



**TOOWOOMBA  
ANGLICAN SCHOOL**

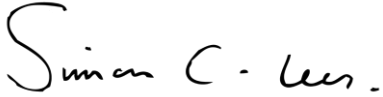

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CHILD & YOUTH RISK MANAGEMENT STRATEGY 2019

# Child & Youth Risk Management Strategy 2019

*Working with Children (Risk Management and Screening) Act 2000 ss. 171 – 172*

*Working with Children (Risk Management and Screening) Regulation 2011 s. 3*

Approvals		Document Details
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Signed		
Date	26 February 2019	
Endorsed by School Council		Contact Officer: Name: Gordon Oldham Position: Deputy Head of School
Signed		
Date	26 February 2019	

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## Introduction

Safe service environments don't just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has 3 key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring.

The Working with Children (Risk Management and Screening) Act 2000 (the Act) and the Working with Children (Risk Management and Screening) Regulation 2011 requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

The purpose of a Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks.

A well-developed strategy will help TAS achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to their school.

In order to comply with the legislative framework, a Child and Youth Risk Management strategy must address eight (8) minimum requirements. These requirements:

- address an organisation's **commitment** to creating a safe and supportive service environment
- strengthen an organisation's **capability** to provide such an environment
- assist an organisation to manage any particular **concerns** with respect to the safety and wellbeing of children and young people who are involved with the organisation, and

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- promote the **consistency** of an organisation’s approach to risk management, both within the organisation and with respect to compliance with the requirements under the Act.

The eight requirements are:

### Commitment

- A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
- A code of conduct for interacting with children.

### Capability

- Written procedures for recruiting, selecting, training and managing staff and volunteers.

### Concerns

- Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
- A plan for managing breaches of your risk management strategy.
- Risk management plans for high risk activities and special events.

### Consistency

- Policies and procedures for managing compliance with the blue card system.
- Strategies for communication and support.

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## Instructions

The Head of School is accountable for ensuring that the Child and Youth Risk Management strategy is developed, implemented and reviewed annually.

The completion of the Child and Youth Risk Management Strategy Checklist/Action Plan template (Appendix A) may assist in mapping existing policies and identifying gaps including out of date policies.

The strategy is to be reviewed at the completion of each school year with the results to inform the development of the new strategy document. The new strategy is to be approved in accordance with TAS governance requirements for implementation at the beginning of the subsequent school year. The review process must be documented which together with the strategy document will be archived for future reference.

Notwithstanding the scheduled review, should circumstances change significantly before the 12 month review period, the strategy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

## Scope

This strategy applies to all students, parents, employees, volunteers and visitors of TAS.

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

### Column A – Requirement

This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011.

### Column B – Action/s

Intentional actions, programs and processes that have been developed and will be implemented. The **Action/s** must be specific and expressed in terms that can be assessed and evaluated as to their effectiveness.

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#### Column C – Reference

Describes the policy, procedures, protocols and other guidelines which form the authority for the particular **Action/s**.

#### Column D – Responsible Officer

This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action/s.

#### Column E – Evidence

This identifies those things which can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

### Abbreviations

ACSQ - Anglican Church Southern Queensland

BCC - Blue Card Coordinator

TAS - Toowoomba Anglican School

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## Part 1: Commitment

Column A Requirement	Column B Action/s	Column C Reference	Column D Responsible Officer	Column E Evidence
1. <b>Statement of commitment</b>	<p>The Anglican Church Southern Queensland has developed as stated below a statement of commitment to the safety and wellbeing of children and the protection of children from harm.</p> <p>TAS supports the rights of children and are committed to ensure the safety, welfare and wellbeing of students. TAS is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.</p> <p>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.</p> <p>In support of this commitment TAS is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in their care.</p>	<p>Student Protection in Anglican Schools Policy 2015. <b>ACSQ</b></p> <p>This policy has been adopted by TAS</p>	<p>Director, Office of the Director of Professional Standards ACSQ</p> <p>Mr Simon Lees, Head of School</p>	<p>Updated policy adopted 2018.</p> <p>Visible placement in all reception/administration areas of school/college.</p> <p>Student Protection in Anglican Schools Policy and Procedures are available at:</p> <ul style="list-style-type: none"> <li>• School Office</li> <li>• Website</li> </ul> <p>Statement of commitment is listed on the school website.</p> <p>Statement of commitment is listed on Parent Lounge.</p> <p>Statement of commitment is listed on Student Café.</p> <p>Statement of commitment is listed on TASS (data and learning management system).</p>

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Column A Requirement	Column B Action/s	Column C Reference	Column D Responsible Officer	Column E Evidence
<b>2. Code of Conduct</b>	<p>A code of conduct outlines expected standards of behaviour for all stakeholders interacting with children and young people within TAS.</p> <p>Stakeholders:</p> <ul style="list-style-type: none"> <li>• Students and young people</li> <li>• Employees</li> <li>• Volunteers</li> <li>• Consultants and Contractors</li> <li>• School Council members</li> <li>• Pre-service teachers</li> <li>• Visiting researchers</li> <li>• Work experience and vocational education students</li> <li>• Visitors</li> <li>• Spectators</li> </ul>	<p>Student Protection in Anglican Schools Policy and Procedure 2015.</p> <p>Staff Code of Conduct</p> <p>Community Code of Conduct</p>	<p>Anglican Schools Commission</p> <p>School Council</p> <p>Head of School</p> <p>Executive staff</p>	<p>Staff Code of Conduct</p> <p>Community Code of Conduct</p> <ul style="list-style-type: none"> <li>• Front Office</li> </ul> <p>New staff induction pack</p> <ul style="list-style-type: none"> <li>• Staff sign to say that they have read and understood the code of conduct</li> </ul> <p>Volunteer handbook</p> <ul style="list-style-type: none"> <li>• Front Office</li> <li>• Emailed to parent volunteers</li> <li>• Hard copy presented to coaches</li> <li>• Coaches sign the ASC Volunteer Student Protection document</li> <li>• 2019 Volunteer Induction booked</li> <li>• Passtab Sign in at School Office (or classrooms for volunteers) involves an acknowledgement of Student Protection</li> </ul>

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## Part 2: Capability

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3. <b>Written processes for recruitment, selection, training and managing staff and volunteers.</b>	<p>Effective recruitment, selection, training and management strategies that will:</p> <ul style="list-style-type: none"> <li>• Attract suitable applicants</li> <li>• Deter unsuitable or unqualified applicants</li> <li>• Ensure selected staff maintain a safe and supportive environment for children</li> <li>• Ensure appropriate checks are made – ASC, Blue Card, referees – for potential new staff</li> <li>• Provide adequate induction processes to ensure staff understand safe and productive approaches and are made aware of guiding policies and procedures</li> <li>• Provide an appropriate appraisal process</li> <li>• Ensure that any issues with staff performance or conduct are identified and appropriately addressed</li> </ul>	<p>Student Protection in Anglican Schools Policy and Procedure 2015.</p> <p>Child and Youth Risk Management Strategy</p> <p>Public Safety Business Agency – Blue Card Services</p> <p>Blue Card System in Anglican Schools</p> <p>School Staff Recruitment Policy (ASC)</p>	<p>Anglican Schools Commission</p> <p>Head of School</p> <p>Assistant to the Head of School</p> <p>Business Manager</p>	<p>School Staff Recruitment Policy</p> <p>Policy and Procedures available on:</p> <ul style="list-style-type: none"> <li>• Teacher Commons drive (Deleted Galileo reference)</li> </ul> <p>Statement of Commitment to Student Safety listed on Employment section of School Website</p>
<b>Pre-employment</b>	<ul style="list-style-type: none"> <li>• Safe Ministry Check Screening</li> <li>• Positive Notice Blue Card</li> <li>• Queensland Teacher Registration</li> </ul>	<p>Anglican Church Safe Ministry Check</p> <p>Blue Card Services</p> <p>Queensland College of Teachers</p>	<p>Anglican Church</p> <p>Department of Justice and Attorney-General - Blue Card Services</p> <p>Head of School</p>	<p>ASC checks are conducted prior to a position being offered.</p> <p>Referee checks are conducted prior to a position being offered.</p> <p>A Blue Card Register is maintained by the Blue Card Coordinator.</p>

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Column A Requirement	Column B Action/s	Column C Reference	Column D Responsible Officer	Column E Evidence
		Standards and Conduct	Blue Card Coordinator  Queensland College of Teachers  Head of School	TAS provides: <ul style="list-style-type: none"> <li>Initial Blue Card screening</li> <li>Ongoing Monitoring</li> </ul> TAS provides: <ul style="list-style-type: none"> <li>Initial QCT screening</li> <li>Assistance in moving from provisional to full registration</li> </ul> QCT details are listed in the Blue Card Register under the exemption tab
<b>Post-employment</b>	Training and ongoing Professional Development  Training should enhance the skills and knowledge of employees and volunteers and reduce exposure to risks	Student Protection in Anglican Schools Policy and Procedures	ASC  Head of School  Deputy Head of School  Student Protection Officers	Induction program covers: <ul style="list-style-type: none"> <li>Community Code of Conduct</li> <li>Student Protection</li> </ul> Employees are given: <ul style="list-style-type: none"> <li>Staff Handbook</li> <li>Student Protection in Anglican Schools Policy and Procedures</li> </ul> Staff are provided with training and information relating to Student Protection Policies and Procedures on a regular basis through Staff Professional Development sessions and staff meetings.  Staff are given opportunities to complete further professional development <ul style="list-style-type: none"> <li>An application process is followed</li> </ul>

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				<ul style="list-style-type: none"> <li>• A record of training is kept</li> <li>• Staff present information to colleagues</li> </ul> <p>Student Protection Officers are provided with extra training by the ASC. SPOs then deliver information to small groups of staff.</p> <p>A central folder on Teacher Commons titled Professional Reading and Development is used for staff to add files and notes.</p> <p>The Leader of Professional Practice maintains the LoPPortunities page on Galileo, where staff engage in professional discourse.</p> <p>Volunteers are provided with a handbook and key policies.</p> <p>Blue Card training is provided to the Blue Card Coordinator</p> <p>All staff are invited to join the Leading Learning discussion group, where trends and ideas in education are discussed.</p> <p>All staff take part in a Professional Learning Project.</p> <p>Materials from ASC, including from the Cyber Safety Officer (such as Cyberbytes) and including documents such as responding to a disclosure, are</p>

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				regularly circulated to staff via email (then noted at staff briefings as a follow-up and added to Galileo).  Staff training records are maintained (attendance, back capture).
<b>Management</b>	<p>To assist your organisation to provide the highest quality of care to children and young people, it is important to continually promote and demonstrate respect for the rights and expectations children and young people, parents and carers.</p> <p>Parents and Carers should be able to access all of the organisation's policies and procedures, and also ensure that the organisation is living up to the expectations within the policies and procedures, and that they are reflected in the daily operations within the school.</p>	Student Protection in Anglican Schools Policy and Procedures	<p>Head of School</p> <p>Deputy Head of School</p> <p>Business Manager</p>	<p>Staff have access to policies and procedures</p> <p>Selected policies and procedures available to parents and carers via Galileo, with an invitation to ask for other information if it is required</p> <p>The Student Protection in Anglican Schools Policy and Procedures is published on:</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Galileo</li> <li>• School Office</li> </ul> <p>Complaints Management in Anglican Schools Policy and Procedures</p> <p>Bullying and Harassment Policy</p> <p>Appraisal process</p> <p>Staff Code of Conduct</p> <p>Performance Management conducted using ISQ framework</p>

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### Part 3: Concerns

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<p>4. <b>Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</b></p>	<p>Children and young people can only be protected from harm if it is reported and dealt with quickly and effectively.</p> <p>Therefore, the school must have policies and procedures in place to ensure staff and volunteers respond as quickly as possible to a disclosure or suspicion of harm. A lack of formal policies and procedures can impede the reporting of such matters.</p>	<p>Student Protection in Anglican Schools Policy and Procedure.</p> <p>Complaints Management in Anglican Schools.</p>	<p>Chair of School Council</p> <p>ASC</p> <p>Head of School</p> <p>Student Protection Officers</p> <p>Business Manager</p>	<p>All employees, volunteers and visitors will respond as outlined in the:</p> <ul style="list-style-type: none"> <li>• Student Protection in Anglican Schools Policy and Procedures and</li> <li>• Complaints Management in Anglican Schools</li> </ul> <p>The documents above are available via:</p> <ul style="list-style-type: none"> <li>• School website</li> <li>• School office</li> </ul> <p>Where there is any doubt about an allegation, suspicion or report of harm of a student by any person the decision must be in favour of reporting the allegation.</p> <p>The Student Protection Officers Notice is displayed:</p> <ul style="list-style-type: none"> <li>• In all Primary Years classrooms</li> <li>• In public display areas</li> <li>• School website</li> </ul> <p>The Student Protection Officers are highlighted at least once a semester by the Head of Secondary Years / Head of Primary Years at assembly</p> <p>Student Protection Officers in a newsletter once each semester.</p>

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				<p>All staff in regular contact with students completed the 2018 ASC Student Protection Workshop “Responding to Student Protection Concerns and Disclosures”.</p> <p>All staff have been sent the Listen-Reassure-Respect ASC outline for responding to disclosures.</p> <p>Employees and volunteers can speak with a Student Protection Officer about any concerns.</p> <p>Parents and carers can access resources relating to Student Protection via:</p> <ul style="list-style-type: none"> <li>• The School website</li> <li>• Galileo</li> <li>• School Office</li> <li>• Student Protection Officers</li> </ul> <p>All staff have access to reporting forms and are reminded of their location annually.</p> <p>Volunteer induction includes explicit instruction on seeking advice from (and providing information to) Student Protection Officers regarding any concerns of a student at risk.</p>

Column A Requirement	Column B Action/s	Column C Reference	Column D Responsible Officer	Column E Evidence
<b>5. A plan for managing breaches of your risk management strategy.</b>	<p>A plan for managing any action or inaction by a person in the organisation that fails to comply with any of the policies and procedures which make up the Risk Management Strategy.</p> <p>A plan allows the organisation to manage potential breaches in a fair and supportive manner.</p>	<p>Student Protection in Anglican Schools Policy and Procedures.</p> <p>Queensland College of Teachers Standards and Conduct</p> <p>Education (Queensland College of Teachers) Act 2005</p> <p>Child Protection Act 1999</p>	<p>Chair of School Council</p> <p>Head of School</p> <p>Student Protection Officers</p> <p>Business Manager</p>	<p>Breaches are managed in accordance with relevant policies and procedures as appropriate with the circumstances, such as (but not limited to):</p> <ul style="list-style-type: none"> <li>• Student Protection in Anglican Schools Policy and Procedures</li> <li>• Complaints Management in Anglican Schools Policy and Procedure</li> <li>• Blue Card System in Anglican Schools</li> <li>• All Codes of Conduct</li> <li>• All induction handbooks</li> </ul> <p>All policies and procedures are available on the staff drive and Galileo.</p> <p>Breaches for Teaching Staff are also managed in accordance with the Queensland College of Teachers – Standards and Conduct and the Education (QCT) Act which require teachers not only be registered to teach and meet professional teaching standards but also to meet standards of ethical conduct, especially in dealings with children.</p> <ul style="list-style-type: none"> <li>• Qld College of Teachers Standards and Conduct</li> <li>• Education (Queensland College of Teachers) Act 2005</li> </ul>
<b>6. Risk management plans for high risk activities and special events.</b>	<p>Forward planning to identify risks and implement strategies can assist to reduce the possibility of children being harmed.</p> <p>It is important to recognise that in order for a child to suffer harm, there must be an</p>	<p>Student Protection in Anglican Schools Policy and Procedures</p> <p>Public Safety</p>	<p>Chair of School Council</p> <p>Head of School</p>	<p>A risk assessment is completed for events and activities, on or off site.</p> <p>Appropriate risk management reduces the risk level of activities and the inherent risk levels are: Low: little chance of incident or injury</p>

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	<p>opportunity for harm to arise. These opportunities can be reduced by developing specific policies and procedures to manage high risk activities and special events.</p> <p>Key risk areas at TAS include: boarding and boarding related matters, cybersafety, international exchange, sporting activities and trips.</p>	<p>Business Agency – Blue Card Services</p> <p>Work Health and Safety Act 2011</p> <p>TAS Policy and Procedure framework</p>	<p>Business Manager</p> <p>All employees</p>	<p>Medium: some chance of an accident and injury requiring first aid High: likely chance of a serious injury requiring medical treatment; and Extreme: high chance of a serious injury resulting in a highly debilitating injury.</p> <p>Complete Risk Assessments are submitted to the Head of Secondary/Primary and Activities/Facilities Coordinator and require endorsement from the Head of School. A note regarding specific medical or behavioural concerns (including mental health concerns) is included.</p> <p>All staff with smartphones have access to Health Minder, with all student medical and contact details.</p> <p>A Mental Health flowchart has been given to all staff to provide a process to follow when staff have concerns about a student’s wellbeing.</p> <p>An event/activity risk assessment template is available to staff. However, staff must amend the risk assessment to ensure that individual students (and concerns) are listed.</p> <p>Supply Teachers are provided with a booklet outlining key procedures/processes (also explained during induction) and photographs of all students</p>

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				<p>with individual notes provided. The booklet is returned to the school office at the end of the day.</p> <p>An international exchange hosting policy and travel policy is used to guide hosting and travelling. The procedure is reviewed each year with relevant staff.</p> <p>Captivate sessions are held for parents and, in addition to topics such as revision skills and metacognition, the sessions address areas such as mental health and wellbeing and cybersafety.</p> <p>A Youth Health and Wellbeing expo is held annually for students in Years 7-12 which involves representatives from a range of physical, spiritual and mental health organisations, workshops, guest speakers and videos.</p> <p>The CAPS Connect program is a vertical program for students in Years F-6. The Mind Matters program is used to guide these sessions.</p> <p>Occasionally, the sessions become Class Connect, for year level specific information and, leading up to House Carnivals, it becomes House Connect.</p> <p>The school is a White Ribbon Ambassador School.</p> <p>The PDL and Connect programs draw on materials and resources from the White Ribbon Foundation.</p>

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				<p>The CAPS Code is used to guide behaviour and relationship expectations. At F-6, Certificates at assembly link in with the pillars of the code.</p> <p>At F-6, CAPtured is a process where students nominate other students who have exhibited behaviour in line with the CAPS Code.</p> <p>The Catastrophe Scale is printed in all student diaries and posted in all classrooms. It is a resilience tool asking students to consider 'how bad' something really might be.</p> <p>The Personal Development and Leadership Program runs in Years 7-12 and follows the Beyond Blue program.</p> <p>The Coordinator of Student Wellbeing Programs works with the Deputy Head of School, Head of Secondary Years, Head of Primary Years, Chaplain and the Mind Matters/Kids Matters/Staff Matters Professional Learning Project staff.</p>

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## Part 4: Consistency

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<p><b>7. Policies and procedures for managing compliance with the blue card system.</b></p>	<p>The organisation must outline policies and procedures to ensure compliance with the Blue Card System requirements under the Act.</p> <p>By ensuring that the school is complying with the legislative requirements under the Blue Card System, the school can demonstrate to stakeholders that it is committed to maintaining a safe and supportive environment for children and young people.</p>	<p>Working with Children (Risk Management and Screening) Act 2000</p> <p>Public Safety Business Agency – Blue Card Services</p> <p>Student Protection in Anglican Schools Policy and Procedure</p> <p>ASC Blue Card System in Anglican Schools</p>	<p>ASC</p> <p>Chair of School Council</p> <p>Head of School</p> <p>Business Manager</p>	<p>Anglican Schools Commission Blue Card System Policy and Procedure</p> <p>Working with Children check</p> <p>The school conducts:</p> <ul style="list-style-type: none"> <li>Initial Blue Card Screening</li> <li>Online Validation</li> <li>Linking; and</li> <li>Ongoing monitoring – Blue Card Register</li> </ul> <p>Initial Blue Card Screening Forms:</p> <ul style="list-style-type: none"> <li>Blue Card Application <ul style="list-style-type: none"> <li>(Paid/Volunteer/Exemption)</li> </ul> </li> <li>Authority to confirm a valid card/application form</li> <li>Volunteer to paid transfer form</li> </ul> <p>Blue Card Applicants: The Blue Card Coordinator will check two current, original identification documents from the applicant which collectively show the applicant's full name, address, date of birth and signature.</p> <p>The Blue Card Coordinator will warn the applicant that it is an offence for a disqualified person to sign a blue card application.</p>

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Column A Requirement	Column B Action/s	Column C Reference	Column D Responsible Officer	Column E Evidence
				<p>Online validation completed Linking completed</p> <p>Ongoing monitoring of the Blue Card Register</p> <ul style="list-style-type: none"> <li>Weekly checks between the Blue Card Coordinator and Deputy Head of School</li> <li>Fortnightly audit against payroll</li> <li>Monthly checks by the Business Manager</li> <li>Monthly report to Head of School</li> </ul> <p>Following tasks are noted during weekly checks:</p> <ul style="list-style-type: none"> <li>Renewal applications</li> <li>Volunteer to paid transfer</li> <li>Imminent expiry</li> <li>Four-three-two month warning emails (ASC template)</li> <li>One month warning from Deputy Head and face to face</li> </ul> <p>Blue Card training is provided to the Blue Card Coordinator</p>
<b>8. Strategies for communication and support.</b>	<p>The school must have strategies for communication of the Risk Management Strategy and support. Strategies for communication and support must include:</p> <ul style="list-style-type: none"> <li>Written information for parents, employees and volunteers that includes details of your</li> </ul>	<p>Working with Children (Rick Management and Screening) Act 2000</p> <p>Public Safety</p>	<p>Chair of School Council</p> <p>Head of School</p> <p>Student Protection Officers</p>	<p>Staff can access resources relating to Student Protection through:</p> <ul style="list-style-type: none"> <li>Teacher Commons shared drive</li> <li>Email</li> <li>Stored / displayed in staffroom</li> </ul>

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	<p>organisation's risk management strategy or where the strategy can be accessed; and</p> <ul style="list-style-type: none"> <li>• Training materials for employees and volunteers which help identify:</li> <li>• Risks of harm and how to handle disclosures or suspicions of harm;</li> <li>• And outline your organisation's risk management strategy</li> </ul>	<p>Business Agency – Blue Card Services</p> <p>Student Protection in Anglican Schools Policy and Procedure</p> <p>TAS policy and procedures</p>	<p>Business Manager</p> <p>Deputy Head of School</p>	<p>All members of the community can access resources via:</p> <ul style="list-style-type: none"> <li>• The School website</li> <li>• School Office</li> </ul> <p>The Strategy was emailed directly to all members of the community in Term Three to solicit further comment and feedback.</p> <p>The Child and Youth Risk Management Strategy is reviewed annually by the Child and Youth Risk Management Committee, in Term Four</p> <p>The annual review will be undertaken by members of the committee, and the Head of School will be consulted.</p> <p>The revised and updated CYRMS will be submitted to the School Council.</p> <p>Regular Communication to stakeholders regarding the Risk Management Strategy includes:</p> <p>Staff:</p> <ul style="list-style-type: none"> <li>• Email communication</li> <li>• Staff Meetings</li> <li>• Professional Development Sessions</li> <li>• ASC modules and sessions</li> <li>• Internet Safe Education modules from ASC / Brett Lee</li> </ul>

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				<p>Parents and carers:</p> <ul style="list-style-type: none"> <li>• Email communication</li> <li>• School App notifications</li> <li>• Newsletters</li> <li>• Parent Information sessions</li> <li>• Internet Safe Education modules from ASC / Brett Lee</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>• Daily notices</li> <li>• Posters</li> <li>• Assemblies</li> <li>• CAPS Connect (Primary)</li> <li>• Personal Development and Leadership (Secondary)</li> <li>• CAPS Code</li> <li>• Captured</li> <li>• Guest speakers</li> <li>• Classroom/Mentor Teacher</li> <li>• Student Leader meetings</li> </ul> <p>The SRC are consulted regarding student safety and risk.</p> <p>Student Protection Officers</p> <ul style="list-style-type: none"> <li>• Ongoing ASC training</li> </ul> <p>The School conducts an MYP survey for all parents every two years.</p>

Column A Requirement	Column B Action/s	Column C Reference	Column D Responsible Officer	Column E Evidence
	Staff may require support to deal with issues such as behaviour management, stress, conflict, bullying, child protection concerns, breaches of the risk management strategy and dealing with disclosures or suspicions of harm.	Student Protection in Anglican Schools Policy and Procedure  ASC  Work Health and Safety Act 2011	Chair of School Council  Head of School  Business Manager  Executive	Hosted sessions for the local Unleash the Beast Writers Festival focusing on Mental Health. Hosted Margaret Hepworth from 'The Ghandi Experiment' and Stan Dryden.  Attended the 2018 QLD Government Anti Cyberbullying Taskforce sessions: Principals, Community and Students.  Let's Chat sessions for Year 5 students and parents and Year 9 students.  TAS is committed to the wellbeing of staff.  Support of staff members  Chaplain The Chaplain is responsible for assisting in matters relating to the spiritual life of the school. The Chaplain is available to assist staff, students and parents in areas of personal counselling and guidance  Executive Members of the Executive – Head of School, Deputy Head of School, Business Manager, Head of Primary Years, Head of Secondary Years, Director of Boarding – are available at all times to meet with or assist students, teachers and parents in all matters

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Column A Requirement	Column B Action/s	Column C Reference	Column D Responsible Officer	Column E Evidence
				<p>relating to the welfare of students, staff and the school community. They are available to advise or make outside agency contact if necessary to ensure the wellbeing of a student is catered for.</p> <p>Health Centre Members of the Health Centre team deal with daily concerns arising and can also be utilised to provide advice regarding outside agencies, such as psychologists, to students and staff.</p> <p>Student Protection Officers The Student Protection Officers provide support and guidance to staff, students and parents in relation to matters of student protection and safeguarding our students. Support for Student Protection Officers includes:</p> <ul style="list-style-type: none"> <li>• Ongoing ASC training</li> <li>• Ongoing Pastoral Care involvement</li> <li>• Chaplain</li> <li>• Head of School</li> </ul>

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