



Canterbury

CANTERBURY COLLEGE

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

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APPROVAL			
Name	Role	Signature	Date
Endorsed by:			
	CYRM Committee		September 2020
Approved by:			
	College Board		September 2020

A: ADMINISTRATION OF CYRMS

PURPOSE

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to achieve the following **outcome**:

- practices and procedures **implemented** to:
 - support the wellbeing of children affected by the service we provide and
 - to protect children from harm.

In doing so, it includes matters prescribed in s3 of the *Working with Children (Risk Management and Screening) Regulations 2011*. A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172).

SCOPE

Scope of the Child Youth Risk Management Strategy

The following regulated business/es and employment are within the scope of this CYRMS:

Regulated business	Regulated employment
Non- State Schools Education and care services	Schools – employees other than teachers and parents Education and Care Services Child Accommodation Services including home stay Religious representatives Private teaching, coaching or tutoring Health, counselling and support services

KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
Principal	<ul style="list-style-type: none">• Meet obligations associated with the regulated employment undertaken by a person engaged, or any regulated business owned or controlled by the College.• Approve the CYRMS and any changes following review.
School Board	<ul style="list-style-type: none">• Support the Principal to meet their responsibilities.• Endorse the CYRMS and any changes following review.
CYRM Committee	<ul style="list-style-type: none">• Report to the Principal and the College Council on a quarterly basis.
ELC Director	<ul style="list-style-type: none">• Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS.• Lead the development, implementation and review of the CYRMS.

See appendix 2 of this CYRMS for a list of all people with responsibilities under this strategy and their contact details.

CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (the Committee). This Committee has a key role in facilitating collaboration with stakeholders and reports to the Principal and the College Board.

Role	Nominees
Chairs	<ul style="list-style-type: none">• Head of Junior School• Deputy Head of Junior School
Members	<ul style="list-style-type: none">• Sports Administration Assistant• Homestay & Community Liaison Officer• Head of Secondary School• School Counsellor• Manager HR and Payroll• Sports Event and Development Officer• Director of Music• College Chaplain• Sustainability, Risk and Compliance Manager• Director of the Early Learning Centre

MONITORING AND REVIEW

Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee. The Committee reports to the Head of College and the College Board. This reporting occurs, at least, quarterly.

Review

As per the *Working with Children (Risk Management and Screening) Act 2000*, this CYRMS is reviewed annually.

If you would like to provide feedback on child and youth risk management, or participate in the review of the CYRMS, please contact the Committee Chair, or a Member of the Committee (see Appendix 2).

B: STATEMENT OF COMMITMENT

The following *statement of commitment to the safety and wellbeing of children and the protection of children from harm*, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within Canterbury.

Canterbury College support the rights of children and young people and is committed to the safety and wellbeing of students enrolled at the college. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* Canterbury is dedicated to eliminating and minimising risks to Child Safety through this strategy which includes and refers to other various policies and procedures to effectively ensure the safety and wellbeing of children in care. This Child Risk Management Strategy is evidence of Canterbury's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3 (1) (a) of the *Working with Children (Risk Management and Screening) Regulation 2011 (QLD)*.

Canterbury College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

Canterbury currently undertakes the following to communicate to and support people in our College community to understand and implement the Statement of Commitment:

Action	Lead
Statement of Commitment published on the College's website	Director of Community Engagement, Principal

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
ACSQ Blue Card System	1.0	Canterbury website

STATEMENT OF COMMITMENT: PLANNED ACTIONS

The following actions are planned to support implementation of the Statement of Commitment:

Action	Lead
Statement of Commitment displayed in key areas of the College: Main Administration, Secondary Administration, Junior Administration and Counsellor's Office	Director of Community Engagement, Principal
Statement of Commitment included in Staff Handbook	Principal Deputy Principal
Statement of Commitment and broader CYRMS discussed during new staff inductions	Deputy Principal Head of Junior School

C: MANAGING BREACHES

MANAGING BREACHES: IMPLEMENTATION

A plan for managing breaches of the CYRMS

- Throughout relevant sections of this CYRMS there are specific references to how Canterbury will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together as a plan to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS, including the Action Plan (Appendix 1), will be detailed by the Committee in their reporting. The Principal of the College and the College Board will consider these changes and respond as appropriate to the circumstance.

MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
Complaints Management in Anglican Schools Policy and Procedures	2.0	College Website
Managing Misconduct Policy	1.3 to be reviewed in 2020	College Intranet
Canterbury College Homestay Family Processes and Procedures	2017	G Drive

MANAGING BREACHES: PLANNED ACTIONS

The following actions are planned to further manage breaches:

Action	Lead
Development of a 'Managing Breaches of the CYRMS policy' Details to be included: <ul style="list-style-type: none">- Responsibilities and Delegations for each section of the CYRMS- Procedure for Reporting Breaches- Procedure for Managing Breaches- Breach Management Form – persons involved, description of incident, immediate action taken	Sustainability, Risk and Compliance Manager
Development of a Performance Management Policy for Homestay Families	Homestay and Community Liaison Officer
Review/development of Sports Coaches, Contractors and Volunteer Codes of Conduct to determine if specific performance management processes need to be detailed.	Sustainability, Risk and Compliance Manager, Director of Sport and Activities K-6, Director of Sport and Activities 7-12

D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management

- Throughout applicable sections of this CYRMS there are specific references to how Canterbury will provide communication and support to relevant persons as related to that section.
- Broader than this, actions undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by Canterbury and parents/carers of children, are:

Action	Lead
Use of a therapy Dog	College Counsellor
Roll out of Secondary Welfare Referral Form	College Counsellor
Promote use of Stymie	College Counsellor
Chair Academic Care Coordinator & Head of House Meetings	Deputy Head of Junior School, Head of Secondary College
Continually update Canterbury Website with latest documentation	Director of Community Engagement

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
ACSQ Blue Card System in Anglican Schools	1.0	Canterbury website
Child Youth Risk Management Strategy	1.0	Canterbury website
Complaints Management in Anglican Schools Policy	2.0	Canterbury website
Complaints Management in Anglican Schools Procedure	2.0	Canterbury website
Annual Child Protection Refresher Material		Canterbury Staff Handbook

COMMUNICATION AND SUPPORT: PLANNED ACTIONS

The following actions are planned to further provide communication and support about this CYRMS:

Action	Lead
Student Protection Officer Briefing for Students	Sustainability, Risk and Compliance Manager, Deputy Head of Junior School
Student Welfare standing item on executive agenda	Head of Junior School

E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

CODES OF CONDUCT: IMPLEMENTATION

Communication and support:

Canterbury undertakes the following activities to communicate and provide support to relevant persons to understand the expected conduct for interacting with children

Group	Actions taken for group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
Employees	Online Training for staff	College Portal, CYRMS Staff Code of Conduct Staff Handbook Staff Briefings – Briefings Faculty Heads, Heads, Deans and Directors	Deputy Principal
Volunteers	Online Training	CompliSpace, CYRMS	Deputy Principal
Children and Young People	College Website	Online training for staff Child Safety Presentations	Sustainability, Risk and Compliance Manager, Deputy Head of Junior School
Parents	College Website	CompliSpace, CYRMS	
Board Members	Online Training	CYRMS	Principal
Students on placement/trainees/work experience	Online Training Staff Induction	CYRMS Staff Code of Conduct Staff Handbook Staff Briefings – Briefings Faculty Heads, Heads, Deans and Directors	Deputy Principal, Manager HR and Payroll, Sustainability, Risk and Compliance Manager
Visitors/Spectators	Visible Signage at games	TAS - Governance	Director of Sport and Activities K-6, Director of Sport and Activities 7-12 Director of Music
Consultants/Contractors	Sign in Processes Toolbox Briefings	CompliSpace, CYRMS	Director of Property and Works

Managing breaches:

Canterbury takes breaches to expected conduct seriously. Alleged breaches are managed:

- as per the processes for complaints management and performance management detailed in 'section C: managing breaches'; and
- allegations of harm to students are managed as per the Student (or Child) Protection in Anglican Schools Policy and Procedures

Concerns about conduct, raised in good faith, will not result in penalty, discrimination or adverse actions towards the person who raises the concern.

CODES OF CONDUCT: REFERENCE DOCUMENTS

Canterbury details the expected standards of behaviour for persons who interact with children (*or students*) as a result of their enrolment at Canterbury in the following documents:

Document	Version	Location	Target audience
Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)	1.1	Website	Staff and volunteers
Safeguarding our Children – Student Protection in Anglican Schools (A guide for parents and students)	1.0	Website	Parents and students
Safeguarding our Students - Student Protection policy and procedures guide for volunteers and visitors to Anglican Schools	Jan 2018	Website	Volunteers and visitors
Parent Code of Conduct - Canterbury	Nov 2019	College Website	All Canterbury parents and carers
Codes of Conduct - TAS		TAS website	Parents, Staff and Coaches
Staff Handbook	2020	College Portal	All Canterbury Staff
Staff Code of Conduct and Duty of Care	2020	College Portal	All Canterbury Staff

CODES OF CONDUCT: PLANNED ACTIONS

The following actions, relevant to conduct expectations at Canterbury, are planned:

Action	Lead
E1: Volunteer Code of Conduct - Canterbury	Sustainability, Risk and Compliance Manager
E2: Visiting Service Providers Code of Conduct - Canterbury	Sustainability, Risk and Compliance Manager
E3: Homestay Families Code of Conduct Policy	Homestay and Community Liaison Officer
E4: Children and Young People – awareness training required	Sustainability, Risk and Compliance Manager Deputy Head of Junior School
E5: Codes of Conduct – Other Sporting/Cocurricular Associations (College Website)	Director of Sport and Activities K-6, Director of Sport and Activities 7-12 Director of Music

F: RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: IMPLEMENTATION

This CYRMS references the following procedures for recruiting, selecting, training and managing persons, paid or unpaid, engaged by the Canterbury, as related to the safety and wellbeing of children and the protection of children from harm:

MANAGEMENT	
Procedures	Who they apply to
Blue Card Audit Procedures (not formally documented)	All College employees and volunteers required to hold a valid blue card under the Working with Children (Risk Management and Screening) Act 2000
Queensland College of Teachers Registration Audit (not formally documented)	All College Teaching Staff
Employee Records Management - All forms and documents, including training records, reference checks, letters of offer and copies of identity documents are kept securely on employee files.	All College Staff
Employee Performance Management Procedures (Misconduct) - Ensures employees performance aligns with the College's expectations and supports the CYRMS.	All College Staff
Employee Assistance Program - Supports staff who are experiencing challenges both personally and professionally, ensuring staff are able to perform optimally in the workplace and meet their duty of care obligations.	All College Staff
Complaints Management in Anglican Schools Policy	All College Staff
Homestay Inspection Procedures	All current Homestay families
Visitor Management System	All visitors and volunteers on Campus
RECRUITMENT AND SELECTION	
Procedures	Who they apply to
Staff Recruitment and Selection Policy and Procedures (ASC Policy – 12/10 /2015)	All College Staff
Anglican Church Southern Queensland National Register Check	All College Staff
Conflict of Interest form	All College Staff
TRAINING	
Procedures	Who they apply to

ACSO Blue Card System in Anglican Schools	All College Staff
Student Protection Training – Anglican Schools - Online training course completed within 6-8 weeks of commencing employment and annual refresher	All College Staff
Staff Induction Program - Key instructional documentation provided to new staff to support the safety and wellbeing of children. - Code of Conduct - Staff Handbook - College Policies	All College Staff
Staff Mentoring and Buddy Program	All College Teaching Staff
Sports Coach Induction - Online course completed via CompliSpace. Participants required to acknowledge they have read and understand the College's Sport Coach Code of Conduct, incident reporting procedures and ACSO's Safeguarding our Students – Guide for Visitors and Volunteers to Anglican Schools Guide. - Training is provided upon commencement.	All College Sports Coaches
Homestay Family Induction - On-campus presentation of homestay program delivered to new homestay families	New Homestay Families

Communication and support:

The following actions are taken to implement the above procedures with relevant persons:

Action	Audience	Lead
ASC Student Protection training (staff) – delivered upon commencement and refreshed annually	Staff	
ASC Student Protection Officer induction (SPOs) – delivered upon commencement (3 hours of CPD)	SPO's	
ASC Safeguarding our Students (Student Protection Policy and Procedures Guide) – acknowledged by contractors (sports coaches), visitors and volunteers upon commencement	Contractors, Visitors and Volunteers	
Student Protection and Complaints Policies and Procedures published on College Website	College Community – staff, parents, students, volunteers & visitors	
Student Protection Officers located in key areas of the College including: Junior College Teaching, Secondary College Teaching, Junior College Sport, Junior College Management, Secondary College Management and Psychology. Student Protection Officer Procedure (to be developed)	College Community – staff, parents, students, volunteers & visitors	Principal
Volunteer Recruitment and Selection Policy and Procedures to be developed	College Volunteers	Sustainability, Risk and Compliance Manager
Volunteer Induction to be developed	College Volunteers	Sustainability, Risk and Compliance Manager

Contractor Management Procedures to be reviewed and detailed	College Contractors	Director of Business and Finance
Homestay Family Recruitment and Selection Policy and Procedures to be detailed	All current Homestay families	Homestay and Community Liaison Officer
Sports Coach Recruitment and Selection Policy and Procedures to be detailed	All College Sports Coaches	Director of Sports and Activities Years K-6 Director of Sports and Activities Years 7-12
Sports Coach Annual Refresher Training	All College Sports Coaches	Director of Sports and Activities Years K-6 Director of Sports and Activities Years 7-12
Publish Student Protection Officer Listing on College publications (intranet CompliSpace, posters etc)		Director of Community Engagement

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
ASC Staff Recruitment and Selection Policy and Procedures	2015	SharePoint
Complaints Management in Anglican Schools Policy	ASC Policy v2.0	College Website
ACSQ Blue Card System in Anglican Schools	1.0	College Website
Child Protection Induction for Anglican ECS	2020	Online
ASC Child Protection Information for parents	2015	College
Safeguarding our Students Course Information	2015	College Website, CompliSpace
ASC 2020 Child Protection Refresher Materials for Schools and ECS	2020	SharePoint
Canterbury College 2020 Kindergarten Handbook	2019	G Drive
Canterbury College 2020 OSHC Handbook	2019	G Drive
Canterbury College Staff Handbook	2019	Intranet
Canterbury College Homestay Family Handbook		G Drive
Canterbury College Sports Coach Handbook	2019	SharePoint, CompliSpace
Canterbury College Managing Misconduct Policy	V1.3 2017	SharePoint
Canterbury College Staff Code of Conduct and Duty of Care Policy	2015	SharePoint, College Website
Education (Old College of Teachers) Act	2005 (QLD)	
Anti-Discrimination Act 1991 (Qld)	1991	
Child Protection Act 1999 (Qld)	1999	

G: WRITTEN RECORDS OF ENGAGED PERSONS

WRITTEN RECORDS OF ENGAGED PERSONS: IMPLEMENTATION

This CYRMS references the following policies and procedures for compliance with *the Working with Children (Risk Management and Screening) Act* and the keeping of written records of matters about all persons, paid and unpaid, engaged by Canterbury:

Policy or Procedures	Who they apply to
Blue Card Policy and Procedures (not formally documented) - Details employees screening, verification of identity, application submission requirements, online validation, blue card register maintenance and auditing renewal processes.	All College employees and volunteers required to hold a valid blue card under the Working with Children (Risk Management Screening) Act 2000
ASC Staff Recruitment and Selection Policy and Procedures	All College Staff

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
Prospective staff - where relevant, position advertisements detail the requirement to hold or obtain a blue card.	All College employees and volunteers required to hold a valid blue card under the Working with Children (Risk Management Screening) Act 2000	Deputy Principal
Staff Induction – new staff are reminded of the blue card requirements and referred to the staff member responsible for managing blue cards to complete application or linking forms	All College employees and volunteers required to hold a valid blue card under the Working with Children (Risk Management Screening) Act 2000	Manager HR and Payroll, Sustainability, Risk and Compliance Manager
Staff Reminders- staff are contacted 90 days before their blue card expiration date and provided with blue card renewal paperwork and detailed renewal procedures.	All College employees and volunteers required to hold a valid blue card under the Working with Children (Risk Management Screening) Act 2000	Sustainability, Risk and Compliance Manager

Homestay Induction – all prospective homestay families are advised of the blue card requirements prior to commencing as a homestay family with the College.	New College Homestay families	Homestay and Community Liaison Officer
Homestay Visits – all ongoing families are visited by the Homestay and Community Liaison Officer every six (6) months. Homestay families are reminded of their blue card requirements during these visits.	Current College Homestay families	Homestay and Community Liaison Officer
Sports Coach Induction – new sports coaches are advised of the blue card requirements by the Director of Sports and Activities K-6 or the Director of Sports and Activities 7-12. Coaches are reminded of these requirements when completing the online induction.	College Sports Coaches	Director of Sports and Activities K-6 Director of Sports and Activities 7-12. Sustainability, Risk and Compliance Manager
Volunteer Induction (not formally documented) – all prospective volunteers are referred to the staff member responsible for managing blue cards and are informed of the blue card requirements.	College Volunteers	Sustainability, Risk and Compliance Manager
Contractors – all new contractors are informed of the blue card requirements during the initial engagement process. Blue card details are obtained and regularly validated as per the Blue Card Policy and Procedures.	College Contractors	Sustainability, Risk and Compliance Manager
Visitors – all visitors are required to read and acknowledge the Safeguarding our Students (Student Protection Policy and Procedures Guide) when signing into the College.	College Visitors	Sustainability, Risk and Compliance Manager
Initial and ongoing blue card training is completed by the person responsible for maintaining the Blue Card register.	Sustainability, Risk and Compliance Officer	Work Health and Safety Officer, Director of Property and Works, Principal

Managing breaches:

The following actions are undertaken to monitor compliance of this section, including identification and management of any breaches:

Action	Lead
Monthly audit of Blue Card Register as per the Audit Procedures (not formally documented)	Sustainability, Risk and Compliance Manager, Homestay and Community Liaison officer
Monthly validation of Blue Cards not linked to the College (i.e. Contractors)	Sustainability, Risk and Compliance Manager, Homestay and Community Liaison officer
Breach notification – if a breach is identified during audit activities or via notification from Blue Card Services, the following staff will be notified: <ul style="list-style-type: none"> - Principal - Manager HR and Payroll - Engaged person's Line Manager 	Sustainability, Risk and Compliance Manager,

The appropriate procedures will be followed to ensure the employee does not provide services for the College until they possess a valid and current blue card.	
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Planned Actions

Action	Lead
Develop Blue Card Policy & Procedures	Sustainability, Risk and Compliance Manager, Homestay and Community Liaison officer
Formalise and standardise communication processes regarding blue card requirements across the College	Sustainability, Risk and Compliance Manager, Manager HR and Payroll
Formal process implemented for documenting procedures and reporting this information to the CYRM committee	Sustainability, Risk and Compliance Manager, Manager HR and Payroll
Simplify and streamline blue card recording procedures for Homestay and Community Liaison Officer	Homestay and Community Liaison Officer

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
ASC Staff Recruitment and Selection Policy and Procedures	2015	SharePoint
Canterbury College Homestay Family Handbook	2020	G Drive
Canterbury College Homestay Family Processes and Procedures	2017	G Drive
Canterbury College Sports Coach Handbook	2019	G Drive

H: RISK MANAGEMENT PLANS

RISK MANAGEMENT PLANS: IMPLEMENTATION

Risk Assessment Processes:

The College's Risk Management Framework and Work Health Safety Policies establish the College's risk appetite. These policies and procedures are referred to when developing new curriculum activities and events to determine the risk levels involved.

Risk Management Processes:

Staff are required to complete event/activity risk assessments as part of the activity pack form for all activities conducted on and off campus. Risk assessments are reviewed by the Deputy Principal for final approval.

Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
Activity pack form published on College intranet	All College Staff	Deputy Principal
Staff advised of activity pack form and completion of requirements during induction (this process is currently under review)	All College Staff	Deputy Principal
WHS Committee meetings - conducted each Term to monitor, review and update the College's risk management processes	WHS Committee	WHS Committee Chair
Risk Management Framework policy published on the College Website	All College Staff	Sustainability, Risk and Compliance Manager

Planned Actions

Action	Lead
Review Risk assessment Process <ul style="list-style-type: none"> - Sustainability, Risk and Compliance Manager to be included in the approval process - Post excursion briefing process to be formalised 	Sustainability, Risk and Compliance Manager, WHS Committee
Improve ongoing communication regarding risk assessment requirements. Provide clear instructions regarding the completion of risk assessments through guide published on staff intranet and regular communication sent to staff each Term.	Sustainability, Risk and Compliance Manager
Introduce and adopt the use of HSR's within the College's WHS Committee.	Sustainability, Risk and Compliance Manager

RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
Risk Management Framework Policy	1.02019	SharePoint, Intranet
Work, Health and Safety Policy	1.02020	SharePoint

I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

Canterbury implements the following policies and procedures for the handling of disclosures or suspicions of harm to children

Policy or Procedure	Audience
ACSQ Blue Card System in Anglican Schools	College Community – staff, parents, students, volunteers and visitors (publicly available on College Website)
CYRMS	College Community – staff, parents, students, volunteers and visitors (publicly available on College Website)
Complaints Management in Anglican Schools Policy (v2.0)	College Community – staff, parents, students, volunteers and visitors (publicly available on College Website)
Complaints Management in Anglican Schools Procedures (v2.0)	College Community – staff, parents, students, volunteers and visitors (publicly available on College Website)

Managing breaches:

Procedures for managing concerns that the Student Protection in Anglican Schools Policy or Procedures have not been followed are detailed in the Complaints Management in Anglican Schools Policy and Procedures.

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
ASC Student Protection training (staff) – delivered upon commencement and refreshed annually	Staff	
ASC Student Protection Officer induction (SPOs)- delivered upon commencement (3 hours of CPD)	SPOs	
ASC Safeguarding our Students (Student Protection Policy and Procedures Guide) – acknowledged by contractors (sports coaches), visitors and volunteers upon commencement	Contractors, Visitors and Volunteers	
Student Protection and Complaints Policies and Procedures published on College website	College community – staff, parents, students, volunteers and visitors	
ASC Child Protection Information for Parents published on College website	Parents and Carers	
Student Protection Officers identified in policy and other key College publications (i.e. Staff Handbook, College website, College intranet/MyCC/CompliSpace, Posters, Student Diaries)	College community – staff, parents, students, volunteers and visitors	
Student Protection Officers located in key areas of the College including: Junior College Teaching, Secondary College Teaching, Junior College Sport, Junior College Management, Secondary College Management and Psychology.	College community – staff, parents, students, volunteers and visitors	

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
As Listed in Policy/Procedures section	2019	College Website
ASC Safeguarding our Students (Student Protection Policy and Procedures Guide)	2019	College Website
ASC Child Protection Information for Parents	2019	College Website
Statement of Commitment	2020	College Website
Code of Conduct (Staff)	2020	College Website
Code of Conduct (Parents)	2020	College Website

J: APPENDIX

1	Terms of Reference

Child and Youth Risk Management Committee Terms of Reference

Purpose

This document establishes the terms of reference for the Child and Youth Risk Management Committee at Canterbury College.

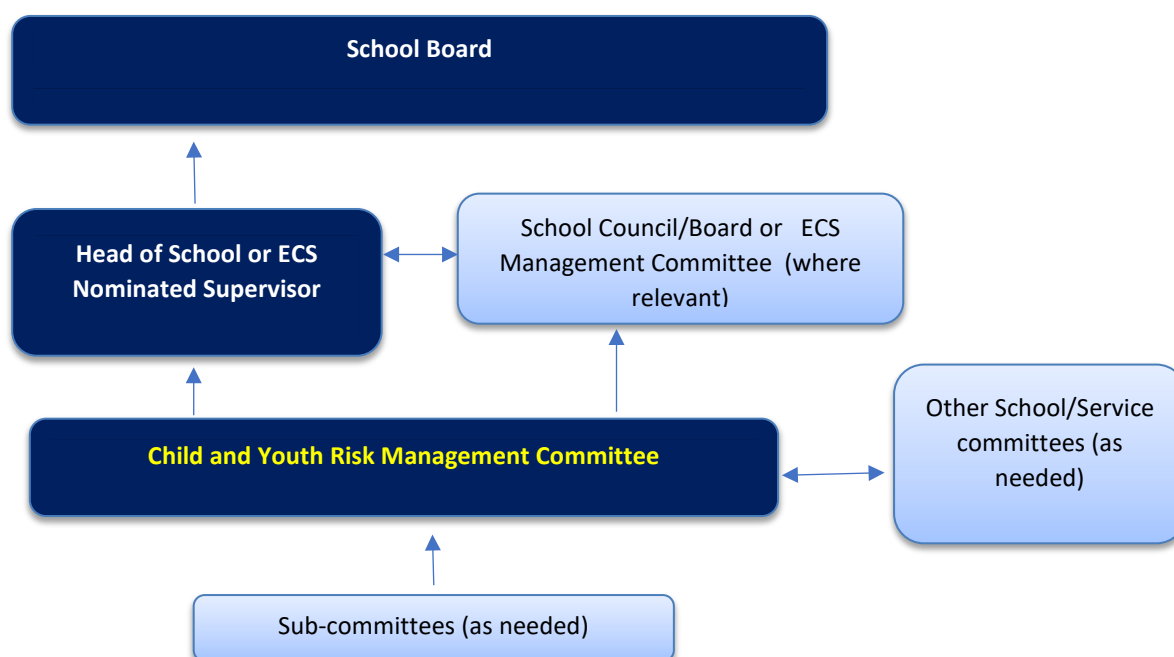
Child and youth risk management is focused on achieving the implementation of practices and procedures that support the wellbeing of children affected by the service we provide and protect children from harm.

Role

Child and Youth Risk Management Committees assist in:

- the implementation of the [Working with Children in Anglican Education Policy](#) into School and Education & Care Service operations;
- the application of Working with Children in Anglican Education Guidelines and Procedures; and
- the development, implementation and review of Child and Youth Risk Management Strategies, to achieve desired outcomes.

Governance model/ reporting process



Principles

In addition to the Statement of Commitment, detailed in the Child and Youth Risk Management Strategy; and associated legal responsibilities; the CYRMC will operate in accordance with, and actively promote, the following principles:

- Understanding that a **proactive approach** to **safety** and **wellbeing** is important in assisting children reach their potential as they develop their character and progress towards adulthood.
- Applying a **holistic** and **considered understanding** to the safety and wellbeing of children, using **contemporary, evidence-based knowledge** and resources to inform our **continuous improvement**.
- Applying **good sense** and **sound judgement** in practical matters.
- Working **respectfully** and in **partnership** to achieve the **best available outcomes** for children, strengthening networks to increase safety and support across our communities.
- Operating by **Gospel Values**, emphasising service, inclusivity, integrity, courage, justice, and generosity of spirit.

Roles

Chairperson: Responsible for leading the committee, including ensuring appropriate reporting.

Secretariat: Provides administration support required for the committee to operate effectively, including ensuring recording that requirements are met.

Member: Relevant to their role described in the table below. Note, members may:

- participate in some or all meetings (where meetings are the most appropriate mechanism)
- achieve their work through another mechanism, such as emails or Microsoft Teams site
- be allocated stakeholders that they are responsible for working/consulting with as relevant to the business of the committee
- consult/ provide advice to the committee through another member (e.g. parent or student representatives providing information through a Head of Primary)

Reporting

The Chair is responsible for ensuring the Committee, at minimum on a **quarterly** basis, provide a briefing through written reports to:

- For Schools: Head of School and School Board
- For Education & Care Services: Nominated Supervisors.

The Chair is also responsible for supporting the Head or Nominated Supervisor provide an **annual** report to their governing body.

Meetings and administration of the committee

- Meeting frequency is at the discretion of each School or Service. Meetings, or parts of meetings, may include all or only some members. Schools or Services may also choose alternative ways of consultation and working together as a Committee, such as emails or through a Microsoft Teams Site.
- Committee records including records of meetings, such as attendees and decisions made, are also to be kept as per approved records retention processes. Best practice is for records to be available for review by relevant members before finalising.

Membership

This Committee is to have membership that represent the variety of contexts that the Child and Youth Risk Management Strategy relates and facilitate collaboration with a range of stakeholders from within these contexts, including children, young people, parents, staff and volunteers.

- Schools and Services are responsible for making the decision about appropriate members and their specific roles based on the structure of their School or Service and the purpose/outcomes of the CYRMS.

Name	Position/role at the School/Service	CYRMS role E.g. Chair, Secretariat, Member, Critical friend.	Responsibilities within the Committee E.g. allocated stakeholders
Bill Garland	Head of Junior School	Chairperson	
Luke Van Leuveren	Deputy Head of Junior School	Chairperson	
Brooke King	Sports Administration Assistant	Member	
Catherine Egan	Homestay & Community Liaison Officer	Member	
Fergus Trevethan	School Counsellor	Member	
Jenny Hoad	Manager HR and Payroll	Member	
Joshua Afu	Sports Event and Development Officer	Member	
Katrina Peddell	Director of Music	Member	
Nia Vivian	Colleen Chaplain	Member	
Sunelle Schabort	Sustainability, Risk and Compliance Manager	Member	
Thalia McDonald	Director of the Early Learning Centre	Member	
Rebecca Adamson	Head of Secondary School	Member	