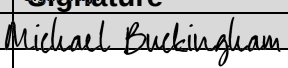
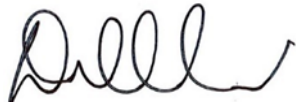




CANTERBURY COLLEGE

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

CONTENTS		
A	ADMINISTRATION OF CYRMS	2
B	STATEMENT OF COMMITMENT	4
C	MANAGING BREACHES	6
D	COMMUNICATION AND SUPPORT	7
E	CODE OF CONDUCT	9
F	RECRUITMENT, SELECTION, TRAINING & MANAGEMENT	11
G	WRITTEN RECORDS OF ENGAGED PERSONS	15
H	RISK MANAGEMENT PLANS	18
I	HANDLING DISCLOSURES OR SUSPICIONS OF HARM	20
J	APPENDICES	23

APPROVAL			
Name	Role	Signature	Date
Endorsed by:			9/11/2024
	College Board	7DA4D040E53B4A8...	
Approved by:			
	Principal		12/09/2024

A: ADMINISTRATION OF CYRMS

PURPOSE

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to implement practices and procedures 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 Schedule 1 of the *Working with Children (Risk Management and Screening) Regulations 2020*. A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172).

Canterbury College recognises the importance of the 10 National Principles for Child Safe Organisations and continuously strives to implement these principles throughout their educational and pastoral purpose.

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 homestay Religious representatives Private teaching, coaching or tutoring Health, counselling, and support services

KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
School Board	- Support the Principal to meet their responsibilities. - Endorse the CYRMS and any changes following review.
Principal	- 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.
Head of ELC	- 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.
CYRM Committee	- Report to the Principal and the College Board on a quarterly basis. - Meet on a regular basis to monitor and review the implemented process regarding child safety - Approving the Student Protection Officer positions and distributing updated SPO posters as required. - Support the Chair of CYRM for the three-yearly ASC Child Protection Audit - Review final audit outcomes and implement necessary changes.
Student Protection Officers (SPO)	- Complete necessary SPO training as required. - Complete child protection reports - Collaborate with other key stakeholders regarding child protection concerns. - Provide advice and support to mandatory and non-mandatory reporters.

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

By ensuring that we have commitment from the Board and flowing through to the each of the business units we can ensure that we foster a culture of child safety and involve everyone throughout the College.

This is in line with the National Principles of Child Safe Organisations:

- **Principle 1** – Committed leadership, governance and culture.
- **Principle 10** - Policies and procedures document how the organisation is safe for children and young people.

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
Chair	Care Central Manager
Members	- Deputy Principal - Head of Junior School - Assistant Head of Junior School (Wellbeing) - Head of Senior School - Assistant Head of Senior School (Wellbeing) - Head of Early Learning - Coordinator of People and Culture - Risk and Compliance Officer - Director of Sport and Activities - Director of Music - Head of Pathways - Assistant to the Registrar - School Counsellor

MONITORING AND REVIEW

Monitoring

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

Action Plan

The CYRMS is supported by an Action Plan. The goal of the Action Plan is to help facilitate continuous improvement. The progress of the action plan and any new actions are detailed in the Committee's quarterly reporting and used to assist in the CYRMS's annual review. The action plan is an internal document and provided as an appendix to the CYRMS during endorsement and approval.

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).

This is in line with the National Principles of Child Safe Organisations':

- Principle 9** - Implementation of the national child safe principles is regularly reviewed and improved

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.

Introduction

The Working with Children (Risk Management and Screening) Act 2000 (the Act) was introduced in Queensland to safeguard the rights, interests, and wellbeing of children by mandating the development and implementation of risk management strategies and the screening of individuals employed in specific roles or conducting particular businesses.

To comply with the Act, Canterbury College is required to maintain a Child & Youth Risk Management Strategy, which comprises a minimum of eight requirements. One of these requirements is to include a statement that reflects the College's commitment to protecting children from harm and promoting their safety and wellbeing.

The *Statement of Commitment* contained in this document addresses that requirement¹.

Statement of Commitment

Canterbury College is dedicated to protecting the rights of children and young people and ensuring their safety and wellbeing while attending our School. We will provide a safe and supportive environment for our students, and we expect staff, volunteers, and visitors to model and encourage behaviours that promote their dignity, safety, and wellbeing.

Our focus on serving the best interests of children and young people benefits everyone. We maintain living and learning environments that are safe, supportive, and stimulating, emphasising genuine engagement with our students. We work to create conditions that reduce the likelihood of harm to them and increase the likelihood of identifying harm where it exists. Our commitment extends to responding swiftly and appropriately to any concerns, disclosures, allegations, or suspicions.

We foster a child-safe culture by consistently reflecting our commitment to protecting our students in the decisions and behaviours of all individuals within our School. We achieve this through effective governance, policies, tools, and processes, placing the best interests of our children and young people at the heart of everything we do at Canterbury College.

¹Schedule 1, 2 Matters, 1 of the *Working with Children (Risk Management and Screening) Regulation 2020*

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
Key staff complete an annual review to ensure the Statement of Commitment is displayed in their area of responsibility as per the Statement of Commitment – Implementation Record document.	Various key staff
To ensure that the annual review is actioned, the CYRMS is captured in the Policy Register which is maintained by the Risk and Compliance Officer and reviewed by the Executive Team on a regular basis.	Risk and Compliance Officer
Target Audience – staff, students, visitors, current and prospective parents/carers, volunteers, contractors, prospective employees, and members of the school community.	

This is in line with the National Principles of Child Safe Organisations’:

- **Principle 2** – Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- **Principle 3** – Families and communities are informed about their rights, participate in decisions affecting them and are taken seriously.

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
Working with Children in Anglican Education Policy	1.2	MyCC Canterbury College website - Child Protection page
Working with Children in Anglican Education Guidelines and Procedures	1.2	MyCC Canterbury College website Child Protection page

STATEMENT OF COMMITMENT: PLANNED ACTIONS

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

Action	Lead
Present the Statement of Commitment for the College Staff in Term 1, Week 0, January 2025	Deputy Principal
Letter to families at commencement of each school year regarding Child Safety, Student Protection Officers, and location of policies.	Head of Junior School Head of Secondary School
Review of child-friendly child protection posters.	Care Central Manager
Updating of the College website as required by Care Central Manager	Director of Communications and Engagement
Updating of the College intranet as required by Care Central Manager	Director of IT Services

This is in line with the National Principles of Child Safe Organisations’:

- **Principle 2** – Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- **Principle 3** – Families and communities are informed about their rights, participate in decisions affecting them and are taken seriously.

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 College 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 Education Policy	1.0	College website
Complaints Management in Anglican Education Guidelines and Procedures	1.0	College website
Staff Grievance Conflict and Complaint Resolution Policy	1.02023	MyCC
Staff Grievance Conflict and Complaint Resolution Procedure	1.02023	MyCC
Workplace Behaviour Policy	1.02023	MyCC
Whistleblower Policy	1.02023	College website

This is in line with the National Principles of Child Safe Organisations’:

- **Principle 6** – Processes to respond to complaints and concerns are child-focused
- **Principle 10** – Policies and procedures documents how the organisation is safe for children and young people

MANAGING BREACHES: PLANNED ACTIONS

The following actions are planned to further manage breaches:

Action	Lead
Deliver annual staff training on the current year’s CYRMS. Includes training on the Complaints Management policy and procedures	Care Central Manager Coordinator of People and Culture
Deliver annual staff training on Complaints Handling	Deputy Principal Coordinator of People and Culture

This is in line with the National Principles of Child Safe Organisations’:

- **Principle 7** - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

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 College 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 College and parents/carers of children, are:

Action	Lead
Staff - All Staff email sent annually after endorsement of new CYRMS	Care Central Manager
Staff - Year Level Meetings – Chaired by Assistant Head of Junior School (Wellbeing)	Assistant Head of Junior School (Wellbeing)
Staff - Head of House Meetings – Chaired by Assistant Head of Senior School (Wellbeing)	Assistant Head of Senior School (Wellbeing)
Volunteers and contractors - Ensure latest version of the CYRMS is included in all online inductions, Engagement Form (Student Protection information field)	Coordinator of People and Culture
College Community - Continually update Canterbury Website with latest documentation	Director of Communications and Engagement
Students - Support: • Student Protection Officers (minimum 1:100 students) • School Counsellors • Wellbeing Staff • Learning Support Departments • Pastoral Care Program • College Chaplain	

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
Protecting Children in Anglican Education Policy	1.2	College website, MyCC
Protecting Children in Anglican Education Guidelines and Procedures	1.2	College website, MyCC
Annual Child Protection Refresher Material	2024	ASC Mind Atlas
Creating Environments for Students to Thrive – Induction Overview	2023	Martian Logic

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 - classrooms	Assistant Head of Junior School (Wellbeing)
Student Protection Officer Briefing for Students - classrooms	Assistant Head of Senior School (Wellbeing)

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, including relief/casual, work experience students/trainees	Code of Conduct: - Provided to new employees during induction. - Published to MyCC for all staff.		Deputy Principal Coordinator of People and Culture
Volunteers – Junior School, Rock School	Code of Conduct: - Provided within the Engagement Form (Online Induction) and required to read and agreed to. - Referenced during in-person induction for Junior School volunteers.		Coordinator of People and Culture Assistant Head of Junior School (Wellbeing)
Students	Student Behaviour Policy Published on website		Heads of Sub-Schools
Current and prospective parents	Community Code of Conduct: - Provided to families within enrolment paperwork - Published on College website - Annual reminders via MyCC		Registrar Director of Communications and Engagement
Visitors/Spectators	Visible Signage at games	TAS - Governance	Head of HPE and Sport P - Year 6, Director of Sport and Activities Director of Music
Contractors/External Providers – includes cleaners, allied health professionals	Code of Conduct: - Provided in the sign in processes (Sine software) and required to be agreed to. - Referenced in contractual agreements.		Risk and Compliance Officer
Homestay Families	Code of Conduct: Provided to families when joining the Homestay Program		Assistant to the Registrar

This is in line with National Principles of Child Safety Organisations':

- **Principle 3** - Families and communities are informed and involved in promoting child safety and wellbeing.

- **Principle 7** - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Principle 8** - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Managing breaches:

Canterbury College takes breaches to expected conduct seriously as follows:

- 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 Protecting Children & Young People in Anglican Education Policy, Guidelines 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	College website MyCC	Staff and volunteers
Workplace Behaviour Policy	1.02023	MyCC	Staff
Community Code of Conduct	1.02022	College website	Parents and Community
Student Behaviour Policy	1.12024	College website	Students

CODES OF CONDUCT: PLANNED ACTIONS

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

Action	Lead
Codes of Conduct – Other Sporting/Cocurricular Associations (College website)	Head of HPE and Sport P - Year 6, Director of Sport and Activities Director of Music
Publish Code of Ethics for Teachers in Queensland and Australian Professional Standards for Teachers on MyCC	Deputy Principal

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 College, as related to the safety and wellbeing of children and the protection of children from harm:

RECRUITMENT AND SELECTION	
Procedures	Who they apply to
Canterbury Recruitment Processes	Prospective and current employees
Recruitment Procedure Flowchart	Prospective and current employees
Position Descriptions	Prospective and current employees
Working with Children in Anglican Education Policy	Prospective and current employees
Working with Children in Anglican Education Guidelines and Procedures	Prospective and current employees
TRAINING AND MANAGEMENT	
Procedures	Who they apply to
Canterbury College Staff Induction Processes	Prospective and current employees
Homestay Inspection Procedures	Homestay families
Working with Children in Anglican Education Policy	Prospective and current employees
Working with Children in Anglican Education Guidelines and Procedures	Prospective and current employees
Protecting Children and Young People in Anglican Education Policy	Prospective and current employees
Protecting Children and Young People in Anglican Education Guidelines and Procedures	Prospective and current employees

This is in line with the National Principles of Child Safety Organisations’:

- **Principle 5** - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Principle 7** - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Communication and support:

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

Action	Audience	Lead
--------	----------	------

Consultation and monitoring of recruitment and selection panels to ensure that required procedures are carried out.	Hiring Managers and staff who perform Human Resources functions. CYRMS Committee Executive Team	Deputy Principal Coordinator of People and Culture
Teacher Registration screening, maintenance and monitoring of Teacher Registration Register and monthly audit of the Teacher Registration Register	Teaching Staff	Coordinator of People and Culture
Blue Card checks, maintenance, and monitoring of Blue Card Register and monthly audit of the Blue Card Register	Employees, Volunteers, Board members	Coordinator of People and Culture Risk and Compliance Officer
National Register checks against the Anglican Church's National Professional Standards Register and maintenance of National Register Check records and monthly audit of the National Register Check	Employees, Volunteers, Board members	Coordinator of People and Culture Risk and Compliance Officer
Staff Induction Program - Key instructional documentation provided to new staff to support the safety and wellbeing of children. - ASC Code of Conduct - Staff Handbook - College Policies	All College Staff	Coordinator of People and Culture
Child Protection Training – Anglican Schools - Online training course via ASC Mind Atlas completed within 2 weeks of commencing employment and annual refresher. - Additional online professional development session delivered via the College learning management system, in Term 3 annually. - Briefing in All Staff meeting to cover off important aspects of responsibilities	All College Staff	Risk and Compliance Officer Risk and Compliance Officer Care Central Manager
Student Protection Officer Induction Training – Anglican Schools In-person training course completed as part of requirement to become a Student Protection Officer (3 hours of CPD)	Student Protection Officers	Care Central Manager
WHS Training Online training course via the College learning management system completed within 2 weeks of commencing employment and annual refresher.	All College Staff	Risk and Compliance Officer
Emergency Procedures Training Online training course in via the College learning management system completed within 2 weeks of commencing employment and annual refresher.	All College Staff	Risk and Compliance Officer

- Evacuation and Lockdown drills conducted annually for Prep – Year 12. - Drills conducted quarterly for ELC and OSHC.		
Volunteer/Contractor Induction Training (Engagement Form) Online induction completed via Martian Logic Participants required to acknowledge they have read and understand the ASC Creating Environments for Students to Thrive – Induction Overview.	Volunteers Contractors	Coordinator of People and Culture
Sports Coach Induction Online induction completed via Martian Logic Participants required to acknowledge they have read and understand the College's Sport Coach Code of Conduct, incident reporting procedures and the ASC Creating Environments for Students to Thrive – Induction Overview.	Sports Coaches	Director of Sports and Activities Coordinator of People and Culture
Child Protection and Complaints Policies and Procedures published on College website and MyCC.	College Community – staff, parents, students, volunteers & visitors	Risk and Compliance Officer
Homestay Family Induction On-campus presentation of homestay program delivered to new homestay families	New Homestay Families	Assistant to the Registrar
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	Coordinator of People and Culture
Employee Performance Management Procedures (Code of Conduct and Workplace Behaviour Policy) Ensures employees performance aligns with the College's expectations and supports the CYRMS.	All College Staff	Deputy Principal Coordinator of People and Culture
Employee Assistance Program Supports staff who are experiencing challenges both personally and professionally, ensuring staff can perform optimally in the workplace and meet their duty of care obligations.	All College Staff	Coordinator of People and Culture
Visitor Induction (Sine) Participants required to acknowledge they have read and understand the Guide to the Student Protection Policy and procedures for Anglican Schools'	All visitors and volunteers on Campus	Risk and Compliance Officer
Student Protection Officer Listing published on College website and MyCC. SPO posters visibly placed in strategic areas around the College	College Community – staff, parents, students, volunteers & visitors	Risk and Compliance Officer

First Aid and CPR qualifications required for identified roles Annual first aid training arranged by the School for nominated staff	Staff employed: -At Canterbury Taipans -Sport Staff -All teachers -ELC and OSHC	Risk and Compliance Officer Coordinator of People and Culture
--	---	--

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)	1.1	MyCC
Working with Children in Anglican Education Policy	1.2	College website
Working with Children in Anglican Education Guidelines and Procedures	1.2	College website
Protecting Children and Young People in Anglican Education Policy	1.1	College website
Protecting Children and Young People in Anglican Education Guidelines and Procedures	1.1	College website
Complaints Management in Anglican Education Policy	1.0	College website
Complaints Management Procedures (Prep - Year 12)	V1.12022	College website
Staff Grievance Conflict and Complaint Resolution Policy	1.02023	MyCC
Staff Grievance Conflict and Complaint Resolution Procedure	1.02023	MyCC
Workplace Behaviour Policy	1.02023	MyCC
ASC Student Protection Information Resource Sheet		College website
Canterbury College Staff Handbook	2023	MyCC
Canterbury College Homestay Family Handbook	2023	Sharepoint
Canterbury College Sports Coach Handbook	2023	Sharepoint
Education (Qld College of Teachers) Act	2005 (QLD)	Legislation register - Qld
Anti-Discrimination Act 1991 (Qld)	1991	Legislation register - Qld
Child Protection Act 1999 (Qld)	1999	Legislation register - Qld
Criminal Code Act (1899)	1899	Legislation register - Qld

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: PLANNED ACTIONS

The following actions are planned regarding the development, implementation and review of relevant procedures:

Action	Lead
The Child and Youth Risk Management Committee meets quarterly to review whether policies and procedures are being followed. Provides assistance and advice to the Principal and College Board on matters relating to Child Safety, including the Blue Card system and the CYRMS.	Care Central Manager
Staff Mentoring and Buddy Program,	Deputy Principal
The CYRMS is reviewed on a rolling basis to ensure any annual changes are included.	Care Central Manager CYRMS Committee

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 Procedures informed by Working with Children in Anglican Education Policy and Guidelines and Procedures. Details employees screening, verification of identity, application submission requirements, online validation, Blue Card register maintenance and auditing renewal processes.	All College employees, contractors and non-parent volunteers are required to hold a valid Blue Card under the <i>Working with Children (Risk Management Screening) Act 2000</i> unless exempt due to their QTC registration

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, contractors and non-parent volunteers are required to hold a valid Blue Card under the <i>Working with Children (Risk Management Screening) Act 2000</i>	Coordinator of People and Culture
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, contractors and non-parent volunteers are required to hold a valid Blue Card under the <i>Working with Children (Risk Management Screening) Act 2000</i>	Coordinator of People and Culture Risk and Compliance Officer

Staff Blue Card Renewal Reminders Staff are contacted 90 days before their Blue Card expiration date and provided with Blue Card renewal instructions.	All College employees and volunteers required to hold a valid Blue Card under the <i>Working with Children (Risk Management Screening) Act 2000</i>	Coordinator of People and Culture Risk and Compliance Officer
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	Assistant to the Registrar
Homestay Visits All ongoing families are visited by the Assistant to the Registrar every six (6) months. Homestay families are reminded of their Blue Card requirements during these visits.	Current College Homestay families	Assistant to the Registrar
Sports Coach Induction - New sports coaches are advised of the Blue Card requirements by the Director of Sport and Activities or the Head of HPE and Sport P -Year 6. - Coaches are reminded of Blue Card requirements when completing the online induction as required.	College Sports Coaches	Director of Sport and Activities Head of HPE and Sport P - Year 6 Coordinator of People and Culture
Volunteer/Contractor Induction (Engagement Form) - All prospective non-parent volunteers and 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 procedures. - CYRMS is obtained from any regulated businesses who have contractual agreements with the College.	Volunteers Contractors	Coordinator of People and Culture
Visitor Induction (Sine) All visitors are required to read and acknowledge the 'Guide to the Student Protection Policy and procedures for Anglican Schools'	College Visitors	Risk and Compliance Officer
Initial and ongoing Blue Card training is completed by the person responsible for maintaining the Blue Card register.	Sustainability, Risk and Compliance Officer	Coordinator of People and Culture

This is in line with the National Principles of Child Safe Organisations':

- **Principle 1** - Child Safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Principle 4** - Equity is upheld and diverse needs respected in policy and practice.
- **Principle 5** - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

- **Principle 10** - Policies and procedures document how the organisation is safe for children and young people

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	Risk and Compliance Officer
Monthly validation of Blue Cards not linked to the College (i.e., Contractors)	Coordinator of People and Culture
Breach notification – if a breach is identified during audit activities or via notification from Blue Card Services, the following staff will be notified: - Principal - Coordinator of People and Culture - Engaged person's Line Manager - CYRMS Chair 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.	Coordinator of People and Culture Risk and Compliance Officer

Planned Actions

Action	Lead
Review communication processes regarding Blue Card requirements during recruitment/induction processes.	Risk and Compliance Officer Coordinator of People and Culture
Formal process implemented for documenting procedures and reporting this information to the CYRM committee	Risk and Compliance Officer Coordinator of People and Culture

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
Working with Children in Anglican Education Policy	1.1	College website
Working with Children in Anglican Education Guidelines and Procedures	1.1	College website
Canterbury College Homestay Family Handbook	2023	Sharepoint
Canterbury College Homestay Family Processes and Procedures	2023	Sharepoint
Canterbury College Sports Coach Handbook	2023	Sharepoint

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
Risk Management Program based on the International Standard for Risk Management (AS/NZS ISO 31000:2009)	All College Staff	Risk and Compliance Officer
Link to Activity Pack form published on MyCC	All College Staff	Coordinator of College Operations
Link to Incident Reporting form published on MyCC	All College Staff	Risk and Compliance Officer

Planned Actions

Action	Lead
Review Risk Assessment Process - Post excursion briefing process to be formalised	Director of Sports and Activities Risk and Compliance Officer
Review Risk Management Framework	Risk and Compliance Officer
Review Strategic Risk Register	Principal Deputy Principal Director of Business and Finance Coordinator of People and Culture Risk and Compliance Officer
Form WHS Committee, appoint a Committee Chair and re-commence termly meetings to monitor, review and update the College's WHS risk management processes	Risk and Compliance Officer WHS Committee Chair
Introduce and adopt the use of HSR's within the College's WHS Committee.	Risk and Compliance Officer
Risk Assessment Template and completion guidance published on MyCC	Risk and Compliance Officer
Staff Risk Management Training Staff advised of risk assessment and activity pack processes and their completion requirements within WHS training.	Risk and Compliance Officer Coordinator of College Operations

RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
Risk Management Framework Policy	1.02019	Sharepoint, MyCC
Work, Health, and Safety Policy	1.02020	Sharepoint, st MyCC

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
Protecting Children and Young People in Anglican Education Policy	College Community – staff, parents, students, volunteers and visitors (publicly available on College website)
Protecting Children and Young People in Anglican Education Guidelines and Procedures	As above
Complaints Management in Anglican Education Policy	As above
Complaints Management Procedure (Prep – Year 12)	As above
Whistleblower Policy	As above
Staff Grievance Conflict and Complaint Resolution Policy	All College Staff
Staff Grievance Conflict and Complaint Resolution Procedure	All College Staff
Workplace Behaviour Policy	All College Staff

Managing breaches:

Procedures for managing concerns that the Child Protection in Anglican Schools Policy or Procedures have not been followed are detailed in the Complaints Management in Anglican Schools Policy and the Canterbury College Complaints Management Procedure (Prep – Year 12).

Communication and support:

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

Action	Audience	Lead
Child Protection and Complaints Policies and Procedures published on College website	College community – staff, parents, students, volunteers and visitors	Risk and Compliance Officer
Child Protection Training – Anglican Schools - Online training course in ASC MindAtlas completed within 2 weeks of commencing employment and annual refresher. - Additional online professional development session delivered via College Learning Management System in Term 3 annually. - Briefing in All Staff meeting to cover off important aspects of responsibilities	All College Staff	Risk and Compliance Officer Care Central Manager
Student Protection Officer Induction Training – Anglican Schools In-person training course completed as part of requirement to become a Student Protection Officer (3 hours of CPD)	Student Protection Officers	Care Central Manager
Student Protection Officers identified in policy and other key College publications (i.e., Staff Handbook, College website, MyCC, Posters, Student Diaries)	College community – staff, parents, students, volunteers and visitors	Care Central Manager
Student Protection Officers located in key areas of the College including Junior School Teaching, Senior School Teaching, Junior School Sport, Junior School Management, Senior School Management, Taipans and Counselling.	College community – staff, parents, students, volunteers and visitors	Care Central Manager
Employees are made aware of the mandatory reporting forms when discussing any concerns with an SPO as well as through staff training sessions.	All College Staff	Student Protection Officers
Visitor Induction (Sine) Participants required to acknowledge they have read and understand the 'Guide to the Student Protection Policy and procedures for Anglican Schools'	All visitors and volunteers on Campus	Risk and Compliance Officer
Volunteer/Contractor Induction Training (Engagement Form) Online induction completed via MartianLogic. Participants required to acknowledge they have read and understand the ASC Creating Environments for Students to Thrive – Induction Overview.	Volunteers Contractors	Coordinator of People and Culture
Sports Coach Induction Online induction completed via Martian Logic. Participants required to acknowledge they have read and understand the College's Sport Coach Code of Conduct, incident	Sports Coaches	Director of Sports and Activities

reporting procedures and the ASC Creating Environments for Students to Thrive – Induction Overview.		Coordinator of People and Culture
ASC Student Protection Information Resource Sheet	Parents and Carers	Director of Engagement and Communications

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
As Listed in Policy/Procedures section		College website

Action	Audience	Lead
Develop a policy and procedure for: Responding to Self-Harm and Suicide Ideation.	Staff	Care Central Manager

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.

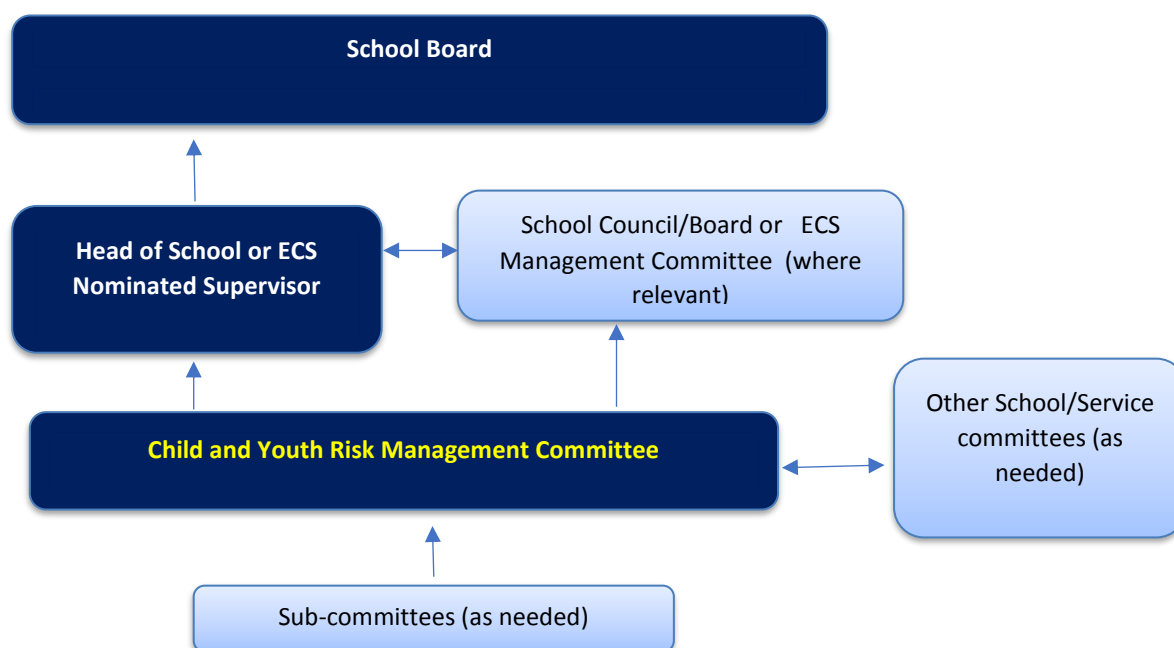
Child and youth risk management is focused on [achieving the implementation of practices and procedures that support the wellbeing of children affected by the service we provide and protect children from harm.](#)

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: Principal and School Board
- For Education & Care Services: Nominated Supervisors.

The Chair is also responsible for supporting the Principal 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.
Katrina Thomas	Care Central Manager	Chair
Brittany Sinclair	Assistant Head of Junior School (Wellbeing)	Member
Meagan King	Deputy Principal	Member
Karen Roman	Head of Junior School	Member
Nick Stansbie	Head of Senior School	Member
Tory Mills	Assistant Head of Senior School	Member
Jeanine Joubert	Coordinator of People and Culture	Secretariat
Arnie Marraiya	Head of Faculty – Character and Resilience Education	Member
Leigh Mayes	Head of Early Learning	Member
Josh Afu	Sports, Events and Development Officer & Rugby 7's Coordinator	Member
Kirsty Dwyer	Assistant Head of Early Learning	Member
Brooke King	Coordinator of Athletics / Taipans // Learning Assistant- Senior School	Member
Katrina Peddell	Director of Performing Arts	Member
Tracey Clarke	Head of Student Pathways	Member
Catherine Holden	Assistant to the Registrar	Member
Katrina Thomas	Care Central Manager	Member
Declan McBride	School Counsellor	Member
Lucia Lemke	Risk and Compliance Officer	Member
Alisha Richardson	Assistant Head of Junior School (Learning)	Member