



HILLBROOK EARLY LEARNING CENTRE (HELC)

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

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APPROVAL			
Name	Role	Signature	Date
Endorsed by:			
Mark Herriman	Hillbrook Anglican School Acting Principal		29/11/23
Approved by:			
Brent Durham	Hillbrook Early Learning Centre Approved Provider		29/11/23

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 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
Hillbrook Early Learning Centre (HELC) HELC is situated on Hillbrook Anglican School campus and is a separate entity, therefore has a separate CYRMS. To view, go to Hillbrook website	<ul style="list-style-type: none">• Education and Care Services

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 the CYRMS and any changes following review.
Hillbrook CRYM Committee	-Report to the Principal and School Board on a quarterly basis.
HELC Approved Provider	-Review and endorse HELC CRYMS
HELC Administration Officer	-Review HELC policies & procedures annually. -Assist in developing HELC policy procedures
ECS Nominated Supervisor	-Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS. -implementation and review of the Hillbrook Early Learning Centre 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 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	Director, Hillbrook Early Learning Centre
Member	Counsellor
Member	Chief Financial Officer
Member	Chief Operations Officer
Member	HR Manager
Member	SPO, Head of Student Wellbeing
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 the HELC Nominated Supervisor.

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.

STATEMENT OF COMMITMENT

Hillbrook is a community of young people and adults. Being part of this community means having a sense of belonging, feeling accepted, valued, and included. We are encouraged by others with consistent and caring interactions. We have clear and unambiguous expectations that are prioritised and enabled, ensuring that young people's physical and mental safety, dignity, sense of autonomy and hope are nurtured and protected.

Our commitment to each other is expressed and enacted through our Declaration of Rights & Responsibilities, which applies to all members the school community. To complement the Declaration, policies, procedures, and training are documented in the Hillbrook Child & Youth Risk Management Strategy.

All school community members, volunteers and visitors are expected to practise behaviours that guard these rights and responsibilities. It is our responsibility as staff to respond swiftly and appropriately to any instances of failure to protect our students.

Our enduring hope is that our community and our culture will foster and promote certainty, confidence, and courage so that all young people will share their worries or concerns, or those of their classmates or friends, with a responsible adult in the school, knowing they will be heard, and action taken to protect them.

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

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 displayed in our prospectus, in our foyer, in our parent & staff handbooks and accessible on our staff and family portal.	HELC Nominated Supervisor
The Statement of Commitment is discussed in student protection refresher training in Term 1 each year with all staff	HELC Nominated Supervisor and HELC Administration Officer

The Statement of Commitment is discussed in the induction of all new staff and co-curricular instructors, and student protection refresher training held annually.	HELC Nominated Supervisor and HELC Administration Officer
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STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

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

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 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 (<i>permanent & relief</i>)	<p>*Induction process includes providing the Staff Handbook to new staff, which includes:</p> <ul style="list-style-type: none"> -The Staff Code, Interactions & Engagement with children, families and colleagues Policy. -The Centre Philosophy <p>Requirement to acknowledge reading and understanding of relevant policies and procedures.</p> <p>Staff meetings</p>	These documents are also available to families via Storypark (family and staff online portal)	HELC Nominated Supervisor

Relevant persons	Actions taken for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
Volunteers, families and visitors	Volunteer & Student Handbook which includes the Community Code of Conduct	These documents are also available to families via Storypark (family and staff online portal) The HELC CRYMS & Prospectus is found on the HELC website.	HELC Nominated Supervisor

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 Hillbrook Early Learning Centre Grievance & Complaints Management Procedure; and
- allegations of harm to children 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	-Storypark- Staff & Family Portal -HELC Google Drive	Staff and enrolled families
HELC Code of Conduct , Interactions & Engagement with children, families and colleagues	2023	-Storypark- Staff & Family Portal -Google Drive	Staff and enrolled families
Staff Handbook	2023	HELC Google Drive	HELC Staff
Professional Practice & Development	2023	HELC Google Drive	HELC Staff
HELC Behaviour Support Policy	2023	-Storypark- Staff & Family Portal -HELC Google Drive	Staff and enrolled families
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedures	1.1	-Storypark- Staff & Family Portal -HELC Google Drive	Staff and enrolled families
Hillbrook Early Learning Centre Procedures to Implement ACSQ Protecting Children & Young People	2023	-Storypark- Staff & Family Portal -HELC Google Drive	Staff and enrolled families

Document	Version	Location	Target audience
in Anglican Education Policy & Procedures			
HELC Blue Card Policy	2023	-Storypark- Staff & Family Portal -HELC Google Drive	Staff and enrolled families
HELC Grievance & Complaints Management Policy	2023	-Storypark- Staff & Family Portal -HELC Google Drive	Staff and enrolled families
HELC Student & Volunteer Handbook	2023	-HELC Google Drive	HELC Staff
HELC Inclusion & Reducing Bias Policy	2023	-Storypark- Staff & Family Portal -HELC Google Drive	Staff and enrolled families
Early Childhood Australia Code of Ethics		-Storypark- Staff & Family Portal -HELC Google Drive -Displayed in the centre	-Staff and enrolled families -visitors, volunteers and 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 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 Storypark (parent and staff online portal) and the Hillbrook Early Learning Centre website. A hardcopy is also in the HELC foyer and parent resource library.	HELC Nominated Supervisor
CRYMS is reviewed annually with updates supplied to -staff via fortnightly Staff Memos and staff meetings	HELC Nominated Supervisor

-families via Storypark, face to face conversations and email.	
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COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
Induction Overview for new staff and volunteers		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 Early Learning Centre implements the following policies and procedures for the handling of disclosures or suspicions of harm to children:

Policy or Procedure	Audience
ACSQ Protecting Children & Young People in Anglican Education Policy & Procedures	Staff & Families
HELC Procedures to Implement ACSQ Protecting Children & Young People in Anglican Schools Policy and Procedures	Staff & Families
HELC Staff Code of Conduct- Interactions & Engagement with children, families and colleagues	Staff & Families
Code of Conduct for Anglican Schools and Education and Care Services	Staff
HELC Grievance & Complaints Management Policy	Staff & Families

Managing breaches:

Procedures for managing concerns that the Protecting Children & Young People in Anglican Education 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, volunteers are inducted at the beginning of their employment (paid or unpaid) including training in the Child Protection Policy & Procedure.	Staff and Volunteers	HELC Nominated Supervisor

All staff attend or undertake regular refresher training as required by ACS	All Staff	CYRMS Chair
The HELC Nominated Supervisor attends induction training and then annual refresher professional development sessions	HELC Nominated Supervisor	Anglican School Commission
All policy documents, resources and forms are available on Storypark- Staff & Family Portal in a section 'Student Protection'	Staff & Families	HELC Nominated Supervisor
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.	Staff and Families	HELC Nominated Supervisor

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
ACSQ Protecting Children & Young People in Anglican Education Policy and Procedures	1.1	-Storypark -HELC Office
Hillbrook Anglican School Procedures to Implement ACSQ Protecting Children & Young People in Anglican Schools Policy & Procedures	2023	-Storypark -HELC Office
Child & Youth Risk Management Strategy	2023	-Storypark -HELC Office -HELC website
HELC Grievance & Complaints Management Policy	2023	-Storypark
HELC Students, Visitors and Volunteer Handbook	2023	-HELC Google Drive
HELC New Staff Handbook	2023	-HELC Google Drive
HELC Students, Visitors and Volunteer Induction Procedure	2023	-HELC Google Drive
HELC New Staff Induction & Orientation Procedure	2023	-HELC Google Drive

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 CYRMS will be detailed by the Committee in their reporting. The Nominated Supervisor 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	HELC Google Drive
HELC Grievance & Complaints Management Policy	2023	-HELC Google Drive -Storypark
HELC Procedures to Implement ACSQ Protecting Children & Young People in Anglican Education Policy & Procedure	1.1	-HELC Google Drive -Storypark
HELC Staff Code of Conduct-Interactions and Engagement with Children, families & Colleagues	2023	-HELC Google Drive -Storypark

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
HELC Staff Recruitment and Induction Policy	All staff
HELC induction Checklists for new Staff	All staff

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	Hillbrook 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	Hillbrook 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	HELC Nominated Supervisor
Referee checks as part of the suitability assessment with mandatory and consistent questions for referees	All staff recruitment – paid and unpaid	HELC Nominated Supervisor
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	Hillbrook HR Manager
A probationary period of employment which allows HELC to further assess the suitability of the new employee.	All staff recruitment – paid and unpaid	HELC Nominated Supervisor
New staff and volunteers complete an induction process which outlines HELC's culture and work practices including child & student protection	All staff and volunteers	HELC Nominated Supervisor
All new staff and volunteers are required to read and acknowledge the Anglican Schools	All staff and volunteers	HELC Nominated Supervisor

Induction overview of child & student protection		
Employees are provided with access to the Storypark (Staff Portal) to view all policies and forms	All Staff	HELC Nominated Supervisor
Staff undergo initial online child & student protection training through the ASC student protection website	All Staff	Hillbrook HR Manager

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
HELC Staff Recruitment & Selection Policy	2023	Storypark HELC Google Drive
ACSQ Protecting Children & Young People in Anglican Schools Policy and Procedures (for training requirements)	1.1	Storypark HELC Google Drive
Induction Checklist for new staff	2023	HELC Google Drive
Induction Checklist for students & volunteers	2023	HELC Google Drive
HELC Procedure to Implement ACSQ Protecting Children & Young People in Anglican Schools Policy and Procedures	2023	Storypark HELC Google Drive
ASC 2022 Student Protection Refresher Materials		Staff Portal (CompliLearn)
Creating Environments for Students to Thrive Induction booklet & Acknowledgment	2.0	Storypark HELC Google Drive
HELC Staff Handbook	2023	HELC Google Drive
HELC Student & Volunteer Handbook	2023	HELC Google Drive
Working with Children Risk Management and Screening Act 2000 and Regulation 2011		HELC Google Drive
HELC Staff Code of Conduct- Interactions and Engagement with children, families & colleagues.	2023	Storypark HELC Google Drive

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, Students
ACSQ Protecting Children & Young People in Anglican Schools Policy & Procedures V.1.1 & HELC Implementation of ACSQ Protecting Children & Young People in Anglican Schools Policy & Procedures V.1.1	All Staff, Volunteers, Trainees, Students
HELC Blue Card Policy	All Staff, Volunteers, Trainees, Students
HELC Induction & Orientation for New Staff & Checklists & HELC Induction & Orientation for Students & Volunteers & Checklists	All Staff, Volunteers, Trainees, 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 and the School Initial letter of offer of employment outlines requirements Induction material outlines process and procedures with links to policies Refresher student protection training outlines changes to policies Probation reviews link to policies and procedures 	All HELC employees, students and volunteers	HR Manager
Management of Working With Children (WWC) Register: <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 Renewal of WWC cards is monitored weekly and employees reminded to renew their WWC card up to 12 weeks from expiry 	All HELC employees, students and volunteers	HR Manager

Leaving an Organisation: <ul style="list-style-type: none"> Compliance Officer de-links an employee on the BCS Organisation Portal when the employee leaves and updates the School's WWC Register to reflect this change; the employee is indicated as inactive. HELC Administration Officer updates the Staff Information Register to reflect these changes 	All HELC employees, students and volunteers	HR Manager HELC Administration Officer
Audit: <ul style="list-style-type: none"> Monthly audit is undertaken as part of management of WWC Register to ensure integrity of the service Outcomes of audit are reported to the Principal and Nominated Supervisor if a breach is identified Quarterly, within the CYRM Committee report to the Principal and Chair of School Board via the Finance Audit & Risk Committee Ensure the Approved provider & the Chair of the School Board is advised when Protection Forms (Statutory Reporting) are submitted. The BCS Portal is cross referenced with the WWC Register and School employee data (TASS) to ensure all persons are recorded on the Register, including co-curricular instructors and volunteers. 	All HELC employees, students and volunteers Approved Provider School Board Chair	HR Manager, Approved Provider

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 Services will notify the Principle as the contact person in the event of a Negative Notice as a result of a change in police or disciplinary information. Principal to notify the HR Manager and Approved Provider & Nominated Supervisor and the staff member is told to leave immediately. Principal to advise BCS of the actions undertaken to remedy the matter. Principal to notify the Chair of the School Board HR Manager to investigate what action led to the breach and what actions are being taken to prevent a similar breach in the future. 	Principle, HR Manager, Nominated Supervisor, Approved Provider, Head of School Board

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
-Education & Care Services Act 2013 -Education & Care Services National Law (QLD) Act 2011 -Education & Care Services National Regulations 2018		HELC Google Drive
HELC Blue Card Policy		Storypark HELC Google Drive
-ACSQ Protecting Children & Young People in Anglican Education Policy and Procedures -HELC Implementation of ACSQ Protecting Children & Young People in Anglican Education Policy and Procedures	1.1	Storypark HELC Google Drive
-Induction Checklist for New Staff -Induction Checklist for Volunteers and Students		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 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
HELC Risk & Risk Benefit Plans to guide activities, events, and outings. As well as environments and equipment.	Nominated Supervisor	Continuously
HELC Risk & Risk Benefit Policy guides the way we create plans, policies & procedures	Nominated Supervisor & Administration Officer	Reviewed annually

Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
All relevant risk policies, procedures and Risk Assessments are provided to staff during induction and are accessible via the Storypark and HELC Google Drive	All Staff, Families	Nominated Supervisor
Relevant Risk Assessments, Policies & Procedures are part of the HELC Enrolment Pack	Families	Administration 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
HELC Risk & Risk Benefit Policy	2023	HELC Google Drive Storypark

HELC Risk & Risk Benefit Plans	2023	HELC Google Drive Storypark
HELC Critical Incident Management Plan	2023	HELC Google Drive
-Education & Care Services Act 2013 -Education & Care Services National Law (QLD) Act 2011 -Education & Care Services National Regulations 2018		HELC Google Drive
HELC Staff Code of Conduct, Interactions & Engagement with children, families & Colleagues	2023	HELC Google Drive Storypark
HELC Digital Technology Policy	2023	HELC Google Drive Storypark
HELC Safety Checklist	2023	HELC Google Drive
HELC Child Safe Environment & Supervision Policy	2023	HELC Google Drive Storypark
HELC Workplace Health & Safety Policy	2023	HELC Google Drive

J: APPENDIX

1	HELC Blue Card Policy
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