		*Prospectus is found on website	
--	--	---------------------------------	--

Managing breaches:

Hillbrook 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 F: managing breaches’; and
- allegations of harm to children or students are managed as per the HELC Child Protection Policy & 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

Hillbrook Early Learning Centre details the expected standards of behaviour for persons who interact with children as a result of their enrolment at Hillbrook Early Learning Centre in the following documents:

Document	Version	Location	Target audience
Our Commitment: Creating environment for children and young people to thrive. (Code of Conduct for Anglican schools and education and care services)	1.1	-HELC Google Drive -Blue Card and Child Protection folder in office	All Staff, volunteers students
HELC Staff Code of Conduct		-HELC Google Drive -Staff Handbook -Parent Portal	All Staff
HELC Staff Guidelines		-HELC Google Drive -Blue Card and Child Protection folder in office	All Staff
HELC Staff Handbook and Relief Staff handbook		-HELC Google Drive -All staff have a personal hard copy	All Staff
HELC Professional Practice and Development Policy & Procedure		-HELC Google Drive	All Staff
HELC Behaviour Management Policy & Procedure		-HELC Google Drive -Family online portal	All Staff and families
HELC Child Protection Policy & Procedure		-HELC Google Drive -Family online portal	All staff and families
HELC Interactions & Engagement with children Procedure		-HELC Google Drive	All staff
HELC Student, volunteers and contractors handbook and checklist		-HELC Google Drive	Students, volunteers and contractors

		-Students, volunteers and contractors are given a hard copy at induction	
HELC Media & Technology Policy & Procedure		-HELC Google Drive -Family online portal	All staff and families
Early Childhood Australia Code of Ethics		-Parent online portal. (Storypark) -HELC Google Drive - Hardcopy in HELC Office	All staff, volunteers, students and families

CODES OF CONDUCT: PLANNED ACTIONS

The following actions, relevant to conduct expectations at Hillbrook Early Learning Centre, are planned:

Action	Lead
C1: Create a Community Code of Conduct to put into Parent Handbook, Student, Volunteers and Contractors Handbook.	HELC Nominated Supervisor & Director
C2: Add Interactions & Engaging with Children Procedure to Family online portal (Storypark)	HELC Nominated Supervisor & Director
C3: Add Child Protection suggestions and examples to Code of Conduct table, outlining appropriate responses to disclosures and suspicions of harm.	HELC Nominated Supervisor & Director

D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management.

- Throughout applicable sections of this CYRMS there are specific references to how Hillbrook 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 Hillbrook Early Learning Centre and parents/carers of children, are:

Action	Lead
Current CYRMS is available on online parent portal	HELC Nominated Supervisor & Director
CYRMS is reviewed annually with updates supplied to staff via weekly <i>Staff Memo</i> and families through online parent portal	HELC Nominated Supervisor & Director
Family Resource Room (online)	HELC Nominated Supervisor & Director
Family Information Library (in foyer)	HELC Nominated Supervisor & Director

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
Child Protection Procedure Annual training		-Online Parent Portal (Storypark) -HELC Google Drive for staff -Blue Card and Child Protection Folder in office
Risk & Risk Benefit Plans		-Online Parent Portal (Storypark) -HELC Google Drive for staff. -Risk & Risk Assessment folder in office.
Student, Volunteer & Contractors handbook, Staff Handbook, Relief staff handbook and orientation		-HELC Google Drive -All staff & volunteers have a personal copy
Family Support Procedure & Policy		-Parent online portal. (Storypark) -HELC Google Drive -Hardcopy in HELC Office

COMMUNICATION AND SUPPORT: PLANNED ACTIONS

The following actions are planned to further provide communication and support about this CYRMS:

Action	Lead
D1: Make this CYRMS available on website	HELC Nominated Supervisor & Director.
D2: Upload this CRYMS on online parent and staff portal	HELC Nominated Supervisor & Director.
D3: Upload this CRYMS to Facebook Page	HELC Educational Leader

E: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

Hillbrook Early Learning Centre implements the following policies and procedures for the handling of disclosures or suspicions of harm to children:

Policy or Procedure	Audience
Child Protection in Anglican Education and Care Services Policy and Procedure	Staff & Families
HELC Child Protection Policy & Procedure	Staff, families, students & volunteers
HELC Behaviour Management Procedure	Staff and families
HELC Family Support Policy	Staff and families
HELC Student, Volunteer & Visitors Procedure	Students, volunteers and visitors
HELC Grievance and Complaints Management Procedure	Staff and families
HELC Staff Code of Conduct	Staff and families

Managing breaches:

Procedures for managing concerns that the Child Protection in Anglican Schools Policy or Procedures have not been followed are detailed in the Complaints Management in Anglican ECS Policy and Procedures and HELC Grievances and Complaints Management Procedure.

Communication and support:

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

Action	Audience	Lead
All Staff (permanent and relief) undergo an induction process addressing child protection matters, including appropriate responses to disclosures and suspicion of harm. They also receive a copy of our Child Protection procedure, the Creating Environments for	Permanent staff Relief staff	Director and Nominated Supervisor

Children to Thrive booklet, Staff Guidelines and the ASC ECS Resource sheets 7, 8, 9, 10A & 10B in their Staff Handbooks		
All volunteers, visitors and students undergo an induction process addressing child protection matters, including appropriate responses to disclosures and the suspicion of harm. They also receive a copy of the Creating Environments for Children to Thrive booklet and Staff Guidelines in their Handbooks.	Students, volunteers and visitors	Director and Nominated Supervisor
All staff (permanent and relief) are required to complete the ASC child protection training annually and are supported to do so by the Administration Officer sending reminders to staff and supplying them with the training materials and the time in which to complete it.	Permanent and relief staff	Administration Officer
The Blue Card and Child Protection Folder is kept in HELC office with hard copies of relevant policies and procedures as well as other resources in the Staff Library under the Child Protection section.	Permanent staff Relief staff	Administration Officer
Good relations and communication between staff, children and families are considered important factors of maintaining a child safe environment, minimising the risk of a disclosure or suspicion of harm going undetected or investigated.	Permanent staff, relief staff, families, volunteers, visitors, students	Director and Nominated Supervisor
All families have access to an online portal (Storypark) that includes an area (Family resource page) where families can access information and resources that assist in the event of a disclosure or suspicion of harm, as well as what HELC staff response would be.	Families	Director and Nominated Supervisor

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
Child Protection in Anglican Education and Care Services Procedures	V1.2	-HELC Google Drive -Blue Card & Child Protection folder in office -Parent online portal
HELC Grievance and Complaints Management Procedure		-HELC Google Drive -Blue Card & Child Protection folder in office -Parent online portal
HELC Student, Volunteer and Visitors Orientation procedure and handbook		-HELC Google Drive
HELC New Staff/Pre-Service Teacher Orientation Procedure		-HELC Google Drive
HELC Relief Staff Orientation and handbook		-HELC Google Drive
HELC Family Support Procedure		-HELC Google Drive

		-Blue Card & Child Protection folder in office -Parent online portal
HELC Child Protection Procedure		-HELC Google Drive -Blue Card & Child Protection folder in office -Parent online portal
ASC Creating Environments for Children to Thrive		-HELC Google Drive -Blue Card & Child Protection folder in office
HELC Behaviour Management Procedure		-HELC Google Drive -Blue Card & Child Protection folder in office -Parent online portal
HELC Staff Code of Conduct		-HELC Google Drive -Staff Handbook -Parent Portal

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
E1	
E2:	

F: 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 Hillbrook 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 Principle and Nominated Supervisor will consider these changes and respond as appropriate to the circumstance.

MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
HELC Child Protection Procedure		-ELC Google Drive for staff -Blue Card and Child Protection folder for staff -parent online portal
HELC Grievance and Complaints Policy and Procedure		-ELC Google Drive for staff -Blue Card and Child Protection folder for staff -parent online portal
Blue Card Policy		-ELC Google Drive for staff -Blue Card and Child Protection folder for staff
Risk & Risk Benefit Plans		-ELC Google Drive for staff -parent online portal
HELC Breaches & Other Concerns report form for staff.		-ELC Google Drive for staff
Complaints & Grievances information for families.		-in foyer
Education and Care Services National Law (Queensland) Act 2011 Education and Care Services National Regulations 2018		-Parent online portal. (Storypark) -HELC Google Drive - Hardcopy in HELC Office

MANAGING BREACHES: PLANNED ACTIONS

The following actions are planned to further manage breaches:

Action	Lead
F1: Review all linked policies and procedures at least every 12 months or after a breach has been documented	HELC Administration Officer
F2: Add complaints and grievances information for families to Storypark in <i>Family Resource Room</i> .	HELC Nominated Supervisor & Director.

G: 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 Hillbrook Early Learning Centre, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
Students, Volunteers & Visitors Policy & Procedure and handbook Students, Volunteers & Visitors Checklist	Students, visitors and volunteers
Appointment of Nominated Supervisor Procedure	Nominated Supervisor
Appointment of Person in Day-to-Day Charge	Person in Charge
New Staff, New/Pre-Service Teacher Orientation & Induction Procedure New Staff Checklist	New staff
Staff Handbook	All Staff
Professional Practice & Development Procedure	All Staff
Interactions and Engagement with Children	-All Staff -Student volunteers
Hiring and Maintaining Relief Staff Register Procedure	Relief Staff
Position Descriptions	All Staff
Blue Card Procedure	All People engaged by HELC who are 18 years old or older.
HELCS Statement of Commitment	All People engaged with the HELC
ASC Annual Child & Student Protection Refresher Training	All Staff that are employed by HELC.

Communication and support:

The following actions are taken to implement the above procedures with relevant persons:

Action	Audience	Lead
-Management is guided by the <i>New Staff, New/Pre-Service Teacher Orientation Procedure, Code of Conduct, Hiring and Maintaining Relief Staff Register</i> and <i>Position Descriptions</i> when advertising for and hiring new staff. -Advertising for positions identifies that WWC screening, reference checks and Blue Card verification will occur if applicable. -Advertising includes an accurate position description to ensure applicants are aware of their obligations and expectations.	-HELCS Nominated Supervisor -HELCS Educational Leader -HELCS Administration Officer	HELCS Nominated Supervisor & Director
During the interview process applicants are asked about child protection matters and scenarios situations are discussed to assess the applicants knowledge on appropriate responses,	HELCS Nominated Supervisor	HELCS Nominated Supervisor & Director

professional practice and their approach to pedagogy.	-HELC Educational Leader -HELC Administration Officer	
All new candidates selected through an interview process will be screened by completing the relevant checks and referees are contacted.	-HELC Nominated Supervisor -HELC Educational Leader -HELC Administration Officer	HELC Nominated Supervisor & Director
Students, volunteers and visitors participate in an orientation process (see Orientation checklist for students, volunteers and visitors) before they start and given a hard copy of the <i>Student, Volunteer & Visitors Handbook</i>	Students, volunteers and visitors	HELC Educational Leader
New Staff, New/PreService Teacher participates in an orientation and induction process (see Induction Checklist for new staff) before they commence employment , which includes child protection training.	New Staff, New Teachers and New Pre Service Teachers	HELC Nominated Supervisor & Director
All staff (permanent, casual or part time) are required to complete child & student protection annual refresher training	All staff employed by HELC	HELC Nominated Supervisor & Director
A probationary period of employment is observed to allow assessment of suitability	All staff employed by HELC	HELC Nominated Supervisor & Director

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
Child Protection in Anglican Education & Care Services Procedures and ASC Resource sheets (Part of permanent and relief staff inductions)	V1.2	-HELC Google Drive -Blue Card and Child Protection Folder in office
Child Protection in Anglican Education & Care Services Induction checklist for new staff & Quiz (Part of permanent and relief staff inductions)		-HELC Google Drive -Blue Card and Child Protection Folder in office
ASC Creating Environments for Children to Thrive (Part of induction for students, volunteers and visitors)		-HELC Google Drive -Blue Card and Child Protection Folder in office
HELC Child Protection Policy and Procedure		-HELC Google Drive -Blue Card and Child Protection Folder in office
HELC Professional Practice and Development Procedure		-HELC Google Drive

HELIC Staff Handbook, Students, Volunteers and Visitors Handbook		-HELIC Google Drive
HELIC Interactions & Engagement with Children Procedure		-HELIC Google Drive
Staff Guidelines		-HELIC Google Drive
Education and Care Services Act 2013 Education and Care Services National Law (Queensland) Act 2011 Education and Care Services National Regulations 2018 Working with Children Risk Management and Screening Act 2000		-HELIC Google Drive -Parent online Portal -Hardcopies in HELIC Office

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: PLANNED ACTIONS

The following actions are planned regarding the development, implementation and review of relevant procedures:

Action	Lead
G1: Develop a recruitment procedure that focuses on child safety, protection and code of conduct. Refer to <i>Recruitment and Selection in Anglican Schools Policy</i> .	HELIC Nominated Supervisor & Director
G2: Develop an interview template that can be using in the interview process that asks questions relating to child and student protection and the candidates view and experiences in these matters. This template could also include possible scenarios as examples.	HELIC Nominated Supervisor & Director

H: 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 Hillbrook Early Learning Centre:

Policy or Procedure	Who they apply to
HELIC Blue Card Policy	-HELIC staff (relief permanent) -students & volunteers 18 years old and over
HELIC Enrolment & Orientation Procedure for families	HELIC Families
HELIC Student, Volunteer & Contractors checklist	Students, volunteer and contractors
HELIC New Staff & New/Pre-Service Teacher Orientation & Induction Procedure	-New Permanent Staff -New/Pre Service Teachers
Child Protection in Anglican Education and Care Services Procedures	-All staff, volunteers, students

Communication and support:

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

Action	Audience	Lead
<ul style="list-style-type: none"> -All WWC card applications linked to HELC -Initial contract of employment outlines requirements -Induction material outlines process, procedures and policies -Refresher child protection training outlines changes to policies 	HELIC Staff, teachers, relief staff, volunteers, students	<ul style="list-style-type: none"> -HELIC Administration Officer -Compliance Officer
<p>Management of Working with Children (WWC) Register:</p> <ul style="list-style-type: none"> -Prior to employment, all employees and volunteers are placed on the WWC Register. (Blue Card Register) -Prior to employment, an employee requires a WWC validity check and the card to be linked to the school and ELC. -Renewal of WWC cards is monitored weekly and employees reminded to renew their WWC card up to 16 weeks prior to expiry date. 	HELIC Staff, teachers, relief staff, volunteers, students.	<ul style="list-style-type: none"> HELIC Administration Officer -Compliance Officer
<p>Leaving an Organisation:</p> <ul style="list-style-type: none"> -Compliance Officer de-links an employee on the BCS Portal when the employee leaves and updates the school register. HELIC Administration Officer updates Staff Information Register to reflect these changes. 	HELIC Staff, teachers, relief staff, volunteers, students	<ul style="list-style-type: none"> HELIC Administration Officer -Compliance Officer
<p>Audit:</p> <ul style="list-style-type: none"> -Monthly audit is undertaken as part of management of WWC Register to ensure integrity of the service -If a breach is identified the outcome is reported to the Principle and HELIC Nominated Supervisor -The BCS Portal is cross referenced with the WWC Register to ensure all persons are recorded on the register. 	HELIC Staff, teachers, relief staff, volunteers, students	<ul style="list-style-type: none"> HELIC Administration Officer -Compliance Officer -Principle

Managing breaches:

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

Action	Lead
<ul style="list-style-type: none"> -Blue card holders are advised that it's an offence for a restricted person to sign a Blue Card application or renewal form. -Blue Card Services will notify the Compliance Officer in the event of a Negative Notice resulting from a change in a person's situation or change to legislation. -Compliance Officer contacts Approved Provider and Nominated Supervisor and staff member is told to leave immediately. -Compliance Officer advises BCS of actions taken 	<ul style="list-style-type: none"> -Compliance Officer -HELIC Administration Officer

-Compliance Officer investigates what action lead to the breach and what actions are being taken to prevent a similar breach in the future.	
---	--

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
Education and Care Services Act 2013 Education and Care Services National Law (Queensland) Act 2011 Education and Care Services National Regulations 2018		-HELC Google Drive -Parent online portal -Hardcopies in HELC Office
HELC Blue Card Policy		-HELC Google Drive -Parent online portal -Hardcopies in HELC Office
Child Protection in Anglican Education & Care Services Procedures	V1.2	-HELC Google Drive -Parent online portal -Hardcopies in HELC Office
HELC New Staff/Teacher Orientation Procedure		-HELC Google Drive

WRITTEN RECORDS OF ENGAGED PERSONS: PLANNED ACTIONS

The following further actions are planned regarding this section:

Action	Lead
H1: Expand on the process taken when a Blue Card negative notice is received in the HELC Blue Card Policy.	HELC Administration Officer

I: RISK MANAGEMENT PLANS

RISK MANAGEMENT PLANS: IMPLEMENTATION

Hillbrook Early Learning Centre undertakes the following processes to assess risk, as related to the wellbeing of children and their protection from harm. This leads to the identification of high risk activities and special events.

For relevant activities and events it is mandatory for a Risk Assessment to be completed and approved prior to the event taking place.

The following plans are perpetual in nature:

Plan	Lead	Review process
HELC Risk & Risk Benefit Plans to guide activities, events and outings. Final approval by Director and Educational Leader.	HELC Director and Nominated Supervisor	-Reviewed before event or outing -Edited after event or outing if necessary -Reviewed annually
A risk assessment is completed on the HELC physical environment and the equipment on HELC campus, as well as the way in which it is set up and used.	HELC Director and Nominated Supervisor	-Reviewed annually -Reviewed in the event of physical changes to the HELC environment.
Emergency Lockdowns and/or Evacuations are guided by procedures and policies as well as risk management plans	HELC Director and Nominated Supervisor	-Policy and Procedure is reviewed annually. -Record of Emergency Lockdown or Evacuation Drill (acts as a reflective tool) is completed afterwards and policy and procedure is amended if deemed necessary.
Anaphylaxis/Asthma Emergency Response Plan & Critical Incident Response Plan guides practices to minimise risk.	HELC Director and Nominated Supervisor & Educational Leader	Reviewed annually and after an anaphylaxis, asthma or critical event

Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
All Risk & Risk Benefit Plans are available to view in HELC Office	All staff (relief & permanent), volunteers, students and contractors	Director and Nominated Supervisor
All Risk & Risk Benefit Plans are available on parent online portal	All enrolled families	Director and Nominated Supervisor
Enrolment Forms ask families permission for their child to attend regular outings and the Parent Handbook explains the process.	All enrolled families	Administering Officer

An Allergy Plan is completed with family of child with allergy to identify the best approach taken by centre.	Family of child with allergy	Director and Nominated Supervisor
-Anaphylaxis, asthma and medical action plans are in HELC kitchen and staff are made aware of these during orientation process. -Centre is an allergy safe environment by eliminating certain foods if deemed necessary. - Emergency lockdown and evacuation procedures are referred to in orientation process and people are made aware of the evacuation maps on walls.	All staff (relief & permanent), volunteers, students and contractors	Director and Nominated Supervisor

RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
Education and Care Services Act 2013 Education and Care Services National Law (Queensland) Act 2011 Education and Care Services National Regulations 2018		-HELC Google Drive -Parent online portal -Hardcopies in HELC Office
Risk & Risk Benefit Management Plans and Policy		-HELC Google Drive -Parent online portal -Hardcopies in HELC Office
Emergency Lockdown and Evacuation Drill Procedure		HELC Google Drive
Anaphylaxis/Asthma Emergency Response Plan		HELC Google Drive
Critical Incident Response Plan		HELC Google Drive
HELC Child Safe Environment Supervision Policy / Procedure		HELC Google Drive
HELC Safety Inspections and Maintenance Policy		HELC Google Drive

RISK MANAGEMENT PLANS: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
I1: Create an easily accessed registry identifying any children who don't have signed permission (on HELC Enrolment Form) to attend regular outings	Administration Officer

