



# HILLBROOK EARLY LEARNING CENTRE (HELIC)

## CHILD AND YOUTH RISK MANAGEMENT STRATEGY

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<b>APPROVAL</b>			
<b>Name</b>	<b>Role</b>	<b>Signature</b>	<b>Date</b>
<b>Endorsed by:</b>			
<b>Brent Durham</b>	HELIC Approved Provider		
<b>Approved by:</b>			
<b>Maria Woods</b>	Principal		

## 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 (HELCC)  <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 HELCC CYRMS
HELCC Approved Provider	-review and endorse HELCC CYRMS
Hillbrook CYRM Committee	-Report to the Principal on a quarterly basis.
HELCC Administrator Officer	-Review HELCC policies and procedures annually. -Assist in developing policies and procedures.
HELCC Educational Leader	-Assist in reviewing and developing HELCC Policies and Procedures.
HELCC Nominated Supervisor	-Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS. -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 and reports the Principle and School Board.

The CYRM Committee consists of a core membership which will meet in person on a quarterly basis. Reference is made to the Child & Youth Risk Management Committee Charter.

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	Chief Operations Manager
Member	HR Manager
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 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 and Hillbrook Anglican School support the rights of children and young people 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 and school, 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 undertake the following to communicate with 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

<b>Document</b>	<b>Version</b>	<b>Location</b>
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

## 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 in order 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 &amp; 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. *Prospectus is found on website	HEL Administration Officer
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### 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)	V.2	-HEL Google Drive -Blue Card and Child Protection folder in office	All Staff, volunteers’ students
HEL Staff Code of Conduct		-HEL Google Drive -Staff Handbook -Parent Portal	All Staff
HEL Staff Guidelines		-HEL Google Drive -Blue Card and Child Protection folder in office	All Staff
HEL Staff Handbook and Relief Staff handbook		-HEL Google Drive -All staff have a personal hard copy	All Staff
HEL Professional Practice and Development Policy & Procedure		-HEL Google Drive	All Staff
HEL Behaviour Management Policy & Procedure		-HEL Google Drive -Family online portal	All Staff and families
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure.	1.1	-HEL Google Drive -Family online portal	All Staff and families

HELC Procedures to Implement ACSQ Protecting Children & Young People in Anglican Education Policy & Procedures.		-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 contractor's handbook and checklist		-HELC Google Drive -Students, volunteers, and contractors are given a hard copy at induction	Students, volunteers, and contractors
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



## 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 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 and parents/carers of children, are:

Action	Lead
Current CYRMS is available on online parent portal, website and social media platforms	HELC Nominated Supervisor & Director
CYRMS is reviewed annually with updates supplied to staff via fortnightly <i>Staff Memo</i> and families through online parent portal and/or via email.	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 Refresher Materials (for schools and ECS)		-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 process		-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

## 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:

<b>Policy or Procedure</b>	<b>Audience</b>
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure	Staff & Families
HELC Procedures to Implement ACSQ Protecting Children & Young People in Anglican Education 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, students, volunteers and visitors
HELC Staff Code of Conduct & Code of Conduct for Anglican Schools and Education and Care Services	Staff and families, students, volunteers and visitors

#### **Managing breaches:**

Procedures for managing concerns that the Protecting Children & Young People 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:

<b>Action</b>	<b>Audience</b>	<b>Lead</b>
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 Children to Thrive booklet, Staff Guidelines and the ASC ECS Resource sheets 7, 8, 9, 10A & 10B in their Staff Handbooks	Permanent staff Relief staff	Director and Nominated Supervisor
All volunteers, visitors and students undergo an induction process addressing child protection matters, including appropriate responses to disclosures and the suspicion of harm.	Students, volunteers and visitors	Director and Nominated Supervisor

They also receive a copy of the Creating Environments for Children to Thrive booklet and Staff Guidelines in their Handbooks.		
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

<b>Document</b>	<b>Version</b>	<b>Location</b>
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure	1.1	-HELC Google Drive -Blue Card & Child Protection folder in office -Parent online portal
HELC Procedures to Implement ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure		
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

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

## 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 Procedures to Implement ACSQ Protecting Children & Young People in Anglican Education Policy & 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
Complaints Management in Anglican Schools Policy and Procedure	2.0	-ELC Google Drive for staff -Blue Card and Child Protection folder for staff
HELC Breaches & Other Concerns report form for staff.		-ELC Google Drive for staff
Complaints & Grievances information for families.		-in foyer -Parent online portal. (Storypark)
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

## 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 Procedure	-All Staff -Student volunteers
HELCC Recruitment Procedure	All staff
Hiring and Maintaining Relief Staff Register Procedure	Relief Staff
Position Descriptions	All Staff
Blue Card Procedure	All People engaged by HELCC who 18 years are old or older.
HELCC Statement of Commitment	All People engaged with the HELCC
ASC Annual Child & Student Protection Refresher Training	All Staff that are employed by HELCC.

#### 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>Recruitment Procedure</i> and <i>Position Descriptions</i> when advertising for 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.	-HELCC Nominated Supervisor -HELCC Educational Leader -HELCC Administration Officer	HELCC Nominated Supervisor & Director
During the interview process applicants are asked about child protection matters and scenario situations are discussed to assess the applicants knowledge on appropriate responses,	HELCC Nominated Supervisor	HELCC Nominated Supervisor & Director

professional practice and their approach proactive child protection strategies.	-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 &amp; Visitors Handbook</i>	Students, volunteers, and visitors	HELC Educational Leader
New Staff, New/Pre-Service 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
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure	1.1	-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)	2.0	-HELC Google Drive -Blue Card and Child Protection Folder in office
HELC Procedure to Implement ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure		-HELC Google Drive -Blue Card and Child Protection Folder in office

HELC Professional Practice and Development Procedure		-HELC Google Drive
HELC Staff Handbook, Students, Volunteers and Visitors Handbook		-HELC Google Drive
HELC Interactions & Engagement with Children Procedure		-HELC Google Drive
Staff Guidelines		-HELC 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		-HELC Google Drive -Parent online Portal -Hardcopies in HELC Office

## 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:

<b>Policy or Procedure</b>	<b>Who they apply to</b>
HELC Blue Card Policy	-HELC staff (relief permanent) -students & volunteers 18 years old and over
HELC Enrolment & Orientation Procedure for families	HELC Families
HELC Student, Volunteer & Contractors checklist	Students, volunteer, and contractors
HELC New Staff & New/Pre-Service Teacher Orientation & Induction Procedure	-New Permanent Staff -New/Pre-Service Teachers
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure V1.1	-All staff, volunteers, students



**Communication and support:**

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

<b>Action</b>	<b>Audience</b>	<b>Lead</b>
<ul style="list-style-type: none"> <li>-All WWC card applications linked to HELC &amp; school.</li> <li>-Initial contract of employment outlines requirements</li> <li>-Induction material outlines process, procedures, and policies</li> <li>-Refresher child protection training outlines changes to policies</li> </ul>	<p>HELIC Staff, teachers, relief staff, volunteers, students</p>	<ul style="list-style-type: none"> <li>-HELIC Administration Officer</li> <li>-Compliance Officer</li> </ul>
<p><b>Management of Working with Children (WWC) Register:</b></p> <ul style="list-style-type: none"> <li>-Prior to employment, all employees and volunteers are placed on the WWC Register. (Blue Card Register)</li> <li>-Prior to employment, an employee requires a WWC validity check and the card to be linked to the school and ELC.</li> <li>-Renewal of WWC cards is monitored weekly and employees reminded to renew their WWC card up to 12 weeks prior to expiry date.</li> </ul>	<p>HELIC Staff, teachers, relief staff, volunteers, students.</p>	<p>HELIC Administration Officer</p> <ul style="list-style-type: none"> <li>-Compliance Officer</li> </ul>
<p><b>Leaving an Organisation:</b></p> <ul style="list-style-type: none"> <li>-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.</li> </ul>	<p>HELIC Staff, teachers, relief staff, volunteers, students</p>	<p>HELIC Administration Officer</p> <ul style="list-style-type: none"> <li>-Compliance Officer</li> </ul>
<p><b>Audit:</b></p> <ul style="list-style-type: none"> <li>-Monthly audit is undertaken as part of management of WWC Register to ensure integrity of the service</li> <li>-If a breach is identified the outcome is reported to the Principle and HELIC Nominated Supervisor</li> <li>-Quarterly, within the CRYM Committee report to the Principal and Chair of School Board via the Finance Audit &amp; Risk Committee.</li> <li>-Ensure the Chair of the School Board is advised when Protection Forms (Statutory Reporting) are submitted.</li> <li>-The BCS Portal is cross referenced with the WWC Register to ensure all persons are recorded on the register.</li> </ul>	<p>HELIC Staff, teachers, relief staff, volunteers, students</p>	<p>HELIC Administration Officer</p> <ul style="list-style-type: none"> <li>-Compliance Officer</li> <li>-Principle</li> </ul>

### 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"><li>-Blue card holders are advised that it's an offence for a restricted person to sign a Blue Card application or renewal form.</li><li>-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.</li><li>-Compliance Officer contacts Approved Provider and Nominated Supervisor and staff member is told to leave immediately.</li><li>-Compliance Officer advises BCS of actions taken</li><li>-Compliance Officer investigates what action led to the breach and what actions are being taken to prevent a similar breach in the future.</li></ul>	<ul style="list-style-type: none"><li>-Compliance Officer</li><li>-HELC Administration Officer</li></ul>

## 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
-ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure -HELC Procedure to Implement ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure	1.1	-HELC Google Drive -Parent online portal -Hardcopies in HELC Office
HELC New Staff/Teacher Orientation Procedure & Checklist		-HELC Google Drive

## 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:

<b>Plan</b>	<b>Lead</b>	<b>Review process</b>
HELCC Risk & Risk Benefit Plans to guide activities, events, and outings. Final approval by Director and Educational Leader.	HELCC 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 HELCC physical environment and equipment on HELCC campus, as well as the way in which the equipment is set up and used.	HELCC Director and Nominated Supervisor	-Reviewed annually -Reviewed in the event of physical changes to the HELCC environment.
Emergency Lockdowns and/or Evacuations are guided by procedures and policies as well as risk management plans	HELCC 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 are amended if deemed necessary.
Anaphylaxis/Asthma Emergency Response Plan & Critical Incident Response Plan guides practices to minimise risk.	HELCC 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:

<b>Action</b>	<b>Audience</b>	<b>Lead</b>
All Risk & Risk Benefit Plans are available to view in HELCC 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	Administration Officer

Enrolment Forms ask families for permission to use their child's image on Storypark and in school publications.	All enrolled families	Administration 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