

St Margaret's Anglican Girls School

Child & Youth Risk Management Strategy 2020



Working with Children (Risk Management and Screening) 2000 ss. 171-172
Working with Children (Risk Management and Screening) Regulation 2011 s. 3

Document Details

Developed by: St Margaret's : Principal
Contact Officer: Deputy Principal
Previous Review Date: October 2019
Next Review Date: October 2020
Endorsed by CYRMS Committee:

Child and Youth Risk Management Strategy Committee

The Principal in consultation with the CYRMS Committee is accountable for ensuring that the Child and Youth Risk Management Strategy is developed, implemented and reviewed annually.

The St Margaret's Child and Youth Risk Management Strategy Committee (CYRMSC or Committee) was established in March 2017

Scope

This Child and Youth Risk Management Strategy applies to all students, parents, guardians, employees, volunteers and visitors of St Margaret's Anglican Girls' School. St Margaret's comprises the Secondary and Primary Schools.

The following describes how the strategy document is to be developed.

Column A - Requirement:

Part 1: COMMITMENT

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
1. Statement of Commitment	The Student Protection in Anglican Schools Policy and Procedures were originally developed by the ACSQ in February 2015 and updated in February 2018 The ACSQ developed as stated below a statement of commitment to the safety and wellbeing of children and the protection of children from harm. Student Protection Commitment Statement: St Margaret's supports the rights of children and are committed to ensure the safety, welfare and wellbeing of students. St Margaret's is therefore committed to responding to allegations of s s o (ng 33 0 Td ()Tj -0.001Aand w) (t10227 Td [(Fe)-1 he)-3 1.3 (po)-1.4 (ndi)uludenso s1.3 (3 (m)-3.4 (i)1.43 (al)1h (r)2(o)-1.4			

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Part 2: CAPABILITY

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence

Mentoring program for early career teachers: The mentoring program is a formal program where staff are trained to be mentors for Early Career Teachers
Buddy program for all new staff
Position Descriptions
Staff Code of Conduct
Probation Period (6 months) interview and review forms
Employee Performance Management procedures
Annual Performance Review and identification of achievements, goals and any professional development needs
Enterprise Bargaining Agreement
Complaints Management in Anglican Schools Policy
Termination of Employment procedures
Exit interviews/questionnaire held by the Director of HR and results shared with the Deputy Principal and Principal

These policies, procedures and forms are used effectively to make sure that only the highest calibre of employees are hired by the School and to deter and identify unsuitable applicants.

The Student Protection Officers at the School attend a comprehensive Student Protection training course organised by the Anglican Schools Commission on an annual basis.

New staff are required to sign off by email that that they have read and understood key compliance policies including the Student Protection Policy and School Community Code of Conduct. All staff undertake Student Protection training linked to the Safeguarding our Students Policy and Procedures Manual each year.

All staff must complete mandatory online training in Student Protection Processes which covers:

- 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 to students.

The training provides St Margaret's staff with strong skills to effectively respond to and report suspicions or allegations, as required by law.

External parties are often invited to the School to speak to students and staff on specialist child protection subjects such as Cyber Safety.

via workshops and online program, written and developed by the Anglican Schools Commission. Student Protection related workshops are presented by the St Margaret's Student Protection Officers.

Material used in Student Protection training is available on the St Margaret's Intranet in the student protection section.

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Professional development opportunities and further training is recommended and encouraged for all staff.

Primary School staff have fulfilled the requirements for St Margaret's to be listed as an Smart School.

Contractors and Volunteers

All new volunteers and contractors are advised of their Student Protection responsibilities and are required to sign off that they have read and understood the "Safeguarding our Students" document developed by the Anglican Schools Commission for volunteers, contractors, coaches etc. This is referred to in the Volunteer Register and a copy is available for contractors and volunteer

	Head of Boarding Head of Primary School Assistant Head of Primary School School Counsellor The student protection processes are readily available for employees, parents, students and carers and St Margaret's uploaded the link to the student protection processes on the School website.			
4a. 2020 Strategy				

Part 3: CONCERNS continued

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
5. A plan for managing breaches of your risk management strategy	The School is committed to appropriately managing breaches of this Cl and Youth Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as the Student Protection in Anglican Schools T1			

Part 3: CONCERNSContinued

Child andYouth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
6. Risk management plans for high risk activities and special events	St Margaret'srecognisesthe management of the School's risks as an important and serious responsibility. The School, and its stakeholders, may face a myriad of risks that threaten the achievement of academic, safety, financial, reputation, regulatory and strategic objectives. The School has an extensive Risk Management system using the ERM Online Risk Management and Compliance System. Eachrisk asTf 0.007Om3 TsT(n)-0.7 1Ta00 Td (r)Tj -0.003 Tc 0.JTJ 0 -0.6 im3 Tan10 -1.227 T(S67 (M)2.6 (an 0 Tw 1.507 0 Td (a)Tj1.4 (.4d4 (y)0.7 4Tj -1 (x)0.7 (s)-5.3 (k)-1.4)3.3			

				WHS (Internal Risk) Committee review and revise risks, presented to School Council twice yearly for advice and approval. Staff receive WHS, online fire training and First refresher training throughout the year. Throughout 2018, the WHS Consultant conducted safety inspections of various classrooms and facilities on and off campus.
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Responsibility for risk management of high activities and special events resides with the following:

1. School Council responsible for approving the Risk Management Strategy

				- Risk Assessment Processes for St Margaret's Sport - Workshop Maintenance Procedures
	3. St Margaret's WHS (Internal Risk) Committee is responsible for developing and coordinating the execution of the Risk Management Strategy and Operational Framework and the ongoing identification, assessment and mitigation of risk The School also has a comprehensive Work Health and Safety (WHS) Management System in place to create a safe environment for Students at the School. The key components of the WHS Management System are: - WHS Policy and Commitment Statement - Detailed WHS Procedures - Regular safety inspections and follow up - Emergency procedures and regular drills - Hazard Report system - Accident/Incident report investigations - WHS training for all new staff, contractors and volunteers - Detailed WHS training for staff working in high risk areas e.g. Facilities/ Grounds - Annual WHS and Emergency Procedures refresher training for all staff.			• Discussion and identification of non-physical risks by the St Margaret's WHS (Internal Risk) Committee and reported to the School Council;

Part 4: CONSISTENCY

Child and Youth Risk Management Strategy				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
7. Policies and procedures for managing compliance with the blue card system	The School has Blue Card policies and procedures in place that set the guidelines for the requirement to hold a Working with Children clearance (Blue Card) at the School. A register of all current Blue Cards and expiry dates is maintained by the Business Manager and Compliance that includes card numbers and expiry dates. Clearance on the National Register (with Director of Professional Standards) is sought prior to a staff member commencing at the School.	Working with Children (Risk Management & Screening) Act 2000		Child Protection Policy 95-0.74-1.4 (h 0.962) (t)2.7 (6)-1.4

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