



# HILLBROOK ANGLICAN SCHOOL

## CHILD AND YOUTH RISK MANAGEMENT STRATEGY

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APPROVAL			
Name	Role	Signature	Date
Endorsed by:			
Maria Woods	Principal		7 Sept 2022
Approved by:			
Robert Seljak	Chair of School Board		7 Sept 2022

## A: ADMINISTRATION OF CYRMS

### PURPOSE

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:

- support the wellbeing of children and young people affected by the services we provide
- protect children and young people from harm
- promote the consistency of our approach to risk management, both within our School and with respect to the compliance requirements prescribed in s3 of the *Working with Children (Risk Management and Screening) Regulations 2011*, including our management of breaches. 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
<b>Hillbrook Anglican School</b>	<ul style="list-style-type: none"><li>• Schools – employees other than teachers and parents</li><li>• Sport and Activities – Project Active and Outdoor Education activities</li><li>• Co-curricular activities</li></ul> <p>Note employment includes any work - paid/unpaid, full time, part time, casual, individual contract, by formal or informal arrangement.</p>
<b>Hillbrook Early Learning Centre</b>  The Hillbrook Early Learning Centre is a separate entity and therefore has a separate CYRMS. To view, go to Hillbrook website	<ul style="list-style-type: none"><li>• Education and Care Services</li></ul>

### KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
Principal	<ul style="list-style-type: none"><li>• Meet obligations associated with the regulated employment undertaken by a person engaged, or any regulated business owned or controlled by the School.</li><li>• Approve the CYRMS and any changes following review.</li></ul>
School Board	<ul style="list-style-type: none"><li>• Support the Head to meet their responsibilities.</li><li>• Endorse the CYRMS and any changes following review.</li></ul>

Role	Responsibility
CYRM Committee	<ul style="list-style-type: none"> <li>Report to the Principal and School Board on a quarterly basis.</li> </ul>
ECS Nominated Supervisor	<ul style="list-style-type: none"> <li>Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS.</li> <li>Implementation and review of the Hillbrook Early Learning Centre CYRMS.</li> </ul>

## 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 to the Principal and the 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, Hillbrook Early Learning Centre
Member	SPO, Counsellor
Member	Chief Financial Officer (HR)
Member	Chief Operations Officer
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.

If you would like to provide feedback on child and youth risk management, or participate in the review of the CYRMS, please contact the Chair, or a Member of the Committee.

## B: STATEMENT OF COMMITMENT

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 Anglican School and Hillbrook Early Learning Centre.

*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 be heard, feel safe, belong and thrive. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person.*

*Hillbrook 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 and upholds the dignity and protection of students from harm. It 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.*

*In support of this commitment, Hillbrook is committed to our Child & Youth Risk Management Strategy which includes having relevant policies, procedures and training in place to effectively and consistently address the safety and wellbeing of students in our care.*

*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 who we are and what we do.*

## STATEMENT OF COMMITMENT: IMPLEMENTATION

### Communication and support:

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

Action	Lead
The Statement of Commitment is accessible on the School website and Staff Portal	Compliance Officer Communications & Community Relations Manager
The Statement of Commitment is discussed in student protection refresher training in Term 1 each year with all staff	Student Protection Officers
The Statement of Commitment is discussed in the induction of all new staff and co-curricular instructors, and student protection refresher training held annually.	HR Manager Compliance Officer Student Protection Officers

## STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
The Working with Children in Anglican Education Policy (v1.0)	1.0	Staff Portal

## C: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

### CODES OF CONDUCT: IMPLEMENTATION

### Communication and support:

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

Relevant persons	Actions taken for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
Staff	Induction  Requirement to acknowledge reading and understanding of relevant policies and procedures	Report to School Board student protection training	School Leadership Team (SLT)  Compliance Officer

Relevant persons	Actions taken for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
	Teacher meetings and support staff meetings  Professional Guidelines for Staff at Hillbrook		SLT  Staff Portal: Policies
Volunteers	Induction, including Volunteer Code of Conduct		Volunteer Supervisors
Co-Curricular Instructors	Co-curricular Information package and forms	Induction of instructors prior to new term  Student Protection requirement to acknowledge understanding	Head of Community Engagement & Activities  Compliance Officer
Teachers in Training	Requirement to acknowledge reading and understanding of relevant policies and procedures		Deputy Principal and supervising staff

### Managing breaches:

Hillbrook 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 students are managed as per the Student Protection in Anglican Schools Policy 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

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

Document	Version	Location	Target audience
Creating Environments for Students to Thrive - an Induction overview	V.2	Staff Portal and website	Staff, co-curricular instructors, volunteers, trainees
Professional Guidelines for Staff at Hillbrook	2022	Staff Portal	All Staff
Curricular & Co-Curricular Instructors Policy		Staff Portal	Co-Curricular instructors
Declaration of Rights and Responsibilities		Staff Portal and website	Staff, Parents and Volunteers

Document	Version	Location	Target audience
Digital Technology Policy	2022	Staff Portal and Parent Lounge	Parents and Students
Enrolment Policy		Website	Parents
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedures	1.1 1.1	Staff Portal and website	Staff and Parents
Hillbrook Procedures to Implement ACSQ Protecting Children & Young People in Anglican Education Policy & Procedures		Staff Portal and website	Staff and Parents
ACSQ Code of Conduct for Anglican Schools		Portal	Staff
Complaints Management in Anglican Schools	2.0	Staff Portal and website	Staff and Parents
Blue Card Policy		Staff Portal and website	Staff, Parents, & Co-Curricular instructors
Complaints Policy – A Guide to Raising Concerns at Hillbrook		Staff Portal and website	Staff and Parents
Contractors Working in School Premises Health & Safety Checklist		Staff Portal	Staff, Co-Curricular instructors
Volunteers at Hillbrook Code of Conduct		Staff Portal and onsite	Staff and Volunteers
Harassment & Bullying Policy		Staff Portal	Staff, Students
Whistleblower Policy		Staff Portal and website	Staff and Parents
Work Health & Safety Policy		Staff Portal	Staff, Students, Volunteers and Co-Curricular Instructors
Grievance Resolution Policy		Staff Portal	Board, Staff
Teacher in Training Booklet		Staff Portal	Trainee Teachers
Student Wellbeing Program			Students

## 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 the School website, the Early Learning Centre Parent Portal, Staff Portal, Parent Lounge and internal shared drives	Compliance Officer Nominated Supervisor ELC
Parents alerted to Strategy during parent evenings, newsletters and emailed updates	Deputy Principal

## COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
Induction Overview for new staff and volunteers (for Schools)		School website Staff Portal Internal Shared drive
ASC 2022 Child Protection Refresher Materials (for Schools and ECS)		Staff Portal link to CompliLearn

## E: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

### HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

Hillbrook implements the following policies and procedures for the handling of disclosures or suspicions of harm to students

Policy or Procedure	Audience
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedures	Staff, Parents, Students
Hillbrook Procedures to Implement ACSQ Protecting Children & Young People in Anglican Schools Policy and Procedures	Staff, Parents, Students
Professional Guidelines for Staff at Hillbrook	All Staff
Code of Conduct for Anglican Schools and Education and Care Services	All Staff

#### 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 Schools Policy and Procedures and Complaints Policy – A Guide to Raising Concerns at Hillbrook.

#### Communication and support:

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



Action	Audience	Lead
All staff, co-curricular instructors and volunteers are inducted at the beginning of their employment (paid or unpaid) including training in the Student Protection Policy and Procedures	Staff Co-Curricular Volunteers	HR Manager Compliance Officer
All staff attend or undertake regular refresher training as required by ACS	All Staff	CYRMS Chair
All SPOs attend induction training and then annual refresher professional development sessions	SPO	Chair of CYRMS ASC
All policy documents, resources and forms are available on the Staff Portal in a section 'Student Protection'	SPO's and Staff	Compliance Officer
Student Protection information is printed in the Student Diary and is available on the School website and the Student Portal	Students	SLT SPOs
Chapel and Home class talks are scheduled throughout the year to discuss issues relating to student protection and cybersafety	Students	Chaplain SPOs Head of Digital Education
Newsletter articles and parent information evenings are provided for parents on various topics relating to student protection and cybersafety	Parents	SLT SPOs Head of Digital Education

## HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
ACSQ Protecting Children & Young People in Anglican Education Policy and Procedures	1.1	School website Staff Portal
Hillbrook Procedures to Implement ACSQ Protecting Children & Young People in Anglican Schools Policy & Procedures		School website Staff Portal
Child & Youth Risk Management Strategy	2022	School website Staff Portal Parent Lounge
Professional Guidelines for Staff at Hillbrook		Staff Portal
Code of Conduct for Anglican Schools		School Website Staff 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 will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together as a plan to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS will be detailed by the Committee in their reporting. The Principal and the School Board will consider these changes and respond as appropriate to the circumstance.

### MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
Complaints Management in Anglican School Policy and Procedure	2.0	Staff Portal and School website
Complaints Policy – A Guide to Raising Concerns at Hillbrook		Staff Portal and School website
Professional Guidelines for Staff at Hillbrook		Staff Portal and School website
Whistleblower Policy		Staff Portal and School website

## 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, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
Staff Recruitment and Selection Policy	All staff
Induction Checklists for new Staff and Co-Curricular Instructors	HR Department Compliance Officer

#### Communication and support:

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

Action	Audience	Lead
Advertising of positions with a statement committing to ensuring a safe and support work practices, identifying that teachers will be subject to QCT registration checks or WWC screening, referee checks, identification verification and the requirement to disclose any information relevant to the candidate's eligibility	All staff recruitment – paid and unpaid	Chief Financial Officer / HR Manager
Accurate position descriptions, including whether the successful applicant must be a registered teacher with QCT, hold a WWC card, full responsibilities of the position, experience required and expectations regarding suitability and compliancy	All staff recruitment – paid and unpaid	HR Manager
Ensure interview criteria/questions are relevant to the position and include an open-ended style of behavioural-based questioning	All staff recruitment – paid and unpaid	SLT / HR Manager
Referee checks as part of the suitability assessment with mandatory and consistent questions for referees	All staff recruitment – paid and unpaid	SLT / HR Manager
Screen the applicant by verifying identity, qualifications, professional registration and WWC status prior to entering into an employment agreement	All staff recruitment – paid and unpaid	HR Manager Compliance Officer
A probationary period of employment which allows the School to further assess the suitability of the new employee	All staff recruitment – paid and unpaid	SLT HR Manager
New staff and volunteers complete an induction process which outlines Hillbrook's culture and work practices including student protection	All staff and volunteers	SLT / HR Manager Volunteer Coordinators

All new staff and volunteers are required to read and acknowledge the Anglican Schools Induction overview of student protection	All staff and volunteers	Compliance Officer
Employees are provided with access to the Staff Portal to view all policies and forms	All Staff	HR Manager
Staff undergo initial online student protection training through the ASC student protection website	All Staff	Compliance Officer
All teachers are required to maintain their QCT registration	All Teachers	Compliance Officer

## RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
Staff Recruitment and Selection Policy		Staff Portal
Supporting Beginning Teachers Policy		Staff Portal
ACSQ Protecting Children & Young People in Anglican Schools Policy and Procedures (for training requirements)	1.1	Staff Portal and website
Induction Checklist for staff		Staff Portal Internal Drive
Professional Pathways		Internal Drive
Safeguarding our Students Course – ASC online Information detailed in: <ul style="list-style-type: none"> <li>Guidance paper for Compliance Training Managers</li> <li>SAI Global LMS Guide</li> <li>SAI Global FAQs</li> </ul>		Internal Drive
ASC 2022 Student Protection Refresher Materials		Staff Portal (CompliLearn)
Creating Environments for Students to Thrive Induction booklet & Acknowledgment	2.0	Staff Portal and website
Performance Appraisals		HR Drive
Working with Children Risk Management and Screening Act 2000 and Regulation 2011		

## 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:

Policy or Procedure	Who they apply to
Working with Children legislation August 2020	All Staff, Volunteers, Trainees, Instructors
ACSQ Protecting Children & Young People in Anglican Schools Policy & Procedures V.1.1	All Staff, Volunteers, Trainees, Instructors
Blue Card Policy	All Staff, Volunteers, Trainees, Instructors
Nominated Notifiable Contact Person with Blue Card Services	Principal
Organisation Representative	Compliance Officer

#### Communication and support:

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

Action	Audience	Lead
<ul style="list-style-type: none"> <li>All WWC card applications linked to the School</li> <li>Initial letter of offer of employment outlines requirements</li> <li>Induction material outlines process and procedures with links to policies</li> <li>Refresher student protection training outlines changes to policies</li> <li>Probation reviews link to policies and procedures</li> <li>Principal to notify Chair when Protection Forms requiring statutory reporting are lodged.</li> </ul>	All employees, instructors and volunteers	Compliance Officer HR Manager Principal
<b>Management of Working With Children (WWC) Register:</b> <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</li> <li>Renewal of WWC cards is monitored weekly and employees reminded to renew their WWC card up to 12 weeks from expiry</li> </ul>	All employees of the School Directors Volunteers Co-Curricular instructors	Compliance Officer



ACSQ Protecting Children & Young People in Anglican Education Policy and Procedures	1.1	Staff Portal Website
Induction Checklist for Staff		Shared drive

## I: RISK MANAGEMENT PLANS

### RISK MANAGEMENT PLANS: IMPLEMENTATION

Hillbrook 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 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
All activities are assessed for risk prior to the event proceeding and must be reviewed and approved by the SLT	SLT	Continuously
Risk Register compiling risks for whole School	FAR Committee	Reviewed annually
Digital Technology Student Acceptable Use Agreement	Finance Manager and Head of Digital Education	Reviewed annually
Digital Access Plan – completed by students to have access to technology at School	Head of Digital Education	As required

#### Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
All relevant risk policies and procedures are provided to staff during induction and are accessible via the Staff Portal	All Staff	Chief Operations Officer Compliance Officer
The School Board, through the Finance Audit & Risk Committee, maintains an extensive Risk Register and regularly reviews all risk mitigation processes.	School Board and All Staff	Chief Operations Officer

### RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
Risk Register	2020	Shared Drive Board Portal

Risk Management & Compliance Policy		Staff Portal Board Portal
Critical Incident Management Plan		Staff Portal
Work Health & Safety Policy		Staff Portal
Professional Guidelines for Staff at Hillbrook		Staff Portal
Digital Technology Policy		Staff Portal Student TASS link
Outdoor Education Risk Assessments		OED Drive
Emergency Management Plan		Staff Portal

## J: APPENDIX

<b>1</b>	Blue Card Policy
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## BLUE CARD POLICY

### 1.0 Introduction

Hillbrook Anglican School (Hillbrook) is committed to providing a safe and secure environment and protection to all children in their care. In accordance with legislation and this policy, staff, volunteers and members of the School Board require blue cards. The intent of this policy is to identify key stakeholders within the School community and summarise the requirements in relation to blue cards. This policy is not exhaustive of all situations which may occur in Hillbrook's environment, for individual situations outside the scope of the policy please refer to Blue Card Services.

### 2.0 Purpose

The purpose of the Blue Card policy is to define blue card requirements for staff, coaches, tutors, volunteers, members of the School Board and contractors.

### 3.0 Definitions

#### 3.1 **Blue Card Services:**

Blue Card Services aims to minimise the risks of harm to children and young people by contributing to the creation of safe and supportive environments, and is founded on the principle that all children have a fundamental right to be protected from harm.

#### 3.2 **Blue Card Check:**

The blue card check is a national criminal history check assessing:

- Any charge or conviction for an offence (even if no conviction was recorded)
- Child protection prohibition orders
- Disqualification orders
- If a person is subject to reporting obligation under the Child Protection (Offender Reporting) Act 2004 or Dangerous Prisoners (Sexual Offenders) Act 2003
- Disciplinary information held by certain professional organisations including teachers, child care providers, foster carers and certain registered health practitioners
- Information that the Police Commissioner may provide in relation to police investigations into allegations of child-related sexual offences, even if no charges were laid.

A person whose application is approved is issued with a positive notice letter or email and a blue card.

## 4.0 Requirements

Legislation requires those working with children for a period greater than 7 days per calendar year to hold a valid Blue Card. This applies to members of the Hillbrook community in the following ways:

### 4.1 Directors of School Board

- All Directors of the School Board are required to have a blue or exemption card before they commence in their position as director.
- For the purpose of completing relevant forms, directors of the School Board shall be deemed to be business operators and carrying on a business regulated by the Act.
- The School Board must ensure all directors have a valid blue or exemption card, and notify Blue Card Services of Hillbrook's governing body for which they are a director.

### 4.2 Registered Teachers:

- Teachers registered with Queensland College of Teachers do not require a blue card for their general teaching duties. Checks are made with Queensland College of Teachers and the National Register of Professional Standards through the Anglican Church of Australia.
- Registered teachers may require an exemption card when providing child regulated services. Some examples of this include private tutoring, participating in a homestay program, working in childcare (Hillbrook Early Learning Centre), working in an after-school hours care facility or volunteering with a sporting club. Applications for exemption cards need to be processed through the organisation where you will be undertaking this work. Teachers who are School Board Directors are also required to apply for an exemption through the School. Exemption cards must be renewed every 3 years.

### 4.3 Support Staff:

- All Support staff at Hillbrook who is not a registered teacher or a registered nurse must hold a valid blue card for child-related employment.
- Support staff must not commence work until they hold a current blue card as required by the 'No Card No Start' law. The School must ensure the new staff's blue card is linked to Hillbrook prior to the staff member commencing their employment.
- When applying for a blue card, staff need to provide their Customer Reference Number (CRN) from the Department of Transport and Main Roads. This will enable the driver's licence photo to be used on the blue card.
- Hillbrook covers the fee for processing renewal of blue cards for full-time and part-time employees.
- Support staff are required to submit their blue card renewal application including their CRN at least 45 days prior to the expiry of their current blue card (refer to 5.0).
- Staff members must ensure that their blue card is renewed prior to the card's expiry date or they will not be permitted to work.
- All Support staff members' blue cards must be for 'paid' employment and it should be noted that volunteer blue cards are not acceptable.

#### **4.4 Coaches, Co-Curricular Instructors and Tutors:**

- All Coaches/Tutors/Project Active/Outdoor Education casual employees and other instructors must hold a valid blue card for child-related employment prior to commencing employment at the School. This blue card must be linked to the School prior to commencement of work or activities.
- Registered teachers employed by Hillbrook who also coach or participate in similar activities for the School, like Project Active are not required to hold a blue card.
- If a Coach/Tutor/co-curricular instructor or Outdoor Education casual employee only works 7 or fewer days in a calendar year, a blue card may not be required.

#### **4.5 Volunteers**

- All formal volunteers at Hillbrook must hold a volunteer blue card before they commence working at the School (with the exemption of parents volunteering).
- There is currently no fee to apply for a volunteer blue card.
- The organisation representative is responsible for notifying any supervising staff that a non-parent volunteer/contractor is eligible to begin once a blue card has been issued or validated.
- Volunteers must sign up annually to allow the Volunteer Register to be updated.

#### **4.6 Contractors**

- Where employees are engaged through a labour hire company the employee requires a blue card or to have submitted an application for a blue card prior to commencing work with Hillbrook. In such instances the blue card application fee is at the cost of the employee or the recruitment agency.
- External contractors including builders, electricians, plumbers or construction workers and other providing services directed towards the school building and facilities rather than the students are not required to possess a blue card. If there is any opportunity that the contractor will deal directly with any students they must possess a blue card.
- External contractors who provide programs or activity for students must have a current valid blue card at the cost of the contractors.

### **5.0 Risk Management**

A Blue Card register is maintained by the School and the links for the appropriate application forms are provided to staff members 3 months prior to the expiry of their Blue Card. Forms are to be completed online by the employee and the nominated organisation representative advised when the application is submitted.

#### **5.1 Nomination of the Organisation Representative**

There is a designated organisation representative who is responsible for managing blue cards and exemption cards and managing the Organisation Portal. This person must certify that documents confirming an employee's identity have been sighted and maintain the Blue Card Register.

## 5.2 **Warning to Potential Staff or Volunteers**

The organisation representative must explicitly warn potential staff (paid employees, volunteers) that it is an offence for a 'disqualified' person to sign a blue card application form or a renewal form.

- *Restricted Person*

It is an offence to employ or continue to employ a restricted person. This includes a person who either has been issued a negative notice, has a suspended blue card, is a disqualified person or has been charged with a disqualifying offence that has not been finalised.

- *Restricted Employment*

Restricted employment refers to the situations or exemptions that allow a person to work with children without a blue card, such as if they are a volunteer parent, a volunteer who is under 18 or paid or unpaid staff who work for not more than 7 days in a calendar year.

It is an offence for a restricted person to start or continue working or volunteering in restricted employment.

## 5.3 **Validity of an Existing Blue Card**

The organisation representative is responsible for checking the validity of a prospective employee's or contractor's blue card. The organisation representative can validate a Blue Card online at the Blue Card Services website. It is also mandatory that the organisation representative links an applicant/cardholder to Hillbrook via the Organisation Portal.

## 5.4 **Termination**

When an employee leaves the School, the organisation representative delinks the person via the Organisation Portal.

## 5.5 **Internal Audit Process**

Monthly internal audits will be undertaken to ensure all information on the Blue Card Register is current and valid. All new or updated entries for the relevant monthly period are to be checked by the contact person (the Principal).

## 5.6 **Statement of Compliance**

Each quarter the Principal shall ensure that a statement is presented to the Finance Audit & Risk Committee that the School complies with the Blue Card Policy.

## 5.7 **Cross-checks of Data**

Each term all data on employees, volunteers and contractors in the Blue Card Register is to be cross-checked against all primary data sources (payroll records, volunteer register and co-curricular records).

## 6.0 Related documents

### 6.1 Legislation:

- *Working with Children (Risk Management and Screening) Act 2000, Working with Children (Risk Management and Screening) Regulation 2020*
- *Child Protection Act 1999*

### 6.2 External:

- Anglican Church Southern Queensland Protecting Children and Young People in Anglican Education Policy and Procedures V. 1.1

### 6.3 Internal:

- Hillbrook's Blue Card Register
- Procedures to Implement the Anglican School Student Protection at Hillbrook
- Child and Youth Risk Management Strategy
- Contractors Working on School Premises Health & Safety Checklist
- Curricular and Co-Curricular Instructors Policy
- Volunteers at Hillbrook Code of Conduct