

Child and Youth Risk Management Strategy

ST FRANCIS COLLEGE, CRESTMEAD

2025

Introduction

St Francis College, Crestmead is committed to high quality learning and teaching for the students enrolled at our school. We recognise that this is best achieved when children and young people feel safe and respected. We recognise that the protection of children is everyone's responsibility.

Our Child and Youth Risk Management Strategy (CYRMS) complies with the legal requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*. The CYRMS also adheres to the National Principles for Child Safe Organisations and the National Catholic Safeguarding Standards.

As a school within the Catholic Archdiocese of Brisbane we honour the Safeguarding Commitment of the Catholic Archdiocese of Brisbane. At this school, our commitment to the safety of students is founded within our belief in Christ. Our school charism, and the core values and beliefs emanating from the story of St Francis of Assisi, is embedded within the CYRMS so it is a living practice for our students and families.

Our school's CYRMS references Brisbane Catholic Education (BCE) system wide policies and procedures which support the safety, protection and wellbeing of students and is contextualised to our school environment. For further information regarding St Francis College's CYRMS please contact John Marinucci, Principal on 3489 4800.

The CYRMS has been developed in consultation with the students and families at St Francis College.

If a copy of any of the documents referred to below is required in another language or form for accessibility to a student or parent/carer, please contact the Principal of the school.

1. Statement of Commitment



Alignment with National Catholic Safeguarding Standards:

- Standard 1: Committed Leadership Governance and Culture
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

Our vision and Catholic values call on us to safeguard those vulnerable to abuse and exploitation so they may engage in a successful and positive education and faith experience.

As a BCE school we are committed to the safety and wellbeing of all students and young people within our schools and communities including Aboriginal and Torres Strait Islander children, those from culturally and linguistically diverse backgrounds and children with a disability. BCE respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that children and young people are entrusted to us by the love of God.

Our approach to safeguarding embodies the National Catholic Safeguarding Standards (NCSS) by operationalising the commitment of BCE as a Catholic Entity to ensure the safety of all who encounter BCE's educational services and Catholic faith community. BCE has zero tolerance to all forms of abuse and exploitation and the safety and wellbeing of students and is paramount. BCE operates under the Catholic Archdiocese of Brisbane *Safeguarding Commitment Statement* which is operationalised through the *Archdiocese of Brisbane Safeguarding Framework* and *BCE Safeguarding Policy*.

St Francis College Statement of Commitment

St Francis College is committed to the safety, development and wellbeing of all students during their educational experience at our school. St Francis College respect for the dignity, self-esteem and integrity of every child and young person forms part of our Christian belief that every person is made in the image of God and children and young people are entrusted to us by the love of God. We are committed to promoting an educational environment in which each child is safe, valued for their uniqueness and respected.

St Francis College is actively committed to fostering communities of safeguarding that recognise and uphold the dignity and rights of all children.

We encourage open communication whereby families and communities are informed of relevant issues and participate in decisions about the safety of children. It is particularly important to us to look for avenues to empower children to have a say and be listened to.

We actively seek to become and remain informed of the causes and signs of child abuse and neglect. When we receive information about concerns or witness any matter relating to abuse of a child, we respond appropriately and report any such concerns to the appropriate authority. This includes contacting the police immediately where there may be immediate risk of harm to any person, especially a child.

Every person within St Francis College who comes into contact, or works, with children seeks to uphold the dignity of all and is committed to establishing safe and supportive relationships. St Francis College has documented policies and procedures to prevent risks to children and build a strong culture of safeguarding. All staff and volunteers are expected to follow these policies and procedures and contribute to the culture of care and protection of all children.

We plan, organise and review all activities with children, proactively considering potential risks and strive to ensure risks are reduced, and eliminated where possible. Everyone is encouraged to communicate any area of concern or where you think our approach may need improvement.

Anyone who brings forward a suspicion, concerns, knowledge, or allegation of current or past abuse of a child to St Francis College will be responded to sensitively, respectfully, actively and in a timely manner, in line with our lawful obligations and our own Complaints Handling Policy.

We regularly undertake internal and external auditing of our safeguarding policies and practices to make sure that they always support a culture and practice that puts the safety of children at the centre of our thinking and action.

We listen to the voices of children as we constantly strive to remain vigilant and make improvements.

2. Code of Conduct



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

BCE's codes of conduct, for employees, students, volunteers and other personnel (including parents/carers, clergy, religious and certain contractors), provides direction on the requirements and expectations on how those persons are to conduct themselves in any activities associated with St Francis College. This includes particular provisions on what is acceptable or unacceptable behaviour when interacting with students. The school also follows other BCE policies and procedures that support the codes of conduct and are relevant to student safety.

Employees who work at St Francis College are also bound to comply with BCE's Statement of Principles for Employment in Catholic Schools or the Statement of Principles for Employment in Catholic Education. Certain employees must also comply with other professional standards for their profession.

The key documents are set out below.

2.1 BCE Employee Code of Conduct

- a. The *Catholic Education Archdiocese of Brisbane Code of Conduct* (Code of Conduct) sets out the standard of behaviour required of all employees of BCE in the performance of their duties at St Francis College. All BCE employees must comply with this Code of Conduct.
- b. This Code of Conduct gives particular attention to the requirement for those employees to always act appropriately and professionally in their interactions with students and observe appropriate physical, emotional and online boundaries with children. It further sets out employees' duties in relation to risk management and duty of care obligations to students.

- c. The Code of Conduct is accessible on BCE's Public Website, and Intranet Spire. The Principal at St Francis College is required to monitor completion of the Code of Conduct training for school employees. For new employees at the school this occurs at the time of induction and for all other employees this takes the form of annual ongoing training.

2.2 Volunteers and Other Personnel Code of Conduct

- a. BCE has a *Volunteer and Other Personnel Code of Conduct* which outlines the standard of behaviour, which is required of volunteers and other personnel, (including parents/carers, clergy, religious and certain contractors). This code of conduct includes the need for volunteers and other personnel to think and act safely and to treat students, employees and other volunteers with respect.
- b. St Francis College takes the following actions to ensure that the BCE *Volunteer and Other Personnel Code of Conduct* is implemented in the school community:
- all volunteers and other personnel are able to access a copy of this Code of Conduct on BCE's public website
 - all volunteers and other personnel are required to comply with this Code of Conduct to continue their voluntary/professional engagement at the school
 - all volunteers and other personnel have completed Student Protection and Code of Conduct Training for Volunteers and Other Personnel via the online training module Volunteers/Other Personnel Training located on the BCE public website.
- c. All volunteers and other personnel must complete and sign a Volunteer and Other Personnel Register form. The form requires these persons to declare if they are unable to work with children due to any disqualification, suspension or other restriction regarding their Blue Card, or if they are a disqualified or restricted person and/or have been charged with a disqualifying offence as set out in the *Working with Children (Risk Management and Screening) Act 2000*.

2.3 Code of Conduct of Conduct for Parents and Visitors

- a. BCE has a *Parent and Visitors Code of Conduct* which clarifies and outlines the standards of behaviour expected of parents and visitors at St Francis College. It is designed to support the creation of learning and work environments where all people in our school community feel safe and respected.
- b. The *Parent and Visitors Code of Conduct* is accessible on the BCE Public Website.

2.4 Supplier Code of Conduct

- a. BCE has a *Supplier Code of Conduct* which outlines the expectation that our suppliers will act in a manner that is consistent with the principles for socially responsible, sustainable, and ethical business practices and that these principles are adopted throughout their supply chains. The code specifically outlines BCE's commitment to safeguarding and the expectation that supplier and/or their personnel will:
- promote a culture of safety and comply with BCE safeguarding provisions in relevant Agreements
 - comply with any requirements under the Queensland Blue Card Scheme, including undertaking relevant screening and the development of their own Child and Youth Risk Management Strategy (where applicable)
 - not engage in inappropriate behaviour with a student
 - report concerns relating to students or an adult as soon as practical
- b. The *Supplier Code of Conduct* is accessible on BCE's Public Website.

2.5 Student Behaviour Support Policy

- a. St Francis College uses Positive Behaviour for Learning (PB4L) – a framework for creating positive, safe and supportive school climates where students can grow and learn. Our school community works together to establish expected safe behaviours and teach them to all students. The framework includes practices that aim to support a student to correct inappropriate or harmful behaviours towards other students, employees, other persons or the school environment. It also celebrates students achieving and demonstrating positive and safe behaviours.
- b. St Francis College has developed a Student Behaviour Support Plan for the school, known as St Francis College Student Behaviour Support Plan in consultation with all groups in the school community and in accordance with BCE's Student Behaviour Support policy and procedure, Managing Challenging Behaviour procedure and complex case management process. This Support Plan reflects the shared values and expectations of the school regarding student behaviour support and encourages a supportive and safe Catholic school environment for all. The Student Behaviour Support Plan includes a student code of behaviour and information on formal sanctions and prevention and responding to bullying and harassment, guided by BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is readily accessible to students and parents and is uploaded on the St Francis College's Website.
- c. Our school uses BCE's *Engage Student Support System* to track the behaviour of students and proactively support students' behaviour through data-informed decision making. Our school is required to use the *Engage Student Support System* to document bullying/harassment incidents, alcohol and other drug related incidents, weapons incidents and all suspensions (both in school and out) for a period of one day or more. Schools are required to note a part time suspension on the student's school file.

3. Recruitment, Selection, Training and Management



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 7: Ongoing Education and Training
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

3.1 Recruitment, selection and management of employees

- a. St Francis College adheres to the requirements of BCE's policies and procedures in relation to employment which are contained in the *Working with Children (Risk Management and Screening) Act 2000*, *Working with Children (Risk Management and Screening) Regulation 2020*, *Education (Accreditation of Non-State Schools) Act and Regulation 2017*, and the *Education (Queensland College of Teachers) Act 2005* when engaging employees.
- b. St Francis College recruits and selects employees who work with students in the school who are appropriately qualified and suitable for working with children and young people. St Francis College is responsible for employee recruitment, selection, training and management of employees in the school in partnership with personnel from the BCE office. Principals and employees involved in employee recruitment, selection, training and management of employees at the school comply with the relevant BCE policies which are published on the BCE Intranet, Spire and include the *Recruitment, Selection and Appointment Procedure* and the *Pre-employment Checks Procedure*.
- c. In advertising new positions for the school, the advertisement states that "The Archdiocese of Brisbane has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people and/or vulnerable adults. The organisation is fully committed to child safety and has a zero tolerance to abuse of children or vulnerable adults". It is also subject of positive assessment by robust reference checks and targeted interview questions in respect of child safe practices as relevant to the position.

- d. Screening is taken seriously which includes (before commencing work or duties at a school):
- All non-teaching employees working at St Francis College are required to comply with the *BCE Working with Children Check (Blue Card Screening) Procedure*.
 - All non-teaching employees, volunteers and trainee students who work with students and who require a Working with Children Card (Positive Notice blue card) under the *Working with Children (Risk Management and Screening) Act 2000*, are required to obtain a Working with Children Card (Positive Notice blue card) prior to commencement of work/volunteering at the school and keep it current.
 - All teachers must produce evidence of current teacher registration with the Queensland College of Teachers (QCT) before they commence work at St Francis College.

3.2 Training of Employees

- a. The *Student Protection Policy* and *Student Protection Training Procedure* provides guidance regarding BCE's approach to safeguarding students through student protection training.
- b. The Principal is required by BCE to ensure that all new BCE employees at St Francis College are provided with induction training on the school's processes and procedures, the values and expectations of BCE and the standard of behaviour required of employees in their interactions with students. This induction training is aimed at supporting BCE and St Francis College to provide an environment that is safe and supportive for students. Further details regarding BCE's approach to safeguarding training is provided below:
- All employees at St Francis College must complete Mandatory Student Protection Training. This training provides an overview of BCE's Student Protection Processes and supports employees to understand requirements for recognizing and reporting student protection concerns relating to:
 - risk of harm to students, or suspicions or allegations, involving sexual abuse/likely sexual abuse, physical abuse, emotional abuse or neglect
 - inappropriate behaviour of employees, volunteers and other personnel, and any person in the school community towards students.
 - New employees must complete Mandatory Student Protection Training prior to commencing work with students at the school. Relief staff who are not able to complete Mandatory Student Protection Training prior to commencement, receive a student protection briefing session prior to commencing work with students. They are then required to complete the Mandatory Student Protection Training once access to internal systems is activated.
 - In addition to mandatory training, our staff are provided with opportunities to undertake face-to-face student protection refresher training in Terms 2 and 4.
 - Further mandatory training is also offered to Student Protection Contacts at St Francis College, to support their specialised role in the school including:
 - induction for newly appointed Student Protection Contacts,
 - refresher training (every 2 years), and
 - advanced skills training (every 4 years).
 - Privacy and Data Breach Awareness training is undertaken by all employees annually as part of a suite of core compliance courses.
 - At BCE, compliance with Mandatory training is monitored and tracked and systems are in place to ensure compliance.
- c. BCE has available policies, processes and resources to support the pastoral care and wellbeing of students at St Francis College. These are readily accessible to BCE employees on BCE's Intranet, Spire.

- d. The Principal at St Francis College provides informal training, from time to time, at employee meetings and 'in service' days, so that employees at the school are aware of these policies. Example policies and processes include:
- Student Wellbeing policy
 - Student Diversity and Inclusion policy
 - School Uniform policy
 - Inclusive Education and Student Wellbeing Position Statements
 - Students in out-of-home care
 - Natural Disasters
 - Critical Incidents
 - Catholic Perspectives across the Curriculum
 - Preventing and Responding to Student Bullying and Harassment policy/procedure
 - Alcohol and other Drug related incidents procedure
 - Exclusion procedure
 - Detention procedure
 - Suspension procedure
 - Negotiated change of school procedure
 - Physical Interventions procedure
 - Police Interventions in Schools procedure
 - Weapons in Schools procedure
 - Manual Handling of Students procedure
 - Suicide Intervention Prevention
 - Managing Non-suicidal Self-Injury in Students' procedure
 - Students with Disability
 - Student Attendance policy and procedure
 - Management of actual or perceived aggression training
 - Positive Behaviour for Learning
 - Student Behaviour Support policy and procedures
 - Template - School Behaviour Support Plan
 - Guidelines - Informed consent for Guidance Counsellors (GC)
 - GC Management of Confidential Information procedure
 - Transitions – career development P-12
 - Youth Support Coordinator Initiative
 - Students with disability processes, guidelines and resources
 - Guidelines and support plan for students who are gender diverse
 - Privacy policy
 - Managing Challenging Behaviour Health, Safety and Wellbeing Risk Management Procedure
- e. BCE has student wellbeing employees who supports St Francis College in the pastoral care and wellbeing of students at the school and develops strategies, policies and procedures to assist the school and students. St Francis College employs a Guidance Counsellor to work with students, parents and employees and provide pastoral care, personal safety strategies, support for students who are vulnerable and support for students who may be at risk of being harmed. Schools are supported by BCEO specialist employees in complex matters.
- f. BCE schools use the Australian Curriculum to address respectful relationships and employees use the resources in the Respectful Relationships Hub developed by the Department of Education (Queensland).

3.3 Management of Employees

- a. The Principal of St Francis College is responsible for the management of an employee's behaviour in the first instance and with the support of BCE when appropriate. This includes recognising behaviour and work practices that champion student safety and respect as well as responding promptly to any behaviours or practices that do not support student safety or is, or likely to be, harmful or abusive to a student. The process for managing employee's includes annual appraisals, goal setting, recognition and awards, performance enhancement and management, complaint management and disciplinary procedures when relevant.
- b. Where there is a complaint or allegation in relation to an employee of inappropriate behaviour unsatisfactory performance or misconduct involving a student, the Principal will follow the *Staff Complaints Management Procedure* and *Employee Misconduct Procedure* that sets out a clear and consistent process for handling complaints and allegations of misconduct involving employee behaviour towards or with a student.
- c. BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the school who require support.

- d. BCE promotes the capacity of employees to contribute to the mission of our organisation through ongoing professional development and professional learning. The *BCE Performance and Development Procedure*, and the *People Performance Framework*, guide individual performance and development which is undertaken at all levels throughout the organisation. Both the *Catholic Identity Framework* and *Leadership Capability Framework* articulate the requirements for BCE employees to model and promote a culture where student protection is the responsibility of everyone.

3.4 Managing volunteers and other personnel, engaged by the school to provide a service to students, e.g. parent or other volunteers, clergy, religious and certain contractors

- a. In the life of school activities, it is common for volunteers, parents, carers, clergy, religious, guest speakers and individual contractors (such as swim instruction, music, VET or dance teachers), to support the education of students. Consistent with section 2 of this CYRMS, St Francis College ensures such persons are appropriately screened, trained, supervised and supported to carry out those roles safely with students and all involved.
- b. To ensure these opportunities and activities are a safe and positive experience for students and all involved the Principal is responsible for ensuring that the requirements under sections 2.2 and 3.1 above in this strategy document are adhered to. This includes ensuring the relevant persons have access, and adhere to, the *Volunteer and Other Personnel Code of Conduct*, receive induction training and relevant screening requirements are completed.
- c. The Principal is further responsible for ensuring that the necessary directions and support are provided to volunteers and other personnel so they may carry out their role. This includes ensuring they are aware that they are expected to report any concerns about student safety or abuse/harm under the *Volunteer and Other Personnel Code of Conduct* and they know who to report these concerns to.
- d. BCE has developed a *Third Parties Guide* to support staff in understanding and implementing relevant safeguarding requirements when engaging with third parties and contractors. A *Contractor Induction Manual* to give contractors information on BCE's Work Health and Safety Contractor Management System at BCE schools, so that contractors working at St Francis College play their role in maintaining a safe environment for students.
- e. The Principal is responsible for responding to any concerns, allegations or complaints arising from the behaviour of a volunteer or other personnel and reporting any such behaviour, if required, to BCE and/or relevant external authorities.
- f. The student's safety is a paramount concern when responding to a concern, allegation or complaint involving a student.
- g. If a concern/allegation/complaint involves a person from an external organisation, (such as a member of clergy, a religious, an agency contractor), the Principal and BCE will engage with the relevant authority for that person, for example the relevant leader of a Catholic Diocese or Religious Congregation, the Head of another faith entity or a Director of a camp or retreat centre.

4. Reporting Disclosures and Suspicions of Harm



Alignment with National Catholic Safeguarding Standards:

- Standard 2: Children and Adults are Safe, Informed and Participate
- Standard 5: Robust Human Resource Management
- Standard 6: Effective Complaints Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

This section relates to policies and procedures for how the school responds to disclosures, concerns or suspicions of harm to a student.

4.1 The Student Protection Policy and Student Protection Processes

- a. BCE's *Student Protection Policy* and *Student Protection Processes* provide guidance for all employees who work at St Francis College to recognise, respond and report allegations or suspicions of:
 - sexual abuse/likely sexual abuse of students;
 - harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and
 - inappropriate behaviour of staff towards students.

The processes also outline that it is a crime:

- for certain people not to protect a child from a known risk of sexual offending; and/or
 - to fail to report sexual offending against a child in the absence of a reasonable excuse.
- b. Training in relation to how these laws apply in our school and the procedures for responding to any such matters are provided to all employees as set out above in this document.
 - c. The *Student Protection Processes* have been developed in accordance with legislative requirements, satisfy relevant requirements under the *National Catholic Safeguarding Standards* and are underpinned by the *Student Protection Policy (2024)*. The *Student Protection Processes and Guidelines Catholic Education Archdiocese of Brisbane* document is reviewed and republished in keeping with the Queensland Catholic Education Commission template that was developed in collaboration with BCE and other Catholic employing authorities. The BCE processes are approved by the Non-State Schools Accreditation Board.
 - d. The BCE *Student Protection Processes* are available on the BCE public website and BCE intranet Spire.

4.2 Reporting

- a. The code of conduct for employees provides guidance on expectations, and school employees have received ongoing training, to reinforce that the protection of students and reporting of concerns/allegations is everyone's responsibility.
- b. On receipt of a disclosure or suspicion of harm to a student a decision is made as to whether a State Authority Report is required. If such a report is required, the following will occur:
 - reports are made to the department responsible for Child Safety for harm/risk of harm to a child caused by sexual abuse, physical abuse, emotional abuse or neglect where there may not be a parent able and willing to protect the child.
 - reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student.
 - reports required under the *Criminal Code Act 1899* which are not made under the *Child Protection Act 1999*, or the *Education (General Provisions) Act 2006* are made to the Queensland Police Service. A dedicated form has been developed to assist adults to meet their responsibility to report a child sexual offence.
- c. If a disclosure or suspicion of harm relates to inappropriate behaviour of a paid employee, a volunteer or other personnel, at the school towards a student or other child, the matter will be managed by the Principal, with support from BCE's Employee Relations and Student Protection Team, as appropriate in respect to the school environment.
- d. The school provides training for employees on how to respond to disclosures and suspicion of harm. This includes:
 - all school-based employees must complete annual mandatory Student Protection Training. The Principal ensures that all employees are compliant with this training.
 - all school-based volunteers and other personnel are informed of how to raise a concern if they hear about, or receive any information in any other form, that may involve a disclosure or suspicion of harm to a student. Further, they are required to complete the Student Protection and Code of Conduct Training for Volunteers and Other Personnel (also refer to section 2.2 above).

4.3 Accessibility of Information

The Principal ensures information is accessible to students, parents, employees, and volunteers and other personnel, to inform them on how to raise a concern, allegation or complaint involving the safety of a student. This includes:

- a. The *Student Protection Processes* are readily available for employees, parents, students and carers and St Francis College has the link to these processes on our school website. Our school has a local school-based flowchart to ensure all employees understand how a student protection concern is to be communicated and managed in accordance with the Student Protection Processes.
- b. BCE has processes to enable employees at St Francis College to document and report student protection concerns and inappropriate behaviour of employee, volunteer or other personnel towards a student. This is achieved through the development of an electronic system. This system also facilitates electronic submission of State Authority Reports to the relevant state authority.
- c. BCE has a complaints procedure to enable parents or students at St Francis College to make a complaint that the school has not complied with the Student Protection Processes. Parents or students may make a complaint via the *Record of Complaint about Non-Compliance with BCE's Student Protection Processes* located on BCE's public website. BCE and Principals are required to handle these complaints in accordance with BCE's Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.

4.4 Support for Students and Families

- a. The school has available supports, if required, for students, families, and employees if they are impacted upon by a disclosure or suspicion of harm. It may be appropriate that such supports are provided through the school or BCE resources, or external supports may be required.
- b. A parent/carer student protection information session is provided by the school to support parents and carers to understand the school's *Student Protection Processes and Guidelines*, what to do if they are worried about the safety and/or well-being of a student, who to talk to in the school if they are worried, what happens after a parent/carer tells someone, what they can do to keep their child/ren safe and protected. This is further complemented by a *Student Protection Parent/Carer Toolkit* which is shared to the school community and available on the BCE public website.

4.5 Specific Support Roles

Student Protection Contacts in Schools

- a. In accordance with the Education (Accreditation of Non-State Schools) Regulation 2017, St Francis College has seven stated employees to whom a student can report behaviour of another employee that the student considers is inappropriate. They are known as Student Protection Contacts.
- b. The Principal is a Student Protection Contact at the school. The other Student Protection Contact are/is an employee at the school, David Macknish, Michelle Kelly, Megan Philpott, Courtney Morgan, Lisa Gabai, and Leah Anthony. These nominated persons may be contacted through the school office.
- c. The role of the Student Protection Contact is to receive complaints and allegations from employees and students and to make or assist employees to make all reports as outlined in BCE's Student Protection Processes. The identity of the St Francis College Student Protection Contacts is made known to employees, students, volunteers and parents by publishing their details on the school's website and for example in school newsletters, on posters in the school and at parent information nights.
- d. Information about the Student Protection Contacts and requirements for their appointment is detailed within the BCE's *Student Protection Processes*.

Employee Relations and Student Protection Team

- a. BCE's Employee Relations and Student Protection Team are a support resource for our school and have expertise in the field of risk assessment and risk management, child protection and employee professional standards. This team:
 - assists our school-based employees to identify whether there is a reasonable suspicion of abuse, harm and/or employee other inappropriate behaviour towards a student.
 - offers support and guidance during and after a matter involving student protection and/or staff inappropriate behaviour.
 - assists our school-based employees to appropriately refer families to support services or report to Department of Child Safety or the Queensland Police Service.
 - Develop and facilitate professional learning for our school-based employees.

5. Managing Breaches



Alignment with National Catholic Safeguarding Standards:

- Standard 6: Effective Complaints Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

- a. BCE and St Francis College both have their own CYRMS. BCE and our school take any breach of the CYRMS seriously.
- b. BCE has a *Student, Parent and Guardian Complaints Management Policy and Procedure* which are accessible on the school and BCE websites or by contacting the Principal. Under this process, any breach of the Strategy may be dealt with as follows:
 - if the alleged breach relates to the actions of an employee, this will be managed, as appropriate, in accordance with the *BCE Staff Complaints Management procedure*, the *BCE Employee Misconduct Procedure* or *Managing Employee Unsatisfactory Performance Procedure*.
 - if the alleged breach relates to a report of inappropriate behaviour of an employee towards a student, this will be managed in accordance with the process set out in the *Student Protection Processes*.
 - if the breach relates to a complaint made via the Record of Complaint about Non-Compliance with BCE's *Student Protection Processes*, that complaint will be dealt with in accordance with the Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.
 - if the breach relates to the actions of a volunteer or other personnel, it will be dealt with similarly to the procedures set out in the *Student Protection Processes* or complaints procedures, as appropriate; and
 - if the breach relates to the action of a contractor this will be managed in accordance with BCE's contract with the contractor.
- c. Details regarding management of any breach, including who manages the breach, are contained in the procedures mentioned above. All records about individual concerns or incidents are kept confidentially in BCE business information systems.
- d. BCE undertakes a system review for serious breaches of policy, including to identify any system improvement to policy, procedure or training and address any additional training requirements for individuals.

6. Risk Management Plan for High-Risk Activities



Alignment with National Catholic Safeguarding Standards:

- Standard 8: Safe Physical and Online Environments
- Standard 10: Policies and procedures support the safety of children and adults

This section relates to how St Francis College identifies and manages risks to students through risk management plans and responds to any breach of those plans or the CYRMS.

6.1 Regular Strategies to Minimise Risks of Harm

- a. St Francis College undertakes regular risk assessments and management strategies as part of our daily education program during school days and activities. In this regard we apply the Qld *How to Manage Work Health and Safety Risks Code of Practice* for risk assessments and our risk assessments are supported by relevant BCE policy and procedures. Further information about the risk assessments is available through the school Principal.
- b. The record of each risk assessment and risk management plan undertaken are kept at the school so they may be properly followed, and are subject of internal BCE checks, and available for Blue Card Services to review/audit if requested.
- c. The school's regular risk assessments include, but not limited to, the following activities:
 - Adequate supervision of students
 - Supervision arrangements
 - Playground supervision
 - Drop off and collection of children
 - Procedure followed in the event a child is not collected
 - Procedure to be followed in the event a person responsible for the collection of a child is deemed unable (for example, intoxication)
 - Emergency and critical incidents
 - Fire/Lockdown incidents
 - Engaging with and managing visitors/outsideers
 - Use of media/communications
 - Use of computer/internet
 - Guidance counselling services
 - Transport of students by staff
 - Transporting of students by students
 - Injuries, allergies or illnesses
 - Behaviour, safety, and wellbeing
 - Engagement of third parties/contractors

Adequate supervision of students – St Francis College manages the supervision of students appropriately to ensure that there is adequate supervision of students. St Francis College follows the BCE information on supervision of students procedure and has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

Supervision arrangements – St Francis College provides supervision of students from 8.25am (15 minutes prior to the commencement of school). Staff supervise the Drop Off zone and the Undercover Area. Students are to arrive at school by 8.40am, with preference being "In the gate by half past eight". Students arriving at school prior to 8.25am staff supervision, must sit in the Undercover Area. At 8.25am, duty staff will escort P&4 to Anthony building for supervision; 1-3 to Agnes Amphitheatre; and 5&6 remain under supervision in the Undercover Area. At 8.40am, class teachers (P-6) collect their classes from their designated areas. This is clearly communicated to parents.

College staff are allocated duty in the afternoon until 3.30pm. Homework Club and other after school activities are supervised until the end of the activity. No student should be on site after 3.55pm (end of Homework Club Tuesdays and Thursdays). A member of the College Leadership Team is available on site until 5.30pm.

The College has very clear sign in and sign out processes; teachers are prompt to class to provide the required supervision of their class. Excursions are staffed to ensure the type of activity has the appropriate teacher/student ratio and at least one staff member must be First Aid qualified.

Playground supervision – St Francis College has a well-documented and communicated playground duty roster. All teaching staff receive their Playground Duty Roster (PGD) as part of their timetable, the PGD Roster is placed in the Staff Lunchroom, in the Staff Study, and replacement duties are placed on the Daily Bulletin, as ways of reminding staff of their responsibilities. All supervising staff are required to wear a high visibility vest during PGD supervision.

Supervision staff are regularly reminded to be active and exercise appropriate supervision of students at all times, assess the risk of any activity and take any preventative measures to remove or minimise foreseeable risks, seek assistance from one of our first aid officers to care for the student who is injured or ill, and to take reasonable care if they are conducting any activities as part of their playground supervision.

Specific areas are designed for supervision across P-6 lunch breaks, being the Undercover Area, Prepland, Agnes courtyard, Playgym, Solano undercover area, Futsal Court, Trisports, Games Room, and the Oval (upper). All other areas are out of bounds.

At least one staff member is allocated to supervise playgrounds where playground equipment is in place. Other play areas are also supervised before, after and during meal breaks by a staff member wearing a high visibility vest. The number of students permitted to play on playground equipment is restricted for safety with a roster in place for year level group usage.

Areas are designated to ensure clear visibility for staff supervising and reduce any blind spots in the areas allocated. The College has a clear SunSmart Policy, where students must have a hat to be in outside areas. Supervision staff are directed not to leave their supervision unless they have been replaced, or the bell has rung for students to move to class.

Drop off and collection of children – St Francis College offers a dedicated drop off and pick up zone located inside College grounds at the Julie Street main entrance to the College. Supervision is provided from 8.00am - 9.00am and 2.45pm - 3.30pm on school days. This area is supervised by two staff members who manage the movement of motor vehicles and pedestrian traffic before and after school.

The College has an active Traffic Management Plan with a focus on the safe passage of vehicles inside College grounds. A dedicated bus bay is also located off the Julie Street entrance enabling students to utilise public transport without entering vehicular traffic zones – this area is also supervised by staff.

Procedure followed in the event a child is not collected – In the event that an unauthorised adult does not collect a student at the end of the school day, the following steps are followed:

- The College office is consulted for any information about changes to normal collection routines;
- If no information is available, parents/caregivers are contacted;
- Supervision staff will escort all uncollected students from the pick up zone to the College office;
- The student will stay at the College in the care of a member of the leadership team until the student is safely collected;
- If a parent/caregiver is late in collecting their child, they should go to the Administration building to collect them;
- At no time will a member of staff take a student home, nor will a student be left alone.

Procedure to be followed in the event a person responsible for the collection of a child is deemed unable (for example, intoxication) – Where it is identified that the person collecting a student is incapable of exercising their duty of care, either through intoxication or other impediment, a member of staff will move the student/s to the College office where a member of the leadership team will action student protection strategies. St Francis College would attempt to contact another person on the family contact list. If no suitable caregiver can be contacted, the matter would then be referred to the relevant authorities.

Emergency and critical incidents – St Francis College ensures that all employees are briefed to appropriately handle emergency situations and critical incidents in accordance with BCE's Procedures for Emergency Management and Responding to Critical Incidents. This specially includes reference to the St Francis College Emergency Plan, and subsequent Lockdown and Evacuation Procedures.

Mandatory online training along with the required First Aid and CPR Training for staff, ensure we are well equipped with the necessary basic skills to handle emergency situations.

The assembly point is the College Ovals. This is clearly indicated in each space in the College on the Evacuation Plans. A clear route is also shown to guide staff and students on what is expected if they are required to evacuate to the assembly point. Specific staff are allocated duties in the event of an evacuation, and training is provided to these key staff. At the start of each year, clear duties are aligned with each role, and role holders are notified. This is clearly displayed near the evacuation and lockdown alarms as a visual reminder.

Fire/Lockdown incidents – St Francis College ensures that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school and that practice drills occur each term. These are presented to all staff each year as part of the Workplace Health and Safety presentation by the Business Manager and Workplace Health and Safety Officer during our Professional Development days in January. Prior to each drill, staff are issued with the procedures again and asked to familiarise themselves and their Pastoral Care class with what is required in preparation for the upcoming drill.

St Francis College conducts a minimum of two lockdown and evacuation drills across the year, but in most instances, prioritises three drills across the first three terms of the year. After each drill, the College seeks feedback from staff, and this feedback is reviewed at the Workplace Health and Safety meeting to implement any required changes prior to the next drill. The Workplace Health and Safety Officer would brief staff on this feedback and expected changes for future drills.

Engaging with and managing visitors/outsideers – St Francis College manages visitors to school premises to ensure the safety of employees, students and visitors, including relevant signage and directions, together with procedures for signing in and out of the school in accordance with the BCE information on visitors to school premises. All visitors, volunteers, contractors and other external visitors are required to register with the Upstream digital visitor sign in system which records the details of every visitor/volunteer/contractor/outsideer including motor vehicle registration, mobile phone number and who the person is visiting. A photo ID visitor badge is required to be worn at all times whilst on site and must sign out and return this badge when leaving the College.

All volunteers and contractors who engage with students in the learning environment undergo [Student Protection and Code of Conduct Training](#) before commencing as a volunteer or other personnel.

Use of media/communications – St Francis College obtains the permission of parents (media consent) for the use of student photographs and names in any materials issued to the public in printed or electronic form as part of the enrolment process and annually thereafter. Identifying information of students is used in promotional material only with the specific permission of the parents and the students concerned. St Francis College obtains the specific informed consent of parents for any publication of names and photos of students in the media outside the local school.

Use of computer/internet – All employees and students at St Francis College are required to observe the Acceptable Use policy. St Francis College implements the BCE Acceptable Use of Computer and Internet Resource Consent Form in the school. School employees adhere to BCE's Social Media policy.

Guidance counselling services – The Guidance Counsellors at our school must obtain Informed Consent from a parent and/or student for participation in any guidance counselling services offered.

Transport of students by staff – Transport by employees will require the prior approval of the principal and the written permission of the parents. Principal approval will necessitate risk management involving, for example, an assessment of driver capability, confirmation of current driver's licence, insurance, road worthiness of vehicle, distance involved, any conflict with formal supervisory role for the teacher, gender mix and number of people travelling etc. This list is not exhaustive just indicative. Depending upon the proposed journey there may be other contextual factors to take into account. Transport in emergency circumstances may be acceptable, however, an attempt should be made to obtain the verbal consent of the principal and/or parent.

Transporting of students by students – BCE requires BCE schools with secondary students to develop a policy regarding student motor vehicle drivers and passengers in accordance with BCE's information on student drivers.

St Francis College observes the following BCE regulations and guidelines.

Regulations

1. Legally a school is not responsible for students whose parents allow them to drive to school or to be passengers in cars driven by other students.
2. If the students are of an age which allows them to travel unsupervised, by public transport, to sport, it is permissible with parent permission and subject to school policy for them to drive their own cars to sporting venues during school hours.
3. Each school determines whether students may transport other students to school activities. Any such policy should be implemented only with parental consent and with the clear understanding that no liability attaches to the school. Such arrangements should not be implemented as an alternative to public or school organised transport. Further, guidelines should be strictly supervised.
4. Public transport or hire bus must always be available to all students for school activities.
5. Claims arising out of accident or injury in a private vehicle would be dependent upon the owner's insurance and on the application of common law principles.

Guidelines

1. Principals should advise parents and students that schools accept no liability for damage to vehicles on school property; that drivers park on school property at their own risk.
 2. Schools should require all drivers and passengers to register on an information sheet, devised by the school, which is not a legal document but which enables accurate identification of owners/drivers/passengers should this be necessary during the school day and which establishes parental permission to be a driver/passenger.
 3. Schools decide whether a particular parking area is established for students.
 4. Schools decide when and if students are permitted to go to their cars during the school day, taking into account the adequacy of supervision.
 5. Drivers should be warned that failure to observe all aspects of school and road safety rules could result in their not being permitted to bring their vehicles onto school property.
 6. All students holding a driver's licence should be encouraged to complete a defensive driving course.
- d. In respect of bathrooms and toilets, St Francis College has implemented the following strategies:
- Staff on duty before and after school and during meal breaks supervise common areas including student bathrooms/toilets.
 - Modern, non-gender specific toilets are attached to teaching blocks in the Early and Junior precincts and these amenities offer privacy in a well supervised environment.
 - Ambulant toilets are located at the back of Café Francesco and near the Health Services (La Cucina building).
 - Any staff member needing to enter student amenities in the Middle and Senior precincts announce their intention to enter and the reason for entering.
 - Where possible, staff entry to student amenities is gender sensitive (male staff entering male toilets, female staff entering female toilets).
 - Staff members are trained in student protection strategies and follow the Code of Conduct for BCE employees when interacting with students in isolated locations. This includes, where possible, having two staff members present when entering student amenities.
 - Students and staff have received clear guidelines in relation to student use of bathrooms and toilets.
 - Guidelines and directions ensure the privacy of children and young people while allowing for appropriate supervision, e.g. announcing entry to the room and avoiding being alone with a child in these locations.

- The BCE code of conduct for employees provides direction on this area and employees are informed of these provisions.
 - Parents and carers have been informed of the above.
- e. In respect of devices used to take photos of students St Francis College has implemented the following strategies:
- The BCE code of conduct reinforces how staff are to manage how and when photos are taken of students and the use of devices and social media in regard to student photos.
 - Staff are informed of what is acceptable practice and the approved procedures regarding student photos.
 - The Principal has provided a direction to staff that they are not to use personal devices for taking photos of students unless authorised by the Principal and the photo must be removed from the personal device onto the school device as soon as practical. Parents and carers have been informed of the above.
 - Confidential management of student information: School employees are required to handle private and confidential information in relation to students and parents/guardians in accordance with the BCE *Privacy Policy* and BCE code of conduct for employees.
 - Online safety training is completed by students studying Industrial Design Technology and Hospitality. This safety training assists teachers to ensure that students receive consistent safety training for the use of high-risk equipment in these curriculum areas.
 - Curriculum Activity Risk Management: Procedures have been developed to identify risks associated with the delivery of specific teaching activities including Visual Arts safety, Food Technology safety, ITD safety and Science safety. Further information on such procedures is available by contacting the Principal.

6.2 A risk management plan for high-risk activities and special events

- a. The Principal is responsible for ensuring that risk assessment are undertaken for high-risk activities and special events at St Francis College.
- b. In developing a high-risk strategy/plan St Francis College takes into consideration the context of the activity or event including:
- the nature of the activity and the objectives in conducting it
 - the environment or location of the activity
 - the stakeholders involved in the activity including children and young people
 - identify the specific risks and identify the control measures that are already in place and whether additional controls are required.
- c. When undertaking a more high-risk activity or special event (for example a fete, overnight camp/retreat), our school identifies any specific potential risks relevant to that activity in the risk assessment undertaken and considers and implements controls for the safety and wellbeing of students and the risk of harm to students. This is documented in the risk management plan for each high-risk activity and secured at the school.
- d. St Francis College refers to information in relation to risk assessments for various activities and risk assessment tools provided on BCE's Intranet, Spire.
- e. If relevant, the following issues are also considered:
- | | |
|---|--|
| • Transportation | • Emergency/lockdown procedures |
| • Toileting/change room procedures | • Relevant consent forms, including emergency contact details |
| • Ensuring appropriate supervision of children and ratios of adults to children | • Procedures or processes applying to visitors, volunteers and contractors |
| • Ensuring appropriate supervision of volunteers | • Any risks presented by the physical environment or activity |
| • A media consent process in relation to photographs | • Accommodation and supervision requirements |
| • Managing medications and allergies | |
| • Managing illness/injury | |

- f. The Health, Safety and Wellbeing Team at BCE and a dedicated Workplace Health and Safety Officer (“WHSO”) at St Francis College provides support to our school, if requested, to help us carry out risk assessments and develop and implement a risk management plan.
- g. Information about the risk assessments for high-risk activities are accessible by contacting the Principal.
- h. The school’s risk assessments for high-risk activities are kept at the school so they may be properly followed and are subject of internal BCE checks and available for Blue Card Services to review/audit if requested.

6.3 Risk Management for Excursions, Incursions and Fetes as high-risk activities:

- a. The Principal is responsible for approving all excursions and fetes. Key elements include:
 - The Principal has reference to BCE forms and fact sheets to assist in identifying, assessing and managing risks associated with all excursions and incursions (including fetes).
 - The Principal ensures that a risk assessment is completed prior to any excursion or inclusion in the approved form. This form specifies that in carrying out a risk assessment, student protection risks must be assessed and managed.
 - The Principal accesses links to relevant information forms and guidance provided on SPIRE, to assist in the risk assessment and management process.
 - The Principal completes all applicable planning checklists relevant to an excursion or incursions prior to the excursion or incursion taking place.
- b. The Principal uses, so far as reasonably practicable, applicable BCE approved contract templates which include obligations relating to working with children requirements and child safeguarding, to the extent required by law. Where a third party’s terms are sought to be relied upon, the Principal seeks advice and support regarding those terms, prior to proceeding.

7. Managing Compliance with the Blue Card System



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

To support our school’s safeguarding commitment and practices the school ensures consistent application of its legal requirements under Chapter 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000*. This includes consistency in our management of the working with children card and ensuring we have strategies in communication and support to members of the school community.

7.1 Working with Children Card (Positive Notice blue card) Requirements and Employee and Volunteer Register

- a. St Francis College complies with BCE’s Working with Children Check (Blue Card Screening) Procedure (The Procedure). The Procedure details BCE’s requirements in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that required personnel hold a Working with Children Card (Positive Notice Blue Card).
- b. All non-teaching employees, volunteers (unless exempt) and trainee students who work at St Francis College with children under 18 years of age are required by our school to obtain working with children clearance and hold a Working with Children Card (Positive Notice blue card or exemption card) before an offer of employment is made and prior to working with children.

- c. The 'No Card, No Start' provisions apply to:
 - all school-based BCE employees who are not registered with either the Queensland College of Teachers or the Australian Health Practitioner Regulation Agency
 - volunteers (who are not parents of children attending the school)
 - preservice teachers undertaking practical experience as part of compulsory academic course requirements
 - self-employed people, paid employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching or tutoring of a child, on a commercial basis
 - students who undertake formal traineeships as part of their studies which involve work in child related employment, including conducting sport and recreation activities directed at children; and
 - school board members (excluding current parents on a board at their own child's school as they hold an exemption).
- d. BCE records Working with Children Card (Positive Notice blue card) information for all paid employees. St Francis College maintains a register of all employees required to hold a Working with Children Card (Positive Notice blue card) or exemption card and is responsible for linking the employee to the school via the Blue Card Services Organisation Portal.
- e. St Francis College maintains a register for all volunteers, including those who are exempt from holding a Working with Children Card (Positive Notice blue card). This will generally be volunteering parents of a child attending the school. Volunteers who require a Working with Children Card (Positive Notice blue card) under the *Working with Children (Risk Management and Screening) Act 2000* must obtain the Working with Children Card (Positive Notice blue card) before commencing volunteer work and need to be linked by the school via the Blue Card Services Organisation Portal.

8. Communication and Support



Alignment with National Catholic Safeguarding Standards:

- Standard 2: Children and Adults are Safe, Informed and Participate
- Standard 3: Partnering with Families, Carers and Communities
- Standard 9: Continuous Improvement
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

- a. To ensure accessibility and supportive information/training on the CYRMS the Principal implements and communicates St Francis College's CYRMS to employees, parents/carers, volunteers and other personnel. This includes:
 - Placing the school's CYRMS on the school's website
 - Providing a printed copy upon request
 - Providing training to the school's employees on the School's CYRMS
 - Requesting volunteers and other personnel (including relevant contractors and suppliers) to review the CYRMS
 - Ensuring the mandatory training in respect of student safety as referred to in this document is adhered to.

8.1 Procedures for reviewing the CYRMS

- a. To ensure that St Francis College CYRMS remains current and effective, this strategy is monitored and reviewed annually. Also, in the event that St Francis College identifies concerns, particularly following an incident, St Francis College's CYRMS will be reviewed, and any actions documented. Issues to be considered in the review may include:
 - whether BCE and school policies and procedures were followed
 - whether any incidents/concerns relating to risk management regarding children and young people occurred
 - the effectiveness of the process used to manage any incidents
 - the effectiveness of BCE's and St Francis College's policies and procedures in preventing or minimising harm to children and young people; and
 - the content and frequency of training in relation to BCE's or St Francis College's CYRMS.
- b. Following the review, employees, parents and volunteers at St Francis College are advised of any significant changes to BCE's or St Francis College's policies and procedures as a result of the review and appropriate training or information will be provided.

