

Preamble

St John's College is committed to high quality learning and teaching for the students enrolled at our school. We recognise that this is best achieved when children and young people feel safe and respected. We recognise that the protection of children is everyone's responsibility.

Our Child and Youth Risk Management Strategy (CYRMS) complies with the legal requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*. The CYRMS also adheres to the National Principles for Child Safe Organisations and the Catholic National Safeguarding Standards.

As a school within the Catholic Archdiocese of Brisbane we honour the Safeguarding Commitment of the Catholic Archdiocese of Brisbane. At this school, our commitment to the safety of students is founded within our belief in Christ. 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 Martin Moloney Principal at mjmoloney@bne.catholic.edu.au

The CYRMS has been developed in consultation with the students and families at St John's College, Nambour.

PART 1 – COMMITMENT, POLICIES AND PROCEDURES

This section relates to the school's statement of commitment, policies and procedures for employees and volunteers and other personnel, that demonstrate our commitment to risk management for children and young people. The following outlines what St John's College has in place to meet the CYRMS mandatory requirements 1,2, 3 and 6 and aligns with the Catholic National Safeguarding Standards 1, 5 and 10.

1.1 Statement of Commitment

- i. Our school's commitment statement is a natural extension of the Archbishop of Brisbane's Safeguarding Commitment Statement for the Archdiocese. St John's College Statement of Commitment 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.

1.2 Codes of Conduct and Policies

- i. BCE's codes of conduct, for employees, students, volunteers and other personnel (including parents/carers, clergy, religious and certain contractors), provides direction on the requirements and expectations on how those persons are to conduct themselves in any activities associated with St John's College. This includes particular provisions on what is acceptable or unacceptable behaviour when interacting with students. These Code of Conduct's reflect the principle that child protection is everyone's responsibility.
- ii. The School also follows other BCE policies and procedures that support the codes of conduct and are relevant to student safety.
- iii. 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. Certain 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.
- iv. The key documents are set out below.

1.2.1 BCE Employee Code of Conduct

- i. The Catholic Education Archdiocese of Brisbane Code of Conduct (Code of Conduct) sets out the standard of behaviour required of all employees of BCE in the performance of their duties at St John's College. All BCE employees must comply with this Code of Conduct, including employees employed on a temporary, casual, fixed term or continuing basis.
- ii. This Code of Conduct gives particular attention to the requirement for those employees to act appropriately and professionally at all times in their interactions with students and observe appropriate physical, emotional and online boundaries with children. It further sets out employees' duties in relation to risk management and duty of care obligations to students.
- iii. The Code of Conduct is accessible on BCE's Public Website and Intranet, Spire. The Principal at St John's College is required to monitor completion of the Code of Conduct training for school employees. For new employees at the school this occurs at the time of induction and for all other employees this takes the form of annual ongoing training.

1.2.2 Student Behaviour Support Policy

- iv. St John's College has developed a Student Behaviour Support Plan for the school, known as St John's College Student Behaviour Support Plan 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.
- v. 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 safe behaviours and teach them to all students. The framework includes practices that aim to support a student to correct inappropriate or harmful behaviours towards

- other students, staff, other persons or the school environment. It also celebrates students achieving and demonstrating positive behaviours and safe behaviours.
- vi. 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 and safe Catholic school environment for all. 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's Website. [St John's College - Student Behaviour Support Plan](#)
 - vii. 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.

1.2.3 Volunteer and Other Personnel Code of Conduct and Registration

- i. All volunteers and other personnel must complete and sign a Volunteer and Other Personnel Register form. The form requires these persons to declare if they are unable to work with children due to any disqualification, suspension or other restriction in regard to their Blue Card as set out in the Working with Children (Risk Management and Screening) Act 2000.
- ii. BCE has a Volunteer and Other Personnel Code of Conduct which outlines the standard of behaviour, which is required of volunteers and other personnel, (including parents/carers, clergy, religious and certain contractors). This code of conduct includes the need for volunteers and other personnel to think and act safely and to treat students, employees and other volunteers with respect.
- iii. 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 are able to 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.

PART 2 - CAPABILITY

This section relates to 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. It also outlines arrangements for the registering and management of volunteers and other personnel in our school.

The following outlines what St John's College has in place to demonstrate how it satisfies the CYRMS mandatory requirement 3 and aligns with Catholic National Safeguarding Standards 5 and 10.

2.1 Recruitment, selection and management of employees.

- i. 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. The BCE policies and procedures in regard to recruitment and selection of employees also adheres to the Catholic National Safeguarding Standard number 5.
- ii. 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.
- iii. 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.
- iv. Principals and employees involved in staff recruitment, selection, training and management of employees at the school 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.
- v. 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”. It is also subject of positive assessment by robust reference checks and targeted interview questions in respect of child safe practices as relevant to the position.
- vi. Screening is taken seriously which includes (before commencing work or duties at a school):
 - 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.

2.2 Training of Employees

- 2.2.1 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. This induction training is aimed at supporting BCE and St John's College to provide an environment that is safe and supportive for students. The training provided includes, but is not limited to:

- i. All staff at St John's College must complete annual mandatory online and face to face training in BCE's Student Protection Processes. This training covers BCE's requirements under the Student Protection Processes in relation to reporting by employees of risk of harm to students, or suspicions or allegations, involving sexual abuse/likely sexual abuse, physical abuse, emotional abuse or neglect, as well as other inappropriate behaviour of staff, volunteers and other personnel towards students. New employees must complete this training prior to commencing work with students at the school.
- ii. 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), to upskill the Student Protection Contacts in receiving and managing disclosures of harm/abuse from students.
- iii. Privacy and Data Breach Awareness training undertaken by all employees annually as part of a suite of core compliance courses.

2.2.2 Further development of employees to Enhance Student Wellbeing and Safety

- i. BCE has available 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
 - Template for the School Behaviour Support plan
 - Guidelines for informed consent for guidance counsellors
 - GC Management of Confidential Information procedure
 - Engage Strategy
 - 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.
- ii. 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.
- iii. BCE has a number of 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.

2.3 Management of Employees

- i. The Principal of St John’s College is responsible for the management of an employee’s behaviour in the first instance and with the support of BCE when appropriate. This includes recognising behaviour and work practices that champion student safety and respect as well as responding promptly to any behaviours or practices that do not support student safety or is, or likely to be, harmful or abusive to a student. The process for the managing or employee’s includes annual appraisals, goal setting, recognition and awards, performance enhancement and management, complaint management and disciplinary procedures when relevant.
- ii. Where there is a complaint or allegation in relation to an employee of inappropriate behaviour unsatisfactory performance or misconduct involving a student, the Principal will follow the Staff Complaints Management procedure and Staff Misconduct procedure that sets out a clear and consistent process for handling complaints and allegations of misconduct involving employee behaviour towards or with a student.
- iii. BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the school who require support.
- iv. 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 the 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.

2.4 Managing volunteers and other personnel, engaged by the school to provide a service to students, eg: parent or other volunteers, clergy, religious and certain contractors.

- i. In the life of school activities it is common for volunteers, parents, carers, clergy, religious, guest speakers and individual contractors such as swim instruction, music or dance teachers, to support the education of students by the school engaging such persons in school activities with students. Consistent with PART 1 of this CYRMS St John's College ensures such persons are appropriately screened, trained, supervised and supported to carry out those roles safely with students and all involved.
- ii. To ensure these opportunities and activities are a safe and positive experience for students and all involved the Principal is responsible for ensuring that the requirements under 1.2.3 above in this strategy document are adhered to. This includes ensuring the relevant persons have access, and adhere to, the Volunteer and Other Personnel Code of Conduct, receive induction training and relevant screening requirements are completed.
- iii. The Principal is further responsible for ensuring that the necessary directions and support are provided to volunteers and other personnel so they may carry out their role. This includes ensuring they are aware that they are expected to report any concerns about student safety or abuse/harm under the Volunteer and Other Personnel Code of Conduct and they know who to report this to.
- iv. 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.
- v. The Principal is responsible for responding to any concerns, allegations or complaints arising from the behaviour of a volunteer or other personnel and reporting any such behaviour, if required, to BCE and/or relevant external authorities.
- vi. The student's safety is a paramount concern when responding to a concern, allegation or complaint involving a student.
- vii. If a concern/allegation/complaint involves a person from an external organisation, (such as a member of clergy, a religious, an agency contractor), the Principal and BCE will engage with the relevant authority for that person; for example the relevant leader of a Catholic Diocese or Religious Congregation, the Head of another faith entity or a Director of a camp or retreat centre.

PART 3 – CONCERNS, DISCLOSURES OR SUSPICIONS OF HARM

This part relates to policies and procedures for how the school responds to disclosures, concerns or suspicions of harm to a student. The following outlines the strategies St John's College has in place to meet the CYRMS mandatory requirements and aligns with the Catholic National Safeguarding Standards 2, 5,6 and 10.

3.1 Student Protection Processes

- i. 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.
- ii. Employees are also informed that it is a crime:
- for certain people not to protect a child from a known risk of sexual offending; and/or
 - to fail to report sexual offending against a child in the absence of a reasonable excuse.
- iii. Training in relation to how these laws apply in our school and the procedures for responding to any such matter are provided to all employees as set out above in this document.
- iv. 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.
- v. 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.

3.2 School Student Protection Contacts

- i. In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2017*, St John's College has five stated staff members to whom a student can report behaviour of another staff member that the student considers is inappropriate. They are known as Student Protection Contacts.
- ii. The Principal is a Student Protection Contact at the school. The other Student Protection Contact are/is a staff member at the school, Brett Jones, Jessica White, Brendan Macaulay and Ainslee Robinson. These nominated persons may be contacted through the school office. 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.
- iii. Information about the Student Protection Contacts and requirements for their appointment is detailed within the BCE's Student Protection Processes.

3.3 Employee Relations and Student Protection Team

- i. BCE's Employee Relations and Student Protection Team are a support resource for our school and have expertise in the field of risk assessment and risk management, child protection and staff professional standards.
- ii. The Advisors and Officers of the Employee Relations and Student Protection Team:
 - Assist our school base employees to identify whether there is a reasonable suspicion of abuse, harm and/or staff other inappropriate behaviour towards a student.
 - Offer support and guidance during and after a matter involving student protection and/or staff inappropriate behaviour.
 - Assist our school base employees to appropriately report or refer families to Department of Child Safety or other service providers, and
 - Develop and facilitate professional learning for our school-based employees.

3.4 Supports

The school has available supports, if required, for students, families and staff if they are impacted upon by a disclosure or suspicion of harm. It may be appropriate that such supports are provided through the school or BCE resources, or external supports may be required.

3.5 Reporting

- i. The Code of Conduct for Employees has been updated, and school employees have received ongoing training, to reinforce that the protection of students and reporting of concerns/allegations is everyone's responsibility.
- ii. On receipt of a disclosure or suspicion of harm to a student an assessment is made as to whether a State Authority Report is required. If such a report is required, the following will occur:
 - Reports are made 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 are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student.
 - 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.
- iii. If a disclosure or suspicion of harm relates to inappropriate behaviour of a paid employee, a volunteer or other personnel, at the school towards a student, the matter will be managed by the Principal, with support from BCE's Employee Relations and Student Protection Team, as appropriate in respect to the school environment.
- iv. The school provides training for employees on how to respond to disclosures and suspicion of harm. This includes:
 - All school-based employees must complete annual mandatory Student Protection Training. The Principal ensures that all employees are compliant with this training.
 - All school-based volunteers and other personnel are informed of how to raise a concern if they hear about, or receive any information in any other form, that may involve a disclosure or suspicion of harm to a student. Further, they are required to complete the Student Protection and Code of Conduct Training for Volunteers and Other Personnel (also refer to section 1.2.3 above).

3.6 Accessibility of Information

The school ensures information is accessible to students, parents, employees, and volunteers and other personnel, to inform them on how to raise a concern, allegation or complaint involving the safety of a student. This includes:

- i. 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.
- ii. BCE has processes to enable employees at St John's College to document and report student protection concerns and inappropriate behaviour of staff member, volunteer or other personnel towards a student. This is achieved through the Brisbane Catholic Education Student Case Management System (SPCMS). This SPCMS also facilitates electronic submission of State Authority Reports to the relevant state authority.
- iii. BCE has 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 and Principals are required to handle these complaints in accordance with BCE's Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.

3.7 Review of policy breaches

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.

PART 4. – RISK MANAGEMENT

This part relates to how St John's College identifies and manages risks to students through risk management plans and responds to any breach of those plans or the CYRMS. This demonstrates the school's strategies to meet the mandatory CYRMS requirements 5 and 7 and aligns with the Catholic National Safeguarding Standards as 1, 5, 6 and 10.

4.1 Regular Strategies to Minimise Risks of Harm

- i. Our school undertakes regular risk assessments and management strategies as part of our daily education program during school days and activities. In this regard we apply the Australian standards for risk assessments and our risk assessments are supported by relevant BCE Policy and Procedures. Further information about the risk assessments is available through the school principal.
- ii. The record of each risk assessment and risk management plan undertaken are kept at the school so they may be properly followed, and are subject of internal BCE checks, and available for Blue Card Services to review/audit if requested.
- iii. The school's regular risk assessments include, but not limited to, the following activities:
 - Adequate supervision of students
 - Supervision arrangements
 - Playground supervision
 - Drop Off and collection of children
 - Procedure followed in the event a child is not collected

- Procedure to be followed in the event a person responsible for the collection of a child is deemed unable (for example, intoxication)
- Emergency and critical incidents
- Fire/Lockdown incidents
- Engaging with and managing Visitors/Outsiders
- Use of Media/Communications
- Use of Computer/Internet
- Guidance Counselling Services
- Transport of students by staff
- Transporting of students by students
- Injuries, allergies or illnesses

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

• 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

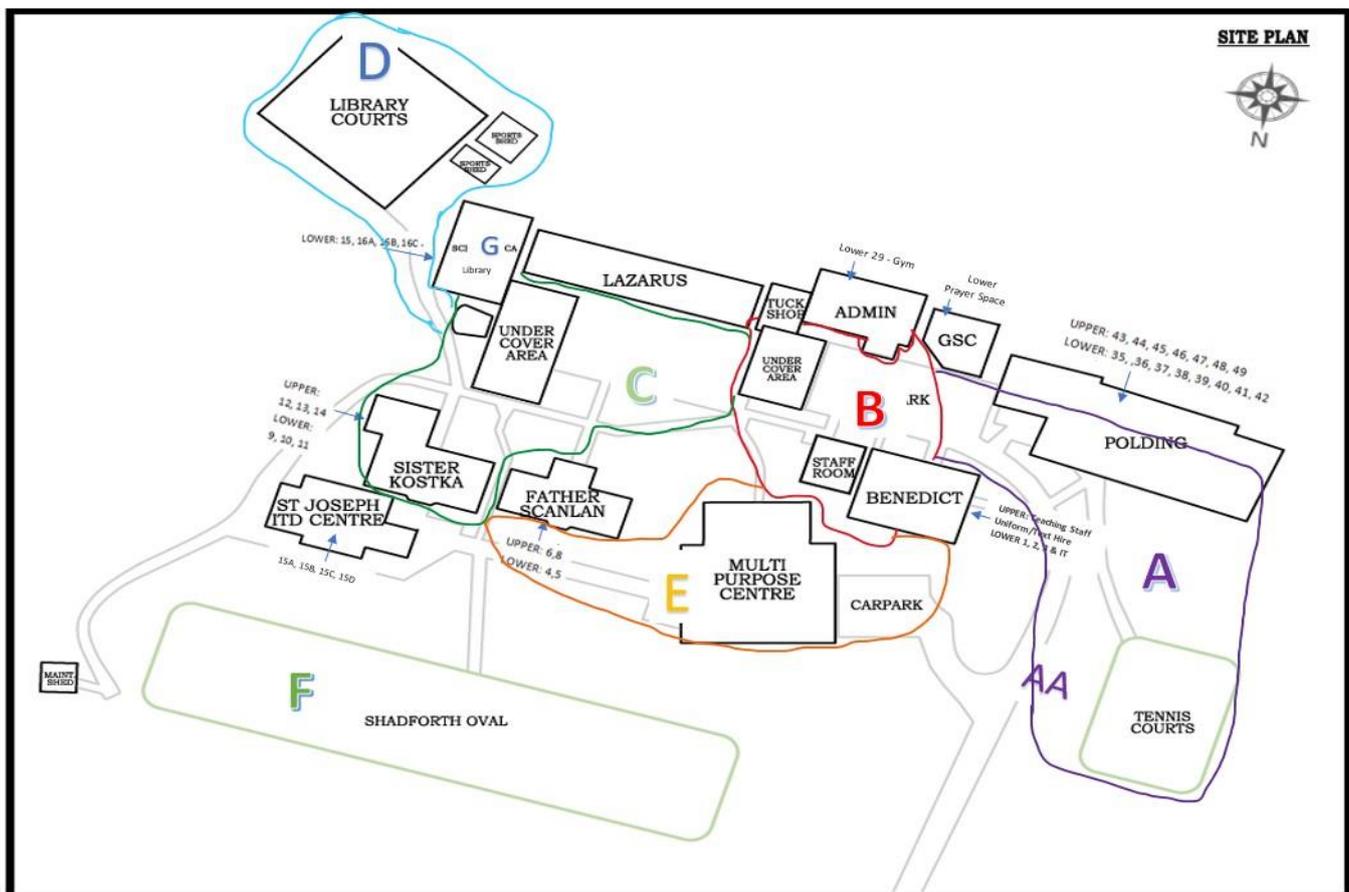
Area B1

- 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.

In respect of devices used to take photos of students.

St John’s College has implemented the following strategies:

- a. The BCE Code of Conduct reinforces how staff are to manage how and when photos are taken of students and the use of devices and social media in regard to student photos.
- b. Staff are informed of what is acceptable practice and the approved procedures regarding student photos.
- c. The Principal has provided a direction to staff that they are not to use personal devices for taking photos of students unless authorised by the Principal and the photo must be removed from the personal device onto the school device as soon as practical. Parents and carers have been informed of the above.
- d. 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.
- e. 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.
- f. Curriculum Activity Risk Management procedures

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. Further information on such procedures is available by contacting the Principal

- g. Alternative Education Provision (AEP) - To ensure a safe school environment when managing interruptions to on-site learning, for example during the COVID 19 pandemic, the [Insert school] will implement government and BCE guidelines and resources. In such situations the school based Critical Incident Management Team will implement local: protocols, for example but not limited to -modification to arrangements for school drop off and pick up or playground usage, home

based learning and adjustments to assemblies, liturgies, school excursions. Microsoft Teams are 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.

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.

Students Use of Bathrooms and Toilets

- Students and staff have received clear guidelines in relation to student use of bathrooms and toilets.
- Guidelines and directions ensure the privacy of children and young people while allowing for appropriate supervision, e.g. announcing entry to the room and avoiding being alone with a child in these locations.
- The BCE Code of Conduct for employees provides direction on this area and employees are informed of these provisions.
- Parents and carers have been informed of the above.

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 5 - CONSISTENCY

To support our school's safeguarding commitment and practices the school ensures consistent application of its legal requirements under Chapter 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000* This includes consistency in our management of the working with children card and ensuring we have strategies in communication and support to members of the school community. The following outlines the school's application of this CYRMS mandatory requirement 6 and aligns with the Catholic National Standards 1, 2, 3, 4 and 10.

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

- i. 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).
- ii. 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.
- iii. 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).
- iv. 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.
- v. 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.

5.2 Procedures for reviewing the CYRMS

- i. To ensure that St John's College CYRMS remains current and effective, this strategy is monitored and reviewed annually. Also, in the event that St John's College identifies concerns, particularly following an incident, St John's College's CYRMS 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 CYRMS.
- ii. 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 as a result of the review and appropriate training will be provided.

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

- i. To ensure accessibility and supportive information/training on the CYRMS the Principal implements and communicates St John's College's CYRMS to employees, parents/carers, volunteers and other personnel. This includes:
 - Placing the school's CYRMS on the school's website;
 - Providing a printed copy upon request;
 - Providing training to the school's employees on the School's CYRMS
 - Requesting volunteers and other personnel to review the CYRMS; and
 - Ensuring the mandatory training in respect of student safety as referred to in this document is adhered to.