

1. PURPOSE OF THE STRATEGY

The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and wellbeing of all students.

2. SCOPE

This strategy applies to 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

3. RELEVANT LEGISLATION AND OTHER REFERENCES

- [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 \(Qld\)](#)
- [Education and Care Services National Regulations](#)
- [Child and Youth Risk Management Strategy Toolkit](#)
- [Criminal Code Act 1899 \(Qld\)](#)

This strategy should be read in conjunction with the Glenvale Christian School Child Protection Policy and Staff Code of Conduct.

4. STATEMENT OF COMMITMENT

Glenvale Christian School is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm¹. In practice, Glenvale Christian School is committed 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.

5. CODE OF CONDUCT

At Glenvale Christian School we expect our employees to conduct themselves as follows:

School employees are expected to always behave and conduct themselves 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.

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

- 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 Glenvale Christian School's fulfilment of the requirements of Schedule 1 s.2(2).

6. RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT PROCEDURES

Glenvale Christian School is committed to recruiting, selecting, training, and managing employees in such a way that limits risks to students. In particular, GCS 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 students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the school'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 school 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 students 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 school'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 school's policies and procedures
 - identifying, assessing, and minimising risks to students
 - handling a disclosure or suspicion of harm to a child
 - Keeping a record of the training provided to employees.
 - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of Glenvale Christian Schools fulfilment of the requirements of Schedule 1 s.2(3).

7. HANDLING DISCLOSURES OR SUSPICIONS OF HARM

Any of the types of concerns or reports below must be reported and managed under the Glenvale Christian School 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 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 2 of this document. A Summary of Reporting Harm is available in Appendix 1.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of Glenvale Christian School 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 school.

Any report made under this section, or the Glenvale Christian School Child Protection Policy, will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899*.

This commitment is evidence of Glenvale Christian Schools fulfilment of the requirements of Schedule 1 s.2(4).

8. MANAGING BREACHES OF THIS STRATEGY

The school 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, Staff Code of Conduct, and Resolution of Issues Policy and this is evidence of fulfilment of the requirements of the Schedule 1 s.2(5).

9. IMPLEMENTING THE CHILD RISK MANAGEMENT STRATEGY

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

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state Glenvale Christian School’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of schedule 1 s.2(6) relating to review.

10. BLUE CARD POLICIES AND PROCEDURES

Glenvale Christian School is committed to acting in accordance with chapters 7 & 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, the school will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to have working with children authority and check the validity and appropriateness of any currently held notices, in accordance with Glenvale Christian School’s 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 a **Restricted Person Declaration Form** (*Appendix 3*) 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 school.
- Appoint a school 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 school board member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of Glenvale Christian Schools fulfilment of the requirements of schedule 1 s.2(6)(b).

11. HIGH RISK MANAGEMENT PLANS

As detailed in the Risk Management Strategy, Glenvale Christian School is committed to identifying risks, assessing risks, eliminating, and minimising risks and the monitoring of risk to the safety of children on an ongoing basis. The school will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of Glenvale Christian School's fulfilment of the requirements of schedule 1 s.2(7).

12. STRATEGIES OF COMMUNICATION AND SUPPORT

Glenvale Christian School's commitment to making this Child Risk Management Strategy available to students, parents and employees via the school enrolment package, employee handbook and website is evidence of fulfilment of the requirements of schedule 1 s.2(8)(a).

Written information about this Child Risk Management Strategy, including where it can be accessed, is provided to staff, students and families as follows: this Strategy is publicly available on the Glenvale Christian School website at www.gcs.qld.edu.au. A copy is also provided to families as part of the school enrolment package. Staff are informed of the Strategy's location during induction and at annual training updates. Hard copies are available on request from the School Office (phone: 07 4634 0113; email: office@gcs.qld.edu.au).

Glenvale Christian School is committed to training employees in relation to risks to children and will conduct this training regularly via annual or bi-annual 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).

13. RESPONSIBILITIES

Glenvale Christian School is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfills its obligations.

All employees at the school are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Glenvale Christian School board is committed to the annual review of this Strategy. School management will also record, monitor, and report to the school board regarding any breaches of the Strategy. In addition, Glenvale Christian School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

14. RELATED POLICIES AND DOCUMENTS

- BBP-501 Child Protection Policy
- BBP-503 Anti-bullying Policy
- BBP-701 Resolution of Issues Policy
- BBP-604 Staff Code of Conduct
- BBP-601 Staff Employment Policy
- BBP-603 Staff Development and Appraisal Policy
- BBP-602 Staff Induction Policy
- BBP-714 Risk Management Policy

- Form-BBP-504 Report of Suspected Harm or Risk of Harm
- Form-BBP-502a Restricted Person Declaration Form
- Blue Card Register

Policy Level/Authority	Board		
Distribution	Board, Staff, School Families on request		
Version	2.6		
Revision History	Version 1	June 2012	Significant rewrite using ISQ template Minor updates Updated in line with ISQ Updated helpful links Updated links, updated legislation references in line with ISQ template Updated in line with ISQ policy No changes necessary Small changes to wordings as per updated ISQ policy Changes as per NSSAB requirements
	Version 2	July 2016	
	Version 2.1	Nov 2017	
	Version 2.2	Nov 2018	
	Version 2.3	Dec 2019	
	Version 2.4	Dec 2020	
	Version 2.5	Dec 2021	
	Version 2.6	Dec 2022	
	Version 2.7	Apr 2025	
	Version 2.8	Apr 2026	
Next Review Date – annually	April 2026		

Helpful Links

- Independent Schools Queensland’s [Child Protection Decision Support Trees](#)
- Department of Child Safety, Youth and Women [Child Protection Guide](#) resource
- [Blue Card Services resources](#)

15. APPENDICES

- Appendix 1 - Summary of Reporting Harm
- Appendix 2 – Form-BBP-504 Report of Suspected Harm or Risk of Harm
- Appendix 3 – Form-BBP-502a Restricted Persons Declaration Form

Appendix 1

Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police	EGPA sections 366 and 366A
Teacher	Sexual and physical	Significant harm Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Any member of the public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A

Appendix 2



Report of Suspected Harm or Sexual Abuse

Form-BBP-304

Private and Confidential

In accordance with Section 22 of Child Protection Act 1999

Date:
School:
School Phone:
School Email:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:

Legal Name:	Preferred Name:
DOB:	Gender:
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

<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> 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 Principal:

Position:

Signature:

Date:

Principal:

Signature:

Date:

Principal's email address:

Response requested by school:

ACTION TAKEN

Form was faxed or emailed to (please tick which agencies the form was sent to):

Queensland Police Services (QPS)

Department of Communities (Child Safety Services)

Family and Child Connect

Queensland College of Teachers

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

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

Restricted Person Declaration Form

Form-BBP-502a

Glenvale Christian School has a responsibility to ensure that all commencing and continuing individuals, working, or volunteering with children at Glenvale Christian School are not a restricted person.

As of the 31 August 2020, Blue Card Services have made changes which mean certain individuals are no longer able to rely on the current exemptions to work or volunteer with children.

The amended legislation introduced 2 new terms—**restricted person** and **restricted employment**. It is now an offence for a restricted person to commence or continue working or volunteering in restricted employment.

A **restricted person** is a person who:

- has been issued a negative notice; or
- has a suspended blue card; or
- is a disqualified person; or
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment refers to the situations or exemptions that allow a person to work with children without a blue card. These include:

- a volunteer parent
- a volunteer who is under 18
- paid or unpaid staff who work in child regulated employment for not more than 7 days in a calendar year

If you are a **restricted person**, it is an offence for you to commence or continue working or volunteering at Glenvale Christian School. The maximum penalty is \$66,725 (500 penalty units) or 5 years in prison. It is also an offence for Glenvale Christian School to engage or continue to engage a restricted person. The maximum penalty is \$26,690 (200 penalty units) or 2 years in prison.

If you become a **restricted person** whilst working or volunteering at Glenvale Christian School you must cease all child related work **immediately** and notify the Principal you are no longer able to work or volunteer for Glenvale Christian School.

Declaration

Which one of the restricted employment exemptions are you relying on to work or volunteer for Glenvale Christian School?

(tick applicable)

- a volunteer parent
- a volunteer who is under 18
- child-related engagement for not more than 7 days in a calendar year

I _____ declare:

1. I am not a restricted person.
2. I understand it is an offence to start or continue working or volunteering in restricted employment if I am currently, or become, a restricted person.
3. I will cease all child related work immediately and notify Glenvale Christian School if my circumstances change.

Signature: _____ Date: _____