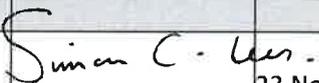
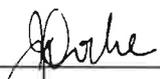
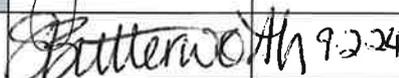


2024 TOOWOOMBA ANGLICAN SCHOOL CHILD AND YOUTH RISK MANAGEMENT STRATEGY

CONTENTS		
A	ADMINISTRATION OF CYRMS	2
B	STATEMENT OF COMMITMENT	5
C	MANAGING BREACHES	7
D	COMMUNICATION AND SUPPORT	8
E	CODES OF CONDUCT	9
F	RECRUITMENT, SELECTION, TRAINING & MANAGEMENT	11
G	WRITTEN RECORDS OF ENGAGED PERSONS	14
H	RISK MANAGEMENT PLANS	17
I	HANDLING DISCLOSURES OR SUSPICIONS OF HARM	19
J	APPENDICES	20

APPROVAL			
Name	Role	Signature	Date
Endorsed by:			
Simon Lees	Head of School		23 Nov 2023
Approved by:			
Ben Lyons	Chair of School Council (Acting)		23 Nov 2023
ECS/OSHC			
Endorsed by:			
Jason Locke	Nominated Supervisor		23 Nov 2023
Approved by:			
Sherril Butterworth	Executive Director of the Anglican Schools Commission		9.2.24
A: ADMINISTRATION OF CYRMS			

PURPOSE

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to achieve the following **outcome**:

- practices and procedures **implemented** to:
 - support the wellbeing of children affected by the service we provide and
 - to protect children from harm.

In doing so, it includes matters prescribed in s3 of the *Working with Children (Risk Management and Screening) Regulations 2011*. A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172).

SCOPE

The following regulated business/es and employment are within the scope of this CYRMS:

Regulated business	Regulated employment
<ul style="list-style-type: none"> • Non-State School: Toowoomba Anglican School • Toowoomba Anglican School Outside School Hours Care • Toowoomba Anglican School Kindergarten 	<ul style="list-style-type: none"> • Schools – boarding facilities • Schools – employees other than teachers and parents • Education and Care Services (Kindy OSHS) • Child accommodation services including home stay • Church clubs or associations involving children: <ul style="list-style-type: none"> ○ TAS United Football Club ○ TAS Rugby <p>Note employment includes any work - paid/unpaid, full time, part time, casual, individual contract, by formal or informal arrangement.</p>

KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
Head of School	<ul style="list-style-type: none"> • Meet obligations associated with the regulated employment undertaken by a person engaged, or any regulated business owned or controlled by the school. • Approve the CYRMS and any changes following review.
School Council	<ul style="list-style-type: none"> • Support the Head to meet their responsibilities. • Endorse the CYRMS and any changes following review.
CYRM Committee	<ul style="list-style-type: none"> • Report to the Head of School and the School Council on a quarterly basis.
ECS Nominated Supervisor	<ul style="list-style-type: none"> • Meet obligations associated with the ECS as a regulated business, and regulated employment undertaken by a person engaged by the ECS. • Participate in the development, implementation, and review of the whole school CYRMS.
Executive Director, Anglican Schools Commission	<ul style="list-style-type: none"> • Approve the CYRMS (for ECS where the ACSQ is the Approved Provider only)

See appendix 2 of this CYRMS for a list of all people with responsibilities under this strategy and their contact details.

CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (the Committee). This Committee has a key role in facilitating

collaboration with stakeholders and reports to the Head of School and the School Council. The Committee meets twice a term to review the implementation of the CYRM Action Plan.

Unless otherwise stated, all actions within this strategy apply to both the school and the ECS.

Role	Nominees
Chairperson	Trina Faint (Deputy Head of School)
Secretariat	Josie Meagher (Blue Card Coordinator)
Members	Josie Meagher (Blue Card Co-ordinator); Elsa Geringer (Business Manager); David Klan (Head of Secondary); Jason Locke (Head of Primary and Nominated Supervisor of Kindergarten and OSHC); Bianca Lingard (Director of Boarding); Sue Crawford (Head of Health Centre); Jenna Goleby (Director of Kindergarten); Pat Wysel (Counsellor and Student Protection Officer); Jane Roper (Student Protection Officer); Deb Lagden-Hoey (Director of IT); Braam Lategan (Student Protection Officer); Richard Dugdale (Director of Sport); Nerida Eckert (Director of Performing Arts); Rick Lingard (Buildings and Grounds Coordinator), Alicia Middleton (HR Administrator)

A number of sub-committees exist to lead the annual reflection and review of specific aspects of the CYRMS. In doing so, the sub-committees are guided by the reflective questions found in the [Working with Children in Anglican Education – Guidelines v1.0](#). The sub-committees each meet once in Term 3 and feed their recommendations back to the CYRMC prior to the first Term 4 Meeting. The sub-committees are:

Sub-committee	Members
Statement of commitment	Trina Faint (Chair), David Klan, Jason Locke, Jenna Goleby
Families and community	Trina Faint (Chair), Bianca Lingard, Braam Lategan, Jane Roper
Children and young people	Jason Lock (Chair), Braam Lategan, Nerida Eckert, Pat Wysel
Code of conduct	Elsa Geringer (Chair), Alicia Middleton, Nerida Eckert, Richard Dugdale, Deb Lagden-Hoey
Management of persons	Alicia Middleton (Chair), Blue Card Coordinator, Elsa Geringer
Policies and procedures for keeping written records	Jenna Goleby (Chair), Blue Card Coordinator, Pat Wysel, Ed Swanwick
Risk management plans for high-risk activities and special events	Bianca Lingard (Chair), Sue Crawford, Rick Lingard, Richard Dugdale
Handling disclosures/suspicious of harm	Pat Wysel (Chair), Bianca Lingard, Sue Crawford, Jane Roper

MONITORING AND REVIEW

Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee. The Committee reports to the Head of School and the School Council. This reporting occurs, at least, quarterly.

Review

As per the [Working with Children \(Risk Management and Screening\) Act 2000](#), this CYRMS is reviewed annually.

If you would like to provide feedback on child and youth risk management or participate in the review of the CYRMS, please contact the Chairperson, or a Member of the Committee (see Appendix 2).

Action	Lead
The Committee members list to be reviewed and updated each year to ensure relevance and that all key areas of the school's operations are represented.	TXF
Review the number of SPOs with a view to maintaining an optimum sized group. Consider retaining one SPO in each of the following areas: Primary/Secondary/ECS/Boarding/Counselling	TXF
Ensure clear delineation within the CYRMS of whether certain actions or policies are specific to the School or the ECS.	TXF

B: STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within Toowoomba Anglican School.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Source: [Working with Children in Anglican Education Policy v1.0 \(2020\)](#)

STATEMENT OF COMMITMENT: IMPLEMENTATION

Communication and support:

Toowoomba Anglican School currently does the following to communicate to and support people in our school community to understand and implement the Statement of Commitment:

Action	Lead
Support, wherever possible and appropriate, individuals affected by student protection matters, including students, parents, staff and volunteers. (Lead: Principal, School Council and CYRM Committee)	TXF
Availability of the CYRM Committee members, the Principal and School Council for the education of our community on matters regarding our commitment and support	TXF
Listed on the school website	TXF
Listed on advertisements for employment	TXF / AM

Listed on Parent Lounge (Learning Management System)	AM
Posters in public spaces	AM
Read the commitment in school assemblies	TXF/DKL/JLO
Use the reflections from the Working with Children in Anglican Education as a basis for discussion in CYRMC meetings	TXF
Email directly to parents as part of sharing the CYRM Strategy	TXF
Action	Lead
Kindergarten – available in foyer for parents to reference. Copy emailed to parents for perusal over 2 week period if changes made. Policy reviewed in staff meetings	JLO
OSHC – Policy available in foyer of OSHC. Reviewed in staff meetings.	JLO
Included in inductions for staff and volunteers, and in annual child protection training for staff or discussed in regarding their role and the roles of others in implementing this Commitment.	TXF

STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
Working with Children in Anglican Education Policy v1.0 (2020)	V1.0	Published Document School Website Teacher Kiosk Parent Lounge Student Café

STATEMENT OF COMMITMENT: PLANNED ACTIONS

The following actions are planned to support the implementation of the Statement of Commitment:

Action	Lead
B1: Ensure our draft Reconciliation Action Plan (RAP) references the statement of commitment to promote cultural safety.	TXF/BM2
B2: Include a lesson within the Thrive Program in Term 1 each year that explores the commitment with students.	BXL

C: MANAGING BREACHES

MANAGING BREACHES: IMPLEMENTATION

A plan for managing contraventions of the CYRMS

- Throughout relevant sections of this CYRMS there are specific references to how Toowoomba Anglican School will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together as a plan to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS, including the Action Plan (Appendix 1), will be detailed by the Committee in their reporting. The Head of School and the School will consider these changes and respond as appropriate to the circumstance.
- The Committee will report any contraventions of the CYRMS to the Council via the quarterly report. The Head of School and Chair of Council have the responsibility for considering contraventions and taking action as appropriate.

MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
Complaints Management in Anglican Education Policy and Procedure	V2.0	School Website Published Documents Teacher Kiosk
Working with Children in Anglican Schools Policy	V1.0	School Website Published Documents Teacher Kiosk
Whistleblowers in Anglican School Education Policy and Procedures	V1.0	School Website Published Documents Teacher Kiosk
ECS services (Kindergarten and OSHC) <ul style="list-style-type: none">• Complaints Management in Anglican ECS Policy and Procedure	V2.0	School Website Published Documents Teacher Kiosk/Shared Drive

MANAGING BREACHES: PLANNED ACTIONS

The following actions are planned to further manage breaches:

Action	Lead
C1: Create a set of protocols to ensure all breaches of policy are responded to and recorded.	TXF

D: COMMUNICATION AND SUPPORT

COMMUNICATION AND SUPPORT: IMPLEMENTATION

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management.

- Throughout applicable sections of this CYRMS there are specific references to how Toowoomba Anglican School will provide communication and support to relevant persons as relevant to that section.
- Broader than this, actions undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by Toowoomba Anglican School and parents/carers of children, are:

Action	Lead
Publication of relevant documents on the school website	TXF
Ensure reference to child and youth risk management is included in each term newsletter sent to parents	TXF
School Council presentation and discussion prior to annual approval	TXF, Council
After School Council approval in January, circulate to the entire school community	TXF
Presentation to all staff at least once a semester	TXF
Circulation via email to entire community at least once a semester, including an invitation to contribute to editing for future years	TXF
Engage and openly communicate with families and the community about child safe approach and ensure relevant information is accessible.	TXF, SPOs
Invite Parents to attend CYRMs	TXF
Ensure Child Protection Posters are visible.	TXF
Each Assembly to remind students of who Child Protection Officers are.	DKL, JLO

COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
Induction Overview for new staff and volunteers (for Schools and ECS)	V2.1	Sharepoint/Complispace Internal server Internal forms (Teacher Kiosk) Parent Lounge Emailed to all parents at least once per year
ASC 2024 Child Protection Refresher Materials (for Schools and ECS)	NA	ASC Learning and Partnerships Platform Internal server Internal forms (Teacher Kiosk) Emailed to all staff

COMMUNICATION AND SUPPORT: PLANNED ACTIONS

The following actions are planned to further provide communication and support about this CYRMS:

Action	Lead
D1: Engage and openly communicate with families and the community about child safe approach and ensure relevant information is accessible.	TXF, SPOs
D2: Invite Parents to attend CYRMs	TXF
D3: Ensure Child Protection Posters are visible.	TXF
D4: Each Assembly to remind students of who Student Protection Officers are.	DKL, JLO
D5: Create opportunities for families and communities to be involved in relevant School operations; encouraging their children’s participation and feedback via; surveys, P&F Meetings, approachable school leadership and Boarder Support Group.	SL
D6: Creation of Complaints Register – communicate to families.	TXF
D7: Invite parent feedback regarding child safety and wellbeing.	TXF, SPOs
D8: Inform families and the community about the relevant operations and governance of the school via: website, strategic plan, letter to parents, letter to staff.	TXF, SPOs
D9: Build Cultural safety through partnerships and respectful relationships via curriculum, ensuring students from various cultural backgrounds feel represented and valued. Have regular meetings, conferences and workshops to discuss aligning child protections sensitive to cultural needs. Utilise experts to ensure child protection measures are in line with community values, norms and legislative requirements.	TXF, SPOs
D10: Adopt a trauma-informed approach, sensitive to potential trauma that students may have experienced.	TXF, SPOs
D11: Engage and openly communicate with families and the community about child safe approach and ensure relevant information is accessible.	Chair and SPOs

E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

CODES OF CONDUCT: IMPLEMENTATION

Communication and support:

Toowoomba Anglican School undertakes the following activities to communicate and provide support to relevant persons to understand the expected conduct for interacting with children:

Relevant persons	Actions taken for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
Staff	Annual presentation to staff. Staff induction for new staff. Staff read and sign Induction Overview for new staff and volunteers (for	Reference – and link – to Our Commitment: Creating environments for children and young people to thrive sent annually to the community.	TXF/JLO for the ESC and OSCH

	Schools and ECS prior to engagement, as per Recruitment and Selection in Anglican Schools Policy.	Students are informed at assemblies of the expectations we have for staff and how to raise any potential concerns	
Students	Student code of conduct Annually, as part of first day reminders with Mentors	Circulated to staff and parents Assemblies Daily notices Pastoral Care program	TXF, DKL, JLO
Coaches / Volunteers	All coaches/volunteers read and sign Induction Overview for new staff and volunteers (for Schools and ECS) Induction / overview along with the Community Volunteer Management Strategy document	Emailed to the whole community annually as an invitation to coach/volunteer	TXF
Homestay Hosts	Hosts read and sign Induction Overview for new staff and volunteers (for Schools and ECS) Host are supported to understand their commitment through an information session and the Homestay guidelines.	Outline provided to staff. Students are supported to understand the behavioural expectations of hosts through an information session and the Homestay Guidelines. This include culturally and developmentally appropriate information on reporting concerns and who to report to.	TXF, BM2, AM, BLUE CARD COORDINATOR

Managing breaches:

Toowoomba Anglican School takes breaches to expected conduct seriously. Alleged breaches are managed:

- as per the processes for complaints management and performance management detailed in 'Section C: managing breaches'; and
- allegations of harm to students are managed as per the [Protecting Children and Young People in Anglican Education Policy](#) and [Procedures](#)

Concerns about conduct, raised in good faith, will not result in penalty, discrimination or adverse actions towards the person who raises the concern.

CODES OF CONDUCT: REFERENCE DOCUMENTS

Toowoomba Anglican School details the expected standards of behaviour for persons who interact with children (*or students*) as a result of their enrolment at Toowoomba Anglican School in the following documents:

Document	Version	Location	Target audience
Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)	V1.1	Website Published Documents Teacher Kiosk Parent Lounge	Staff and volunteers

Induction Overview for new staff and volunteers (for Schools and ECS)	V2.1		
Toowoomba Anglican School - Community Code of Conduct	V5	Published Documents Teacher Kiosk Parent Lounge	Parents and Visitors
Student Discipline Guidelines	V4	Staff Handbook Published Documents Teacher Kiosk	Staff (Parents, Students)
EC Services <ul style="list-style-type: none"> ACECQA National Quality Framework 	NA	Website Internal Server Kindergarten office OHSC office	Staff and parents

CODES OF CONDUCT: PLANNED ACTIONS

The following actions, relevant to conduct expectations at TAS are planned:

Action	Lead
E1: Review the Student behaviour policy for relevance to new school values and suitability for Primary Students and to formalise in a formal policy document.	JLO, Simon Lees
E2: Deliver targeted training and reminders on the importance of volunteer checks and inductions to areas of the school with the highest level of reliance on volunteers, eg. Sport, Primary	TXF, DKL, JLO, JG, RDU, NE, BM2, BLUE CARD COORDINATOR
E3: Explore the viability of introducing a volunteer 'licence card' or lanyard to enable easy differentiation between those who have completed the volunteer induction and those who have not.	TXF
E4: School polices outline a clear commitment to a safe environment for all students.	TXF

F: RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: IMPLEMENTATION

This CYRMS references the following procedures for **recruiting, selecting, training and managing** persons, paid or unpaid, engaged by the Toowoomba Anglican School, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
Recruitment and Selection in Anglican Schools Policy	All staff
TAS Recruitment Procedure and Checklist document	All staff
Creating Environments for Students to Thrive – Induction Overview	All persons
TAS Blue Card Policy and Working Instructions	All staff and volunteers
TAS New Staff Induction Guidelines	All staff
TAS Community Volunteer Management Strategy	Volunteers
Working with Children in Anglican Education Policy, Guidelines and Procedures	All persons

Protecting Children and Young People in Anglican Education Policy	All persons
Protecting Children and Young People in Anglican Education Guidelines and Procedures	All persons

Communication and support:

The following actions are taken to implement the above procedures with relevant persons:

Action	Audience	Lead
Ensure the ASC Working with Children in Anglican Education Policy, Guidelines & Procedures are applied to all persons associated with the Toowoomba Anglican School.	All Staff	SL, TXF, DKL, JLO, BM2
Ensure the TAS Recruitment Induction Checklist is followed for all paid staff.	All Staff	TXF, JLO
Interview template to be followed to ensure standard questions are asked for all roles in relation to child protection. The PA from each sub-section to include this as part of the interview pack for the panel.	Specific groups	EGE, AM, BLUE CARD COORDINATOR, JLO, TXF, RM
Ensure all staff undertake a formal induction	Specific groups	TXF
Ensure the TAS Blue Card Policy & Working Instructions are clear and specific regarding staff responsibilities in engaging paid/and or volunteers	All Staff	TXF, BLUE CARD COORDINATOR
Ensure Induction sessions are made available to all volunteers and completed prior to commencement.	Community	ALL
Regular check-ins between payroll and Blue Card Co-ordinator	Specific groups	BLUE CARD COORDINATOR, TXF
Regular check-ins between Blue Card Co-ordinator and Chair of CYRMC	Specific groups	BLUE CARD COORDINATOR, TXF

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
Recruitment and Selection in Anglican Schools Policy	V 0.1	TASS Policies & Procedures Published Documents, External Documents Library
Employment Approval Form	NA	TASS Policies & Procedures Published Documents
Interview Guide	NA	TASS Policies & Procedures Published Documents
Induction Overview New Volunteers and Staff for Anglican Schools and Education and Care Services (ECS)	V2.1 Jan 2022	TASS Policies & Procedures Published Documents, External Documents Library
ASC 2024 Child Protection Refresher Materials		ASC Online Training Platform
Working with Children in Anglican Education Policy, Guidelines and Procedures	V1.0	Sharepoint

Protecting Children and Young People in Anglican Education Policy	V1.1	TASS Policies & Procedures - Published Documents, External Documents Library, ASC
Protecting Children and Young People in Anglican Education Guidelines and Procedures	V1.1	TASS Policies & Procedures - Published Documents, External Documents Library, ASC

RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: PLANNED ACTIONS

The following actions are planned regarding the development, implementation and review of relevant procedures:

Action	Lead
F1: Deliver refresher training to the Executive and Admin teams on the recruitment and onboarding processes and why they are so important. Refresher training should ideally happen periodically, such as once a Semester.	TXF
F2: Implement into policy the requirement that no staff deviate from the agreed onboarding procedure without first seeking approval from the Head of School or his Delegate (currently the Deputy Head of School).	TXF
F3: Amend the Employment Approval Form to explain explicitly that the confirmation of completion boxes for the ASC Check and the Blue Card verification should only be completed by the Head of School's PA, who should also become the second signatory of this form.	TXF
F4: Ensure only staff who have completed the onboarding process are added to the Supply Teacher register. Restrict editing rights to the Supply Teacher register so that only a limited number of staff can edit it and all edits can be audited via the edit history function. Editing rights should only be given to admin staff who a) have had recent training in safer recruitment and the TAS recruitment and onboarding process and, b) can confirm that the onboarding process has been completed.	TXF
F5: Fully integrate the new ASC Learning and Partnership Platform into TAS practices and procedures. All staff should use this platform at the start of 2024 to use complete their mandatory ASC Child Protection training.	TXF

G: WRITTEN RECORDS OF ENGAGED PERSONS

WRITTEN RECORDS OF ENGAGED PERSONS: IMPLEMENTATION

This CYRMS references the following policies and procedures for compliance with *the Working with Children (Risk Management and Screening) Act* and the keeping of written records of matters about all persons, paid and unpaid, engaged by Toowoomba Anglican School:

Policy or Procedure	To whom they apply
ASC Working with Children in Anglican Education Policy, Guidelines and Procedures	All staff and volunteers
TAS Blue Card Policy & Working Instructions	All staff and volunteers

These policies and procedures are followed so Toowoomba Anglican School keeps written records as required by the Act, including:

- whether the school considers a person employed by the school or ECS is required to apply for a working with children authority
- if the school employs a person in restricted employment—whether the school considers the person is a restricted person
- whether a person has made a working with children check application
- whether a person holds a working with children authority, and if so, the expiry date of the person’s authority

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
All Blue Cards are linked to the School and ECS via the Blue Card Services Portal.	All Employees & Volunteers of the School & ECS	TXF, BLUE CARD COORDINATOR
The Blue Card Register (BCR) is also updated and maintained in accordance with ASC Working with Children in Anglican Education Policy, Guidelines and Procedures.	All staff & Volunteers	TXF, BLUE CARD COORDINATOR
Staff Meetings and follow up email, at least once a year – Refresher at the start of the year and then at the start of each term for Blue Card Policy and Student Protection Training	All staff	SL, TXF, BLUE CARD COORDINATOR
Communication to whole community, including Volunteer information regarding WWC/BC Included in the Welcome letter School Newsletter	Community	TXF, BLUE CARD COORDINATOR
Teaching Staff to include a reminder in their Weekly/Fortnightly Newsletters to their parent audience regarding their responsibilities when volunteering at TAS and the documents required to be signed regarding Student Protection)	All staff & Community	TXF, DKL, JL
Parent Volunteer documents, as listed below are emailed to volunteers and also made available in print form for the Parents to access. Induction Overview for new staff and volunteers (for Schools and ECS) TAS Community Volunteer Management Strategy document.	All Staff	JLO, RDU, NE, JG

Managing breaches:

The following actions are undertaken to monitor compliance of this section, including identification and management of any breaches:

Action	Lead
Any concerns a person may be a restricted person under law will be taken with utmost seriousness and a person will not undertake work or volunteer at the school until this concern can be allayed to a reasonable level	TXF

Monitoring – see details in TAS Blue Card Policy & Working instructions	TXF, BLUE CARD COORDINATOR
Identifying and reporting breaches – see details in TAS Blue Card Policy and Working Instructions	TXF, BLUE CARD COORDINATOR
Regulatory Authority for the ECS is notified of Blue Card breaches as required under law.	JL
All non-teaching positions at the School and ECS that require a Blue Card will be filled in accordance with the “no card no start” rule within the Blue Card Services Legislation. Teachers employed outside of their normal teaching role and employed in the ECS will hold an Exemption Card.	TXF, AM, JLO, DKL, EGE, BLUE CARD COORDINATOR
Internal audits and compliance checks in accordance with the <i>TAS Blue Card Policy and Working Instructions & ASC Policies</i>	TXF, BLUE CARD COORDINATOR
<i>Acknowledgement of Understanding</i> (Induction Overview New Volunteers and Staff for Anglican Schools and Education and Care Services (ECS) and the <i>Community Volunteer Management Strategy</i> signed documents collected and stored.	ALL
All Passtab data is exported on a regular basis to update the Blue Card Spreadsheet, cross reference with the BCS Portal and store all information in a separate location to Passtab (for backup).	BLUE CARD COORDINATOR

WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS

Document	Version	Location
Recruitment and Selection in Anglican Schools Policy New Staff Induction Guidelines	V0.1	TASS Policies & Procedures Published Documents, External Documents Library, ASC
Working with Children in Anglican Education Policy, Guidelines and Procedures	V1.0	TASS Policies & Procedures Published Documents, External Documents Library, ASC
Induction Overview New Volunteers and Staff for Anglican Schools and Education and Care Services (ECS)	V2.1 Jan 2022	TASS Policies & Procedures -Published Documents, External Documents Library, ASC
Community Volunteer Management Strategy	V5	TASS Policies & Procedures Published Documents, Community
TAS Blue Card Policy & Working Instructions	V3	TASS Policies & Procedures Published Documents, Compliance
TAS Blue Card Register Blue Card Services Validations	NA	Blue Card Register / Blue Cards

WRITTEN RECORDS OF ENGAGED PERSONS: PLANNED ACTIONS

The following further actions are planned regarding this section:

Action	Lead
G1: Consider introducing coloured lanyards for visitors and volunteers to increase their visibility.	BLUECARD COORDINATOR, TXF

H: RISK MANAGEMENT PLANS

RISK MANAGEMENT PLANS: IMPLEMENTATION

Toowoomba Anglican School undertakes the following processes to assess risk, as related to the wellbeing of children and their protection from harm. This leads to the identification of high risk activities and special events.

- Event/incursion/excursion/trip is proposed
- Possible risks are listed by the staff member leading event/incursion/excursion/trip
- Approval granted by line manager / supervisor
 - For trips involving greater risk – eg, international trips – the Executive are involved in discussions, the staff member leading the event may be asked to present to Executive and the Deputy Head provides a summary of the trip to School Council.

For relevant activities and events the follow processes are followed to complete and document a risk management plan:

- Staff member in charge of the incursion, excursion, event or trip completes a risk assessment plan
- Guidance and exemplars are provided to the staff member
- Line manager / supervisor reviews the risk management plan with the staff member in charge of the incursion/excursion/event/trip and all attending staff to talk through the possible risks involved, repeat the control measures and then to talk through potential scenarios
- Each risk management plan contains a section specific to students on that trip – ie vulnerabilities, health, behaviour issues – and this acts as an additional measure to ensure that the risk management plan is up to date and has been reviewed.

The following plans are perpetual in nature:

Plan	Lead	Review process
Buildings and Grounds standing risk assessment	TXF, EGE	Annual
Swimming Pool risk assessment	TXF, EGE, BM2, RDU	Annual
Excursions outside of Kindergarten or OSHC	JLO	Semester
Boarding Events and Excursions	BM2, BLUE CARD COORDINATOR	Weekly

Communication and support:

The following actions are taken to implement the above processes:

Action	Audience	Lead
Published in shared spaces	Community	TXF, EGE
Staff Handbook	Staff	TXF
Annual reminder to all staff regarding standing risk assessments and completing risk assessments	Staff	TXF, EGE, JLO

RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
Risk Management Framework	NA	Sharepoint / Teacher Kiosk
ERM online risk assessments for ECS	NA	Sharepoint
Excursion checklist and guidelines	NA	Sharepoint
ECEC National Regulations	NA	Sharepoint

RISK MANAGEMENT PLANS: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
H1: Ensure risk controls don't compromise a child's right to privacy, access to information, social connections and learning opportunities. Ensure confidential information is only shared with relevant staff/volunteers/organisers.	TXF, SPOs
H2: Ensure staff involved develop, maintain, review, adjust and sign risk assessments.	TXF, SPOs
H3: Provide tools, opportunity and training to staff to enable them to identify and manage risk.	TXF, SPOs
H4: Provide opportunity and training in reviewing of risk, and ensure understanding of the importance of risk. Consult regarding failures.	TXF, SPOs

I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

Toowoomba Anglican School implements the following policies and procedures for the handling of disclosures or suspicions of harm to children:

Policy or Procedure	Audience
Protecting Children and Young People in Anglican Education Policy and Procedures	Community and Staff
Student Mental Wellbeing Guideline	Staff

Managing breaches:

Procedures for managing concerns that the Protecting Children and Young People in Anglican Education Policy and Procedures have not been followed are referenced within this policy with relevant direction given to the [Complaints Management in Anglican Schools and ECS Policies and Procedures](#) and the [Whistleblowers in Anglican Education Policy and Procedures](#).

Communication and support:

The following actions are taken to implement the above policy and procedures:

Action	Audience	Lead
Child protection is a standing agenda item in both Kindergarten and OSHC staff meetings.	ECS Staff	JLO, JG
Annual Child Protection Training for Anglican Schools and ECS as provided by the ASC.	Staff	TXF
Each semester, there is a section on Student Protection in the community newsletter, including the Student Protection Officers	Community	TXF
Each term, Head of Primary and Head of Secondary repeat the Student Protection Officers and 'what to do' to respective assemblies	Students	TXF JLO
Student Protection Officer posters are placed in all classrooms and shared spaces.	Community	TXF
Staff are briefed at the beginning of each semester regarding Student Protection. A reminder is provided regarding the policy location, reporting forms and responding to a disclosure.	All staff	TXF
Volunteers: All members of the community are emailed annually the 'Creating Environments for Students to Thrive' induction overview.	Community	TXF
CYRMC Quarterly Report includes reporting on the implementation of the Protecting Children and Young People in Anglican Policy, as per section 10.5.2 of that policy.	Council and Head of School	TXF

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures	V1.1	Sharepoint – Published Documents Website
Complaints Management in Anglican Schools and Procedures	V2.0	Sharepoint – Published Documents Website Hard copy - office

HANDLING DISCLOSURES OR SUSPICIONS OF HARM: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
I1: Have one central online space for storing relevant policies and documents. Ensure only current and up to date policies and documents are contained within this space.	TXF
I2: When responding to immediate safety of relevant children and/or young people, ensure all stakeholders and support staff are informed and Executive are advised. Review after each incident.	TXF, SPOs
I3: Debrief after incidents relating to child safety/protection. Ensure all staff are regularly updated and made aware of current policies.	TXF, SPOs
I4: Implementation of strategies in response to identified themes of harm/suspicious of harm, e.g. specific training for staff, Thrive program to cover communication and education for students.	TXF, SPOs
I5: When responding to immediate safety of relevant children and/or young people, ensure all stakeholders and support staff are informed and Executive are advised.	TXF, SPOs
I6: Debrief after incidents relating to child safety/protection. Ensure all staff are regularly updated and made aware of current policies.	TXF, SPOs
I7: Implementation of strategies in response to identified themes of harm/suspicious of harm. E.g. Specific training for staff, Thrive program to cover communication and education for students.	TXF, SPOs

J: APPENDIX

1	CYRMS Action Plan
2	Key CYRMS Contact List
3	CYRMC Terms of Reference

APPENDIX 1 – CYRMS Action Plan (as at date of approval)

Action no.	Action planned	Person responsible	Timeframe for completion	Status
<i>E.g. A1</i>				<i>E.g. yet to commence, in progress.</i>
B1	Ensure our draft Reconciliation Action Plan (RAP) references the statement of commitment to promote cultural safety.	BM2	May 2024	Yet to complete
B2	Include a lesson within the Thrive Program in Term 1 each year that explores the commitment with students.	BXL	February 2024	Yet to complete
C1	Create a set of protocols to ensure all breaches of policy are responded to and recorded.	TXF	September 2024	Yet to complete
D1	Engage and openly communicate with families and the community about child safe approach and ensure relevant information is accessible.	TXF, SPOs	September 2024	Yet to complete
D2	Invite Parents to attend CYRMs	TXF		Yet to complete
D3	Ensure Child Protection Posters are visible.	TXF		Yet to complete
D4	Each Assembly to remind students of who Child Protection Officers are.	DKL, JLO		Yet to complete
D5	Create opportunities for families and communities to be involved in relevant School operations; encouraging their children’s participation and feedback via; surveys, P&F Meetings, approachable school leadership and Boarder Support Group.	SL	May 2024	Yet to complete
D6	Creation of Complaints Register – communicate to families.	TXF	Feb 2024	Yet to complete
D7	Invite parent feedback regarding child safety and wellbeing.	TXF, SPOs	Feb 2024	Yet to complete
D8	Inform families and the community about the relevant operations and governance of the school via: website, strategic plan, letter to parents, letter to staff.	TXF, SPOs	March 2024	Yet to complete
D9	Build Cultural safety through partnerships and respectful relationships via curriculum, ensuring students from various cultural backgrounds feel represented and valued. Have regular meetings, conferences and workshops to discuss aligning child protections sensitive to cultural needs. Utilise experts to	TXF, SPOs	November 2024	Yet to complete

	ensure child protection measures are in line with community values, norms and legislative requirements.			
D10	Adopt a trauma-informed approach, sensitive to potential trauma that students may have experienced.	TXF, SPOs	July 2024	Yet to complete
D11	Engage and openly communicate with families and the community about child safe approach and ensure relevant information is accessible.	Chair and SPOs	July 2024	Yet to complete
E1	Review the Student Code of Conduct for relevance to new school values and suitability for Primary Students and to formalise in a formal policy document.	SL, JLO	April 2023	Yet to complete
E2	Deliver targeted training and reminders on the importance of volunteer checks and inductions to areas of the school with the highest level of reliance on volunteers, eg. Sport, Primary.	TXF, DKL, JLO, JG, RDU, NE, BM2, BLUE CARD COORDINATOR	January and July 2023	Yet to complete
E3	Explore the viability of introducing a volunteer 'licence card' or lanyard to enable easy differentiation between those who have completed the volunteer induction and those who have not.	TXF	January 2024	Yet to complete
E4	School polices outline a clear commitment to a safe environment for all students.	TXF	November 2024	Yet to complete
F1	Deliver refresher training to the Executive and Admin teams on the recruitment and onboarding processes and why they are so important. Refresher training should ideally happen periodically, such as once a Semester.	TXF	January 2024	Yet to complete
F2	Implement into policy the requirement that no staff deviate from the agreed onboarding procedure without first seeking approval from the Head of School or his Delegate (currently the Deputy Head of School).	TXF	January 2024	Yet to complete
F3	Amend the Employment Approval Form to explain explicitly that the confirmation of completion boxes for the ASC Check and the Blue Card verification should only be completed by the Head of School's PA, who should also become the second signatory of this form.	TXF	January 2024	Yet to complete
F4	Ensure only staff who have completed the onboarding process are added to the Supply Teacher register. Restrict editing rights to the Supply Teacher register so that only a limited number of staff can edit it and all edits can be audited via the edit history function. Editing rights should only be given to admin staff who a) have had recent training in safer recruitment and the TAS recruitment and	TXF	January 2024	Yet to complete

	onboarding process and, b) can confirm that the onboarding process has been completed.			
F5	F5: Fully integrate the new ASC Learning and Partnership Platform into TAS practices and procedures. All staff should use this platform at the start of 2024 to use complete their mandatory ASC Child Protection training.	TXF	February 2024	Yet to complete
G1	Consider introducing coloured lanyards for visitors to increase their visibility.	TXF, BLUE CARD COORDINATOR	June 2023	Yet to complete
H1	Ensure risk controls don't compromise a child's right to privacy, access to information, social connections and learning opportunities. Ensure confidential information is only shared with relevant staff/volunteers/organisers.	TXF, SPOs	March 2024	Yet to complete
H2	Ensure staff involved develop, maintain, review, adjust and sign risk assessments.	TXF, SPOs	March 2024	Yet to complete
H3	Provide tools, opportunity and training to staff to enable them to identify and manage risk.	TXF, SPOs	June 2024	Yet to complete
H4	Provide opportunity and training in reviewing of risk, and ensure understanding of the importance of risk. Consult regarding failures.	TXF, SPOs	June 2024	Yet to complete
I1	Have one central online space for storing relevant policies and documents. Ensure only current and up to date policies and documents are contained within this space.	TXF, EGE, DKL, JLO, DL-H, AM, Deputy Head's PA	January 2024	Yet to complete
I2	When responding to immediate safety of relevant children and/or young people, ensure all stakeholders and support staff are informed and Executive are advised. Review after each incident.	TXF, SPOs	June 2024	Yet to complete
I3	Debrief after incidents relating to child safety/protection. Ensure all staff are regularly updated and made aware of current policies.	TXF, SPOs	June 2024	Yet to complete
I4	Implementation of strategies in response to identified themes of harm/suspicious of harm, e.g. specific training for staff, Thrive program to cover communication and education for students.	TXF, SPOs	September 2024	Yet to complete
I5	When responding to immediate safety of relevant children and/or young people, ensure all stakeholders and support staff are informed and Executive are advised.	TXF, SPOs	June 2024	Yet to complete
I6	Debrief after incidents relating to child safety/protection. Ensure all staff are regularly updated and made aware of current policies.	TXF, SPOs	June 2024	Yet to complete

17	Implementation of strategies in response to identified themes of harm/suspicions of harm. E.g. Specific training for staff, Thrive program to cover communication and education for students.	TXF, SPOs	September 2024	Yet to complete
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APPENDIX 2 – Key CYRMS Contact List (as at date of approval)

List persons with a role associated with this CYRMS, for example the roles listed in section A of the CYRMS (both in ‘roles and responsibilities’ as well as the Committee chairperson and members), any other lead persons responsible for actions listed in the CYRMS and (for schools) Student Protection Officers and (for ECS) all Responsible Persons.

Name	Roles	Contact details
Simon Lees	Head of School	Headofschool@taschool.qld.edu.au 4639 8111
Trina Faint	Deputy Head of School Chair, CYRMC Chair, IT Committee Chair, WH&S Committee	tfaint@taschool.qld.edu.au 4639 8102
Josie Meagher	Blue Card Co-ordinator Boarding Administrator	boardingoffice@taschool.qld.edu.au 4639 8122
Elsa Geringer	Business Manager	egeringer@taschool.qld.edu.au 4639 8107
David Klan	Head of Secondary	dklan@taschool.qld.edu.au 4639 8143
Jason Locke	Head of Primary	jlocke@taschool.qld.edu.au 4639 8146
Bianca Lingard	Director of Boarding Student Protection Officer	blingard@taschool.qld.edu.au
Jane Roper	Deputy of Primary Student Protection Officer	jroper@taschool.qld.edu.au
Braam Lategan	Dean of Students Student Protection Officer	blattergan@taschool.qld.edu.au
Sue Crawford	Health Centre Co-ordinator	healthcentre@taschool.qld.edu.au 4639 8120
Pat Wysel	School Counsellor Co-ordinator of RE Student Protection Officer	PWysel@taschool.qld.edu.au
Jenna Goleby	Director of Kindergarten Student Protection Officer	jgoleby@taschool.qld.edu.au 4639 8142
Deb Lagden-Hoey	Director of ICT Chair, Online Safety Committee	dlagden-hoey@taschool.qld.edu.au
Richard Dugdale	Head of Sport	rdugdale@taschool.qld.edu.au 4639 8134
Nerida Eckert	Director of Performing Arts	neckert@taschool.qld.edu.au 4639 9239
Alicia Middleton	Head of School’s Assistant	headsoffice@taschool.qld.edu.au 4639 8101
TBA	Deputy Head’s Assistant	Deputy'soffice@taschool.qld.edu.au 4639 9275
TBA	Director of Marketing	4639 8119
Rick Lingard	Head of Facilities and Operations	Activities@taschool.qld.edu.au 4639 8127