# CHILD & YOUTH RISK MANAGEMENT STRATEGY

**Policy Statement (Statement of Commitment):**

While most activities within a childcare centre pose little risk of injury, some activities require a risk assessment to ensure that potential risks can be identified and effective strategies developed in order to remove or minimise them. This policy outlines how risk of harm will be managed at Little Saints and After School & Vacation Care (LS & ASVC) for general identified risks; as well as a risk assessment for excursions.

LS & ASVC support the rights of children and young people and is committed to providing a safe and supportive service environment directed at ensuring their safety and wellbeing.

In order to support this commitment, we are dedicated to our child and youth risk management strategy which has policies and procedures in place to effectively address the safety and wellbeing of children and young people in our care.

**Aims/Purpose:**

To foster children and young people's wellbeing and safety in a safe and supportive environment.

To provide educators with appropriate strategies and procedures to use when determining risks or hazards during incursions, excursions and general activities provided for children and young people.

**Rationale:**

The Public Safety Business Agency (PSBA) identifies specific strategies which are to be implemented within a childcare environment to ensure that any activities which may pose a risk of harm to children or staff are managed. 'Harm' is defined as including physical, sexual, psychological, emotional, cultural abuse and neglect.

The PSBA describes the following processes which must be put in place in services to ensure the safety and wellbeing of children and young people:

- A statement of commitment – outlines the College's commitment to maintain the safety and wellbeing of children and young people.
- A code of conduct – outlines the College's values and provides expectations for all stakeholders.
- Policies for recruiting, selecting, training and managing employees (including volunteers).
- Procedures for handling disclosures and suspicions of harm – to ensure that staff respond as quickly as possible to a disclosure, allegation or suspicion or harm.
- A plan for managing breaches of this child and youth risk management strategy.
- Blue card policy – including tracking/monitoring a register of blue cards or exemption cards.
- A risk management plan for high risk activities and special events – to identify potential risks and develop and implement an effective risk management plan to remove or minimise the risk of harm to children and young people.
- Strategies for communication and support – how all stakeholders are made aware of this policy.

| Item | Further Information/Forms/Policies |
|---|---|
| A statement of commitment | Found in this policy |
| A code of conduct | Interactions with Children Policy<br>Charter for Staff<br>Code of Conduct<br>ECA Code of Ethics<br>SIDS, Safe and Comfortable Sleep Rest Policy<br>Student Care Policy<br>Student Welfare Policy<br>Records Retention Schedule for Anglican Schools in the Diocese of Brisbane<br>Privacy Policy<br>Privacy Agreement<br>Alcohol, Tobacco and Illegal Substances Policy |
| Policies for recruiting, selecting, training and managing employees (including volunteers) | Induction Policy<br>Staff Induction Policy – New and Relief Staff<br>Induction Record<br>Volunteers Policy<br>Recruitment and Selection Policy<br>Staff Recruitment and Selection Procedures<br>Pre-Employment Check Policy<br>Pre-Employment Check Questions<br>Employment Application Procedures<br>Employment Application Form<br>Position Descriptions with required skills and attributes<br>Interview Questions |
| Procedures for handling disclosures and suspicions of harm – to ensure that staff respond as quickly as possible to a disclosure, allegation or suspicion or harm. | Child Protection in Anglican Education and Care Services Policy<br>Child Protection in Anglican Education and Care Services Procedures<br>Student Protection in Anglican Schools Policy & Procedures 2015<br>Child Protection Policy<br>Duty of Care - Supervision Policy<br>Complaints Management in Anglican Schools Policy and Procedures |
| A plan for managing breaches of this child and youth risk management strategy. | Employee Performance Development Policy<br>Employee Performance Development Procedures<br>Termination of Employment Policy |
| Tracking / monitoring blue cards | Blue Card Policy<br>Blue Card Procedures<br>Blue Card System in Anglican Schools Policy<br>Blue Card System in Anglican Schools Procedure |
| A risk management plan for high risk activities and special events | Enterprise Risk Manager - SAAC Risk Assessment Form<br>Excursions Policy<br>Excursions Pack<br>Transporting Students in Private and College Owned Vehicles Policy<br>Incident Injury and Trauma Policy<br>Hygiene Cleaning and Infection Control Policy<br>Water Safety Policy<br>Emergency and Evacuation Policy and Procedures<br>Maintenance of Building and Equipment Policy<br>Administration of First Aid Policy<br>Dealing with Medical Conditions Policy<br>Dealing with Infectious Diseases Policy<br>Volunteers Policy<br>Staff Use of Electronic Facilities Policy<br>Sunsmart Policy |
| Strategies for communication and support | Staff Compliance Policy<br>Delivery and Collection of Children Policy<br>Dealing with Complaints Policy<br>Child and Youth Risk Management Committee Meetings<br>Employee Assistance Program |

*The risk management process includes:*

- Describing the activity
- Identifying the hazards or risks
- Risk assessment using risk matrix
- Managing the risks: Elimination / control measures
- Review

*Excursions*

A risk assessment must be carried out for an excursion before permission is sought. The risk assessment must identify and assess risks that an excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks. The risk assessment must consider:

- the proposed route and destination for the excursion
- any water hazards and risks associated with water based activities
- the method of transport
- the number of adults and children involved in the excursion
- given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety
- the proposed activities
- the likely length of time of the excursion
- the items that should be taken on the excursion.

(Guide to the Law, ACECQA)

While an increased educator to child ratio for excursions is not specified in the *National Regulations*, there is a requirement to adequately supervise children at all times. A thorough risk assessment should determine whether minimum ratios are sufficient to provide adequate supervision while attending an excursion. Before any excursion is approved, a risk assessment is to be conducted and the 'Excursion Pack' completed. A written authorisation must be given by a parent or other person with authority for an excursion, before a child leaves the approved service. The authorisation must contain the information prescribed in the *National Regulations*. For a regular outing, authorisation is only required to be obtained once every 12 months.

(Guide to the Law, ACECQA)

*Review of this Strategy*

- Policies, procedures and this Strategy will be reviewed following the actioning of a disclosure or suspicion of harm.
- This Strategy will be reviewed annually to:
  - Check the Strategy reflects current legislation
  - Check the Strategy continues to be effective in addressing risks of harm to children and young people
  - Consider whether any incidents occurred, whether procedures were followed and whether any changes are required as a result
- The College Child and Youth Risk Management Committee and College Council will approve the Strategy review.
- Parents and staff will be asked to provide feedback about the Strategy.

**Sources & Further Reading:**

Regulations 100–102, 168(2)(g)

Queensland Government Blue Card Services (http://www.bluecard.qld.gov.au/).

Working with Children (Risk Management and Screening) Act 2000

**Links to Other Policies:**

SAAC Child and Youth Risk Management Strategy