



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*

# Child and Youth Risk Management Strategy

2023



## Contents

What is the Child and Youth Risk Management Strategy?.....	4
What are the Requirements of the Child and Youth Risk Management Strategy? .....	4
Commitment.....	4
Capability.....	4
Concerns .....	4
Consistency .....	4
What Does the Child and Youth Risk Management Strategy Look Like? .....	5
REQUIREMENTS .....	5
1.            A Statement of Commitment to The Safety and Wellbeing of Children and The Protection of Children from Harm.....	5
2.            A Code of Conduct for Interacting with Children .....	5
2.1 Code of Conduct for Parents, Volunteers and Visitors .....	5
2.2 One on One Contact With a Student.....	6
2.3 Behaviour Management .....	6
2.4 Transport of Children and Young People.....	6
2.5 Change Rooms and Toilets.....	7
2.6 Managing Injuries and Illnesses.....	7
2.7 Visitor Policy.....	7
2.8 Organisational Standards.....	7
2.8.1 Equal Opportunities .....	7
2.9 General Safety.....	8
2.9.1 Physical Environment.....	8
2.9.2 Sun Safety .....	8
2.9.3 Weapons in Schools.....	8
3.            WRITTEN PROCEDURES FOR RECRUITING, SELECTING, TRAINING, AND MANAGING STAFF AND VOLUNTEERS .....	9
3.1 Induction .....	9
3.2 Teaching Staff.....	10
3.3 Non-Teaching Staff – No Card, No Start.....	10
3.4 Restricted Employment.....	10
3.5 Restricted Person .....	11
3.6 Non-School Organisation.....	11
3.7 Third Party Providers – Onsite Therapy in Schools.....	11
4.            POLICIES AND PROCEDURES FOR HANDLING DISCLOSURES OR SUSPICIONS OF HARM, INCLUDING REPORTING GUIDELINES.....	12
5.            A PLAN FOR MANAGING BREACHES OF THE RISK MANAGEMENT STRATEGY	13
6.            RISK MANAGEMENT PLANS FOR HIGH-RISK ACTIVITIES AND SPECIAL EVENTS	13

6.1 Curriculum Activity.....	13
6.2 School Camps and Excursions .....	14
6.2.1 Overseas Excursions.....	14
6.2.2 Homestays.....	14
7. POLICIES AND PROCEDURES FOR MANAGING COMPLIANCE WITH THE BLUE CARD SYSTEM.....	14
7.1 Identification of Who Requires a Working with Children Card or Working with Children Exemption .....	14
7.2 Contact Person .....	15
7.3 Managing Working With Children Card Applications.....	15
7.4 Managing Existing Working With Children Card Holders.....	15
7.5 Managing Changes in Police Information.....	15
7.6 Managing High-Risk Individuals.....	16
7.7 Employee Register .....	16
7.8 General.....	16
7.8.1 Additional Records .....	16
7.8.2 Annual Review of CYRMS .....	17
8. STRATEGIES FOR COMMUNICATION AND SUPPORT .....	17
8.2 Implementation Responsibilities for Schools.....	17
Disqualifying Offence .....	18
Disqualified Person .....	18
Restricted Person .....	19
Restricted Employment.....	19

## **What is the Child and Youth Risk Management Strategy?**

The Child and Youth Risk Management Strategy forms part of the Working with Children prevention and monitoring system administered by the Department of Justice and Attorney General Agency, Blue Card Services, which aims to create safe and supportive service environments for children and young people.

Under the provisions of the [Working with Children \(Risk Management and Screening\) Act 2000](#), and the [Working with Children \(Risk Management and Screening\) Regulation 2020](#) it is a requirement that regulated employers and businesses develop and implement risk management strategies to identify and minimise the risk of harm to children and young people in their service environment. Our school is one such service environment.

## **What are the Requirements of the Child and Youth Risk Management Strategy?**

To meet our legislative obligations, the Child and Youth Risk Management Strategy includes eight minimum requirements under key areas of service delivery.

These are:

### **Commitment**

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

### **Capability**

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

### **Concerns**

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of our risk management strategy.
6. Transparent risk management plans for high-risk activities and special events.

### **Consistency**

7. Policies and procedures for managing compliance with the blue card system.
8. Implemented and modelled strategies for communication and support.

These eight mandatory requirements meet all 10 of the National Principals for Child Safe Organisations.

## **What Does the Child and Youth Risk Management Strategy Look Like?**

Our school, supported by Cairns Catholic Education Services meets these eight requirements through policies, procedures, and practices across several key areas, including, but not limited to:

- Our [Safeguarding Children and Young People Policy](#)
- Our [Student Protection Reporting Processes & Guidelines](#)
- Our [Code of Conduct for Staff](#)
- Our [Code of Conduct for Parents, Volunteers and Visitors](#)
- Our [Workplace Health and Safety Policy](#)
- Our [Student Positive Behaviour Support Policy](#) (under review)

### **REQUIREMENTS**

#### **1. A Statement of Commitment to The Safety and Wellbeing of Children and The Protection of Children from Harm**

We are committed to providing safe, supportive and respectful teaching and learning communities that promote student rights, safety and wellbeing, including compliance with child protection obligations mandated by law, the United Conventions on the Rights of the Child and Church teachings. We recognise that student spiritual, psychological, and physical wellbeing is paramount and recognise that every student has a fundamental right to a safe school environment and protection from harm and risk of harm.

#### **2. A Code of Conduct for Interacting with Children**

We have a [Code of Conduct](#) for Employees which applies to all staff members and contactors, within Cairns Catholic Education, engaged on a casual, fixed term or continuing basis, either pursuant to a contract of employment or appointed to a role at the school pursuant to an agreement with a religious order.

The Code of Conduct states that our staff must always act appropriately and professionally in their interactions with students and observe appropriate boundaries, behaviour and contact with students. The Code of Conduct also covers expectations of staff in relation to risk management and duty of care obligations to students, including but not limited to compliance with laws, standards and Cairns Catholic Education policies and procedures.

##### **2.1 Code of Conduct for Parents, Volunteers and Visitors**

We have a [Code of Conduct for Parents, Volunteers and Visitors](#) that defines their standards of conduct to ensure a safe learning environment for all students and staff. It relates to all parents, volunteers and visitors who interact within our school and Catholic Education Services and applies to when present at school and school sponsored meetings/functions within and outside of school hours.

## **2.2 One on One Contact With a Student**

Staff working with children hold a special position of trust, care and authority with students. Staff are required to demonstrate clear professional boundaries in their interactions with students and ensure that they maintain appropriate physical, emotional and behavioural boundaries with students that are age and context appropriate. While our staff do work individually with students, no staff member is required to work in isolation with a student without visibility and transparency.

## **2.3 Behaviour Management**

Our school community is required to develop a Student Positive Behaviour Support Plan and implement procedures for a whole school approach to support student behaviour in the school environment, involving all groups in the school community.

This is published on the school public website. As defined in the [Student Positive Behaviour Support Policy](#), the plan reflects the shared values and expectations that guide our school's approach to student behaviour support and to maintaining a supportive Catholic school environment.

Our school also uses the Cairns Catholic Education Engage Student Support System which supports our school to track the behaviour of students and uses data-based decision making to proactively support student's behaviour. We are required to use the Engage Student Support System registers to document:

- bullying/harassment incidents,
- drug related incidents,
- weapons incidents and all suspensions (both in school and out) for a period of one day or more.

We are also required to note a part time suspension on the student's school file.

## **2.4 Transport of Children and Young People**

Procedural guidance is provided by Cairns Catholic Education Services to our school in relation to the transporting of children as defined below:

- We do not ask teachers or parents to transport students. Such a request is not explicit or implicit.
- Our teachers or parents who volunteer to transport students are advised of the legal issues.
- No payments are accepted by teachers or parents for transporting students.

If all other options for transport are exhausted, with parent and Principal permission, transport can be considered provided the following:

- we must verify and make a copy of the driver's license and the vehicle's registration (which includes compulsory Third Party Insurance). If there is an ongoing arrangement, we ensure this information is

current.

- If transporting of students occurs there are always two adults in the car, occupying the front seat. Children/students sit in the rear seats if transport is required.

## **2.5 Change Rooms and Toilets**

Staff members have a duty to take reasonable care for the safety and welfare of students in their care. Staff members are required to take all reasonable action to protect students from reasonably foreseeable risks of harm.

Parents and staff are not permitted to use student toilets and must use the designated school adult toilets.

Staff members follow safe work practices, comply with reasonable instructions, and comply with Cairns Catholic Education policies and procedures for health and safety. A review of existing school toilet facilities has been undertaken by Cairns Catholic Education Services in 2020 and 2021 with recommendations to upgrade school toilet facilities to new child safe standards (as recommended by the Royal Commission into Institutional Responses to Allegations of Child Sexual Abuse) by 2025.

## **2.6 Managing Injuries and Illnesses**

Our school response to injuries and illness is based on guidance provided by Cairns Catholic Education Services to enable provision and maintenance of adequate first aid facilities and personnel for the effective emergency management of injured or ill employees, students, and other visitors at our school.

## **2.7 Visitor Policy**

All visitors are required to enter the school via the school office and administration area. Visitors are asked to sign in on the visitor register which will record the visitor details, the times of the visit, and the contact person at the school.

A visitor pass or badge is issued which is expected to be always worn when at the school and is returned when the visitor signs out. This is in alignment with policies and practices that assist in creating and maintaining a child safe environment.

## **2.8 Organisational Standards**

### **2.8.1 Equal Opportunities**

Our school is committed to advancing equity in all its activities and as part of our organisational culture. It has a legal and moral obligation to provide a workplace which reflects contemporary and best practices towards equity for all members of our workplace.

We are guided by the Cairns Catholic Education [Workplace Equity Policy](#) .



We are committed to supporting key principles which promote best practices towards equity within our workplace.

Our school is committed to the following principles to ensure workplace equity is encouraged and promoted:

- Regularly reviewing and revising policies and procedures to reflect contemporary and best practices towards workplace equity.
- Advancing workplace equity whilst being mindful of merit-based principles.
- Broadly developing a workplace reflective of the community it serves.

## 2.9 General Safety

The general safety of children and young people, not already covered within this document are detailed below:

### 2.9.1 Physical Environment

#### *Visibility in Schools Process*

The Visibility in Schools Checklist is completed in Term 1 each school year to ensure that any hazards and their associated risk are appropriately identified and managed. It is the responsibility of the principal to ensure that the relevant steps have been taken to address all identified risks. It is the responsibility of all employees to ensure a visible and accountable school environment, and any visibility issues that are identified outside the inspection timeframes must be raised directly with the principal. This is in alignment with Cairns Catholic Education Visibility Processes for Schools guideline.

#### *Playgrounds: siting and purchase of equipment*

All playgrounds are designed, installed, and maintained to meet relevant Australian Standards. Regular inspections are undertaken to verify the safety of playgrounds, and preventative maintenance includes ensuring soft-fall depths are correct, de-compacting of sand, treatment of rust or protrusions, and tightening of fixtures and fittings. Despite all this, a key component of playground safety is monitoring and supervision, and all playgrounds have staff allocated for supervision during designated breaks, ensuring safe use and age-appropriate access.

### 2.9.2 Sun Safety

Our school has a SunSmart Safety Policy which is located on our School public website. Our school accepts that we have a responsibility to our students and have put into action all necessary procedures to afford students with protection through Sun Smart / Sun Safety practices.

### 2.9.3 Weapons in Schools

Our school follows a Directive from the Executive Director of Cairns Catholic Education that our school community is aware that under no circumstances



are weapons (including knives) brought to school by students. Students who fail to adhere to this will be dealt with under normal school management of student inappropriate behaviour and breaches of the student code of conduct.

### **3. WRITTEN PROCEDURES FOR RECRUITING, SELECTING, TRAINING, AND MANAGING STAFF AND VOLUNTEERS**

Recruitment processes within our school and supported by Cairns Catholic Education Services ensure a comprehensive practice is adopted when employing new staff that includes child safe processes embedded in the following:

1. Pre-Appointment
  - Position Descriptions
  - Selection Criteria
  - Advertising the position.
2. Selection
  - Interview Process
  - Referee Checks
  - Probationary period of employment.
3. Post-Appointment
  - Training
  - Induction program
  - Ongoing staff management.

Employment Screening procedures include:

- Obtaining copies of Mandatory accreditation documentation
- Referee Checks (specific student protection questions and suitability to work with children)
- Structured interviews.
- Signed declaration:
  - Acceptance of the [Statement of Principles](#) and the [Code of Conduct](#)

#### **3.1 Induction**

All new staff members are provided with an induction upon commencement of duties. For our school staff, this process is undertaken through the guidance of the principal or delegate via an employee induction booklet.

It is also a requirement that all new staff members complete the following mandatory training as soon as practical once employment has commenced and annually after this:

- Student Protection Reporting Obligations.
- Code of Conduct
- Privacy Awareness
- Discrimination and EEO

- Fire Safety
- Sexual Harassment Prevention
- Acceptable Use of ICT including social media
- Workplace Bullying and Occupational Violence
- Disability Standards for Education.

### **3.2 Teaching Staff**

All teachers in our school are registered with the [Queensland College of Teachers](#). Original certificates of registration and qualifications are sighted upon employment and copies are stored in the school and in the teacher's personnel file at Catholic Education Services. The Professional Standards and Safeguarding Office (also known as Professional Standards) additionally adhere to notification processes required by the [Education \(QLD College of Teachers\) Act 2005](#), where allegations or complaints occur resulting in an investigation of harm or possible harm to a student.

### **3.3 Non-Teaching Staff – No Card, No Start**

All non-teaching staff are required to have a Working with children card (herein after referred to as a WWC card) issued by [Blue Card Services](#), in accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#), unless a working with children exemption applies. A working with children exemption applies to police officers and registered teachers.

The school maintains a register of all volunteers and contractors WWC card details, including the card number and renewal date. Details of non-teaching employees' WWC cards are managed by Catholic Education Services within the Human Resources Administration department on a register and in each relevant individual's personnel file. New non-teaching employees must have applied for and received their working with children clearance prior to the commencement of work.

### **3.4 Restricted Employment**

Restricted employment refers to the situations or exemptions that allow a person to work with children without a working with children check, such as if they are:

- a volunteer parent
- a volunteer who is under 18
- paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year
- a consumer at a child-related service outlet where they also carry out work at the outlet.

All other volunteers are required to possess a current WWC card prior to the commencement of work. The school maintains a register of all volunteers' WWC card details, including the number and renewal date.

In the case where a WWC card is not required, our school requires individuals to sign a Volunteer Suitability Declaration form which is kept on file at the

school.

### **3.5 Restricted Person**

A volunteer is prevented from volunteering in a school, including if they are a parent of a student, if they are a restricted person. A restricted person is a person who either:

- has been issued a negative notice
- has a suspended Working with Children Card (previously referred to as a Blue Card)
- is a disqualified person
- has been charged with a disqualifying offence that has not been finalised.

### **3.6 Non-School Organisation**

There are a range of organisations that receive 'Non-School Organisation' state government funding to provide services to students with disabilities in the educational setting. These organisations have service agreements with Department of Education and Training (DET), including school visit protocols, and are often referred to as NSO providers. These include:

- Autism Queensland
- CPL
- Vision Australia
- ACCIST (Cairns Catholic & Independent Schools Therapy)
- Hear & Say

These organisations provide services to students in our school over time operating as part of the educational team to improve educational outcomes for verified students with disabilities.

### **3.7 Third Party Providers – Onsite Therapy in Schools**

If there is a request from third parties to use school facilities consideration is given to:

- the impact on learning and teaching due to the student's potential withdrawal from the classroom.
- how the support provided aligns with the educational goals of the student;
- the future likelihood of multiple service providers seeking access to multiple students and the impact this would have on school resources and interruption to learning and teaching.

Third Party Providers will only be provided to students in school time under the following extenuating circumstances:

- The principal in consultation with the school's Diverse Learning Team assesses that the intervention requested aligns with the educational goals of the student.
- The needs of rural and remote schools accessing service providers.

- If there is an agreement between the school and the provider to provide a service to a student, then a formal induction process is actioned by the school as detailed and guided by Cairns Catholic Education Services.

## **4. POLICIES AND PROCEDURES FOR HANDLING DISCLOSURES OR SUSPICIONS OF HARM, INCLUDING REPORTING GUIDELINES**

All school staff are required to follow the procedures set out in the [Student Protection Processes and Guidelines](#) document in relation to reporting:

- Suspected/likely sexual abuse of a student to QLD Police Service;
- Reportable suspicion of physical or sexual abuse of a child to the department responsible for Child Safety (where there may not be a parent able and willing to protect the child);
- Reasonable suspicion of neglect or emotional abuse of a child to the department responsible for Child Safety (where there may not be a parent able and willing to protect the child);
- Suspected Child Sexual Offence (a belief on reasonable grounds that a child under the age of 16yrs has been sexually offended against by an adult and the reporting of this matter has not been captured under existing reporting obligations as detailed above);
- Inappropriate behaviour by a staff member, other employee or volunteer towards a student/s.

The Student Protection Processes and Guidelines document includes the following information:

- Harm definition
- Indicators of harm (or other concerns for a student's wellbeing)
- reasonable suspicion of harm definition
- identification, reporting and recording a disclosure or reasonable suspicion of harm
- Mandatory reporting obligations
- Non-mandatory reporting obligations
- Failure to report and failure to protect criminal offences
- Guidance to respond to concerns for a student's wellbeing that do not meet a threshold for a report to a statutory authority.

These procedures meet the legislative requirements of the [Education \(General Provisions\) Act 2006](#), [Child Protection Act 1999](#) and the [Education \(Accreditation of Non-State Schools\) Regulation 2017](#).

## **5. A PLAN FOR MANAGING BREACHES OF THE RISK MANAGEMENT STRATEGY**

For the purposes of this strategy, a breach is any action or inaction by a staff member within our school that fails to comply with any part of the Child and Youth Risk Management Strategy. Allegations of breaches of the Child and Youth Management Strategy are managed under the principles of procedural fairness and natural justice via the [Guiding Principles – Managing unacceptable workplace behaviour](#).

Breaches of the strategy are managed in alignment with management of breaches of the [Code of Conduct](#) and [Student Protection Processes and Guidelines](#).

## **6. RISK MANAGEMENT PLANS FOR HIGH-RISK ACTIVITIES AND SPECIAL EVENTS**

A planning process for High-Risk Activities and special events foreseen as high-risk activities conducted within our school is broadly arranged into the following types of activities and associated control measures:

### **6.1 Curriculum Activity**

We use and comply with the Curriculum Activity Risk Assessment (CARA) as a minimum standard for risk management of curriculum activities and acknowledge the sharing of resources by the Queensland Department of Education in this area.

Our procedure supports the safe delivery of the curriculum outlining:

- the responsibilities of staff and
- the process for curriculum activity risk management when conducting curriculum activities in schools and other locations.

The CARA process includes the following:

1. Identifying risks and hazards in context
  - Which students will be involved
  - Where will students be
  - What will students be doing
  - What will students be using
  - Who will be leading the activity.
2. Assessing the risks in context
  - Assessing the likelihood of an incident happening and,
  - The consequence if it did happen.
3. Allocating an inherent risk level for the activity
4. Determining the control measures
5. Implementing the control measures
6. Reviewing the control measures.

## **6.2 School Camps and Excursions**

The school principal is delegated to approve all local excursions and school camps. The principal ensures that the activity is consistent with Cairns Catholic Education and school policies and procedures, legal requirements, and the school's duty of care.

### **6.2.1 Overseas Excursions**

Overseas excursions must have an educative purpose and can only be approved by the Executive Director of Cairns Catholic Education after the school has undertaken a comprehensive concept proposal and risk assessment at least 6 months prior to the planned excursion.

### **6.2.2 Homestays**

Homestays with local families can be a very positive and enriching experience for students, particularly when it involves immersion in a cross-cultural experience. However, there are additional risks associated with this activity and these are assessed beforehand and actively managed during the homestay by the staff organisers.

In recognition of these risk factors homestay arrangements are only approved for students in Years 9-12 and only after prior approval by the CES Executive Director. This applies to Cairns Catholic school students involved in homestays (domestic and international), as well as domestic and international students involved in homestays associated with Cairns Catholic schools. Approvals require compliance with a three-step approval process to be undertaken by the organising or host school as detailed in the Cairns Catholic Education Homestay Guideline document.

## **7. POLICIES AND PROCEDURES FOR MANAGING COMPLIANCE WITH THE BLUE CARD SYSTEM**

As per the requirements with the [Working with Children \(Risk Management and Screening\) Act 2000](#), Employee Blue Cards are monitored through the Blue Card Registers at the school level, and through the Blue Card Register maintained through Catholic Education Services. Monitoring of Blue Card status is ongoing, with communication between Catholic Education Services and our school to ensure the appropriate renewal and application processes are followed. Further information regarding Blue Card requirements and processes can be obtained from the QLD Government [Blue Card Services](#) website.

### **7.1 Identification of Who Requires a Working with Children Card or Working with Children Exemption**

It is important to recognise that working with children clearance requirements do not apply to every environment in which a child may be present. The working with children system is structured so that organisations providing services which are essential to children's development and wellbeing, such as childcare, education, sport, and cultural activities, are captured. Further information in relation to who requires a WWC card can be sourced from the [Blue Card Service](#) website.

## 7.2 Contact Person

There is at least one designated contact person in our school who is responsible for:

- Managing Working With Children cards and Working with Children exemptions
- Listed as the contact person in the working with children card application form
- The person who [Blue Card Services](#) will send notifications to and
- The only person [Blue Card Services](#) can discuss a staff member's or working with children card status with unless additional authorisation is provided.

## 7.3 Managing Working With Children Card Applications

All applicants are informed that by signing the application form they are consenting to the screening process. The school ensures that the authorised contact person has certified and sighted documents to confirm an employee's identity as prescribed under the Act. Applications are carefully checked to ensure all sections have been appropriately completed and are aware that paid employees' volunteers and trainee students must not commence regulated employment until they hold a valid WWC card and WWC clearance.

We explicitly warn potential staff (paid employees, volunteers and students) that it is an offence for a 'disqualified person' to sign a working with children card application form, or renewal form.

## 7.4 Managing Existing Working With Children Card Holders

If a person joins a school and already has a Working With Children card, there are processes in place to:

- Verify the validity of the WWC card, AND
- If the person holds a paid WWC card lodge an **Authorisation to Confirm a Valid Card/Application** form with [Blue Card Services](#). This will ensure that our school receives important notifications in relation to the WWC card holder, including that the card has been cancelled or suspended.

If a person holds a volunteer WWC card and will be undertaking paid employment in our school, a **Volunteer to Paid Transfer** form is lodged with [Blue Card Services](#). This will transfer their card from volunteer to paid status and will ensure that we receive important notifications in relation to the WWC card holder, including that the card has been cancelled or suspended.

If a person ceases working with us, we lodge an **Applicant/Cardholder No Longer With Organisation** form to advise [Blue Card Services](#) immediately.

## 7.5 Managing Changes in Police Information

Staff and volunteers understand their obligation to advise the school if there is a change in their police information. Staff and volunteers are not required to disclose the specific nature of the change, only that a change has occurred, and we have processes in place to ensure that a **Change in Police Information Notification** is



submitted to [Blue Card Services](#)

## 7.6 Managing High-Risk Individuals

Processes are in place for managing notifications from [Blue Card Services](#) in relation to high-risk individuals, for example:

- an employee receives a negative notice or is a known disqualified person, or
- an employee has their blue card or exemption card cancelled or suspended, or
- an employee has their WWC card application withdrawn, or
- a notification in relation to a serious change in criminal history is received from [Blue Card Services](#).

## 7.7 Employee Register

As part of our Child and Youth Risk Management Strategy, our school has established and maintained an employee register which is a written record of contractors and volunteers involved in child-related activities within the school environment.

It includes:

- Whether the person requires a WWC card or exemption (if not, why not – e.g., an exemption applies under the Act)
- The type of WWC card (e.g., paid or volunteer) or WWC exemption
- Whether the person applied and/or the date of issue of the positive notice and blue/exemption card
- The WWC card or exemption card number and the expiry date of the WWC card and
- The renewal date for the WWC card.

Any employees or volunteers that enter our school with a WWC card, will have their card verified with [Blue Card Services](#).

If an employee has had a card cancelled or suspended or receives a negative notice after a change in police information, we ensure the employee does not continue to undertake child-related work within our organisation (work that is regulated by the Act).

## 7.8 General

### 7.8.1 Additional Records

We ensure that appropriate and confidential records in relation to the following are maintained:

- whether a negative notice has been issued
- any change in status to a WWC card or exemption card (such as a change in police information, or the cancellation or suspension of a WWC card or exemption)
- where there is a change in police information, the date [Blue Card Services](#) was informed of the change

- where an employee leaves the school the date [Blue Card Services](#) was informed, and
- any change to the employee's/volunteer's personal information, including the date they informed [Blue Card Services](#).

### 7.8.2 Annual Review of CYRMS

An annual review of the Child and Youth Risk Management Strategy is also undertaken including the consideration of:

- Whether policies and/or procedures were followed in responding to child protection matters
- Whether any incidents occurred relating to children and young people
- The actual processes used to manage incidents
- A review after an incident where a child has been harmed or is at risk of harm or a breach of the strategy has occurred
- The effectiveness of the policies and procedures in preventing or minimising harm to children and young people and
- The content and frequency of training in relation to the Child and Youth Risk Management Strategy.

## 8. STRATEGIES FOR COMMUNICATION AND SUPPORT

To ensure awareness for staff, students and families around the Child and Youth Risk Management Strategy, the following is actioned:

- Provision of a publicly available Child and Youth Risk Management Strategy, Safeguarding Children and Young People Policy and Student Protection Processes and Guidelines on each school website.
- Training and Professional Development for staff, including but not limited to Annual Mandatory Student Protection Reporting Obligations and the Annual Code of Conduct.

These resources and strategies are continually reviewed to ensure optimal communication and awareness.

### 8.2 Implementation Responsibilities for Schools

To comply with the Child and Youth Risk Management Strategy, our school follows and implements the requirements as detailed within this document with the assistance of Catholic Education Services, including:

- Ensuring that all relevant policies and procedures are followed, for example the Student Protection Reporting Processes and Guidelines
- Ensuring that all school staff receive training and guidance in applicable areas
- Ensuring that risk management plans are developed and implemented for all high-risk activities.

# APPENDIX A: DEFINITIONS

## **Disqualifying Offence**

A table listing the disqualifying offences is available on the [Blue Card Services](#). This list is not exhaustive, and some may only be considered disqualifying offences if committed against a child.

An offence is categorised as a disqualifying offence under the Act if it is an offence:

- against a provision of an Act detailed in the list of disqualifying offences
- under a law of another jurisdiction that, if it had been committed in Queensland, would have constituted an offence of a kind detailed in the list of disqualifying offences
- of counselling or procuring the commission of an offence of a kind mentioned in the list of disqualifying offences
- of attempting, or of conspiring, to commit an offence of a kind detailed in the list of disqualifying offences
- that has, as an element, an intention to commit an offence of a kind mentioned in the list of disqualifying offences or
- that, at the time it was committed, was an offence of a kind mentioned in the list of disqualifying offences.

A full list of disqualifying offences can be viewed by clicking on the link below:

[List of disqualifying offences](#)

## **Disqualified Person**

A person is disqualified from applying for a WWC card if they:

- have been convicted of a disqualifying offence which includes
  - having sex with a child (regardless of the type of relationship, e.g., teenage boyfriend/girlfriend, unlawful carnal knowledge)
  - other child related sex or pornography offences
  - murder and other serious sexual or violent offences against an adult or children (regardless of the penalty and regardless of when and where it occurred.)
- are a reportable offender with current reporting obligations under the [Child Protection \(Offender Reporting and Offender Prohibition Order\) Act 2004](#)
- are subject to a child protection offender prohibition order under the [Child Protection \(Offender Prohibition Order\) Act 2008](#)
- prohibited by a court from applying for or holding a blue card or
- are subject to a sexual offender order under the [Dangerous Prisoners \(Sexual offenders\) Act 2003](#)

## **Restricted Person**

A restricted person is a person who either:

- has been issued a negative notice or
- has a suspended blue card or
- 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 WWC card, such as if they are:

- a volunteer parent
- a volunteer who is under 18
- paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year
- a consumer at a child-related service outlet where they also carry out work at the outlet. (A child-related service outlet is a place where disability services are provided to children)