

LIBRETTO

SCHOOL OF THE ARTS

CHILD RISK MANAGEMENT STRATEGY

Purpose: The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.

Scope: Students, parents/guardians and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements

Status: Approved **Superseded:** N/A

Authorised by: Principal Director **Date of Authorisation:** August 2023
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References:

- [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Regulation 2020 \(Qld\)](#)
- Child Protection Act 1999 (Qld)
- [Education \(Accreditation of Non-State Schools\) Act 2017 \(Qld\)](#)
- [Education \(Accreditation of Non-State Schools\) Regulation 2017 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)
- [Education \(Overseas Students\) Regulation 2018 \(Qld\)](#)
- [Education \(Queensland College of Teachers\) Act 2005 \(Qld\)](#)
- [Education and Care Services National Law \(Queensland\)](#)
- Education and Care Services National Regulations
- Criminal Code Act 1899 (Qld)
- Blue Card Services Child and Youth Risk Management Strategy Toolkit
- Restricted Person Declaration Form
- *Libretto School of the Arts (Libretto Studios) Enrolment Policy*
- *Libretto School of the Arts (Libretto Studios) Student Code of Conduct*
- *Libretto School of the Arts (Libretto Studios) Responsible Behaviour and Anti-bullying Policy*

Review Date: Annually **Next Review Date:** August 2024

Policy Owner: Principal Director | Libretto School of the Arts Townsville

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POLICY STATEMENT AND STATEMENT ABOUT COMMITMENT

Libretto School of the Arts is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm. ¹

DEFINITIONS

For the purposes of this Child Risk Management Strategy the following words have the specific meaning as set out below:

A **'student'** means a person who is or was enrolled in, or who is seeking enrolment in, a program, lesson, activity, course or event (including a production) offered by Libretto Studios or Alyssa Kelly.

A **'member'** of Libretto Studios includes students, parents/guardians and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

'Policy' means this Child Risk Management Strategy as updated from time to time.

'School' means Libretto Studios/Libretto School of the Arts.

IMPLEMENTATION

In practice, Libretto School of the Arts' commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000* (Qld) ("the **Act**") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

1. Code of Conduct

Employees of Libretto School of the Arts are expected to conduct themselves as follows:

- School employees are expected always to behave in ways that promote the safety, welfare and wellbeing of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

Employees should avoid situations where they are alone in an enclosed space with a student.

- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable.
- Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having, a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of Libretto School of the Arts' fulfilment of the requirements of the *Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sch 1 ("Schedule 1") s.2(2)*.

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2. Recruitment, Selection, Training and Management Procedures

Libretto School of the Arts is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, Libretto School of the Arts will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
 - ✓ Accurate position descriptions, including whether the successful applicant has experience working with children, whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - ✓ Advertising the position with a clear statement about the School's commitment to safe and supportive work practices and identifying that candidates will be subject to Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities which include children.
 - ✓ A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
 - ✓ A probationary period of employment, which allows the School to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
 - ✓ Management processes that are consistent, fair and supportive.
 - ✓ Performance management processes to help employees to improve their performance in a positive manner.
 - ✓ Supportive processes for volunteers, contractors and staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
 - ✓ An induction program which thoroughly addresses the School's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
 - ✓ Training new and existing volunteers, contractors and staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the School's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm to a child.

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This commitment is evidence of Libretto School of the Arts' fulfilment of the requirements of the Schedule 1 s.2(3).

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Libretto School of the Arts' s Child Protection Policy, as follows:

- ✓ all volunteers, contractors and staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- ✓ Teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse
- ✓ all staff who have received a report of inappropriate behaviour by another volunteers, contractors and staff member.

To report any type of harm, all volunteers, contractors or staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this document.

This commitment is evidence of Libretto School of the Arts' fulfilment of the requirements of the Schedule s.2(4).

4. Managing Breaches of this Child Risk Management Strategy

Libretto School of the Arts is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Respectful Relationships Policy and the Complaint & Dispute Resolution Procedures and Complaints Handling Policy and this is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

5. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of Libretto School of the Arts' fulfilment of the requirements of the Schedule 1 2.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Libretto School of the Arts' commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

6. Blue Card Policies and Procedures

Libretto School of the Arts is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, Libretto School of the Arts:

- ✓ Require relevant prospective or current employees, volunteers, trainee students and staff members to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with Libretto School of the Arts' position descriptions and the Act prior to the commencement of their engagement.

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- ✓ Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information.
- ✓ Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form declaring they are not a restricted person prior to commencing their engagement.
- ✓ Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- ✓ Link and unlink individuals as they commence and conclude their engagement with the School.
- ✓ Appoint a School contact person who will be responsible for managing the working with child screening process and all related documentation and records.
- ✓ Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- ✓ Ensure that all information in relation to working with children authority is kept confidential.
- ✓ Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- ✓ Take appropriate action if an employee, volunteer, trainee student or staff member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of St Patrick's College Townsville fulfilment of the requirements of the Schedule 1 s.2(6)(b).

7. High Risk Management Plans

Libretto School of the Arts Risk Management Framework is evidence of fulfilment of the requirements of the Schedule 1 2.2(7).

8. Strategies of Communication and Support

Libretto School of the Arts' commitment to making this Child Risk Management Strategy available to students, parents and employees via its employee handbook and website is evidence of fulfilment of the requirements of the Schedule 1 2.2(8)(a).

Libretto School of the Arts is committed to training employees in relation to risks to students and will conduct this training regularly via annual training, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of the Schedule 1 s.2(8)(b).

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Responsibilities

Libretto School of the Arts' is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at Libretto School of the Arts are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Libretto School of the Arts is committed to the annual review of this Strategy Libretto School of the Arts will also record and monitor any breaches of the Strategy. In addition, Libretto School of the Arts is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- ✓ Libretto School of the Arts Child Protection Policy
- ✓ Libretto School of the Arts Complaint & Dispute Resolution Procedures and Complaints Handling Policy
- ✓ Libretto School of the Arts Blue Card Register
- ✓ Libretto School of the Arts Risk Management Framework
- ✓ Libretto School of the Arts Student Code of Conduct

Helpful Links

- ✓ Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- ✓ Department of Children, Youth Justice and Multicultural Affairs [Child Protection Guide](#) resource
- ✓ Blue Card Services resources

Appendices

- ✓ Appendix 1 - Summary of Reporting Harm
- ✓ Appendix 2 – Report of Suspected Harm or Sexual Abuse Form (Student Protection Reporting Form)

Key contact for students, parents, teachers to report suspected child harm to:

Principal Director – Alyssa Kelly, 0428 452 434

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Appendix 1 Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All volunteers/ contractors/staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police immediately	EGPA sections 366 and 366A
Teacher	Sexual and physical	Significant harm; & Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All volunteers/ contractors/staff	Physical, psychological, emotional, neglect, exploitation	Significant harm, & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 16
All volunteers/ contractors/staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
Principal Director	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Any member of the public	Any	Significant harm & Parent may not be willing and able	Child Safety	CPA section 13A
Any adult	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

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Appendix 2
Private and Confidential
Report of Suspected Harm or Sexual Abuse

Date:			
School:	Libretto School of the Arts		
School Phone:	0428452434		
School Email:	librettostudios@outlook.com		
DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:			
Legal Name:			Preferred Name:
DOB:			Gender:
Current Age:			Cultural Background:
Primary language spoken:			
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>			
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:		
Student's Residential Address:	Phone:		
FAMILY DETAILS			
Student's Personal Mobile:			
FAMILY DETAILS			
Parent/caregiver 1:	Relationship to Student:		
Address (if different from student):			
Phone: (H): (W): (M):			
Parent/caregiver 2:	Relationship to Student:		
Address (if different from student):			
Phone: (H): (W): (M):			
Is the student in out of home care? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>			

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE	
<input type="checkbox"/> Adult family member <input type="checkbox"/> Child family member <input type="checkbox"/> Other adult <input type="checkbox"/> Student/other child <input type="checkbox"/> Unknown	
PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).	
Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing	

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<p>safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.</p>		
<p>Please indicate the identity of anyone else who may have information about the harm or abuse</p>		
<p>Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/></p>		
<p>NAME OF STAFF MEMBER MAKING REPORT IF NOT THE PRINCIPAL:</p>		
Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address: alyssaoliveri78@hotmail.com		
Response requested by school:		
<p>ACTION TAKEN</p>		
<p>Form was emailed to (please tick which agencies the form was sent to):</p>	<input type="checkbox"/> Queensland Police Services (QPS)	<input type="checkbox"/> Department of Children, Youth Justice and Multicultural Affairs (Child Safety Services)
	<input type="checkbox"/> Family and Child Connect	

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

Confirm receipt of emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.

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