



Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all students.	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Status:	Approved	Supersedes: 30.01.2024
Authorised by:	Board Chair	Authorisation Date: 21.05.2024
References:	<ul style="list-style-type: none">• Working with Children (Risk Management and Screening) Act 2000 (Qld)• Working with Children (Risk Management and Screening) Regulation 2020 (Qld)• Child Protection Act 1999 (Qld)• Education (Accreditation of Non-State Schools) Act 2017 (Qld)• Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)• Education (General Provisions) Act 2006 (Qld)• Education (General Provisions) Regulation 2017 (Qld)• Education Services for Overseas Students (ESOS) Act 2000 (Cth)• Education (Overseas Students) Regulation 2018 (Qld)• Education (Queensland College of Teachers) Act 2005 (Qld)• Education and Care Services National Law (Queensland)• Education and Care Services National Regulation• Criminal Code Act 1899 (Qld)• Blue Card Services Child and Youth Risk Management Strategy Toolkit• Restricted Person Declaration Form	
Review Date:	Annually	New Review Date: 21.05.2025
Policy Owner:	School Governing Body	

1. Policy Statement and a Statement about Commitment

Islamic College of Brisbane is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the college and their protection from foreseeable harm.¹

In practice, the Islamic College of Brisbane's commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000* (Qld) ("*the Act*") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points.

2. Code of Conduct

At the Islamic College of Brisbane, we expect our employees to conduct themselves as follows:

College employees are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of the Islamic College of Brisbane's fulfilment of the requirements of Schedule 1 s.2(2).

¹ *Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch1 s.2(1)*

3. Recruitment, Selection, Training and Management Procedures

The Islamic College of Brisbane is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, the Islamic College of Brisbane will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant
 - Advertising the position with a clear statement about the college's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
 - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description
 - A probationary period of employment, which allows the college to further assess the suitability of the new employee and to act as a check on the selection process

- Ensure that its training and management procedures act to reduce the risk of harm to children from employees via:
 - Management processes that are consistent, fair and supportive
 - Performance management processes to help employees to improve their performance in a positive manner
 - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services
 - An induction program which thoroughly addresses the college's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.

- Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - The college's policies and procedures
 - Identifying, assessing and minimising risks to children
 - Handling a disclosure or suspicion of harm to a child
- Keeping a record of the training provided to employees
- Exit interviews to assist the college to identify broader issues of concern that may impact on the safety and wellbeing of students at the college

This commitment is evidence of Islamic College of Brisbane fulfilment of the requirements of Schedule 1 s.2(3).

4. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Islamic College of Brisbane Child Protection Policy, as follows:

- All staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- Teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse
- All staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 3 of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the CEO of the Islamic College of Brisbane will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the college.

This commitment is evidence of the Islamic College of Brisbane's fulfilment of the requirements of -Schedule 1 s.2(4).

5. Managing Breaches of this Child Risk Management Strategy

Islamic College of Brisbane is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employee Code of Conduct, Complaint Handling Policy and Collective Enterprise Agreement, and this is evidence of fulfilment of the requirements of Schedule a s.2(5).

6.1 Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state the Islamic College of Brisbane’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to review.

6.2 Blue Card Policies and Procedures

Islamic College of Brisbane is committed to acting in accordance with chapter 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, Islamic College of Brisbane will:

- Require relevant prospective or current employees, volunteers, trainee students and college board members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with Islamic College of Brisbane position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information
- Have all relevant prospective employees and volunteers engaging in restricted Employment acknowledge and sign and a Restricted Person Declaration Form declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the college.
- Appoint a college contact person who will be responsible for managing the working with child screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.

- Ensure that all information in relation to working with children authority is kept confidential
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if an employee, volunteer, trainee student or college board member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of Islamic College of Brisbane fulfilment of the requirements of Schedule 1 s.2(6)(b).

7. High Risk Management Plans

The Islamic College of Brisbane's Risk Management Framework is evidence of fulfilment of Schedule a s.2(7).

8. Strategies of Communication and Support

Islamic College of Brisbane's commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee handbook, college intranet site is evidence of fulfilment of Schedule 1 s.2(8)(a).

Islamic College of Brisbane is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

Responsibilities

Islamic College of Brisbane is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at Islamic College of Brisbane are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Islamic College of Brisbane is committed to the annual review of this Strategy. Islamic College of Brisbane will also record, monitor and report to the college board, the Senior Executive Team and others as appropriate at college regarding any breaches of the Strategy. In addition, Islamic College of Brisbane is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- Islamic College of Brisbane Child Protection Policy
- Islamic College of Brisbane Compliant Handling Policy
- Islamic College of Brisbane Employee Code of Conduct
- Islamic College of Brisbane Blue Card Register
- Islamic College of Brisbane Restricted Person Declaration Form
- Islamic College of Brisbane Risk Management Framework

Helpful Links

- Independent School Queensland's [Child Protection Decision Support Trees](#)
- [Department of Child Safety, Seniors and Disability Services](#)
- [Blue Card Services resources](#)

Appendices

- Appendix 1 - Summary of Reporting Harm
- Appendix 2 – Child Protection Decision Support Tree for:
 - CEO & Board Directors (CEO is considered the Principal)
 - Non-Teaching Staff
 - Teachers
 - Volunteers
- Appendix 3 – [Report of Suspected Harm or Sexual Abuse Form](#)

Appendix 1

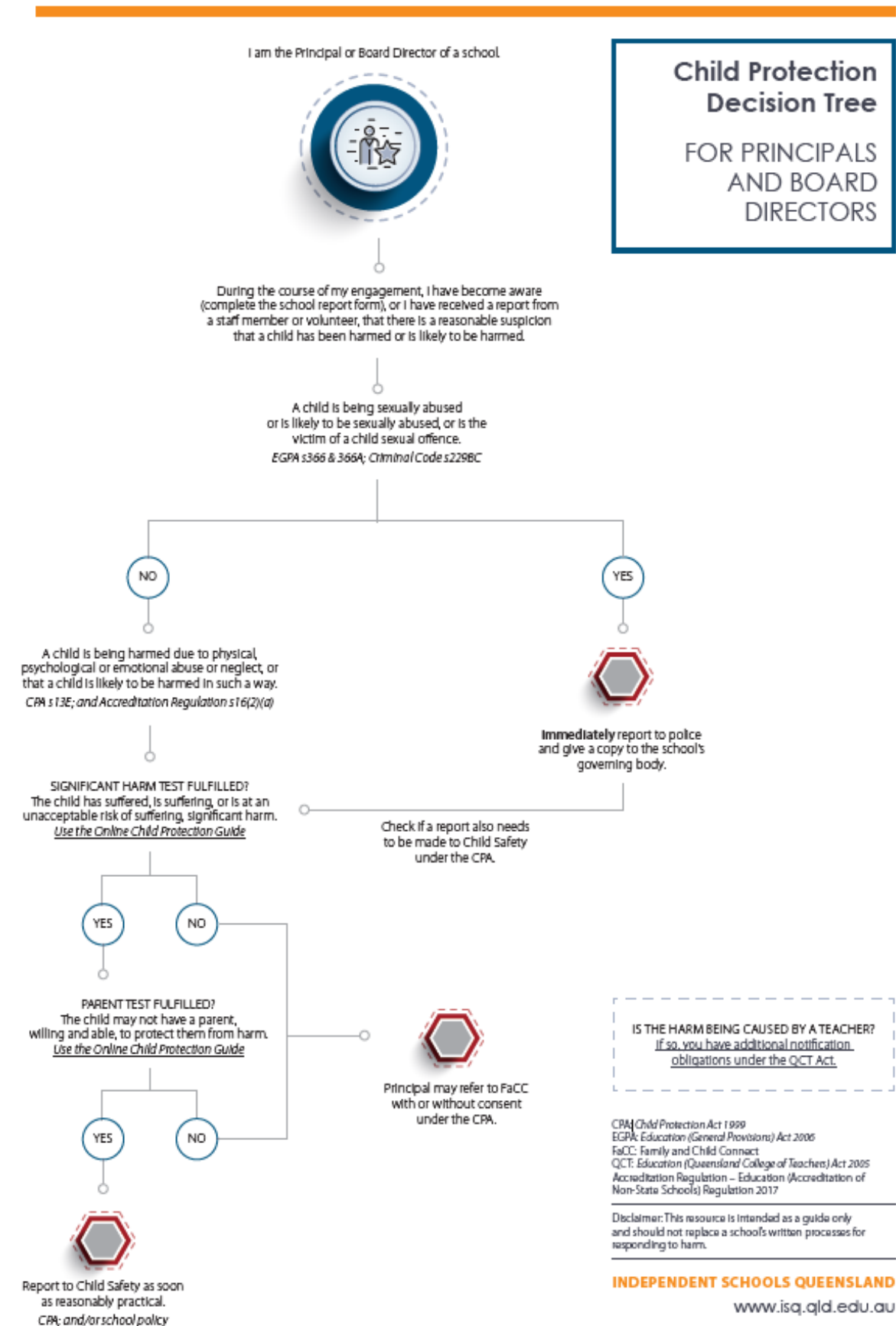
Summary of Reporting Harm

WHO	ABUSE TYPE	TEST	REPORT TO	LEGISLATION
All Staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	CEO or director of the college's governing body through to Police immediately A copy of the report provided to the CEO or director of the college's governing body.	EGPA sections 366 and 366A
Teacher	Sexual and physical	Significant harm and Parent may not be willing and able	Confer with CEO, report to Child Safety A copy of the report provided to the CEO or director of the college's governing body.	CPA sections 13E and 13G
All Staff	Physical, psychological, emotional, neglect, exploitation	Significant harm and Parent may not be willing and able	CEO, through to Child Safety A copy of the report provided to the CEO or director of the college's governing body.	Accreditation Regulations section 16

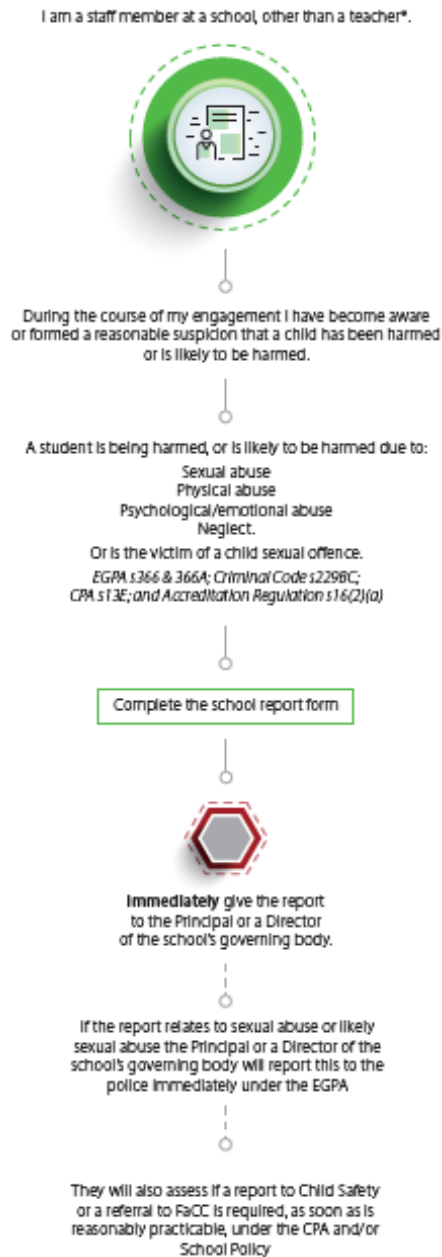
All Staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	CEO, through to Family and Child Connect A copy of the report provided to the CEO or director of the college's governing body.	CPA, section 13B and 159M
CEO	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA, section 13B and 159M
Any member of the public	Any	Significant harm; and Parent may not be willing and able	Child Safety	CPA, section 13A
Any adult*	A child sexual offence against a child by another adult	Reasonable belief and, at the relevant time, the child is or was: Under 16 years; or A person with an impairment of the mind	Police	Criminal Code section 229BC
Employing authorities (CEO/Board)	Harm or likely harm due to the conduct of a teacher	When you start dealing with an allegation; and When you finish dealing with an allegation	Queensland College of Teachers	QCT, section 76 and 77

*This obligation is fulfilled if the adult has already reported the information under any of the previous provisions, or believes on reasonable grounds that another person has done or will do so.

Appendix 2



Appendix 2



Child Protection Decision Tree

FOR
NON-TEACHING
STAFF

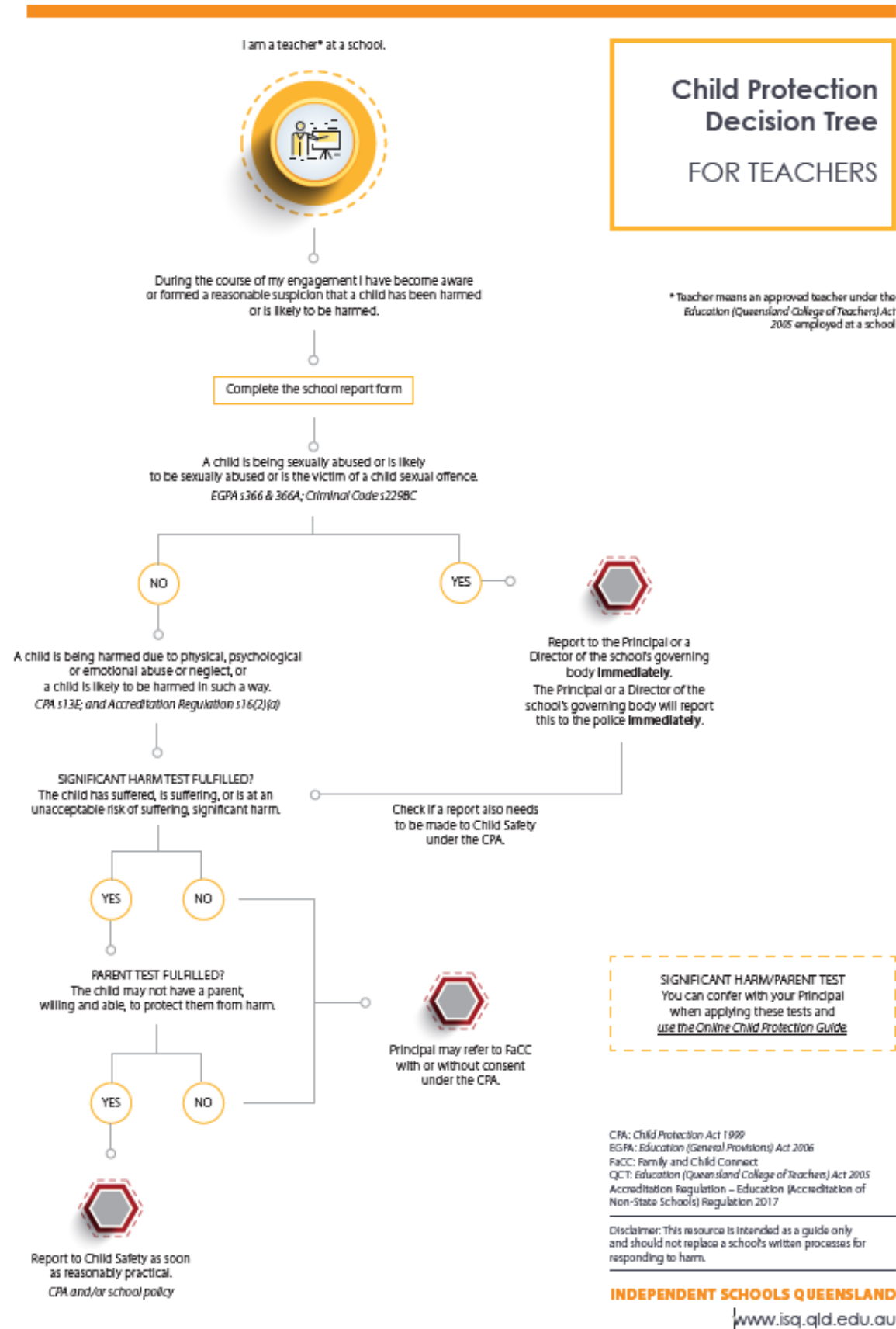
*Teacher means an approved teacher under the *Education (Queensland College of Teachers) Act 2005* employed at a school

CPA: Child Protection Act 1999
 EGPA: Education (General Provisions) Act 2006
 FaCC: Family and Child Connect
 QCT: Education (Queensland College of Teachers) Act 2005
 Accreditation Regulation – Education (Accreditation of Non-State Schools) Regulation 2017

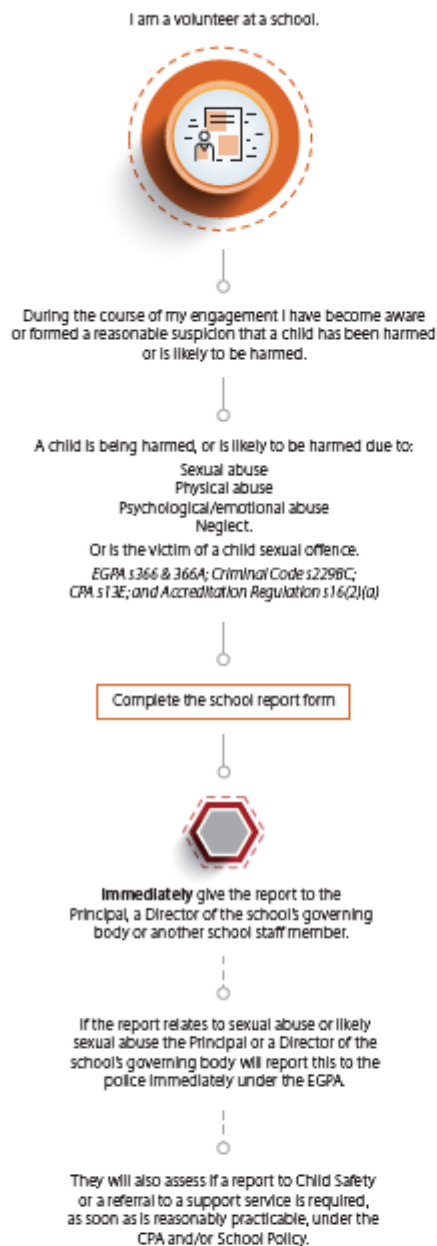
Disclaimer: This resource is intended as a guide only and should not replace a school's written processes for responding to harm.

INDEPENDENT SCHOOLS QUEENSLAND
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Appendix 2



Appendix 2



Child Protection Decision Tree FOR VOLUNTEERS

CPA: Child Protection Act 1999
EGPA: Education (General Provisions) Act 2006
FaCC: Family and Child Connect
QCT: Education (Queensland College of Teachers) Act 2005
Accreditation Regulation – Education (Accreditation of Non-State Schools) Regulation 2017

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Appendix 3 – Report of Suspected Harm or Sexual Abuse Form

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:
College:
College Phone:
College email:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB/Age:	Sex/sex descriptor:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Is the student in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE

- Adult family member
 Child family member
 Other adult
 Student/other child
 Unknown

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).

Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Please indicate the identity of anyone else who may have information about the harm or abuse

Additional information provided as an attachment YES NO

Name of staff member making report if not the CEO:

Position:	Signature:	Date:
CEO:	Signature:	Date:

CEO's email address:

Response requested by college:

ACTION TAKEN

Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Children, Youth Justice and Multicultural Affairs
	<input type="checkbox"/>	Family and Child Connect

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

Confirm receipt of emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.