

Preamble

St. John's College, Nambour is committed to high quality learning and teaching for the students enrolled at our school.

Situated within the Archdiocese of Brisbane, St. John's College is founded on Christ and the values of the Good Samaritan Sisters of the Order of St. Benedict, and is at the service of our students, families, society, and the Church. As a system school under the administration of Brisbane Catholic Education (BCE), and, in compliance with the requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*, St. John's College has developed a Child and Youth Risk Management Strategy (CYRMS) which references Brisbane Catholic Education (BCE) system wide policies and procedures which support the safety, protection and well-being of students and is contextualised to our school environment. For further information regarding St. John's College CYRMS please contact Christopher Gold, Principal at cgold@bne.catholic.edu.au

PART 1 - COMMITMENT

Statement of Commitment (*mandatory requirement 1*)

St. John's College is committed to the safety and wellbeing of all students. St. John's College respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that every person is made in the image of God and children and young people are entrusted to us by the love of God.

Codes of Conduct (*mandatory requirement 2*)

BCE has developed codes of conduct and standards of behaviour for employees, students, volunteers (including parents) and other personnel in consultation with relevant parties. These codes of conduct set out BCE's requirements in relation to the conduct of employees who work at St. John's College, together with students, volunteers and other personnel at the school and contain specific information on interacting with students.

BCE employees who work at St. John's College are also bound to comply with BCE's Statement of Principles for Employment in Catholic Schools or the Statement of Principles for Employment in Catholic Education. Relevant employees must also comply with other professional standards, for example, the Australian Professional Standards for Teachers and the Australian Professional Standards for Principals which describe effective, contemporary practice for teachers and principals.

BCE Employee Code of Conduct

The Catholic Education Archdiocese of Brisbane [Code of Conduct](#) (Code of Conduct) sets out the standard of behaviour required of employees of BCE in the performance of their duties at St. John's College. All BCE employees must comply with the Code of Conduct, including employees employed on a temporary, casual, fixed term or continuing basis.

The Code of Conduct states that BCE employees must always act appropriately and professionally in their interactions with students and observe appropriate boundaries, behaviour and contact with students. In addition, the Code of Conduct covers employees' duties in relation to risk management and duty of care obligations to students.

The Code of Conduct is on BCE's Public Website and Intranet, Spire. The Principal at St. John's College is required to monitor completion of the online Code of Conduct training for school employees at the time of induction for all new employees and annually for all other employees.

Student Behaviour Support Policy

St. John's College has developed a Student Behaviour Support Plan for the school, known as ***The St. John's College Schoolwide Positive Behaviour Support Plan 2017-2022*** in consultation with all groups in the school community and in accordance with BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is based upon a whole school positive behaviour for learning approach to support student behaviour in the school environment.

St. John's College uses Positive Behaviour for Learning (PB4L) – a framework for creating positive, safe, and supportive school climates where students can grow and learn. Our school community works together to establish expected behaviours and teach them to all students

St. John's College's Student Behaviour Support Plan reflects the shared values and expectations of the school regarding student behaviour support and encourages a supportive Catholic school environment. The Student Behaviour Support Plan includes a student code of behaviour and information on formal sanctions and prevention and responding to bullying and harassment, guided by BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is readily accessible to students and parents and is uploaded on the St. John's College Website. [Policies \(stjohns.qld.edu.au\)](http://stjohns.qld.edu.au)

Our school uses BCE's *Engage Student Support System* to track the behaviour of students and proactively support students' behaviour through data-based decision making. Our school is required to use the *Engage Student Support System* to document bullying/harassment incidents, alcohol and other drug related incidents, weapons incidents, and all suspensions (both in school and out) for a period of one day or more. Schools are required to note a part time suspension on the student's school file.

Volunteer and Other Personnel Code of Conduct and Registration

BCE has developed a Volunteer and Other Personnel Code of Conduct which outlines the standard of behaviour which is required of volunteers (including parents) and other personnel in their activities in the school, including the need to think and act safely and treat students and employees with respect.

St. John's College takes the following actions to ensure that the BCE Volunteer and Other Personnel Code of Conduct is implemented in the school community:

- all volunteers and other personnel can access a copy of the Volunteer and Other Personnel Code of Conduct on BCE's public website.

- all volunteers and other personnel are required to comply with the Volunteer and Other Personnel Code of Conduct to continue their voluntary/professional engagement at the school.
- all volunteers and other personnel have completed Student Protection and Code of Conduct Training for Volunteers and Other Personnel via the online training module Volunteers/Other Personnel Training located on the BCE public website; and
- all volunteers and other personnel complete and sign the Volunteer and Other Personnel Register form. The form requires a volunteer to declare that they are not:
 - A negative notice holder disqualified from holding a blue card under the Working with Children (Risk Management and Screening) Act 2000
 - A person with a current suspended blue card under the provisions of the Working with Children (Risk Management and Screening) Act 2000
 - A disqualified person within the meaning of the Working with Children (Risk Management and Screening) Act 2000
 - A person with a charge for a disqualifying offence within the meaning of Working with Children (Risk Management and Screening) Act 2000.

COVID 19 and Alternative Education Provision (AEP)

St. John's College responded to the challenges resulting from the global pandemic, implementing government and BCE guidelines and resources to promote the safety and wellbeing of students in relation to both COVID-19 and the implementation of AEP. The school based Critical Incident Management Team implemented the following local protocols:

- Desks, Door handles, chairs and outdoor furniture are cleaned at every break and after breaks to ensure a more manageable risk- free environment.
- Students are continually directed to wash hands at all breaks during the day and after any coughing or sneezing. Wash your hands tunes are played at breaks
- Hand Sanitiser is set up in all classrooms and at strategic places in the Administration Office area.
- All visitors are instructed to sign the COVID register, sanitise hands on arrival and prior to leaving.
- Ground spots were placed 1.5 metres apart in Office areas, Tuckshop and Staff room.
- Students and families were encouraged to order lunches online to limit tuckshop lines. Staff meetings were held online until restrictions eased to allow meetings in larger areas for social distancing.
- Posters on COVID and sanitation are placed around rooms
- P&F and Board Meetings were postponed till restrictions allowed meetings and these were held in larger areas to ensure social distancing.
- Additional care for emotional and mental health issues are in place ➤ Financial support in the way of fee relief.
- Assemblies were held on-line until restrictions eased.
- Risk assessments for activities were adjusted to COVID safe protocols.
- Sport was postponed until State Health approved restricted sport
- Parent -Teacher interviews were held on-line as were Information Nights.
- Parent interviews on campus were restricted and held in appropriate social distancing rooms.

- On campus Mass was postponed until easing of attendance restrictions and help with social distancing regulations.

Microsoft Teams was established as the platform used to facilitate AEP, including home - based learning, and to build collaboration and connection providing alternative facilitation of liturgies, staff meetings, assemblies, and school tours.

The following are examples of resources, protocols and management practices developed and implemented at St. John's College:

- scripts for newsletters, portals and websites about student, staff, and parent well-being
- COVID specific and other mental health resources sent to all schools for distribution to all students and parents/guardians
- *BCE Message of Hope Initiative* implemented throughout Easter
- daily checks with students participating in AEP
- implementing safety guidelines written for use of Microsoft Teams e.g., restrictions regarding 1 on 1 interactions
- following instructions provided on revised protocols for guidance counsellor, specialist teacher and contractor interaction with students during AEP
- revised supervision guidelines
- visitors, parents, and contractors to site were restricted access
- new guidelines provided to staff and guidance counsellor in relation to engaging with students and managing disclosures and student protection matters
- vulnerable students invited to attend schools onsite even if not in 'Essential worker' category
- development of a COVID 19 – school critical incident plan including standing up a school based critical incident teams and the development of specific scenario planning and risk management
- international and interstate travel was ceased for camps and excursions
- excursions and camps are required to have site specific and school specific COVID 19 plans.

PART 2 - CAPABILITY

Procedures for recruiting, selecting, training, and managing employees that enhance the safety and wellbeing of children and young people and the protection of children and young people from harm (mandatory requirement 3)

Recruitment and selection

St. John's College recruits and selects employees who work with students in the school who are appropriately qualified and suitable for working with children and young people.

St. John's College is responsible for employee recruitment, selection, training, and management of employees in the school in partnership with personnel from the BCE office.

Principals and employees involved in staff recruitment, selection, training, and management of employees at the school must comply with the relevant BCE policies which are published on the BCE Intranet, Spire and include:

- Recruitment, Selection and Appointment of Teachers procedure
- Recruitment, Selection and Appointment of Brisbane Catholic Education Office Staff

- Recruitment, Selection and Appointment of Middle Leaders
- Recruitment, Selection and Appointment of Primary Learning Leaders
- Recruitment, Selection and Appointment of Specialist positions – Guidance Counsellors, Speech Pathologists
- Recruitment, Selection and Appointment (Acting Senior Leadership Positions in Schools)
- Recruitment, Selection and Appointment of P – 12 Heads
- Recruitment, Selection and Appointment of DPs, APs and APREs
- Recruitment, Selection and Appointment of Principals.

In advertising new positions for the school, the advertisement states that “This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law”.

St. John’s College adheres to the requirements of BCE’s policies and procedures in relation to employment which are contained in the Working with Children (Risk Management and Screening) Act 2000, Working with Children (Risk Management and Screening) Regulation 2020, Education (Accreditation of Non-State Schools) Act and Regulation 2017, and the Education (Queensland College of Teachers) Act 2005 when engaging employees.

All non-teaching employees working at St. John’s College are required to comply with the BCE Working with Children Check (Blue Card Screening) Procedure. All non-teaching employees, volunteers and trainee students who work with students and who require a Working with Children Card (Positive Notice blue card) under the Working with Children (Risk Management and Screening) Act 2000, are required to obtain a Working with Children Card (Positive Notice blue card) and keep it current. All teachers must produce evidence of current teacher registration with the Queensland College of Teachers (QCT) before they commence work at St. John’s College.

Training and Management of Employees

The principal is required by BCE to ensure that all new BCE employees at St. John’s College are provided with induction training on the school’s processes and procedures, the values and expectations of BCE and the standard of behaviour required of employees in their interactions with students, to support BCE and St. John’s College to provide an environment that is safe and supportive for students.

All staff at St. John’s College must complete mandatory online training in BCE’s Student Protection Processes, annually. Student protection training covers BCE’s requirements under the Student Protection Processes in relation to reporting by employees of suspicions or allegations of:

- sexual abuse/likely sexual abuse of students
- harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse, or neglect; and
- inappropriate behaviour of staff towards students.

This training provides employees at St. John’s College with skills to effectively respond to and report suspicions or allegations of abuse or harm, as required by law. New employees must complete this training prior to commencing work with students at the school. In addition, mandatory induction training is provided for the school’s newly appointed Student Protection Contacts and refresher (every 2 years) and advanced skills (every 4 years) training to upskill the Student Protection Contacts in receiving and managing disclosures from students.

Additional on-going training is provided by BCE and employees at the school are encouraged to attend. BCE has a dedicated Organisational Development Team which co-ordinates professional

learning opportunities for BCE employees to enable BCE employees to enhance their professional or personal knowledge and skills. St. John's College encourages its staff to attend professional learning courses. Many of the courses offered to employees relate to the safety and wellbeing of students. For example, courses are offered from time to time on bullying in schools, behaviour management of students, students at risk of harm and students with special needs.

Mandatory Privacy training is undertaken by all employees annually as part of a suite of core compliance courses.

Where there is a complaint or allegation in relation to an employee of inappropriate behaviour, unsatisfactory performance or misconduct, the principal will take all appropriate management action, which may include requiring employees to undertake additional training or mentoring, reinforcing BCE's and the school's expectations or disciplinary action. The Staff Complaints Management procedure and Staff Misconduct procedure set out a clear and consistent process for handling complaints and allegations of misconduct.

BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the school who require support.

BCE promotes the capacity of employees to contribute to the mission of our organisation through ongoing professional development and professional learning. The BCE Performance and Development policy and Planning and Performance Framework guide individual performance and development which is undertaken at all levels throughout the organisation. The Leadership Capability Framework articulates the requirements for BCE employees to model and promote a culture where student protection is the responsibility of everyone.

Other BCE Support for Student Wellbeing

St. John's College recognises that students learn best in school environments in which they feel safe, both physically and emotionally. BCE has developed policies, processes, and resources to support the pastoral care and wellbeing of students at St. John's College. These are readily accessible to BCE employees on BCE's Intranet, Spire. The Principal at St. John's College provides informal training, from time to time, at staff meetings and 'in service' days, so that employees at the school are aware of these policies.

Example policies and processes include:

- Student Wellbeing policy
- Student Diversity and Inclusion policy
- School Uniform policy
- Pastoral Care and Student Wellbeing Position and statements
- Students in out-of-homecare (OHCC)
- Natural Disasters
- Critical Incidents
- Catholic Perspectives across the Curriculum
- Preventing and Responding to Student Bullying and Harassment policy and procedure
- Alcohol and other Drug related incidents procedure
- Exclusion procedure
- Detention procedure
- Suspension procedure
- Negotiated change of school procedure
- Physical Interventions procedure
- Police Interventions in Schools procedure

- Weapons in Schools procedure
- Manual Handling of Students procedure
- Suicide Intervention Prevention and
- Managing Non-suicidal self-injury in students' procedure
- Students with Disability
- Student Attendance policy and procedure
- Management of actual or perceived aggression (MAPA)
- Positive Behaviour for Learning (PB4L)
- Social Media policy
- Student Behaviour Support policy and procedures and the template for the School Behaviour Support plan
- Guidelines for informed consent for guidance counsellors
- GC Management of Confidential Information procedure
- Engage Strategy including attendance, family engagement, equitable outcomes, positive behaviour for learning, mental health and wellbeing and engaged learners
- Transitions – career development P-12
- Youth Support Coordinator Initiative (YSCI)
- Students with disability processes, guidelines, and resources
- Guidelines and support plan for students who are gender diverse.

BCE has a Student Wellbeing Team which supports St. John's College in the pastoral care and wellbeing of students at the school and develops strategies, policies, and procedures to assist the school and students. St. John's College employs a School Guidance Counsellor to work with students, parents and employees and provide pastoral care, personal safety strategies, support for marginalised students and support for students who may be at risk of being harmed.

BCE has several university partnerships which may provide additional psychological services to students and their families together with professional learning for employees regarding a Catholic perspective on relationships and sexuality education.

PART 3 - CONCERNS

Policies and procedures for handling disclosures or suspicions of harm (mandatory requirement 4)

Student Protection Processes

BCE's [Student Protection Processes](#) provide a process for all employees who work at St. John's College to recognise, respond and report allegations or suspicions of:

- sexual abuse/likely sexual abuse of students.
- harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse, or neglect; and
- inappropriate behaviour of staff towards students.

The Student Protection Processes have been developed in accordance with the requirements of the *Education (Accreditation of Non-State Schools) Act and Regulation 2017*, the *Education (General Provisions) Act 2006 and Regulation 2017*, the *Working with Children (Risk Management and Screening) Act 2000 and Working with Children (Risk Management and Screening) Regulation 2020*, the *Child Protection Act 1999*, and the *Education (Queensland College of Teachers) Act 2005*. The *Student Protection Processes and Guidelines Catholic Education Archdiocese of Brisbane* document is reviewed and republished in keeping with the Queensland Catholic Education Commission template that was developed in collaboration with BCE and other Catholic

employing authorities. The BCE processes are approved by the Non-State Schools Accreditation Board.

The Student Protection Processes are also underpinned by the Brisbane Catholic Education Student *Protection Policy (2020)*. The Student Protection Processes satisfy relevant requirements under the *National Catholic Safeguarding Standards*. In 2021 the review of the Student Protection Processes included the addition of relevant information regarding failure to protect and failure to report provisions of the Criminal Code Act 1899. A dedicated training module as well as updates to the annual student protection training module were implemented.

Reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student or to the Department of Children, Youth Justice and Multicultural Affairs for harm/risk of harm to a student caused by sexual abuse, physical abuse, emotional abuse, or neglect where a parent is not able and willing to act protectively. Reports required under the *Criminal Code Act 1899* which are not made under mandatory reporting obligations are made to the Queensland Police Service. A dedicated form has been developed to assist adults to meet their responsibility to report a child sexual offence. If a report is made in relation to inappropriate behaviour of a staff member towards a student, that report will be handled by the principal, with support from BCE's Professional Standards and Student Protection Team.

All school-based employees must complete mandatory on-line training on BCE's Student Protection Processes annually. The principal must ensure that all employees are student protection training compliant.

The Student Protection Processes are readily available for employees, parents, students and carers and St. John's College has the link to the Student Protection Processes on our school website. Our school has a local school-based flowchart to ensure all employees understand how a student protection concern is to be communicated and managed in accordance with the Student Protection Processes.

BCE has processes to enable employees at St. John's College to complete online a Record of Concern about any student protection concerns, including allegations or suspicions of sexual abuse or likely sexual abuse of a student, harm, or risk of harm to a student or inappropriate behaviour of a staff member towards a student, using the BCE Student Protection Case Management System. This system also facilitates electronic submission of student protection reports to the relevant state authority.

BCE has developed a complaints procedure to enable parents or students at St. John's College to make a complaint that the school has not complied with the Student Protection Processes. Parents or students may make a complaint via the Record of Complaint about Non-Compliance with BCE's Student Protection Processes located on BCE's public website. BCE provides assistance to handle these complaints in accordance with BCE's Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.

BCE undertakes a system review for serious breaches of policy, including to identify any system improvement to policy, procedure or training and address any additional training requirements for individuals.

School Student Protection Contacts

In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2017*, St. John's College has six stated staff members to whom a student can report behaviour of another staff member that the student considers is inappropriate.

The principal is a Student Protection Contact at the school. The other Student Protection Contacts are staff members at the school and include members of the College Leadership Team and Guidance Counsellors. The role of the Student Protection Contact is to receive complaints and allegations from staff and students and to make or assist staff to make all reports as outlined in BCE's Student Protection Processes. The identity of the St. John's College Student Protection Contacts is made known to employees, students, volunteers, and parents by publishing their details on the school's website and for example in school newsletters, on posters in the school and at parent information nights.

Information about the Student Protection Contacts and requirements for their appointment is detailed within the Student Protection Processes.

Student Protection Officers

BCE has a Student Protection Team and Student Protection Officers working in this team are experts in the field of child protection. They all hold a degree in human services (generally social work) and have significant experience working in child protection.

Student Protection Officers assist our school-based employees in assessing sexual abuse and likely sexual abuse and harm caused or at risk of being caused to students by sexual abuse, physical abuse, emotional abuse, or neglect. They also offer support and guidance to St. John's College during and after a student protection intervention, assist with compliance with the Student Protection Processes and develop and facilitate professional learning for employees.

A plan for managing breaches of the Child and Youth Risk Management Strategy (*mandatory requirement 5*)

BCE and St. John's College take any breach of the BCE Child and Youth Risk Management Strategy or the St. John's College Child and Youth Risk Management Strategy seriously. BCE has a Student, Parent and Guardian Complaints Management policy and procedure. Breaches of any aspect of the Strategy may be dealt with as follows:

- if the alleged breach relates to the actions of an employee, this will be managed, as appropriate, in accordance with the BCE Staff Complaints Management procedure, the BCE Staff Misconduct procedure or Unsatisfactory Performance procedure.
- if the alleged breach relates to a report of inappropriate behaviour of a staff member towards a student, this will be managed in accordance with the process set out in the Student Protection Processes.
- if the breach relates to a complaint made via the Record of Complaint about Non-Compliance with BCE's Student Protection Processes, that complaint will be dealt with in accordance with the Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.
- if the breach relates to the actions of a volunteer or other personnel, it will be dealt with similarly to the procedures set out in the Student Protection Processes or complaints procedures, as appropriate; and
- if the breach relates to the action of a contractor this will be managed in accordance with BCE's contract with the contractor.

The actions or inactions which will constitute a breach of individual elements of the Strategy are detailed in the Code of Conduct and the Student Protection Processes. Details regarding management of any breach, including who manages the breach, are contained in the procedures mentioned above. All records are kept confidentially in BCE business information systems.

A risk management plan for high-risk activities and special events (*mandatory requirement 7*)

Risk Management Tools

St. John's College considers all curriculum activities in terms of their inherent level of risk. When undertaking a medium or high-risk activity or special event, our school is responsible for identifying potential risks and considering the safety and wellbeing of students and the risk of harm to students.

St. John's College develops and implements an effective risk management plan to remove or minimise the risk of harm to students. The plan includes risk assessments and risk mitigation which are carried out for all medium or higher risk activities undertaken within the school and all activities undertaken outside of the school. St. John's College refers to information in relation to risk assessments for various activities and risk assessment tools provided on BCE's Intranet, Spire.

The Health and Safety Team at BCE provides support to our school, if requested, to help us carry out risk assessments and develop and implement a risk management plan. In addition, a dedicated Workplace Health and Safety Officer ("WHSO") is employed at St. John's College (who is required to complete a Certificate 4 in Workplace Health and Safety within 12 months of commencing the role). The WHSO's role is to co-ordinate risk assessments at our school and support the principal in carrying out the health and safety responsibilities under legislation. BCE provides training and updates to the WHSO.

BCE has developed a Contractor Induction Manual to give contractors information on BCE's Workplace Health and Safety Contractor Management System at BCE schools, so that contractors working at St. John's College play their role in maintaining a safe environment for students.

Risk Management for Excursions and Fetes

The Principal or delegate, Deputy Principal, is responsible for approving all excursions. The principal has reference to BCE forms and fact sheets to assist in identifying, assessing, and managing risks associated with excursions, for example, the Excursion Safety Procedure, and Excursion and Incursion Risk Assessment Guideline, an OH & S Fact Sheet: Excursions, OH & S Standard - Risk Management Form and the Risk Assessment Template Form. The principal completes the Risk Assessment Template Form prior to each excursion. This form specifies that in carrying out a risk assessment, student protection risks must be assessed and managed.

In developing a high-risk strategy/plan St. John's College takes the following into consideration.

- Establishes the context of the activity or event including:
 - the nature of the activity and your objectives in conducting it
 - the environment or location of the activity
 - the stakeholders involved in the activity including children and young people
 - identify the specific risks and identify the control measures that are already in place and whether additional controls are required.
- Addresses the following issues, if relevant:
 - Transportation
 - Toileting/change room procedures
 - Ensuring appropriate supervision of children and ratios of adults to children

- Ensuring appropriate supervision of volunteers
- A media consent process in relation to photographs
- Managing medications and allergies
- Managing illness/injury
- Emergency/lockdown procedures
- Relevant consent forms, including emergency contact details
- Procedures or processes applying to visitors
- Any risks presented by the physical environment
- Accommodation and supervision requirements.

The principal utilises BCE's International Travel procedures to assist in planning for the safety of students participating in international travel.

The principal completes the BCE Fete Safety Planning prior to a fete taking place. This Fete Safety Planning Checklist assists the principal in managing the health and safety risks of conducting a fete. The principal accesses links to relevant information provided on BCE's Health and Safety Portal, to assist in the risk assessment and management process, including the Fireworks Checklist, Mobile Amusement Device Checklist, Contractors Workplace Health and Safety Agreement and information on the hygienic handling of food. A Contractor Agreement – School Fete has been implemented which among other things warrants that all the contractors' personnel and approved subcontractors who interact with children and young people at the Fete hold a current Positive Notice blue card and it has no knowledge or reason to believe that any of its personnel or approved subcontractors may have acted inappropriately towards children or young people.

Other Strategies to Minimise Risks of Harm

St. John's College takes seriously its commitment in relation to the safety and protection of students. BCE has developed policies and procedures to manage risks of harm to students, which our school complies with, for example:

Supervision – St. John's College manages the supervision of students appropriately to ensure that there is adequate supervision of students. St. John's College follows the BCE information on supervision of student's procedure and has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

Supervision Arrangements Overview

St John's College manages the supervision of students appropriately by allocating teaching staff to all timetabled classes and study sessions. Staff are also allocated to supervisory duties in the playground from 8am each day and to afternoon bus duty up to the departure of the last bus at approximately 3.30pm.

All sporting and extra curricula teams and groups are assigned a coach or manager and in the case of senior student - managers, or parent managers, there is oversight by the college staff. Supervisions are also arranged for lunchtime tutorials and study, and after school study.

Students who arrive at school prior to 8am are instructed to locate in the cafe area which is nearest to the staff rooms and/or office in case of the need for help. Students who miss their bus or who are waiting for parents/carers after 3.30pm need to locate in the Cafe area nearest

to the office and student reception. School Office employees will be able to contact parents or carers in case of delays in pick up.

Playground Supervision

Playground Supervision Staff Duty Rosters are drawn up each year and reviewed throughout the year if any changes are required. Staff are instructed as to their Duty of Care in being punctual to duty and actively supervising whilst on duty.

Before School Duty 8.00 -8.30am; 3 Supervisors

Supervisors are required to ensure:

- that students move safely from the buses into the school grounds, keeping to the designated routes
- that students are wearing their hats or caps if not undercover.
- That they patrol the whole area and address inappropriate behaviours or students in out of bounds areas during this time, namely stairwells, carpark, Shadforth Oval, Back Courts and behind Lazarus Building

Meal Break Duties (2 x 30 mins duration); 9 Supervisors per session

Supervisors are required to:

- Actively supervise of the whole allocated area during the designated time - please be punctual
- Ensure the physical safety, as far as is reasonably possible, of all students. This would include ensuring that no rough games are played.
- Ensure no ball games take place in the Under-Cover Area. Handball or Basketball is the only activity in the MPC Assembly Area.
- Stop any game involving the throwing of objects liable to cause injury or damage.
- Intervene in any physical games or confrontation
- Check the toilets for appropriate behaviours
- Monitor the behaviour of students at the Tuckshop, so that they stand in line and are courteous to the Tuckshop helpers
- Ensure that the school environment is tidy and litter free and supervising students on clean up duty
- Ensure that no student is in a classroom unless under direct supervision of a teacher.
- Ensure that no student is *out of bounds* or loitering in an area marked with a *yellow line*
- Ensure students in the sun are wearing hats where appropriate and not under cover
- Ensure that mobile phones are not used during break times
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Bus Duty (45mins); 2 Supervisors, 1 Crossing Supervisor, 1 Member of Leadership

Because of the potentially dangerous situation relating to the departure of afternoon buses, it is the school's moral and legal duty to provide supervision between 2.45pm and when the final bus leaves each afternoon at approximately 3.30pm.

Supervisors are required to :

- ensure correct use of the school crossing and support for the Supervisor
- ensure students line-up for their buses in an orderly and safe manner
- keep the area litter free
- prevent any rough behaviour by students waiting for their bus

Guidelines for Playground Areas

Area AA (Polding Building – Basketball Courts – Table Tennis area)

- ensure students remain clear of the road
- students should not sit in the stairwells or loiter in the locker areas
- students on the basketball court should not be kicking footballs, playing contact games or retrieving balls that go over the fence
- food and drink should not be taken into the basketball court area
- ensure students are not sitting or standing on table tennis tables
- hats should be worn in this area

Area A (Polding Building – Car Park)

- ensure students are not eating or sitting at the second story
- patrol the corridor in front of rooms 1-3 and the area outside Benedict building at the Aboriginal Sculptures. Students should not be in this area unless accessing their locker

Area B (Canteen – Café – Lazarus Building)

- be aware of students entering the Tuckshop and only the entrance and exit is used accordingly
- ensure no ball games take place in the undercover area
- handball is the only ball game to be played on the Assembly area
- ball games are not to be played in the Courtyard area

Area C (Piazza – Sr Kostka Building (Hospitality) – Fr Scanlan Building (Science))

- patrol behind the double storey building, checking for students who are out of bounds in the rainforest
- be aware of dangerous games & students throwing rocks, sticks, etc.
- hats should be worn in this area
- patrol in front of and behind Music/Dance/Hospitality & Science rooms.
- students should not be in the locker area at lunchtime

Area D (Back Basketball Courts behind Library Building)

- footballs (with the exception of indoor soccer balls) are not to be kicked on the Library courts

Area F (Shadforth Oval)

- patrol Shadforth Oval at lunchtime
- students can only go to Shadforth Oval at lunchtime and MUST wear a hat
- supervise the routes to and from Shadforth Oval – only use stairs (not under MPC)
- ensure students are not playing dangerous games or those involving physical contact
- the steep banks and the trees below the staff car park are out of bounds

Area MPC

- footballs are not kicked in the MPC

Area LI

- As per library rules

Area SR

- Study Room – assist students with study and assignment work

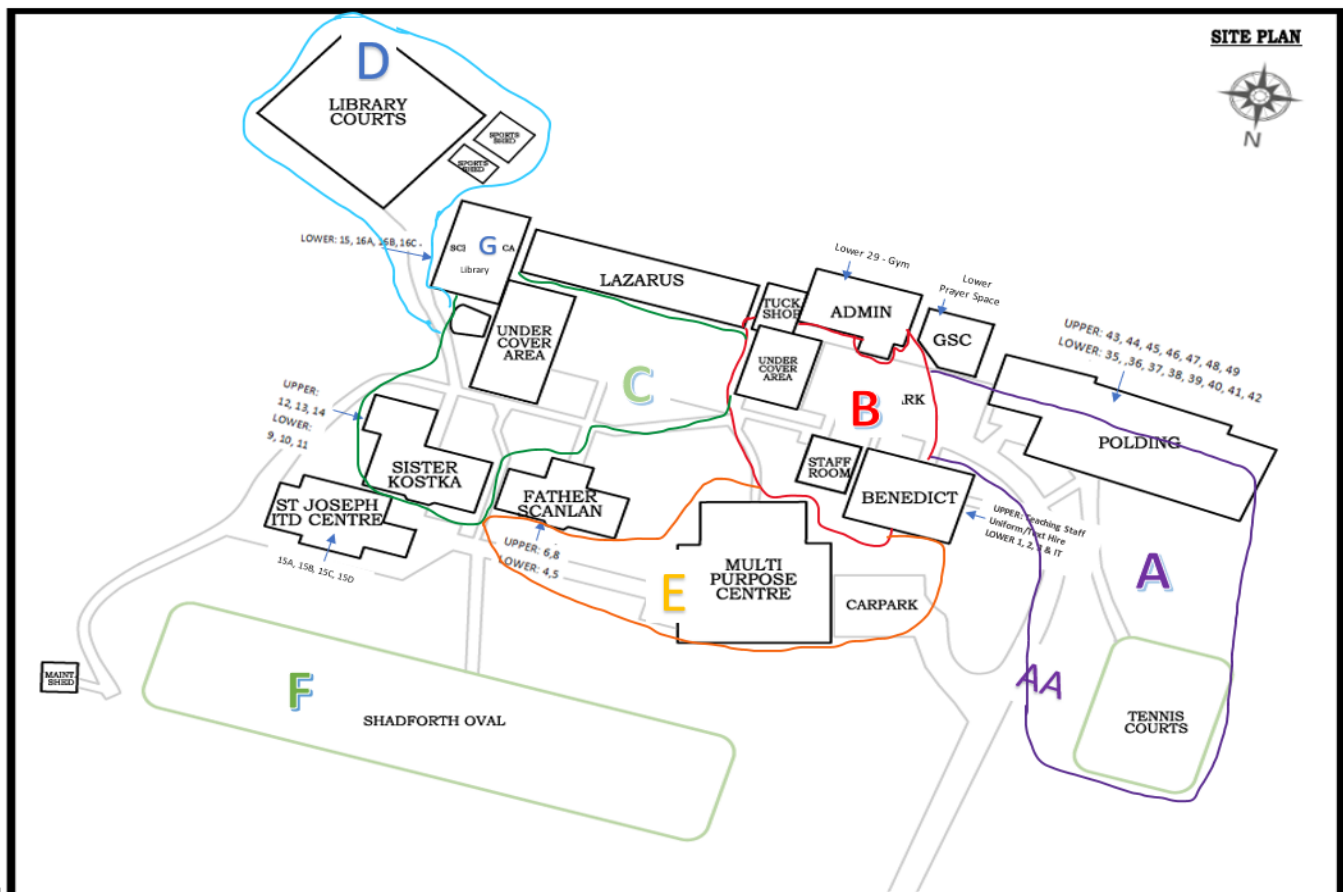
Area B1

- bus duty – part close the school gate to limit access by vehicles
- monitor students and make sure all road rules are followed

Area B2

- bus duty – cross to the other side of the road to monitor students
- once buses have left return to the bus shelter area and monitor students

Site Plan - Playground Areas



Drop Off and Collection of Children

- Students are to be dropped off in the morning in the cul-de-sac outside the front gates. Only students who are injured or incapable of walking up the steep driveway can be dropped off at the top of the hill.
- Students will catch a bus in the cul-de-sac or across the road after crossing at the supervised pedestrian crossing. Parents can park in the street for student pick up or wait till after 3pm when they can stop and pick up in the bus zones in the cul-de-sac.
- Parents picking students up during the day due to appointments or illness are able to drive to the top of the hill and park safely in the visitor car parks
- Students leaving early must have signed out at the office only after it has been established as to the reason for their early departure and parental permission has been obtained.
- Students arriving late should normally be dropped off in the cul-de-sac or can after 8.45am be driven up to the top of the hill.

Procedure Followed in the Event a Child is Not Collected

- If any student has missed a bus or not been collected by a parent or carer, they are to report to the office and wait to be collected. Emergency contact is to be contacted.
- Office staff and a member of Leadership will wait till the child is collected. If a student's parent or carer cannot be contacted, further contacts will be sought i.e. older siblings, trusted neighbours and friends.
- If no contacts can be sourced by 5pm, it would be appropriate to contact the Police for further advice.
- Further, if a parent or carer contacts the school because a student has not arrived home on the bus, school personnel will trace whether the student has an after-school activity or has informed someone of an alternative going home arrangement. If after searching the school and having no other explanation for the child's non arrival home, the police will be contacted in the first instance as a report of a possible missing child. Leadership and other staff will continue to trace the student's movements, keeping parents and carers informed, until the student is reported safe.

Procedure to be Followed in the Event a Person Responsible for the Collection of a Child is Deemed Unable (for example, intoxication)

Emergency contact is to be contacted and the student will be supervised until a responsible adult arrives to collect the student. In the event that a responsible adult cannot collect the student, the matter would be referred to the Police for advice and or action.

Emergency – St. John's College ensures that all employees are briefed to appropriately handle emergency situations and critical incidents in accordance with BCE's Procedures for Emergency Management and Responding to Critical Incidents.

Fire/Lockdown – St. John's College ensures that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school and that practice drills occur each term.

Visitors/Outsiders – St. John's College manages visitors to school premises to ensure the safety of employees, students, and visitors, including relevant signage and directions, together with procedures for signing in and out of the school in accordance with the BCE information on visitors to school premises.

- Visitors are provided with a sticky name tag after signing in electronically and fulfilling any Covid requirements if in force.
- Unwelcome visitors will be approached and requested as to the reason for their visit and instructed to leave the grounds immediately. In the event of refusing to leave, the Police will be notified.
- Aggressive and or violent persons entering the school will be instructed to leave or the Police will be called.

Media/Communications strategies – St. John’s College obtains the permission of parents (media consent) for the use of student photographs and names in any materials issued to the public in printed or electronic form as part of the enrolment process and annually thereafter. Identifying information of students is used in promotional material only with the specific permission of the parents and the students concerned. St. John’s College obtains the specific informed consent of parents for any publication of names and photos of students in the media outside the local school.

Computer/Internet - All employees and students at St. John’s College are required to observe the Acceptable Use policy. St. John’s College implements the BCE Acceptable Use of Computer and Internet Resource Consent Form in the school. School employees adhere to BCE’s Social Media policy.

Guidance Counselling Service – The Guidance Counsellors at our school must obtain Informed Consent from a parent and/or student for participation in any guidance counselling services offered.

Transport of students by staff - Transport by employees will require the prior approval of the principal and the written permission of the parents. Principal approval will necessitate risk management involving, for example, an assessment of driver capability, confirmation of current driver’s licence, insurance, road worthiness of vehicle, distance involved, any conflict with formal supervisory role for the teacher, gender mix and number of people travelling etc. This list is not exhaustive just indicative. Depending upon the proposed journey there may be other contextual factors to consider. Transport in emergency circumstances may be acceptable, however, an attempt should be made to obtain the verbal consent of the principal and/or parent.

Transport of Students by Students - BCE requires BCE schools with secondary students to develop a policy regarding student motor vehicle drivers and passengers in accordance with BCE’s information on student drivers St. John’s College observes the following BCE regulations and guidelines.

Regulations

- Legally a school is not responsible for students whose parents allow them to drive to school or to be passengers in cars driven by other students.
- If the students are of an age which allows them to travel unsupervised, by public transport, to sport, it is permissible with parent permission and subject to school policy for them to drive their own cars to sporting venues during school hours.
- Each school determines whether students may transport other students to school activities. Any such policy should be implemented only with parental consent and with the clear understanding that no liability attaches to the school. Such arrangements should not be implemented as an alternative to public or school organized transport. Further, guidelines should be strictly supervised
- Public transport or hire bus must always be available to all students for school activities.

- Claims arising out of accident or injury in a private vehicle would be dependent upon the owner's insurance and on the application of common law principles.

Guidelines

- The principal or delegate informs parents and students that the school accepts no liability for damage to vehicles on school property, and that drivers park on school property at their own risk. A sign to this effect is visible in parking areas.
- St. John's requires all student drivers and passengers to register on an information sheet, devised by the school, which is not a legal document, but which enables accurate identification of owners/drivers/passengers should this be necessary during the school day, and which establishes parental permission to be a driver/passenger.
- The school decides whether a particular parking area is established for students and informs students of appropriate street parking.
- The school decides when and if students are permitted to go to their cars during the school day, considering the adequacy of supervision and need.
- Student drivers are warned that failure to observe all aspects of school and road safety rules could result in their not being permitted to bring their vehicles onto school property. Students not adhering to road rules will also be reported to the Police.
- All students holding a driver's licence are encouraged to complete a defensive driving course. The school provides a road safety instruction in Year 10 and Year 11.

Bathrooms and Toilets – St. John's College has a range of protocols in place.

- Bathroom facilities are opened early in the morning and remain open into the early evening.
- All facilities have appropriate privacy measures. There is also wheelchair access to several toilet facilities in the playground toilet and staff toilets, located in both Administration and staff room areas
- Transitioning gender students negotiate with Guidance Counsellors and principal and deputy principal whether they are more comfortable using the separate adult toilet facilities adjacent to the regular student facilities, or whether they are comfortable with using either gender facilities.
- Toilet facilities are mostly private cubicles.
- Staff on duty in the areas where toilets are located are instructed on announcing their entry into the toilets if required to do so. Adults of the same gender are the appropriate ones to check these facilities unless there is an emergency where an adult is required immediately.
- Staff can enter immediately if it is deemed an emergency, or they have reasonable cause to do so.

Managing Injuries, Allergies, or Illnesses – St. John's College accesses and implements a range of procedures, guidelines, forms, and resources to assist schools to effectively manage injuries, allergies, and illness. All documents are available on the BCE Intranet, Spire. Examples include:

- Medication to Students Procedure
- The Five Rights of Medication Administration
- Anaphylaxis Guidelines for School Staff
- Letter for Parents and Carers template
- Authorisation to Contact Medical Practitioner
- Medication Administration Request Form
- Individual Health Care Plan

- Student Medication Register Template
- Anaphylaxis Guidelines for School Staff
- Diabetes Emergency Response Guidelines
- Epilepsy Emergency Response Guidelines
- Asthma Emergency Response Guidelines
- Authority for Administering Paracetamol
- Queensland Health Authority Authorisation to Obtain Possess and Administer an Adrenaline Auto Injector
- Action Plan for Anaphylaxis
- First aid procedure
- First aid risk assessment
- First aid kit inspection checklist
- Designated First Aider Notice
- Managing Head Injuries
- Incident management and investigation procedure
- Incident and Injury Reporting Flowchart
- Incident Investigation guideline
- Incident and Injury Investigation Report
- Incident System Access Request Form
- WSS Incident and Injury Reporting Form
- Notifiable Incidents Poster
- Manual Handling of Students Procedure
- Resources for Anaphylaxis, Asthma and Diabetes can be found in the References section of Student Medications its Related Links on the Spire webpage.

Confidential management of student information - School employees are required to handle private and confidential information in relation to students and parents/guardians in accordance with the BCE Privacy Policy and BCE Code of Conduct.

Online safety training is completed by students studying Industrial Design Technology and Hospitality. This safety training assists teachers to ensure that students receive consistent safety training for the use of high-risk equipment in these curriculum areas.

Curriculum Activity Risk Management procedures have been developed to identify risks associated with the delivery of specific teaching activities including Visual Arts safety, Food Technology safety, ITD safety and Science safety.

PART 4 - CONSISTENCY

Policies and procedures for compliance with Chapters 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000* (mandatory requirement 6)

Working with Children Card (Positive Notice blue card) Requirements and Employee and Volunteer Register

St. John's College complies with BCE's Working with Children Check (Blue Card Screening) Procedure (The Procedure) which details BCE's requirements in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that required personnel hold a Working with Children Card (Positive Notice blue card).

All non-teaching employees, volunteers (unless exempt) and trainee students who work at St. John's College with children under 18 years of age are required by our school to obtain working with children clearance and hold a Working with Children Card (Positive Notice blue card) before an offer of employment is made and prior to working with children. The 'No Card, No Start' provisions apply to:

- all school-based BCE employees who are not registered with either the Queensland College of Teachers or the Australian Health Practitioner Regulation Agency
- volunteers (who are not parents of children attending the school)
- preservice teachers undertaking practical experience as part of compulsory academic course requirements
- self-employed people, paid employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching, or tutoring of a child, on a commercial basis
- students who undertake formal traineeships as part of their studies which involve work in child related employment, including conducting sport and recreation activities directed at children; and
- school board members (excluding current parents on a board at their own child's school).

BCE records Working with Children Card (Positive Notice blue card) information for all paid employees. St. John's College maintains a register of all employees required to hold a Working with Children Card (Positive Notice blue card) or exemption card and is responsible for linking the employee to the school via the Blue Card Services Organisation Portal.

St. John's College maintains a register for all volunteers, including those who are exempt from holding a Working with Children Card (Positive Notice blue card). This will generally be volunteering parents of a child attending the school. Volunteers who require a Working with Children Card (Positive Notice blue card) under the *Working with Children (Risk Management and Screening) Act 2000* must obtain the Working with Children Card (Positive Notice blue card) before commencing volunteer work and need to be linked by the school via the Blue Card Services Organisation Portal.

Procedures for reviewing the Child and Youth Risk Management Strategy

To ensure that St. John's College Child and Youth Risk Management Strategy remains current and effective, this strategy is monitored and reviewed annually. Also, if St. John's College identifies concerns, particularly following an incident, St. John's College's Child and Youth Risk Management Strategy will be reviewed, and any actions documented.

Issues to be considered in the review may include:

- whether BCE and school policies and procedures were followed
- whether any incidents/concerns relating to risk management regarding children and young people occurred
- the effectiveness of the process used to manage any incidents
- the effectiveness of BCE's and St. John's College's policies and procedures in preventing or minimising harm to children and young people; and
- the content and frequency of training in relation to BCE's or St. John's College's Child and Youth Risk Management Strategies.

Following the review, employees, parents, and volunteers at St. John's College are advised of any significant changes to BCE's or St. John's College's policies and procedures. Further, appropriate training will be provided if required.

Strategies for communication and support (*mandatory requirement 8*)

Accessibility and Training on the Child and Youth Risk Management Strategy

The principal implements and communicates St. John's College's Child and Youth Risk Management Strategy to parents, employees, volunteers, and other personnel by:

- placing the school's Child and Youth Risk Management Strategy on the school's website
- providing a printed copy upon request; and
- providing training to the school's employees on St. John's College's Child and Youth Risk Management Strategy and BCE's Child and Youth Risk Management Strategy including identifying risks of harm and how to handle disclosures or suspicions of harm.