



Toogoolawah State High School P&C Association Student Protection Risk Management Strategy

A strategy for managing risks to children & young people.

This Strategy is effective from 15th August 2024 and is to be reviewed and updated annually in time for endorsement at the following AGM. This is an annual requirement of the P&C Association.

Disclaimer: This document has been compiled by P&Cs Qld to assist P&C Associations to comply with the legislative requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*. It is a guide only and should not be considered legal advice or a legal document. P&C Associations should seek the professional advice of Blue Card Services should they have any questions regarding Student Protection Risk Management.

Toogoolawah State High School Parents and Citizens Association Student Protection Risk Management Strategy 2024

Purpose

This Student Protection Risk Management Strategy is developed to enable the P&C Association to comply with the legislative requirements specified in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* for the protection of children and young people from harm and the risk of harm.

Policy

Statement of Commitment

Toogoolawah State High School P&C Association is committed to the safety and wellbeing of the students in the care of Toogoolawah State High School and requires volunteers and P&C employees to model and encourage behaviour that upholds the dignity and safety of students. The P&C Association supports the Department of Education (the Department) Child and Student Protection Policy and Student Protection Procedure:

[Department of Education Child and Student Protection Policy](#)

[Department of Education Student Protection Procedure](#)

All Volunteers and P&C employees must:

- Not cause harm to students in the care of the school.
- Actively seek to prevent harm to a student in the care of the school.
- Report suspected student harm in accordance with their accountabilities.
- Inform themselves about the content of this strategy.

Principles

In keeping with principles outlined in the Department's Student Protection Procedure the P&C Association asserts that the safety, wellbeing and best interests of children are paramount and all children have a right to protection from harm.

Harm includes any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing.

Harm can be caused by amongst other things:

- Physical abuse.
- Psychological or emotional abuse.
- Neglect.
- Sexual abuse, exploitation or sexual assault.

Categories of Harm

For the purpose of this policy, harm to students is considered as being categorised as:

- Harm caused by a school employee or P&C employee.
- Harm caused by another student.
- Harm caused by a person not employed by the Department or the P&C Association including family members, strangers, parent helpers, volunteers, school visitors or unknown.
- Self harm.

Student Protection

- All volunteers and P&C employees receive some form of student protection training, as determined by the principal.
- The safety, wellbeing and best interests of the student are paramount*.
- Every student has a right to protection from harm*.
- Volunteers and P&C employees must ensure that their behaviour towards and relationships with students is of the highest professional standards.
- Failure by a volunteer or P&C employee to act in accordance with the requirements of this policy will constitute a breach and the principal will advise on appropriate action to be taken.

* Sections 5A & 5B *Child Protection Act 1999*

Accountabilities

All volunteers and P&C employees:

- Are not expected to be experts in the area of harm and should err on the side of caution in terms of reporting their suspicions, to enable those who are experts to investigate further.
- Who have any suspicion that a student is being harmed or is at risk of harm **MUST** report their concerns to the Qld Police Service and the Principal*.
- OSHC staff are to report their concerns to the Qld Police Service, the Principal and the OSHC Coordinator who will:
 - Complete the appropriate documentation in accordance with OSHC Policies and Procedures for the licensee (P&C President or Vice President (OSHC) to report to the Department of Children, Youth Justice and Multicultural Affairs (Child Safety).
- MUST report suspected sexual offending against a child by another adult to the Qld Police Service and the Principal#.
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- Actively seek to prevent harm to a student in the care of the school including protecting students from the risk of another adult committing sexual offences against a student#.
- Must apply for and be successful in obtaining a positive suitability notice from Blue Card Services if they are required to do so by law.
- Must immediately notify the principal in writing if they are charged with or convicted of an offence.
- Must undertake training in student protection procedures as determined appropriate by the principal.

** If you suspect the principal is responsible for causing harm to a student report this to the Qld Police Service and the Regional Director at the local Regional Office of the Department of Education.*

*# Changes to the Criminal Code in Qld, which took effect from 5 July 2021, mean all adults must report sexual offending against children to the police unless they have a reasonable excuse **AND** adults in an institutional setting (e.g. a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.*

Code of Conduct

A Code of Conduct provides direction and guidance on responsibilities and the expected standards of behaviour while undertaking activities that reflect on the school and the P&C Association. The code places an obligation on all of us to take responsibility for our own actions.

A Code of Conduct for volunteers and P&C employees includes:

- Compliance with the P&C Code of Conduct.
- Personal privacy is of paramount importance. Information gathered or obtained as a result of the role as a volunteer or P&C employee **MUST** be considered confidential and is only to be passed on to the relevant school authority.
- Treating all people with Dignity, Courtesy, Honesty and Fairness at all times.
- Constructive criticism is healthy while personal attacks are destructive and to be avoided.
- Discrimination on racial, ethnic, or religious grounds is **FORBIDDEN**, as is any form of sexual discrimination and/or harassment.

The Standards of Behaviour Fact Sheet is provided under templates for distribution.

Procedures

Recruitment

A volunteer, who is not a parent of a child of the school or exempt, **MUST** have a Blue Card before they start volunteering regardless of how often they come into contact with students.

Executive Committee members of a P&C Association that operate an Outside School Hours Care facility **MUST** have a Business Blue Card, or proof of a submitted application for a Blue Card.

Paid employees must have a blue card before they commence employment with the P&C.

All written advertisements for volunteer or paid employment will include information regarding Blue Card requirements.

A current Blue Card is an essential requirement for any applicant who is successful in applying for any paid position.

Training

Volunteers and P&C employees access some form of training as determined by the principal, to meet the legislative requirements of Blue Card Services.

For example:

- [Mandatory All-Staff Training](#) as provided by the Principal.
- Display Student Protection Fact Sheet in P&C areas of operation and also with the Volunteer Register or refer to the location where the Student Protection Fact sheet is displayed.

Management

The following procedures are to be followed to ensure compliance with the legislation:

- Blue Card Services must be notified if the person in the role of President (the contact person for the Association) changes – this can be via organisation portal or the form available on Blue Card Services website.
- Volunteers should apply for their Blue Card online then provide the card details to the P&C executive to have the card linked to the P&C Association via the organisation portal.
- Volunteers and P&C employees who already have a Blue Card must provide the card details to the P&C executive to have the card linked to the P&C via the organisation portal.
- Maintain a Blue Card Register for volunteers and P&C employees.
- Blue Card Register maintained by the authorised officer, determined by the principal, within the school to guarantee confidentiality of private information.
- Maintain a Volunteer Register at every site and activity at which volunteers are working.
- The Volunteer Register MUST indicate if the volunteer has a blue card or not (see templates)
- Volunteer Register to be checked regularly against the Blue Card Register. (On a term basis as a minimum requirement) by a designated person in liaison with the authorised officer.
- The designated person checking the Volunteer Register MUST inform the principal/P&C President of those volunteers or P&C employees who are non-compliant.
- Currency of the Blue Card for volunteers who are required to have a Blue Card is a condition of their unpaid employment.
- Non-current volunteers will be contacted by the principal/P&C President and advised of the risk management procedures and advise them that they need to amend the situation before they can continue in their current capacity.
- Currency of the Blue Card for P&C employees is a condition of employment and is to be monitored by the P&C President.
- A Student Protection Activity Risk Management Plan (see template) should be completed for each activity in order to identify the potential risks and put appropriate strategies in place to minimize the risks.
- A Training Register is maintained by an authorised person, as determined by the principal, and lists the volunteers and P&C employees who have achieved the minimum requirements of Student Protection training.
- The annual checklist (see template) is to be completed to ensure that procedures continue to be followed.
- Suspected breaches of this Student Protection Risk Management Strategy MUST be reported to the principal/P&C president.

Offences and Penalties

P&C Associations MUST ensure that a Student Protection Risk Management Strategy is implemented, reviewed annually and updated as necessary to ensure compliance.

There is a range of penalties for breaches of the *Working with Children (Risk Management and Screening) Act 2000*.

Blue Cards

Volunteers

Volunteers need a blue card if their usual function includes or is likely to include:

- providing services at a school that are directed mainly towards children; or
- conducting activities at a school that mainly involve children.

Volunteers do not need a blue card if they are:

- a "registered teacher"; or
- a volunteer parent of a child attending the school;
- a guest of a school or "recognised body":
 - for the purpose of observing, supplying information or entertainment to 10 or more people, and
 - the activity is for 10 days or less on no more than two occasions per year, and
 - the person is unlikely to be physically present with a child without another adult being present, or
- performing the function of employment at a national or state event organised by a school or "recognised body" (operating at a state or national level):
 - for a sporting, cultural or skill based activity, and
 - the event is attended by more than 100 people, and
 - the work is for 10 days or less on no more than two occasions per year; and
 - the person is unlikely to be physically present without another adult being present.
- a child under 18 years of age volunteering (except "trainee students" undertaking a course of study with an "education provider").

Executive Committee members of a P&C Association operating an Outside School Hours Care facility must have Business Blue Cards whether they are a parent of a child at the school or not.

Paid employees

Paid employees must have a blue card before they commence employment with the P&C.

More information on Blue cards can be found at <http://www.bluecard.qld.gov.au/index.html>

Restricted person in restricted employment (voluntary or paid)

There are exemptions that allow certain people to work or volunteer with children without a blue or exemption card in specific circumstances, such as a parent volunteering as the school/P&C where their child is currently enrolled.

However, as an organisation or business operator, you **must not** employ or continue to employ a **restricted person**.

Restricted person

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

- has been issued a negative notice,
- has a suspended blue card,

- is a [disqualified person](#),
- has been charged with a [disqualifying offence](#) that has not been finalised, or
- is the subject of an adverse interstate Working with Children Check decision that is in effect.

For further information, please refer to [Blue Card obligations for organisations](#) on the Blue Card Services website.

Student Protection Activity Risk Management Plan

The Student Protection Activity Risk Management Plan records details of the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results. (See Template).

All Student Protection Activity Risk Management Plans need to be filed together for reference and referral when necessary. This process needs to be completed as a provision of conducting activities that involve students. Risks identified at a high level MUST be reported to the principal before the activity is approved.

Definitions

Terminology used in this strategy is as defined in the Department's Student Protection Procedure:

[Department of Education Student Protection Procedure](#)

In addition:

- A **P&C employee** is any person employed by the Parents and Citizens Association (P&C) on a temporary, casual, permanent or contract basis.
- A **Volunteer** is any person who is engaged for a specific purpose in an unpaid capacity.
- A **Blue Card** is issued by Blue Card Services once it has carried out the Working with Children Check to see if a person is eligible. If a person is eligible, they are issued a positive notice and a blue card.
- A **Working with Children Check** is a detailed national check of a person's criminal history, including any charges or convictions. Also considered is:
 - Disciplinary information held by certain professional organisations for teachers, child care providers, foster carers, nurses, midwives and certain health practitioners, and
 - Police investigation information into allegations of serious child-related sexual offences, even if no charges were laid because the child was unwilling or unable to proceed.

Source of information

- Child Protection Act 1999:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010>
- Working with Children (Risk Management and Screening) Act 2000:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060>
- Working with Children (Risk Management and Screening) Regulation 2020:
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2020-0131>
- Department of Education Student Protection Procedure:
<https://ppr.qed.qld.gov.au/pp/child-and-student-protection-policy>
- Department of Education Code of school behaviour:
<https://education.qld.gov.au/initiatives-and-strategies/behaviour>

- Education (General Provisions) Act 2006:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039>
- Anti Discrimination Act 1991:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>

Reporting of Harm Templates

These are for the P&C Association to use to assist in the processes and procedures as outlined in this model Strategy. They can be utilised as the P&C Association need to be able to ensure the implementation and management of the provisions, as outlined, are met.

- **P&C Association Student Protection Annual Checklist**
- **Student Protection Fact Sheet**
- **Standards of Behaviour Fact sheet**
- **Flowchart: Volunteer or P&C employee response to suspicion of harm to a student**
- **Blue Card P&C President change of contact proforma**
- **Blue Card Register**
- **Volunteer Register**
- **Student Protection Activity Risk Management Plan**



Toogoolawah State High School P&C Association Student Protection Risk Management Annual Checklist

Year **2024**

Currency of Blue Cards	
1. Volunteers / P&C employees are entered into the Blue Card Register?	✓ Yes / <input type="checkbox"/> No
2. All cards are current?	✓ Yes / <input type="checkbox"/> No
3. Any volunteers / P&C employees with cards that are not current are not currently working/volunteering, and have completed new applications online?	✓ Yes / <input type="checkbox"/> No
4. Any persons with a negative or suspended notice are not currently employed	✓ Yes / <input type="checkbox"/> No

Risk Management

1. Annual review of strategy has been completed?	✓ Yes / <input type="checkbox"/> No
2. Training accessible to volunteers and P&C employees?	✓ Yes / <input type="checkbox"/> No
3. Activities for the year have been evaluated for risks to students?	✓ Yes / <input type="checkbox"/> No
4. Updated Risk Management Policy approved at P&C AGM?	✓ Yes / <input type="checkbox"/> No
5. Risk Management Strategy and information is easily accessible to all volunteers and P&C employees?	✓ Yes / <input type="checkbox"/> No

*** This checklist needs to be completed and presented with the updated Student Protection Risk Management Strategy for adoption at the P&C Association's AGM. A copy of this checklist is to be provided to the Principal.**

P&C President's Name & Signature: _____ Date: _____



**Department of Education and Training
SMS-PR-012 Student Protection
Student Protection Fact Sheet**

<https://oneportal.deta.qld.gov.au/Students/ChildSafetyWellbeing/studentprotection/Pages/Studentprotectiontraining.aspx>

Student protection involves:

- Working to make schools safe and supportive places;
- Taking action to prevent students being harmed at school; and
- Reporting any suspicion you have that a student has been harmed or may be at risk of harm

All children have a right to be protected from harm.

Harm is:

Any detrimental effect of a significant nature to the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

This means anything that will have a serious and harmful effect on a student's physical health, or how they think and feel about themselves.

Any behaviour that harms a student is wrong. Sometimes a culture may have a custom or practice that harms children.

Departmental procedures say that harm to students will not be tolerated. It is **NOT** OK. In other words, culture or custom is **NO EXCUSE** for harming students.

Everyone who works in a school must look after the safety, wellbeing and best interests of children.

Managing your own behaviour is the first step in student protection

- NEVER harm a student, either physically, psychologically or emotionally
- NEVER make fun of a student, put them down or discriminate against them because of their race or religion
- NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example, sending suggestive text messages or showing a student pornography)
- NEVER do anything that would make people think you are doing something sexual to a student

You must report, to the Principal, any harm to a student that is caused by:

- Someone working at the school
- Another student
- Someone from the student's family, a friend or a stranger
- The student self-harming

If you see harm occurring at school:

1. **Help** the student, who has been harmed, for example,
 - By telling the students to move away
 - Get a staff member involved as soon as possible
2. **Tell the principal** straight away about what you have seen
3. **Write** down what you saw and give the information to the Principal.

If you suspect a student has been harmed at school or outside of school:

1. **Tell the principal** straight away about what you suspect
2. **Write** down what you suspect and give the information to the Principal.

If a student tells you that they have been harmed at school or outside of school:

1. **Listen** carefully
2. **Reassure** the student that they have done the right thing by telling you
3. **Tell the student** you must tell the Principal what they have told you
4. **Tell the principal** straight away about what the student told you
5. **Write** down what the student told you and give the information to the Principal.

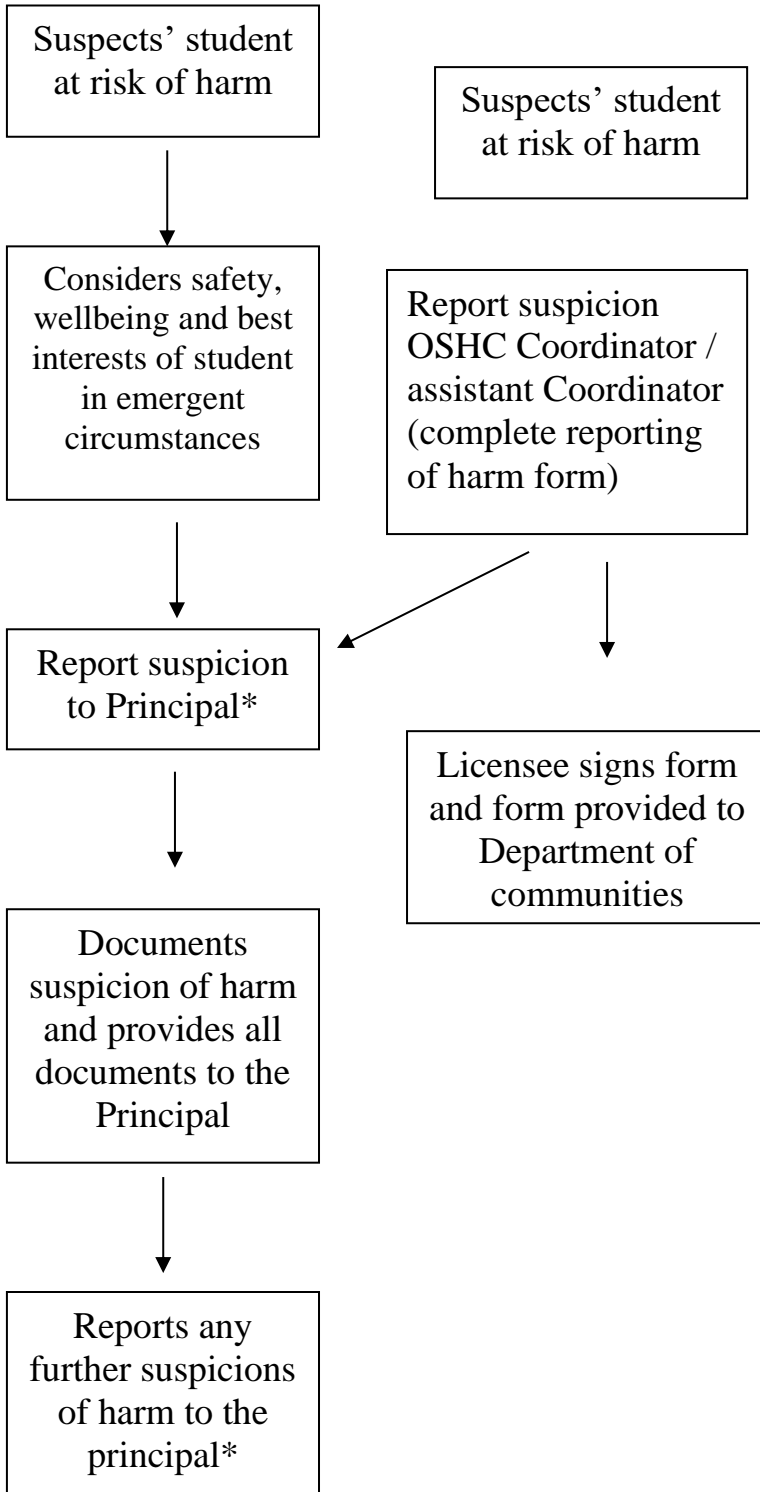
If you suspect the Principal is responsible for causing harm to a student report this to the Executive Director, Schools at the local district office.

The main thing to remember is: If you suspect a student might have been harmed or might be at risk of harm tell the Principal straight away. If the Principal isn't available you must tell the Acting Principal or a Deputy Principal.



Flowchart: Volunteer or P&C employee response to suspicion of harm to a Student.

Volunteer &/or P&C Employee/OSHC employee.



With respect to child protection issues, reporting suspected harm or risk of harm is only part of the process.

Students who may need protection can be supported through:

- Treating them with respect and dignity
- Being sensitive to their needs, feelings and concerns

Allegations of suspected harm are serious and **MUST** only be discussed with the Principal*.

The Principal will decide, who, at the school site, needs to know about the student's context and how much information is appropriate.

It is inappropriate for volunteers or P&C employees to pass on or discuss confidential information about a particular student to others, including colleagues or family members.
(Child Protection Act 1999, Part 6 Confidentiality)

* Or the Regional Director if the Principal is the subject of the allegation.



CODE OF CONDUCT FOR P&C ASSOCIATION

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy
- work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2006* and the Department of Education and Training's policies and procedures relevant to P&C Association operations.



Blue Card Services
Employment Screening Services Program
PO Box 12671
Brisbane, George Street QLD 4003

Alternatively you may wish to fax to **(07) 3035 5910**.

Dear Sir/Madam,

Re: Change of contact name for Blue Card notifications

Toogoolawah State High School P&C Association wishes to notify Blue Card Services of a change to contact details for Blue Card applications.

The previous contact name was _____

New contact details

Name of P&C President: _____

_____ (School name) _____

_____ (School address) _____

_____ (School Contact number) _____

_____ (School Fax) _____

Regards

President

Date: _____



Standards of Behaviour Fact sheet

The following tables include, but are not limited to, the specific ***standards of behaviour*** in relation to working closely with students in any situation:

Language	
Do	<ul style="list-style-type: none"> Communicate, both verbally and non verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities Ensure both verbal and non verbal communication are non abusive or bullying When possible, frame communication from the positive perspective in interactions with students
Don't	<ul style="list-style-type: none"> Become involved in inappropriate conversations of a sexual nature Make sexually suggestive comments Use language that could be offensive to another Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students

Relationships with Students	
Do	<ul style="list-style-type: none"> Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students Dress appropriately while working with children and young people, in a way that models respect for the students
Don't	<ul style="list-style-type: none"> Spend inappropriate time with a student Inappropriately give gifts to a student Show special favours to a student Expose student to sexual behaviour of others including displays of pornography Persuade a student that a 'special' relationship exists

Physical contact	
Do	<ul style="list-style-type: none"> Respect the personal space of student and limit physical contact generally Limit hugging when initiated by the student by changing from a frontal hug to arm around the shoulder of student Limit hugging when initiated by the student by sitting on the floor with child next to you
Don't	<ul style="list-style-type: none"> Hit, kick, slap or push a student Allow student to sit on your lap Touch parts of a student's body usually covered by a swimming costume Change nappies or engage in toileting practises



Toogoolawah State High School P&C Association Student Protection Activity Risk Management Plan

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high-level risk and subsequent results.

Activity	<i>P and C Catering eg Tuckshop and Show Catering</i>			
Category of Harm	Risks What could go wrong?	Level L/M/H	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory / unsatisfactory
Harm caused by school or P&C employee	<ul style="list-style-type: none"> ○ Inappropriately qualified person is responsible for supervising a P and C activity 	L	<ul style="list-style-type: none"> ● Careful screening of all staff and volunteers attending/ involved in activity. ● Student volunteering kept to a minimum ● Ensure appropriate child/staff ratios at all times ● Supervision by staff based on site related risks ● Staff training in procedures to conduct the activities 	
Harm caused by another student	Student bullies or harasses another student	L	<ul style="list-style-type: none"> ● Managed through the School's Responsible Behaviour Plan and school-wide Expectations Matrix 	
Harm caused by a person not employed by Education Qld or P&C Assoc Eg Volunteers	Inappropriate person volunteers for supervision duty	L	<ul style="list-style-type: none"> ● Careful screening of all staff and volunteers attending/ involved in activity. ● Student volunteering kept to a minimum ● Ensure appropriate child/staff ratios at all times ● Staff supervision ● Staff / volunteer training in all procedures of Student Protection and Standards of Behaviour ● Blue Card Register kept for activity and blue card sighted by P&C event organiser before volunteers start duty. 	

*L = Low, M = Middle, H = High.