

# Child Safeguarding

## *School Based Child and Youth Risk Management Strategy*

The checklist has been developed to assist all Edmund Rice Education Flexi School Ltd schools to comply with their obligations under the Working with Children (Risk Management and Screening Act 2000) and the Working with Children (Risk Management and Screening) Regulation 2020 (Queensland legislation). The checklist is based on two levels of EREAFSL policy documents:

### *EREA Flexible Schools Ltd Queensland Region/School level*

The "Code of Conduct for Interacting with Children and Youth People" (the Code.)  
Student Safeguarding Processes and Guidelines.

The schools Complaints Handling Guidelines Screening Policy and Guidelines

### *EREAFLSL level*

- The Code of Conduct including Child Safe Code of Conduct
- Commitment Statement to Child Safety
- National Safeguarding Principles

## Statement of Commitment - Requirement 1

Strategy	What to maintain or improvements planned	By Whom
We create and maintain the school as a place of safety in a supportive, nurturing community	This is expressed in all documentation, website, staff advertisements, staff induction and part of the whole schools' community culture  The commitment statement to child safety is available of EREAFSL and schools' website	Area Principal (Principal) Head of Campus (HOC)
We strive to ensure a culture within the school, where all who have the responsibility and care of students, understand that student protection is every person's responsibility	Discussed in interviews with prospective staff and covered as part of new staff induction  All shortlisted applicants are required to complete child safe declarations	Principal HOC Middle Leaders

Strategy	What to maintain or improvements planned	By Whom
We strive to ensure that every person (staff, other personnel, volunteers/placements) working within our school understands and acknowledges that the safety and wellbeing of students must be at the centre of every preventive and protective action taken	<p>New staff/volunteer induction occurs at a local level before or at commencement, and at annual new staff induction</p> <p>Online child protection training occurs for all new staff/volunteers/student placements within four weeks of commencement, and then annually.</p> <p>Onsite professional development is offered to all staff in an ongoing way every year</p> <p>Parent or under seven-day volunteers sign a non-direct contact. Contractors (regular)/Parents and volunteers (not more than 7 days in a calendar year) declaration</p>	Principal Regional Support Team HOC Middle Leaders

### Code of Conduct - Requirement 2

Strategy	What to maintain or improvements planned	By Whom
All staff (who are working with children/young people) regardless of employment status, casual, volunteers and student placements, receive training on the EREA Code of Conduct. The EREA Code of Conduct is an essential component of the induction of all new employees, volunteers and student placements	<p>Local level: new staff/volunteers/student placements that are engaged in child related work are inducted at commencement including:</p> <p>Briefing in alignment with induction checklist login to EREAFSL Policy Connect website is included in the induction package for all employees (to be developed: for casual/volunteers/student placements).</p> <p>All new staff are provided with a link to the of the EREA Code of Conduct</p> <p>All staff receive professional development on the Code of Conduct within first 4 weeks after starting and professional boundaries annually</p>	Principal Regional Support Team HOC Middle Leaders
It is explained to employees/volunteers/student placements that they must comply with the EREA Code of Conduct. This forms part of the contract of employment and the agreement entered into with persons who freely offer their services.	<p>This is a requirement of the offer of employment.</p> <p>Included in Volunteer/Student placement Induction</p> <p>Assigned mandatory training including EREA Code of Conduct via CompliLearn</p>	Principal Regional Support Team HOC Middle Leaders
Parents/carers know how to access and abide by the EREA Code of Conduct	During the enrolment interview, parents are advised that there is an EREA Code of Conduct and that it is available from the front office and on EREAFSL/School's website. Brochure provided at enrolment interview and talked through. Parent/carer code of conduct	HOC Middle Leaders

Strategy	What to maintain or improvements planned	By Whom
Our school has a Student Behaviour Support Policy/Plan	<p>Operation by Principles is the foundation framework for responding to student behaviour</p> <p>A commitment to work within the principles is signed off at enrolment by young person and their parent/carer (Parent/Carer/YP agreement form) – as part of the enrolment form</p> <p>Introducing “Operating by Principles” is part of the young person’s induction to the school</p> <p>It is discussed at morning meetings daily. Physical reminders are placed around the school.</p> <p>Part of “Operating by Principles” is developing and using “working agreements.”</p> <p>Students provided Young Person Code of Conduct brochure at enrolment interview and available on the school’s website</p>	<p>Principal HOC Middle Leaders Regional Support Team All Flexi school staff</p>

**Capability - Requirement 3: Recruitment and Selection**

Strategy	What to maintain or improvements planned	By Whom
Recruit and select employees and volunteers/placements that work with students in our school are appropriately qualified and suitable for working with children and young people	<p>Rigorous recruitment and selection processes to screen potential staff including that all new employees are asked a child protection scenario at point of interview, professional boundaries and if any previous history that may exclude them from working with young people</p> <p>Child safe declaration completed and signed by all applicants interviewed</p> <p>Consistent record keeping of all staff training and qualifications is maintained</p>	<p>Principal Regional Support Team HOC National HR team</p>
Our school complies with EREAFSL policies and procedures in relation to recruitment, selection, training and managing of employees, other personnel and volunteers/ placements	All potential staff members have read information around the nature of work at interview	Principal Selection Panel

Strategy	What to maintain or improvements planned	By Whom
When advertising new positions in our school we comply with the EREAFSL requirements.	<p>Every advertised position has a statement about our commitment to the safety and wellbeing of our young people</p> <p>All advertised positions have a statement, that applications will be subjected to screening procedures as detailed in the Commission of Children and Young People and Childs Guardian legislation</p> <p>Checks are consistent with EREAFSL commitment to child protection policies and procedures</p>	Principal Regional Support Team National HR team
All non-teaching employees, other personnel, volunteers and student placements who work with students/children are required to obtain a Blue Card prior to commencement. Currency of Blue Card in accordance with EREAFSL Blue Card policy and procedures and Commission of Children and Young People and Childs Guardian legislation.	<p>Working With Children - Blue card register (Blue Card Portal) maintained by regional team/HOC in line with Blue Card Procedures. This includes checking evidence and linking prior to commencement of employment/commencing as volunteer/student placement</p> <p>Details in letters of employment around maintaining relevant blue card Third party contractors' declarations</p>	Principal Regional Support Team HOC School Admin
All teachers are required to produce evidence of current teacher registration with the Queensland College of Teachers before they commence work in our school/entity.	The network team maintains Qld College of Teachers register. This includes checking evidence of registration before commencement of employment.	Principal Regional Support Team National HR Team HOC School Admin
All employees, other personnel and volunteers/placements at our school are provided with induction training on the school's processes and procedures, the values and expectations of EREAFSL and the standard of behaviour required in their interactions with students/children	<p>Discussed as part of local New Staff Induction and covered in Annual New Staff Training days</p> <p>Online training completed by all staff on bullying and harassment and general human management.</p> <p>Volunteer Training</p>	Principal Regional Support Staff HOC Middle Leaders
All staff and student placements who work at our school complete EREAFSL online Child Protection training within four weeks of commencing with the school.	<p>Regional Support Team, provides user access, maintains a register and sends out notifications in a timely manner</p> <p>Provide paid time for casual and part time staff to complete training</p>	Principal Regional Support Team HOC

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Strategy	What to maintain of improvements planned	By Whom
In addition to induction training volunteers are required to complete EREAFSL Volunteer online training program in Child Protection within 4 weeks of commencement on their volunteer services.	Regional Support Team, provides user access, maintains a register, and sends out notifications in a timely manner	Regional Support Team
All staff and other personnel attend student protection training offered by the school/entity annually and mandatory EREAFSL online training every two years or earlier if it is considered necessary due to new legislation/reporting obligations.	Regional Support Team works with schools direct Provides user access, maintains a register and sends out notifications in a timely manner  Staff undertake training annually  A register of all employees, other personnel and volunteers who complete the training is kept	Principal Regional Support Team Child Safeguarding Contacts
Our school gives our employees opportunities to attend courses relating to the wellbeing of students/children	As per probation and annual review goals	Principal Regional Support Team HOC Middle Leaders
Where there is a complaint or allegation in relation to an employee, other personnel or volunteer/placement of inappropriate behaviour or misconduct we take appropriate management action. This includes following the requirements of EREA Code of Conduct and EREAFSL Student Safeguarding Processes and Guidelines	EREA Code of Conduct (PolicyConnect; Website) EREAFLS Student Safeguarding  Processes and guidelines  (PolicyConnect; Website) Complaints Handling Guide (PolicyConnect; Website)	Principal HOC
Our school helps employees who require support to access the EREAFSL Employee Assistance Program (EAP).	EAP posters are visible in staff and administration rooms and is covered in the induction process	HOC Middle Leaders
Employees are made aware of policies, processes and resources developed by the school/entity to support the care and wellbeing of students/children from time to time at staff meetings, 'in-service' days and staff notices. Policies and processes are accessible to staff and volunteers/placements locally at school	All staff have access to the schools Policy Plus website and are provided with training in how to use this resource (Induction)  All staff are notified via email and at staff meetings of any amendments to EREAFSL's policies  All staff are to undertake key mandatory training annually including EREA Code of Conduct	Principal Regional Support Team HOC Middle Leaders
All staff who work with young people, provide pastoral care, personal safety strategies and support for marginalised students and students who may be at risk of being harmed	Personal learning plans developed for every young person that includes their wellbeing needs.  Individual student safety plans are developed when required	HOC Middle Leaders All FLC staff



<b>Concerns - Requirement 4: Policies and Procedures for handling disclosures or suspicions of harm, including reporting guidelines</b>		
<b>Strategy</b>	<b>What to maintain or improvements planned</b>	<b>By Whom</b>
In compliance with the law reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/sexual abuse of a student/child	EREAFLS Student Safeguarding, Policy, Processes and guidelines	Principal Regional Support Team HOC Middle Leaders
In compliance with the law reports are made to the Department of Communities, Child Safety and Disability Services for harm/risk of harm to a student/child caused by sexual abuse, physical abuse and where relevant (if the parent/carer is not willing or able to protect the student/child) emotional abuse or neglect	EREAFLS Student Safeguarding, Policy, Processes and guidelines	Principal HOC Middle Leaders
Inappropriate behaviour (other than sexual) of a staff member, other personnel or volunteer towards a student/child is handled by the Principal or with support from EREAFS Director of Safeguarding, or schools Senior Child Safeguarding Officer	EREAFLS Student Safeguarding, Policy, Processes and guidelines	Principal
School staff, other personnel, volunteers/placements and parents are aware that they may make a complaint around non-compliance with EREAFLS student Safeguarding Processes	Complaints handling process for reporting non-compliance on the school's website and policy connect  Schools Student Protection Brochure (given and discussed during enrolment process)  Policy Connect maintained and updated  Check staff awareness of this requirement at induction	Principal HOC



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Strategy	What to maintain or improvements planned	By Whom
In accordance with the Education (Accreditation of Non-State Schools) Regulation 2001, our school has two or more stated staff members (this includes the Principal) to whom a student/child can report behaviour of another staff member, that the student/child considers to be inappropriate	Posters identifying Child Safeguarding Officers staff are visible around the school  Child Safeguarding Officers are identified in the school office and on the school's website  Form C is clearly displayed at school offices and on the school's website	Principal Regional Safeguarding Leader Child Safeguarding Officers HOC
Child Safeguarding Officers receive complaints and allegations from staff, other personnel, volunteers, parents and students and assist in making reports as outlined in EREAFSL Student Safeguarding Processes and Guidelines.	EREAFL Student Safeguarding Processes document and Form C is available on the school's website and displayed in school's reception area  Complaints can be made directly from the school's website or directly at the school	HOC Middle Leaders
Staff, other personnel, volunteers, parents and students are made aware of the Child Safeguarding Officers through direct queries either by phone or face to face.	Details of Child Safeguarding Officers are also available on the school's website and displayed in the school's reception area	HOC Middle Leaders
Child Safeguarding Officers are selected by the Principal, as required and outlined in the EREAFSL Student Safeguarding Processes and Guidelines.	All Heads of Campus and one other staff are selected based on skills of the person	Principal
The EREAFS Director of Safeguarding and schools Regional Safeguarding Officer are consulted when required to assess harm to students/children and for support and guidance during and after a student/child protection intervention	Regional Safeguarding Officer and Director of Safeguarding	Principal Regional Safeguarding Officer Regional Support Team HOC Middle Leaders

**Requirement 5:  
A plan for managing breaches of the risk management strategy**

Strategy	What to maintain or improvements planned	By Whom
Staff, other personnel and volunteers/placements are aware of the requirements of the EREAFSL Child and Youth Risk Management Strategy and the EREAFS plan for managing breaches of the Strategy	Policy Connect includes the whole EREAFSL strategy and management of breaches  Child Protection training assigned to all staff annually at the beginning of each year	HOC

**Requirement 6:  
Policies and procedures for compliance with the Act, including policies and procedures about implementing and reviewing the risk management strategy and keeping appropriate records**

Strategy	What to maintain or improvements planned	By Whom
In accordance with legislative requirements all non-teaching employees, other personnel, volunteers/placements are required to obtain and hold a Blue Card (unless exempt)	The school has a blue card procedure	Principal Regional Support Team
	Regional Team and school admin maintain registers via TASS and Blue Card Portal	Principal Regional Support Team HOC
A designated Screening Contact Person has been appointed by the Principal/EREAFS Director of HR	National HR team and Regional level screening	Principal Regional Support Team HOC School Admin
The Screening Register and details are available to the EREAFS CEO when requested.	Stored within the HR section within TASS	Principal Regional Support Team
All teachers are registered with the QCT The Principal/Regional Director sight the certificate of registration and qualifications before employment commences (matching relevant ID)	QCT online register search conducted prior to commencement and kept  Teacher's registration details maintained and updated on a register (TASS HR)  All teacher's linked to school by Principal	Principal Regional Support Team
To ensure that the Strategy/Plan remains current and effective, the strategy is monitored and reviewed annually	The plan is reviewed annually	Principal Regional Support Team



**Consistency -Requirement 7: Risk management plans for high risk activities and special events**

Strategy	What to maintain or improvements planned	By Whom
Separate Risk Management Plan developed that identifies key activities, risk descriptions and controls including associated risk ratings	Risk Management Plan (high risk and special events) reviewed annually	Regional Support Team HOC Middle Leaders
All curriculum and non-curriculum activities in terms of their level of risk are considered	High risk assessment and management plan that is reviewed annually. Available on schools PolicyConnect website. Schools have an event management checklist to use to review risk for all onsite events  Risk management assessment and plans are included in all unit plans and any activity/camp off site (Plan Check Go /Consent to Go or Standard Operating Procedures followed  CARA Standard Operating Procedures are used to form a benchmark for activity requirements	HOC Middle Leaders All staff
When considering all activities or special event (i.e., low, medium, or high) we undertake responsibility for identifying potential risks and consider the safety and wellbeing of students/children and the risk of harm to students/children	The use of Plan Check Go/ Consent to Go or Local systems for reviewing and capturing risks and plans is done for all offsite activities that supports the development of individual risk assessments based on the venue and activities being undertook, taking into consideration school policy and standard operating procedures  CARA Standard Operating Procedures are used to form a benchmark for activity requirements	HOC Middle Leaders All staff
Risk management assessment and risk mitigation is carried out for activities undertaken within the school/entity and outside the school/entity	Whole staff responsibility  Workplace health and safety items a standard agenda item at weekly staff meetings  Regular agenda items at every staff meeting around WHSO  Six and twelve month WHS inspections completed by Business Manager  External WHS audits conducted as required	Principal Business Manager HOC
Principal approves all excursions, retreats, immersion programs and outside school activities	The use of Plan Check Go, Consent to Go or Local systems for reviewing and capturing risks and management plans for all activities that supports the development of individual risk assessments based on the venue and activities being undertook, taking into consideration school policy and standard operating procedures	Principal needs to be part of the approval process for all overnight excursions

Strategy	What to maintain or improvements planned	By Whom
Parent/Carer permission forms and documentation covering excursions (including WHS standards and Risk Management Plans) have been developed	<p>Permission covered within the enrolment form in the young person/carers agreement.</p> <p>Medical/consent forms signed prior to any overnight excursion</p> <p>Student medical information kept in TASS and reviewed annually</p>	<p>HOC Middle Leaders Regional Compliance Officers All staff</p>
A Risk Management Plan and Risk Assessment Form is used to identify, assess and manage risks associated with excursions, school camps, school retreats, immersion programs and outside school activities.	<p>The use of Plan Check Go/ Consent to Go or Local systems for reviewing and capturing risks and plans is done for all offsite activities that supports the development of individual risk assessments based on the venue and activities being undertaken taking into consideration school policy and standard operating procedures</p> <p>Medical/consent forms signed prior to any overnight excursion</p> <p>Student medical information kept in TASS and reviewed annually</p>	<p>HOC Middle Leaders, Regional Compliance Officers All staff</p>
Staff in carrying out a Risk Assessment and formulating a Risk Management Plan specify on the forms and templates used that student protection risks must be assessed and managed.	<p>This includes assessment of individual young person's readiness to be able to participate in an activity on-site or off-site.</p> <p>Consistent use of individual safety plans where needed for specific young people</p>	<p>HOC</p>
There is adequate supervision of students/children.	<p>Procedures for Supervision (General) and Supervision and inspection (Playground) are on schools PolicyConnect website.</p> <p>Staff supervision weekly timetable</p>	<p>HOC Middle Leaders</p>
Procedures to handle Emergency/Critical Incident situations are in place and staff are regularly briefed to appropriately handle situations	<p>Available on schools PolicyConnect website under Student Duty of Care</p> <p>Post incident debrief</p> <p>Completion of safety incident form</p>	<p>Principal HOC Middle Leaders</p>
Procedures to address Fire/Lockdown situations are in place and employees, other personnel and volunteers are made aware of fire evacuation and lockdown procedures	<p>Available on schools PolicyConnect website under Student Duty of Care</p> <p>Covered in induction</p> <p>Evacuation plans clearly displayed throughout school buildings</p> <p>Fire and Evacuation folder available at front office</p>	<p>HOC Regional Compliance Officers</p>
Strategy	What to maintain or improvements planned	By Whom

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<p>Procedures are in place for the management of visitors and other outsiders. This includes relevant signage and directions together with a visitor sign- in register with procedures for signing in and out of the school/entity, including the wearing of a visitor's pass</p>	<p>Available on schools PolicyConnect website under Workplace Health and Safety.</p> <p>All visitors to be clearly identified via visitor pass and sign in on arrival</p>	<p>HOC School admin staff</p>
<p>Media/Communications strategies are in place which includes permission from parents/carers using the forms available for the use of student/child photographs, and names, in any materials issued to the public in printed or electronic form</p>	<p>Available on schools PolicyConnect website under School Governance</p> <p>Covered in Young Person/Carer agreement form</p> <p>Staff undertake mandatory social media training</p> <p>Student records in TASS appropriately show if photos can be used</p> <p>Annual permission sort</p>	<p>Principal HOC Middle Leaders</p>
<p>Identifying information of students/children is not used in promotional material without the specific permission of the parents/carers, and the students concerned</p>	<p>Available on schools PolicyConnect website under Child Protection Program</p> <p>A specific Consent Form may be used for specific promotional materials.</p>	<p>Principal HOC Middle Leaders</p>
<p>All employees and students observe the EREA Information and Communication Technology Use Policy (staff completing the consent form).</p>	<p>Available on schools PolicyConnect website under Student Duty of Care</p> <p>The Consent Form is part of the Young Person/Parent/Carer agreement form.</p> <p>Part of the staff and young person induction</p> <p>All staff that have access to a network account are provided the policy as part of new hire paperwork and sign an agreement form</p>	<p>Principal HOC and Middle Leaders Regional Support Team</p>
<p>Public Travel guidelines for students/children have been developed and are accessible to staff, parents/carers</p> <p>Students are regularly reminded of these guidelines</p>	<p>Not relevant</p>	

**Requirement 8:**

**Strategies for communication and support including written information for parents and staff about the schools’ risk management strategy and where it can be accessed, and training materials for staff relating to the strategy, how to identify risks of harm, and how to handle disclosures and suspicions of harm.**

<b>Strategy</b>	<b>What to maintain or improvements planned</b>	<b>By Whom</b>
All staff, volunteers undertake annual training	Staff meeting discussion yearly  Updated Child Protection training to be assigned to all staff annually as of 2024	Principal
All parents are made aware of the school’s child protection guidelines and provided brochures as part of the student enrolment process. Brochures are also readily available at the school’s office	Student Protection brochure content reviewed annually  Brochures available at school office and school website	Regional Support Team HOC Child Safeguarding Officers
The EREAFS Child and Youth Risk Management Strategy is available at the school office, website and on PolicyConnect	Strategy reviewed annually  To be available at the front office	Principal Regional Support Team HOC Middle Leaders