

# Child & Youth Risk Management Strategy

## Document Details

Version Number	2.1
Development Date	October 2015
Last Review Date	08 March 2017
Next Review Date	31 October 2017
Responsibility	Principal

## Introduction

Safe service environments don't just happen: they require ongoing planning, commitment and maintenance. The Blue Card system aims to create safe and supportive service environments where children and young people can receive services and participate in activities essential to their development and wellbeing. The Blue Card system has 3 key components:

- Risk management strategies
- Blue Card screening
- Compliance and ongoing monitoring.

The Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011 requires organisations regulated by the blue card system to develop, implement and review annually a Child and Youth Risk Management strategy.

## Purpose

The purpose of this Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise these risks. A well-developed strategy will help St Andrew's Anglican College achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to the College.

## Coverage

This Child and Youth Management strategy covers the following eight requirements of the Working with Children (Risk Management and Screening) Act 2000:

### COMMITMENT

1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.
2. A code of conduct for interacting with children.

### CAPABILITY

3. Written procedures for recruiting, selecting, training and managing staff and volunteers.

### CONCERNS

4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.
5. A plan for managing breaches of the Child and Youth Management Strategy.
6. Risk management plans for high-risk activities and special events.

### CONSISTENCY

7. Policies and procedures for managing compliance with the blue card system.
8. Strategies for communication and support.

## Scope

This Child and Youth Management Strategy applies to all employees, contractors and volunteers at St Andrew's Anglican College (the College).

## Structure

The following describes how this strategy document is structured:

### Column A

Requirement: This sets out the 4 Key Areas and 8 Mandatory Requirements as set out in the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2011.

### Column B

Actions: Intentional actions, programs and processes that have been developed and will be implemented.

### Column C

Reference: Describes the policy, procedures, protocols and other guidelines that form the authority for the particular Action.

### Column D

Responsible Officer: This identifies the particular staff member who has responsibility for the development and/or implementation of a particular Action.

### Column E

Evidence: This identifies those things that can be objectively examined and will demonstrate that the Action is in place and is being applied correctly.

## Abbreviations

ACSQ - Anglican Church Southern Queensland

SAAC - St Andrew's Anglican College

## Approval

Approved by SAAC Council on 00th November 2016

Signed: \_\_\_\_\_

Date: 17/03/2017

PRINCIPAL - CHRIS IVEY

**Part 1: COMMITMENT**

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officers	Evidence
1. Statement of Commitment	<p>The Student Protection in Anglican Schools Policy and Procedures 2015 has been adopted by St Andrew's Anglican College and includes the following Statement of Commitment:</p> <p><i>"St Andrew's Anglican College support the rights of children and young people and are committed to protecting the safety, welfare and wellbeing of students. St Andrew's Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees, contractors and volunteers.</i></p> <p><i>This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, contractors and volunteers to model and encourage behaviour that upholds the dignity and protection of students from harm.</i></p> <p><i>In support of this commitment, St Andrew's Anglican College is dedicated to our Child and Youth Risk Management strategy that includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in their care."</i></p>	Student Protection in Anglican Schools Policy and Procedures -ACSQ	<p>Director, Office of the Director of Professional Standards ACSQ</p> <p>Principal.</p>	<p>The Student Protection in Anglican Schools Policy and Procedures 2015 was adopted by the SAAC Council in February 2015.</p> <p>The Statement of Commitment was approved by the SAAC Council on 24<sup>th</sup> November 2015.</p> <p>The Statement of Commitment is framed and displayed in the main Administration reception area and displayed in key locations around the College.</p> <p>Hardcopies of the Statement of Commitment and Student Protection Policy are available from the main Administration reception desk and other key locations around the College.</p> <p>The Statement of Commitment and Student Protection Policy are available on the SAAC website for Parents, Volunteers, Contractors and the general public.</p> <p>Refer  <a href="http://www.saac.qld.edu.au/index.php?page=student-protection&amp;option=com_content&amp;view=article&amp;id=424&amp;Itemid=298">http://www.saac.qld.edu.au/index.php?page=student-protection&amp;option=com_content&amp;view=article&amp;id=424&amp;Itemid=298</a></p> <p>The Statement of Commitment and Student Protection Policy are available on the SAAC intranet for employees.</p>

**Part 1: COMMITMENT (continued)**

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
2. Code of Conduct for interacting with Students	<p>A Code of Conduct for interacting with Students has been developed and approved by the College Council.</p> <p>The purpose of the code of conduct is to outline the expected standards of behaviour for all stakeholders involved at St Andrew's Anglican College (the College) when interacting with children and young people at the College.</p> <p>The Code of Conduct applies to all stakeholders across the College community including:</p> <ul style="list-style-type: none"> <li>• Employees</li> <li>• Contractors</li> <li>• Volunteers</li> </ul>	Working with Children (Risk Management & Screening) Act 2000	Principal	<p>The Code of Conduct for interacting with Students was adopted by the SAAC School Council on 24<sup>th</sup> November 2015.</p> <p>The Code of Conduct is displayed in various key staff locations around the College.</p> <p>Hardcopies of the Code of Conduct are available from the main Administration reception desk.</p> <p>The Code of Conduct for interacting with Students is displayed on the SAAC website.</p> <p>The Code of Conduct is displayed on the SAAC LMS/Intranet.</p>

<b>Part 2: CAPABILITY</b>				
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p>3. Written processes for recruitment, selection, training and managing staff and volunteers.</p>	<p><u>EMPLOYEES</u> A suite of child-focussed policies and procedures have been developed and are in place for recruiting, selecting, training and managing paid employees that include:</p> <p><u>Pre-Appointment</u></p> <ul style="list-style-type: none"> <li>• Recruitment and Selection Policy</li> <li>• Recruitment and Selection Procedures</li> <li>• Employment Application Procedures</li> <li>• Employment Application Form</li> <li>• Position Descriptions with required skills and attributes</li> <li>• Interview Questions</li> <li>• Pre-Employment Check Policy</li> <li>• Pre- Employment Check Questions</li> <li>• Blue Card Policy</li> <li>• Blue Card Procedures</li> </ul> <p><u>Post-Appointment</u></p> <ul style="list-style-type: none"> <li>• Induction Policy</li> <li>• Induction Pack issued to all new staff and volunteers</li> <li>• Position Descriptions</li> <li>• Staff Compliance Policy</li> <li>• Staff Compliance E-Form</li> <li>• Code of Conduct for interacting with Students</li> <li>• Charter for Staff</li> <li>• Probation Period Review Forms</li> </ul>	<p>Working with Children (Risk Management &amp; Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p>	<p>HR Manager.</p>	<p>All Recruitment and HR management policies, procedures and forms are available on the College's intranet and accessible by all staff.</p> <p>Hard copies of all Recruitment policies, procedures and forms are available from the HR Manager.</p> <p>Training material for new staff, volunteer and contractor induction is available on request.</p> <p>Material used in the annual refresher Student Protection refresher training to current staff is available on request.</p> <p>Registration details of the Student Protection Officers at the College attending Student Protection training courses organised by the Anglican Schools Commission are available on request.</p> <p>Notes from presentations by external parties on specialist child protection topics are available.</p> <p>A register is maintained of all compliance training (including Student Protection) for Employees, Contractors and Volunteers.</p> <p>A training calendar is issued and a record of all training and professional development activities conducted is maintained for each employee.</p>

	<ul style="list-style-type: none"> <li>• Employee Performance Management Policy</li> <li>• Annual Performance Review and identification of any training needs</li> <li>• Enterprise Agreement</li> <li>• Handling of Complaints Policy – Employees</li> <li>• Termination of Employment Policy</li> <li>• Exit interviews/questionnaire</li> </ul> <p>These policies, procedures and forms are used effectively to make sure that only the highest calibre of employees are hired by the College and to deter and identify unsuitable applicants.</p> <p>All new employees are required to undergo appropriately detailed induction training that includes information on student protection obligations, work health and safety requirements and emergency procedures.</p> <p>New staff are required to sign off by email that that they have read and understood key compliance policies including the Student Protection Policy and Code of Conduct for interacting with Students.</p> <p>All current staff are required to undergo refresher training on Student Protection at the beginning of each new academic year.</p> <p>The Student Protection Officers at the College attend a comprehensive Student Protection training course organised by the Anglican Schools Commission on an annual basis.</p>			<p style="text-align: center;"><b>UPDATE</b></p> <p>Training – During 2016, Teaching and non-teaching staff undertook an online Student Protection training course written and developed by the Anglican Schools Commission (ASC).</p> <p>Teaching and non-teaching staff also participated in “Student Grooming” workshops presented by the SAAC Student Protection Officers.</p> <p>Volunteers – An online Volunteer Register Form was developed and introduced during the year. The online form includes Blue Card registration details and student protection information for Volunteers (taken from the ASC Student Protection Information booklet issued by the ASC).</p> <p>During 2016, 151 volunteers have completed the form and details are now managed on the SAAC Volunteer Register and Blue Card Register.</p> <p>Contractors – During 2016, the College approached known contractors that regularly work or deliver services on school grounds. Blue Card details were requested and recorded. However, a Blue Card audit conducted in November 2016, found that there is still some more work required in this area.</p>
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	<p>Professional development opportunities and further training is recommended and encouraged for all staff.</p> <p><u>CONTRACTORS &amp; VOLUNTEERS</u> All new volunteers and contractors are advised of their Student Protection responsibilities and are required to sign off that they have read and understood the "Safeguarding our Students" document developed by the Anglican Schools Commission for volunteers, contractors, coaches etc.</p> <p><u>NOTE:</u> Visitors and invited guests to the College are <u>not</u> provided with Student Protection training as they are accompanied by a staff member at all times and are never left with students unattended.</p>			<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>FOCUS 2017</b></p> <p><u>Blue Card</u></p> <p>The main focus in 2017 will be to make sure that all Contractors that deal with the College and the Early Learning Centre have current and valid Blue Cards. This is expected to be accomplished in the first three months of the year.</p> <p>Blue Card internal audit processes will also be developed and introduced during 2017.</p> <p><u>Training</u></p> <p>Teaching and non-teaching staff will continue to undertake Student Protection training - via workshops and online programs.</p> <p>Teaching and childcare staff will be required to attend "Connecting the Dots" workshops that focus on separation and domestic violence issues.</p> </div>
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<b>Part 3: CONCERNS</b>				
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p>4. Policies and procedures for handling disclosures or suspicions of harm including reporting guidelines.</p>	<p>The College has policies, procedures and forms in place for handling disclosures or suspicions of harm, including reporting guidelines. These documents include:</p> <ul style="list-style-type: none"> <li>• Student Protection Policy and Procedures</li> <li>• Protocol for Dealing with Complaints SUMMARY</li> <li>• Protocol for Dealing with Complaints DETAIL</li> <li>• Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form</li> <li>• Form 2 – Notification of Report to a State Authority</li> <li>• Form 3 – Inappropriate Behaviour Report Form</li> <li>• QCOT Section 76 Notice Investigation</li> <li>• QCOT Section 77 Notice Resignation</li> <li>• QCOT Section 78 Notice Dismissal</li> <li>• Request for Interview Form.</li> </ul> <p>In the event of a disclosure or suspicion of harm report being made, the Principal (or his delegate) will be the only person authorised to speak to the media. Student Protection Policies and Procedures will be reviewed for effectiveness after each reported incident and amended if required.</p>	<p>Working with Children (Risk Management &amp; Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p>	<p>Principal</p>	<p>The following documents are available on the College website and intranet site. Hardcopies are also available on request:</p> <ul style="list-style-type: none"> <li>• Student Protection Policy and Procedures</li> <li>• Statement of Commitment</li> <li>• Code of Conduct for interacting with Students</li> <li>• Protocol for Dealing with Complaints SUMMARY</li> <li>• Protocol for Dealing with Complaints DETAIL</li> </ul> <p>The following documents are available on the College intranet site for staff access:</p> <ul style="list-style-type: none"> <li>• Form 1 – Suspected Sexual Abuse or Likely Sexual Abuse Report Form</li> <li>• Form 2 – Notification of Report to a State Authority</li> <li>• Form 3 – Inappropriate Behaviour Report Form</li> <li>• QCOT Section 76 Notice Investigation</li> <li>• QCOT Section 77 Notice Resignation</li> <li>• QCOT Section 78 Notice Dismissal</li> <li>• Request for Interview Form</li> </ul> <p>External parties are often invited to the College to speak to students and staff on specialist child protection subjects such as Cyber Safety.</p>

				<div style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;"><b>UPDATE</b></p> <p>Policies – in November 2016 the College Council endorsed the “Blue Cards in the Anglican School System” policy. The policy has been uploaded to the Student Protection section of the staff intranet for access by all employees.</p> <p>Procedures – in November 2016 the College Principal endorsed the “Blue Cards in the Anglican School System” procedures. The procedures have been uploaded to the Student Protection section of the staff intranet for access by all employees.</p> <p>The Blue Card Procedures were expanded to include the necessary steps for dealing and managing the Blue Card requirements for Contractors and to include the necessary steps to deal with a rejected Blue Card application.</p> </div>
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<b>Part 3: CONCERNS (continued)</b>				
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Requirement</b>	<b>Action/s</b>	<b>Reference</b>	<b>Responsible Officer</b>	<b>Evidence</b>
<p>5. A plan for managing breaches of your risk management strategy.</p>	<p>The College recognises that the policies, procedures and systems put in place to prevent any harm to students may be breached through action or inaction by a person in our organisation.</p> <p>It is further recognised that a breach may arise due to a person not being aware of their obligations and/or being confused on what course of action they should have taken. In this case, a review of all Student Protection training will be conducted to improve the level of understanding.</p> <p>The College has procedures in place to deal with any breaches in a consistent, fair and supportive manner. Refer: “Managing Breaches of the Child and Youth Risk Management Strategy – Procedure”.</p>	<p>Working with Children (Risk Management &amp; Screening) Act 2000</p> <p>Working with Children (Risk Management and Screening) Regulation 2011</p>	<p>Principal</p>	<p>The “Managing Breaches of the Child and Youth Risk Management Strategy – Procedure” is available to all staff on the College’s Intranet site (LMS)</p> <p>Hard copies are also available on request.</p>

Part 3: CONCERNS (continued)				
Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
<p>6. Risk management plans for high-risk activities and special events.</p>	<p>The College has an extensive Risk Management system using the ERM Online Risk Management and Compliance System.</p> <p>All external trips, camps, excursions and tours require the approval of a detailed Risk Assessment. Some internal or on campus activities (e.g. Annual School Fair) also require the lodgement of a detailed Risk Assessment.</p> <p>Risk Assessment Forms are available online from the College intranet (LMS) and are categorised as follows:</p> <ul style="list-style-type: none"> <li>• Camps</li> <li>• Day Trips</li> <li>• Interstate or Intrastate travel requiring accommodation</li> <li>• On-Campus activities</li> <li>• Overseas Trips</li> </ul> <p>Each Risk Assessment identifies areas of potential risk and lists the corresponding controls. Each Risk Assessment is then evaluated (post controls) and given a risk rating using a traditional risk score table (taking into account the likelihood of any hazards occurring and the consequences that may result). The various Risk Levels are:</p>	<p>Working with Children (Risk Management &amp; Screening) Act 2000</p> <p>Child Protection Act 1999</p> <p>Work Health and Safety Act 2011</p>	<p>Tony Innes – Risk and Compliance.</p>	<p>All Risk Management plans for high-risk activities and</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>UPDATE</b></p> <p>Risk Assessments – during 2016, all activities and excursions that entailed students travelling off campus, underwent a detailed Risk Assessment prior to each event. Risk assessments were also completed for all high risk on campus events (such as the Annual Fair). All Risk Assessments were risk scored and approved by the Principal. There were no major accidents or critical incidents reported during the year.</p> <p style="text-align: center;"><b>FOCUS 2017</b></p> <p>A number of pre-populated Risk Assessments for off campus sporting activities will be launched in 2017.</p> </div> <p>special events are hosted on the ERM Online Risk Management system. Copies of individual risk assessments or the template document are available on request.</p>

	<ul style="list-style-type: none"> <li>• Negligible</li> <li>• Low</li> <li>• Medium</li> <li>• High</li> <li>• Very High</li> <li>• Extreme</li> </ul> <p>The approval process includes a review by the Risk and Compliance Officer, approval by the relevant School Head and final approval by the Principal. It is expected that any proposed activity with a risk rating of Very High or Extreme would not proceed until further controls can be introduced to lower the risk rating.</p> <p>The College also has a comprehensive Work Health and Safety (WHS) Management System in place to create a safe environment for Students at the College. The key components of the WHS Management System are:</p> <ul style="list-style-type: none"> <li>• WHS Policy and Commitment Statement</li> <li>• Detailed WHS Procedures</li> <li>• Regular safety inspections and follow up</li> <li>• Emergency procedures and regular drills</li> <li>• Hazard Report system</li> <li>• Accident/Incident report investigations</li> <li>• WHS training for all new staff, contractors and volunteers</li> <li>• Detailed WHS training for staff working in high risk areas e.g. Facilities/ Grounds</li> <li>• Annual WHS and Emergency Procedures refresher training for all staff.</li> </ul>			<p style="text-align: center;"><b>UPDATE</b></p> <p>WHS – all new staff, volunteers and contractors received appropriate WHS and Emergency procedure training prior to commencing work at the College. Current staff received WHS and First Aid refresher training throughout the year.</p> <p>The College was subject to a Fire Management audit by an external party during the year with no major breaches reported.</p> <p>Safety checks on classrooms, playground equipment and other student areas were conducted regularly throughout the year and any potential hazards dealt with immediately.</p> <p>The Hazard Correction register and Accident Report register was tabled and discussed at each Risk and Compliance meeting. 2 x Emergency and 2 x Lockdown drills were successfully completed during 2016.</p> <p style="text-align: center;"><b>FOCUS 2017</b></p> <p>The College received an independent WHS audit at the end of 2016. The focus in 2017 will be to deal with any issues raised in the audit, particularly any potential hazards that compromise student safety.</p>
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**Part 4: CONSISTENCY**

Column A	Column B	Column C	Column D	Column E
Requirement	Action/s	Reference	Responsible Officer	Evidence
7. Policies and procedures for managing compliance with the Blue Card system.	<p>The College has Blue Card policies and procedures in place that set the guidelines for the requirement to hold a Working with Children clearance (Blue Card) at the College.</p> <p>A register of all current Blue Cards and expiry dates is maintained by the Payroll Manager that includes reference numbers and expiry dates.</p>	Working with Children (Risk Management & Screening) Act 2000	HR Manager	<p>The Blue Card policies and procedures are available for all staff to access on the College intranet system (LMS).</p> <p>Hardcopies are also available on request.</p> <p>Access to the Blue Card register is restricted to authorised personnel however hard copies of reports can be made available on request.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>UPDATE</b></p> <p>Procedures – during 2016 the Blue Card Procedures were expanded to include the necessary steps for dealing and managing the Blue Card requirements for Contractors and to include the necessary steps to deal with a rejected Blue Card application.</p> <p style="text-align: center;"><b>FOCUS 2017</b></p> <p>The focus in 2017 will be to tighten up the Blue Card compliance requirements for Contractors.</p> </div>

<p><b>8. Strategies for communication and support.</b></p>	<p>The College communicates its student protection activities and documents in a number of ways:</p> <p><u>Internet</u> The following child protection related documents are available on the College website for Parents, prospective Parents, Community partners, volunteers and the wider community:</p> <ul style="list-style-type: none"> <li>- Student Protection Policy</li> <li>- Student Protection Information for Parents</li> <li>- Protocols for dealing with complaints of sexual harassment, assault or sexually inappropriate behaviour (SUMMARY)</li> <li>- Protocols for dealing with complaints of sexual harassment, assault or sexually inappropriate behaviour (FULL GUIDE)</li> <li>- Student Protection Officers</li> <li>- Student Care Policy</li> <li>- Statement of Commitment</li> <li>- Code of Conduct for interacting with Students.</li> </ul> <p><u>Intranet</u> A Student Protection Hub has been created on the College intranet (LMS) to communicate the full range of child protection related documents to Staff and Students. The sub folders of the Student Protection hub are as follows:</p> <p>A. Policies and Procedures</p> <ul style="list-style-type: none"> <li>- Student Protection Policy and Procedures</li> <li>- Statement of Commitment</li> </ul>	<p>Working with Children (Risk Management &amp; Screening) Act 2000</p>	<p>Tony Innes – Risk and Compliance</p>	<p>Student Protection related policies and procedures are available on the College website <a href="http://www.saac.qld.edu.au/">http://www.saac.qld.edu.au/</a>.</p> <p>Access to the College intranet is restricted to authorised users but can be demonstrated on request.</p> <p>All hard copy documents and training material are available on request.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>FOCUS 2017</b></p> <p>C&amp;YRMS Committee – in accordance with Blue Card legislation requirements, a Child &amp; Youth Risk Management Strategy committee will be formed in 2017.</p> <p>This committee will include representation from executive, teaching staff, students and parents.</p> <p>The purpose of this committee is to oversee the strategies for communicating and supporting the SAAC Children &amp; Youth Risk Management Strategy.</p> <p>A “Terms of Reference” for the C&amp;YRMS Committee will be developed and the committee will hold its first meeting in early 2017.</p> <p>The first activity of the committee will be review and endorse the C&amp;YRMS for 2017.</p> </div>
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	<ul style="list-style-type: none"> <li>- Code of Conduct for interacting with Students</li> <li>- Dealing with complaints (Summary)</li> <li>- Dealing with complaints (Detail)</li> <li>- Complaints Management in Anglican Schools Policy &amp; Procedures</li> <li>- Managing Breaches of the CYRMS Procedures</li>   <li>B. Student Protection Officers (SPOs)                         <ul style="list-style-type: none"> <li>- Contact details of SPOs</li> <li>- Poster with photos of SPOs</li> </ul> </li>   <li>C. Forms                         <ul style="list-style-type: none"> <li>- Form 1 – Suspected sexual abuse</li> <li>- Form 2 – Notification of Report</li> <li>- Form 3 – inappropriate behaviour</li> <li>- Section 76 notice - Investigation</li> <li>- Section 77 notice - Resignation</li> <li>- Section 76 notice – Dismissal</li> <li>- Request for interview</li> </ul> </li>   <li>D. Information for staff                         <ul style="list-style-type: none"> <li>- ASO Staff Training PowerPoint</li> <li>- ASO Resource Sheets</li> <li>- Traffic Lights Guide</li> <li>- Link to the Blue Card Services You Tube channel.</li> </ul> </li>   <li>E. Information for Contractors &amp; Volunteers                         <ul style="list-style-type: none"> <li>- Safeguarding Our Students &amp; Sign Off</li> </ul> </li>   <li>F. Student Protection/WHS for Contractors and Volunteers.</li>   <li>G. Information for Parents                         <ul style="list-style-type: none"> <li>- As per Internet (see above).</li> </ul> </li> </ul>			
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	<p>H. Information for Students</p> <ul style="list-style-type: none"> <li>- Extract from Student Diary</li> </ul> <p>I. Other</p> <ul style="list-style-type: none"> <li>- ASO Student Protection Newsletters</li> <li>- ASO Student Protection Posters</li> <li>- Presentation slides for College Council</li> <li>- Evidence Checklist</li> </ul> <p><u>Noticeboards</u> A number of documents are posted around the campus in key locations for Staff and Students.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>- Statement of Commitment</li> <li>- Code of Conduct for interacting with Students</li> <li>- SPO contact details &amp; photos</li> <li>- Various student protection posters</li> </ul> <p><u>Hardcopies</u> Hardcopies of all documents are available on request.</p> <p>Bound copies of the Student Protection Policy and Procedures are on display at:</p> <ul style="list-style-type: none"> <li>- Main Administration Reception Desk</li> <li>- Primary Administration Reception Desk</li> <li>- Secondary Administration Reception Desk</li> <li>- School Library</li> </ul>			
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