



# St Hilda's School Outside School Hours Care CHILD AND YOUTH RISK MANAGEMENT STRATEGY

CONTENTS		
A	ADMINISTRATION OF CYRMS	2
B	STATEMENT OF COMMITMENT	4
C	MANAGING BREACHES	6
D	COMMUNICATION AND SUPPORT	7
E	CODES OF CONDUCT	8
F	RECRUITMENT, SELECTION, TRAINING & MANAGEMENT	9
G	WRITTEN RECORDS OF ENGAGED PERSONS	11
H	RISK MANAGEMENT PLANS	13
I	HANDLING DISCLOSURES OR SUSPICIONS OF HARM	14
J	APPENDICES	15

APPROVAL			
Name	Role	Signature	Date
<b>Endorsed by:</b>			
Prof. Susan Brandis	Chair of School Council	<i>Susan Brandis</i>	3/12/2020
<b>Approved by:</b>			
Ms Sherril Molloy	Executive Director Anglican Schools Commission	<i>Sherril Molloy</i>	3.12.2020

## 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 Nominated Supervisor and the School Council.

Role	Nominees
Chairperson	Caroline Brodar
Members	Lisa Cleverly – Nominated Supervisor St Hilda’s School Pre-Preparatory Belinda Robson – Educational Leader – Pre-Prep Jayne Kelly – OSHC Co-ordinator Amanda Shuttlewood – Head of Junior School Melissa Sanson – ASO – HOLT Team Sheri Upasiri – Head of Students, Research and Engagement Geoff Powell – Cyber Safety Champion Kaitlin Barrell – Enrolments/Homestay Jaime Downing – Risk Management/Compliance Mandy Rice – HR Manager Rhianna Schulz– Blue Card Register Co-ordinator Jaclyn Clancy/Gemma Heale – School Psychologist Mel Lilley – Director of Sport and Coaching Mike Upton – School Board Peter Shaw – Dean of Administration and Co-curricular Amanda Rigby – Head of Boarding Simone Crowther – Community Liaison Officer and Parent SRC - Students

## MONITORING AND REVIEW

### Monitoring

Child and youth risk management is monitored by the Child and Youth Risk Management Committee. The Committee reports to the Nominated Supervisor 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).

Statement of Commitment advertised on School's website, in Student Organiser, OSHC Handbook and in OSHC Educators' Handbook and on ERM for staff access.	Lisa Cleverly
'Child Protection is your Business' poster displayed in OSHC Centre.	Shannon Leaver
Child Protection Contacts are clearly visible via the School's website, in the OSHC Handbook, Student Organiser and on posters on display in OSHC Rooms.	Lisa Cleverly
Principles of Child Safe Organisation displayed in OSHC Centre.	Lisa Cleverly
Education for new families on Statement of Commitment and National Principles of Child Safe Organisations and where this documentation can be found occurs at the beginning of each year through correspondence.	Lisa Cleverly
Letter informing/reminding Pre-Prep families of the Statement of Commitment, Child Protection Contacts and Child and Youth Risk Management Strategy emailed to families at the beginning of the year and during Child Protection Week each year.	Lisa Cleverly

## STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
The Working with Children in Anglican Education Policy (v1.0)	1.0	Pre-Preparatory Office ERM
The Working with Children in Anglican Education Guidelines and Procedures	1.0	Pre-Preparatory Office ERM
National Principles of Child Safe Organisations	2018	Pre-Preparatory/OSHC Staff Area Abbey 4

## STATEMENT OF COMMITMENT: PLANNED ACTIONS

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

Action	Lead
B1: Professional Development on new Statement of Commitment.	Lisa Cleverly
B2: Communication with parents on new Statement of Commitment.	Lisa Cleverly
B3: Statement of Commitment, Child Protection in Anglican ECS Policy and Procedures and Principles of Child Safe Organisation to be uploaded on Staff Portal for all OSHC Educators to access. Training provided to OSHC Educators on how to access these documents on the Staff Portal.	Jaime Downing/Lisa Cleverly
B4: Ensure that Statement of Commitment and Child Protection Contacts are updated on Website, in Student Organiser, OSHC Room and OSHC Handbooks.	Lisa Cleverly
B5: OSHC Educator reflection on how they uphold the Statement of Commitment and incorporate in Self-Appraisal and goal setting process for year.	Lisa Cleverly

## MANAGING BREACHES: PLANNED ACTIONS

The following actions are planned to further manage breaches:

Action	Lead
C1: Child Protection in Anglican ECS Policy and Procedures, Complaints Management in Anglican Education and Care Services Policy and Procedures and Performance Management Policy and Procedures to be uploaded on Staff Portal for all OSHC Educators to access. Training provided to OSHC Educators on how to access these documents on the Staff Portal.	Jaime Downing/Lisa Cleverly
C2: Training for OSHC Educators in the Whistleblowers Policy and Procedures including meeting with all relevant staff and where their offices are and contact details.	Lisa Cleverly and Jaime Downing

## COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
ECS Induction Overview for new staff and volunteers		Pre-Preparatory Office
ASC ECS 2021 Child Protection Refresher Materials	2021	Pre-Preparatory Office ERM
OSHC Child and Youth Risk Management Strategy	2021	Pre-Preparatory Office OSHC Office OSHC Page on School Website ERM
Working with Children in Anglican Education Policy	1.0	Pre-Preparatory Office OSHC Rooms ERM
Working with Children in Anglican Education Guidelines and Procedures	1.0	Pre-Preparatory Office OSHC Rooms ERM
National Principles of Child Safe Organisations	2018	Pre-Preparatory/OSHC Staff Area Abbey 4
Code of Conduct: Our Commitment: Creating Environments for Children and Young People to Thrive		Pre-Preparatory Office OSHC Rooms ERM OSHC page on School Website
Creating Environments for Children and Young People to Thrive		Pre-Preparatory Office OSHC Rooms ERM OSHC page on School Website
Education and Care Services National Law	2013	Pre-Preparatory/OSHC Staff Area Abbey 4
Education and Care Services National Regulations	2017	Pre-Preparatory/OSHC Staff Area Abbey 4
St Hilda's School Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement	2020	Student Organiser

## E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

### CODES OF CONDUCT: IMPLEMENTATION

**Communication and support:**

St Hilda's School OSHC 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	<p>Induction – St Hilda's School and OSHC.</p> <p>Acknowledgement of understanding and agreeing to Code of Conduct on induction.</p> <p>Training delivered to OSHC Educators on policies and procedures relating to relationships and interactions with children, families and educators and educators sign off on acknowledgement during annual policy training.</p> <p>OSHC Educators involved in annual policy review.</p>	<p>Families informed of Policies and Procedures relating to relationships with children, families and educators and invited to participate in review of these.</p> <p>Code of Conduct on School Website under OSHC page and available to families on Blackboard.</p> <p>Information relating to these policies and procedures and how to access them in OSHC Handbook.</p>	<p>Mandy Rice</p> <p>Lisa Cleverly</p>
Volunteers – Parental and Student	<p>Volunteer Induction Course – including acknowledgement of understanding of Volunteer Handbook and completion of Creating Environments for Children to Thrive.</p>	<p>Documented requirement to undertake Volunteer Induction in Policies, Parent Handbook and on School Website on the OSHC Page.</p> <p>Training delivered to OSHC Educators in Volunteer Induction Process and educators sign off on acknowledgement during annual policy training.</p> <p>OSHC Educators involved in annual policy review.</p>	<p>Lisa Cleverly and Jayne Kelly</p>
Parents/families	<p>Code of Conduct displayed on Website for parents and families to access.</p> <p>Code of Conduct included in OSHC Handbook.</p>	<p>Code of Conduct displayed on Website for parents and families to access</p> <p>Code of Conduct included in OSHC Handbook.</p>	<p>Lisa Cleverly and Jayne Kelly</p>
Visitors	<p>Expectations for conduct outlined in visitor letter emailed prior to visit.</p> <p>Expectations for conduct included in SINE process on visitor signing into School.</p> <p>Visitor required to complete and return Creating Environments for Children to Thrive documents prior to date of visit.</p>	<p>Training delivered to OSHC Educators in visitor Process and educators sign off on acknowledgement during annual policy training.</p> <p>OSHC Educators involved in annual policy review.</p>	<p>Lisa Cleverly,</p> <p>Jaime Downing and Jayne Kelly</p>

<p>Interactions with Children, Families and Educators</p> <p>Behavioural Guidance</p> <p>Supervision</p> <p>Arrival and Departure</p> <p>Transportation and Transfer of Children</p> <p>Illness and Infectious Diseases</p> <p>Medical Conditions</p> <p>Medication</p> <p>Sleep and Rest</p> <p>First Aid, Incident, Injury and Trauma</p> <p>Photography, Film and Audio</p> <p>Security</p> <p>Toileting Procedure</p> <p>Water Safety</p> <p>Physical Environment</p> <p>Continuity of Care</p> <p>Staff Recruitment and Selection</p> <p>Volunteers, Students and Visitors</p> <p>Social Media</p> <p>Maintenance and Confidentiality of Records</p> <p>Privacy and Confidentiality of Records</p> <p>Health and Safety</p> <p>Anaphylaxis Management</p> <p>Asthma Management</p> <p>Bullying and Harassment</p> <p>Clothing</p> <p>Sun Protection</p> <p>Hygiene</p> <p>Pre-Preparatory Community Code of Conduct</p>		OSHC Rooms ERM	
OSHC Handbook	2021	Pre-Preparatory Office OSHC Office Website ERM	OSHC Co-ordinator, OSHC Educators, Families
OSHC Educators' Handbook	2021	Pre-Preparatory Office OSHC Office Website ERM	OSHC Co-ordinator, and OSHC Educators
OSHC Community Code of Conduct	2021	Pre-Preparatory Office OSHC Office OSHC Rooms ERM Blackboard Website	OSHC Co-ordinator, OSHC Educators, Families and OSHC Community
Early Childhood Association Code of Ethics		Pre-Preparatory/OSHC Staff Area	OSHC Co-ordinator and OSHC Educators

## 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 St Hilda's School OSHC, as related to the safety and wellbeing of children and the protection of children from harm:

PROCEDURES	WHO THEY APPLY TO
Recruitment – advertising, referee checks and screening	New and existing employees
Duty Statements	New and existing employees
Complete online module Safeguarding Our Students	New employees
Induction on Child Protection, Child and Youth Risk Management Strategy and Code of Conduct	New employees
Annual Child Protection Refresher Session and Cyber Safety Session	Existing employees

#### Communication and support:

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

Action	Audience	Lead
An Induction Program which thoroughly addresses the OSHC Centre's policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children. This includes handbooks, discussions and meetings, annual refresher training as outlined by the ASC signed by Director, Human Resources Manager	OSHC Educators	Lisa Cleverly Jayne Kelly Mandy Rice
Mandatory completion of the Safeguarding Our Students online training by all new staff who work across the School.	All staff	ASC Mandy Rice Lisa Cleverly
Mandatory Child Protection in Anglican Education and Care Services Induction for new staff.	All OSHC Educators	Lisa Cleverly
Resources Sheets by ACSQ for part of induction and ongoing training. These are presented to the staff member during induction session and are also available on ERM for staff.	All OSHC Educators	Lisa Cleverly
Visitors sign in and out through Visitors' Reception/Facilities/Maintenance/Sports Office during the day via SINE which requires visitors, contractor's et al to wear identifying sticker, and sign out via the system allowing staff to track who is on site. SINE includes information on reporting procedures.	Visitors to OSHC	Jaime Downing



## 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 St Hilda's School OSHC:

Policy or Procedure	Who they apply to
Working with Children in Anglican Education	All staff
Our Commitment: Creating Environments for Children and Young People to Thrive Code of Conduct for Anglican Schools and ECA – Staff and Volunteers	All Staff
Code of Conduct – OSHC Centre Community	Parents and members of OSHC Community
Staff Induction Policy and Procedure	All staff
Staff Recruitment and Selection Policy and Procedure	All staff
Volunteers, Students and Visitors Policy and Procedure	Visitors to OSHC, Student Volunteers Parental Volunteers
Parental Participation and Access Policy and Procedure	OSHC Parents and Educators
Maintenance and Confidentiality of Records Policy and Procedures	All Staff OSHC Families
Privacy and Confidentiality Policy and Procedures	All Staff OSHC Families

#### Communication and support:

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

Action	Audience	Lead
Enter engaged person that requires Blue Card in Working with Children Register.	Employees, visitors and volunteers	Mandy Rice and Shannon Leaver
Volunteers complete online induction forms to populate Volunteer Register.	Students and Parental Volunteers	Jaime Downing and Shannon Leaver
Student and Parental Volunteers complete Volunteer Induction prior to commencing volunteer role.	Student and Parental Volunteers	Lisa Cleverly and Jayne Kelly

#### Managing breaches:

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

Action	Lead
Internal audits of Working with Children Register	Lisa Cleverly, Shannon Leaver and Mandy Rice
Internal audits of Volunteer Register	Lisa Cleverly, Shannon Leaver and Mandy Rice

## H: RISK MANAGEMENT PLANS

### RISK MANAGEMENT PLANS: IMPLEMENTATION

St Hilda's School Pre-Preparatory 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:

- Regular Outings
- Incursions
- Excursions
- Extra-Curricular Activities
- Transport and Transfer of children to and from OSHC

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

- Seek permission to hold event from Director of Pre-Preparatory.
- Application for Incursion/excursion and Risk Management of activity completed and submitted to Director of Pre-Preparatory.
- Approval from Director of Pre-Preparatory of incursion/excursion and risk management procedure planned.
- Communication to parents – letter outlining event and terms and conditions developed to communicate to parents for consideration and acknowledgement of permission for their child to participate.
- OSHC Co-ordinator and Educators ensure all parents have accepted prior to their child participating in the event.

The following plans are perpetual in nature:

Plan	Lead	Review process
Regular Outing – School classrooms, buildings, grounds and playgrounds	Lisa Cleverly	Reviewed annually and training provided at beginning of year.
Regular Outing – Nature Walk	Lisa Cleverly	Reviewed annually and training provided at beginning of year.
Regular Outing – Transfer to Extra-Curricular Activities	Lisa Cleverly	Reviewed annually and training provided at beginning of year.
Regular activity – Fish Tank	Lisa Cleverly	Reviewed annually and training provided at beginning of year.
Regular activity - Cooking	Lisa Cleverly	Reviewed annually and training provided at beginning of year.
COVID-19	Lisa Cleverly	Reviewed and training provided as required
Regular activity – Water Play	Lisa Cleverly	Reviewed annually and training provided at beginning of year.
Potential Emergencies	Lisa Cleverly	Reviewed annually and training provided at beginning of year.

## RISK MANAGEMENT PLANS: PLANNED ACTIONS

The following actions are planned regarding this section:

Action	Lead
H1: Review all Risk Management documents to ensure recent updates to legislation and Policies and Procedures have been included and conduct training in these to OSHC Educators.	Lisa Cleverly
H2: Develop Transfer of Children to and from School Procedural Document.	Lisa Cleverly
H3: Update Risk Management Manual Document for OSHC	Lisa Cleverly and Jaime Downing

## I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

### HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

St Hilda's School Pre-Preparatory implements the following policies and procedures for the handling of disclosures or suspicions of harm to children

Policy or Procedure	Audience
Child Protection in Anglican Education and Care Services Policy and Procedures	OSHC Educators and Families

#### Managing breaches:

Procedures for managing concerns that the Child Protection in Anglican Education and Care Services Policy or Procedures have not been followed are detailed in the Complaints Management in Anglican Education and Care Services Policy and Procedures.

#### Communication and support:

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

Action	Audience	Lead
Annual ASC Child Protection Refresher Training undertaken by all educators and staff of OSHC	OSHC Educators	Lisa Cleverly
Annual training in relation to cybersafety by the eSafety Champion.	OSHC Educators	Geoff Powell
Annual Policy and Procedure Review	OSHC Educators	Lisa Cleverly
Child Protection in Anglican Education and Care Services Policies and Procedures included in OSHC Handbook, Student Organiser, School Website on OSHC Pages, Blackboard and OSHC Room Policy and Procedure Folder.	OSHC Families	Lisa Cleverly
Child Protection in Anglican Education and Care Services Policies and Procedures information included in OSHC Educators' Handbook, ERM, OSHC Room Policy and Procedure Folder	OSHC Educators	Lisa Cleverly
Discussed regularly at staff meetings	OSHC Educators	Jayne Kelly

## 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>
<b>B1:</b>	Professional Development on new Statement of Commitment	Lisa Cleverly	Term 1 2021	
<b>B2:</b>	Communication with parents on new Statement of Commitment	Lisa Cleverly	Term 1 2021	
<b>B3:</b>	Statement of Commitment, Child Protection in Anglican ECS Policy and Procedures and Principles of Child Safe Organisation to be uploaded on Staff Portal for all OSHC Educators to access. Training provided to OSHC Educators on how to access these documents on the Staff Portal.	Jaime Downing/Lisa Cleverly	Term 1 2021	
<b>B4:</b>	Ensure that Statement of Commitment and Child Protection Contacts are updated on Website, in Student Organiser, OSHC Room and OSHC Handbooks.	Lisa Cleverly	Term 1 2021	
<b>B5:</b>	OSHC Educator reflection on how they uphold the Statement of Commitment and incorporate in Self-Appraisal and goal setting process for year.	Lisa Cleverly	Term 4 2021	
<b>C1:</b>	Child Protection in Anglican ECS Policy and Procedures, Complaints Management in Anglican Education and Care Services Policy and Procedures and Performance Management Policy and Procedures to be uploaded on Staff Portal for all OSHC Educators to access. Training provided to OSHC Educators on how to access these documents on the Staff Portal.	Jaime Downing and Lisa Cleverly	Term 1 2021	
<b>C2:</b>	Training for OSHC Educators in the Whistleblowers Policy and Procedures including meeting with all relevant staff and where their offices are and contact details.	Lisa Cleverly and Jaime Downing	Term 1 2021	
<b>D1:</b>	Reference Documents to be uploaded on Staff Portal for all OSHC Educators to access, including Child protection Resource Documents and reporting Forms relating to harm, sexual abuse, inappropriate behaviour and harm concern advice. Training provided to OSHC Educators on how to access these documents on the Staff Portal.	Jaime Downing	Term 1 2021	
<b>D2:</b>	At commencement of each school year, all OSHC Educators will receive professional development in relation to Cyber Safety by the eSafety Champion.	Geoff Powell	Term 1 2021	

<b>G3:</b>	Continued update of internal HR process Documents for Employee lifecycle.	Mandy Rice and Jaime Downing	Term 2 2021	
<b>G4:</b>	Review and update Working with Children Check – Employee Volunteer Register Manual, Implementation Strategy and Work Instructions Working with Children Internal Audit.	Mandy Rice, Jaime Downing, Shannon Leaver and Lisa Cleverly	Term 2 2021	
<b>H1:</b>	Review all Risk Management documents to ensure recent updates to legislation and Policies and Procedures have been included and conduct training in these to OSHC Educators.	Lisa Cleverly	Term 1 2021	
<b>H2:</b>	Develop Transfer of Children to and from School Procedural Document.	Lisa Cleverly	Term 1 2021	
<b>H3:</b>	Update Risk Management Manual Document for OSHC	Lisa Cleverly and Jaime Downing	Term 1 2021	
<b>I1:</b>	Make available child protection information in other languages relevant to the OSHC Community.	Lisa Cleverly	Term 3 2021	
<b>I2:</b>	Include in correspondence information regarding what is taught to children regarding personal safety messages for parents to understand and follow up with at home.	Jayne Kelly	Term 2 2021	