



# **Highfields State School P&C Association Student Protection Risk Management Strategy**

*A strategy for managing risks to children & young people.*

**This Strategy is effective from (date endorsed) 16 June 2008 and is to be reviewed annually in time for endorsement at the following AGM. This is an annual requirement of the P&C Association.**

**Disclaimer:** This document has been compiled by P&Cs Qld to assist P&C Associations to comply with the legislative requirements of the *Commission for Children and Young People and Child Guardian Act 2000 and the Commission for Children and Young People and Child Guardian Regulation 2001 and the Commission for Children and Young People Amendment Regulation (No. 1) 2006*. It is a guide only and should not be considered legal advice or a legal document. P&C Associations should seek the professional advice of the Commission for Children and Young People and Child Guardian should they have any questions regarding Student Protection Risk Management.

**Highfields State School  
Parents and Citizens Association**

## Student Protection Risk Management Strategy

### Purpose

This Student Protection Risk Management Strategy is developed to enable the P&C Association to comply with the legislative requirements specified in the *Commission for Children and Young People and Child Guardian Act 2000* and the *Commission for Children and Young People and Child Guardian Regulation 2001* and the *Commission for Children and Young People Amendment Regulation (No. 1) 2006* for the protection of children and young people from harm and the risk of harm.

### Policy

#### Statement of Commitment

Highfields State School P&C Association is committed to the safety and wellbeing of the students in the care of Highfields State School and requires volunteers and P&C employees to model and encourage behaviour that upholds the dignity and safety of students. The P&C Association supports the Education Queensland Student Protection Policy, Code of Conduct and Code of School Behaviour that applies to all Education Queensland Employees and includes volunteers and P&C employees.

Education Queensland Student Protection Policy:

<http://education.qld.gov.au/strategic/eppr/students/smspr012/>

Education Queensland Code Of conduct:

<http://education.qld.gov.au/corporate/codeofconduct/index.html>

Education Queensland Code of School Behaviour:

<http://education.qld.gov.au/publication/production/reports/pdfs/code-school-behaviour-a3.pdf>

All Volunteers and P&C employees must:

- Not cause harm to students in the care of the school
- Actively seek to prevent harm to a student in the care of the school
- Report suspected student harm
- Inform themselves about the content of this strategy.

### Principles

In keeping with principles outlined in Education Queensland's Student Protection Policy the P&C Association asserts that the welfare and best interests of children are paramount and all children have a right to protection from harm.

**Harm** includes any significant detrimental effect on a student's physical, psychological or emotional wellbeing.

Harm can be caused by amongst other things:

- Physical abuse
- Psychological or emotional abuse
- Neglect
- Sexual abuse or exploitation
- Substance Abuse or self harm

### Categories of Harm

For the purpose of this policy, harm to students is considered as being categorised as:

- Harm caused by a school employee or P&C employee
- Harm caused by another student

- Harm caused by a person not employed by Education Queensland or the P&C Association including family members, strangers, parent helpers, volunteers, school visitors or unknown
- Self harm

### Student Protection

- All volunteers and P&C employees receive some form of student protection training, as determined by the principal including provision of the Student Protection Fact Sheet \*\* (see Attachment A).
- The welfare and best interests of the student are paramount \*
- Every student has a right to protection from harm\*
- Volunteers and P&C employees must ensure that their behaviour towards and relationships with students is of the highest professional standards. (see Attachment B).
- Failure by a volunteer or P&C employee to act in accordance with the requirements of this policy will constitute a breach of the Code of Conduct and the principal will advise on appropriate action to be taken.

\* Section 5 *Child Protection Act 1999*

\*\* Student Protection fact sheet:

<http://education.qld.gov.au/student-services/docs/policy/sms-pr-012/factsheet.pdf>

### Accountabilities

All volunteers and P&C employees:

- Are not expected to be experts in the area of harm and should err on the side of caution in terms of reporting their suspicions, to enable those who are experts to investigate further.
- Who have any suspicion that a student is being harmed or is at risk of harm **MUST** report their concerns to the principal\*. OSHC staff are to report their concerns to the OSHC Coordinator/OSHC Assistant Coordinator who will:
  - complete the appropriate documentation in accordance with OSHC Policies and Procedures for the licensee (P&C President or Vice President (OSHC) to report to the Dept of Communities, and
  - inform the principal.

(See Attachment C for Volunteer or P&C Employee Report of Suspicion of Harm to Student Flowchart.)

- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- Must apply for and be successful in obtaining a positive suitability notice from the Commission for Children and Young People and Child Guardian if they are required to do so by law.
- Must immediately notify the principal in writing if they are charged with or convicted of an offence.
- Must undertake training in student protection procedures.

\* If you suspect the principal is responsible for causing harm to a student report this to the Executive Director, Schools at the local Education Queensland District Office.

### Code of Conduct

A Code of Conduct provides direction and guidance on responsibilities and the expected standards of behaviour while undertaking activities that reflect on the school and the P&C Association. The code places an obligation on all of us to take responsibility for our own actions.

A Code of Conduct for volunteers and P&C employees includes:

- Compliance with the Education Queensland Code of Conduct

- Personal privacy is of paramount importance. Information gathered or obtained as a result of the role as a volunteer or P&C employee MUST be considered confidential and is only to be passed on to the relevant school authority.
- Treating all people with Dignity, Courtesy, Honesty and Fairness at all times.
- Constructive criticism is healthy while personal attacks are destructive and to be avoided.
- Discrimination on racial, ethnic, or religious grounds is FORBIDDEN, as is any form of sexual discrimination and / or harassment.
- Highfields State School P&C Association Code of Conduct is attached at Attachment D.

*The Standards of Behaviour Fact Sheet is attached at Attachment B.*

## **Procedures**

### **Recruitment**

A volunteer, who is not a parent of a child of the school or exempt, MUST have a Blue Card before they start volunteering regardless of how often they come into contact with students.

Executive Committee members of a P&C Association that operate an Outside School Hours Care facility MUST have a Blue Card, or proof of a submitted application for a Blue Card.

All written advertisements for volunteer or paid employment will include information regarding Blue Card requirements.

A current Blue Card or proof of a submitted application for a blue card is an essential requirement for any applicant for any paid position.

### **Training**

Volunteers and P&C employees access some form of training as determined by the principal and P&C Association, to meet the legislative requirements of the Commission for Children and Young People and Child Guardian.

For example:

- School based Student Protection training through workshops and seminars provided by Education Queensland
- Education Queensland Student Protection online course and discussion module- details available from the principal.  
Student Protection Fact Sheet.  
<http://education.qld.gov.au/studentservices/docs/policy/sms-pr-012/factsheet.pdf>
- Information sheets are available on the relevant section of Education Queensland's website  
[www.deta.qld.gov.au](http://www.deta.qld.gov.au)
- Display Student Protection Fact Sheet in P&C areas of operation and also with the Volunteer Register or refer to the location where the Student Protection Fact sheet is displayed.
- Annual Volunteer Induction Process.
- Student Protection training through workshops and seminars provided by the Office for Early Childhood Education and Care and the Commission for Children and Young People and Child Guardian.

### **Management**

The following procedures are to be followed to ensure compliance with the legislation:

- Blue card application forms for P&C employees should be processed by the P&C President (This activity is coordinated by the Business Services Manager on the P&C President's behalf).

- The contact person in part A of the application form **MUST** be the P&C President.
- The Commission for children and Young People & Child Guardian must be notified if the person in the role of President changes (see Attachment E is a letter template for this purpose).
- Blue card application forms for volunteers should be processed by the authorised officer determined by the Principal (The Business Services Manager is authorised to process these applications).
- Volunteers and P&C employees who already have a Blue Card must provide a copy to the authorised officer determined by the Principal for filing.
- Maintain a Blue Card Register for volunteers and P&C employees (The register of volunteers and P&C employees blue cards is maintained by the Business Services Manager. A certified copy of OSHC employee blue cards is also maintained by the OSHC Coordinator on employee files.
- Register maintained by the authorised officer, determined by the principal, within the school in order to guarantee confidentiality of private information.
- Ensure that the Blue Card application forms are available on site (Application forms are downloaded as required).
- The contact address of the person processing the Blue card applications must be the address of the school.
- Maintain a Volunteer Register at every site and activity at which volunteers are working.
- The Volunteer Register **MUST** indicate if the volunteer has a blue card or not (refer to Attachment F for the HSS Volunteer Register Format).
- Volunteer Register to be checked regularly against the Blue Card Register. (On a term basis as a minimum requirement) by a designated person in liaison with the authorised officer. The P&C Administration Officer is designated to check the volunteer register against the Blue Card Register.
- The designated person checking the Volunteer Register **MUST** inform the principal / P&C President of those volunteers or P&C employees who are non compliant.
- Currency of the Blue Card for volunteers who are required to have a Blue Card is a condition of their unpaid employment.
- Non current volunteers will be contacted by the principal / P&C President and advised of the risk management procedures and advise them that they need to amend the situation before they can continue in their current capacity.
- Currency of the Blue Card for P&C employees is a condition of employment and is to be monitored by the P&C President. The P&C Administration Officer, OSHC Coordinator and Business Service Manager review the currency of blue cards on behalf of the P&C President.
- In accordance with the *Commission for Children and Young People and Child Guardian Act 2000* all volunteers and P&C employees who have a current Blue Card from the Commission **MUST** notify the principal / P&C President of any change in their criminal history (ie: if they are charged with or convicted of an offence). The principal / P&C President **MUST** then notify the Commission for Children and Young People and Child Guardian **This will be advised during volunteer induction sessions and in volunteer induction packs.**
- A Student Protection Activity Risk Management Plan (Refer to Attachment G for a blank plan) should be completed for each activity in order to identify the potential risks and put appropriate strategies in place to minimize the risks.
- A Training Register is maintained by an authorised person, as determined by the principal, and lists the volunteers and P&C employees who have achieved the minimum requirements of Student Protection training. The P&C Administration Officer and OSHC Coordinator maintain the training registers.

- The annual checklist (Refer to Attachment H for a blank checklist) is to be completed to ensure that procedures continue to be followed.
- A Risk Management Plan will be completed for high risk activities and special events in the course of the planning for the event or activity. Refer to Attachment G for a blank plan. Attachment I-L are Student Protection Risk Management Plans for regular P&C Activities, these activities include:
  - Tuckshop Operation (Attachment I),
  - Retail Operation(Attachment J),
  - Fundraising Activities (and reviewed for each event to ensure additional measures are not required) (Attachment K),
  - OSHC Operation (Attachment L).
- Suspected breaches of this Student Protection Risk Management Strategy MUST be reported to the principal / P&C President.

### **Obligations, Offences and Penalties**

P&C Associations MUST ensure that a Student Protection Risk Management Strategy is implemented, reviewed annually and updated as necessary to ensure compliance.

There is a range of penalties for breaches of the *Commission for Children and Young People and Child Guardian Act 2000*. Some offences may incur a fine of up to \$37,500 or up to five years imprisonment. (Updated as of March 2006)

### **Blue Cards**

#### **Volunteers**

Volunteers need a blue card if their usual function includes or is likely to include:

- providing services at a school that are directed mainly towards children; or
- conducting activities at a school that mainly involve children.

Volunteers do not need a blue card if they are:

- a "[registered teacher](#)"; or
- a volunteer parent of a child attending the school;
- a guest of a school or "[recognised body](#)":
  - for the purpose of observing, supplying information or entertainment to 10 or more people, and
  - the activity is for 10 days or less on no more than two occasions per year, and
  - the person is unlikely to be physically present with a child without another adult being present, or
- performing the function of employment at a national or state event organised by a school or "[recognised body](#)" (operating at a state or national level):
  - for a sporting, cultural or skill based activity, and
  - the event is attended by more than 100 people, and
  - the work is for 10 days or less on no more than two occasions per year; and
  - the person is unlikely to be physically present without another adult being present.
- a child under 18 years of age volunteering (except "[trainee students](#)" undertaking a course of study with an "[education provider](#)")

Executive Committee members of a P&C Association operating an Outside School Hours Care facility must have Blue Cards whether they are a parent of a child at the school or not.

### **Paid employees**

Paid employees must apply for a blue card if they work, or are likely to work over a 12 month period, for at least:

- eight consecutive days; or
- once a week, each week, over four weeks; or
- once a fortnight, each fortnight, over eight weeks; or
- once a month, each month, over six months.

**Note:** A paid employee or Executive member of a P&C operating an Outside Hours Care Facility can commence work pending the outcome of their blue card application.

More information on Blue cards can be found at <http://www.ccypcg.qld.gov.au/index.html>

### **Student Protection Activity Risk Management Plan**

The Student Protection Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results. (See Template).

All Student Protection Activity Risk Management Plans need to be filed together for reference and referral when necessary. This process needs to be completed as a provision of conducting activities that involve students. Risks identified at a high level **MUST** be reported to the principal before the activity is approved.

### **Definitions**

Terminology used in this strategy is as defined in the Education Queensland Student Protection Policy and procedures. Education Queensland Student Protection Policy:  
<http://education.qld.gov.au/strategic/eppr/students/smspr012/>

In addition:

- **A P&C employee** is any person employed by the school Parents and Citizens Association (P&C) on a temporary, casual, permanent or contract basis.
- **Volunteer** is any person who is engaged for a specific purpose in an unpaid capacity.
- **Blue Card** is issued by the Commission for Children and Young People and Child Guardian once it has carried out the Working with Children Check to see if a person is eligible. If a person is eligible, they are issued a positive notice and a blue card.
- **Working with Children Check** is a detailed national check of a person's criminal history, including any charges or convictions. Also considered is:
  - Disciplinary information held by certain professional organisations for teachers, child care providers, foster carers, nurses, midwives and certain health practitioners, and
  - Police investigation information into allegations of serious child-related sexual offences, even if no charges were laid because the child was unwilling or unable to proceed.

Commission for Children and Young People and Child Guardian:  
<http://www.ccypcg.qld.gov.au/index.html>

## Source of information

- Child Protection Act 1999:  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChildProtectA99.pdf>
- Commission for Children and Young People and Child Guardian Act 2000:  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/CommisChildA00.pdf>
- Commission for Children and Young People and Child Guardian Regulation 2001:  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/CommisChildR01.pdf>
- Commission for Children and Young People Amendment Regulation (No. 1) 2006:  
<http://www.legislation.qld.gov.au/LEGISLTN/SLS/2006/06SL102.pdf>
- Education Queensland Student Protection Policy:  
<http://education.qld.gov.au/strategic/eppr/students/smspr012/>
- Education Queensland Code Of conduct:  
<http://education.qld.gov.au/corporate/codeofconduct/index.html>
- Education Queensland Code of school behaviour:  
<http://education.qld.gov.au/publication/production/reports/pdfs/code-school-behaviour-a3.pdf>
- Education General Provisions Act 2006:  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>
- Anti Discrimination Act 1991:  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/A/AntiDiscrimA91.pdf>

## Attachments

- A. Student Protection Fact Sheet
- B. Standards of Behaviour Fact Sheet
- C. Flowchart – Volunteer or P&C Employee Response to Suspicion of Harm to a Student
- D. Highfields State School P&C Association Code of Conduct
- E. Change of President Notification
- F. Highfields State School P&C Volunteer Register Format
- G. Student Protection Risk Management Plan
- H. Annual Checklist
- I. Retail Operation
- J. Fundraising Activities
- K. OSHC Operation



## Attachment A

### Department of Education and the Arts SMS-PR-012 Student Protection Student Protection Fact Sheet

Student protection involves:

- Working to make schools safe and supportive places;
- Taking action to prevent students being harmed at school; and
- Reporting any suspicion you have that a student has been harmed or may be at risk of harm

**All children have a right to be protected from harm.**

#### **Harm is:**

Any detrimental effect of a significant nature to the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

This means anything that will have a serious and harmful effect on a student's physical health, or how they think and feel about themselves.

Any behaviour that harms a student is wrong. Sometimes a culture may have a custom or practice that harms children. Education Queensland policy says that harm to students will not be tolerated. It is **NOT** OK. In other words, culture or custom is **NO EXCUSE** for harming students.

Everyone who works in a school must look after the best interests of children.

#### **Managing your own behaviour is the first step in student protection**

- NEVER harm a student, either physically, psychologically or emotionally
- NEVER make fun of a student, put them down or discriminate against them because of their race or religion
- NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example, sending suggestive text messages or showing a student pornography)
- NEVER do anything that would make people think you are doing something sexual to a student

#### **You must report, to the Principal, any harm to a student that is caused by:**

- Someone working at the school
- Another student
- Someone from the student's family, a friend or a stranger
- The student self-harming

#### **If you see harm occurring at school:**

1. **Help** the student, who has been harmed, for example,
  - By telling the students to move away
  - Get a staff member involved as soon as possible
2. **Tell the principal** straight away about what you have seen
3. **Write** down what you saw and give the information to the Principal.

#### **If you suspect a student has been harmed at school or outside of school:**

1. **Tell the principal** straight away about what you suspect
2. **Write** down what you suspect and give the information to the Principal.

#### **If a student tells you that they have been harmed at school or outside of school:**

1. **Listen** carefully
2. **Reassure** the student that they have done the right thing by telling you
3. **Tell the student** you must tell the Principal what they have told you
4. **Tell the principal** straight away about what the student told you
5. **Write** down what the student told you and give the information to the Principal.

If you suspect the Principal is responsible for causing harm to a student report this to the Executive Director, Schools at the local district office.

**The main thing to remember is: If you suspect a student might have been harmed or might be at risk of harm tell the Principal straight away.** If the Principal isn't available you must tell the Acting Principal or a Deputy Principal.

## Attachment B

### Standards of Behaviour Fact sheet

The following tables include, but are not limited to, the specific *standards of behaviour* in relation to working closely with students in any situation:

<b>Language</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Communicate, both verbally and non verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students.</li> <li>• Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities</li> <li>• Ensure both verbal and non verbal communication are non abusive or bullying</li> <li>• When possible, frame communication from the positive perspective in interactions with students.</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>• Become involved in inappropriate conversations of a sexual nature</li> <li>• Make sexually suggestive comments</li> <li>• Use language that could be offensive to another.</li> <li>• Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students.</li> </ul>

<b>Relationships with Students</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students.</li> <li>• Dress appropriately while working with children and young people, in a way which models respect for the students.</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>• Spend inappropriate time with a student</li> <li>• Inappropriately give gifts to a student</li> <li>• Show special favours to a student</li> <li>• Expose student to sexual behaviour of others including displays of pornography</li> <li>• Persuade a student that a 'special' relationship exists.</li> </ul>

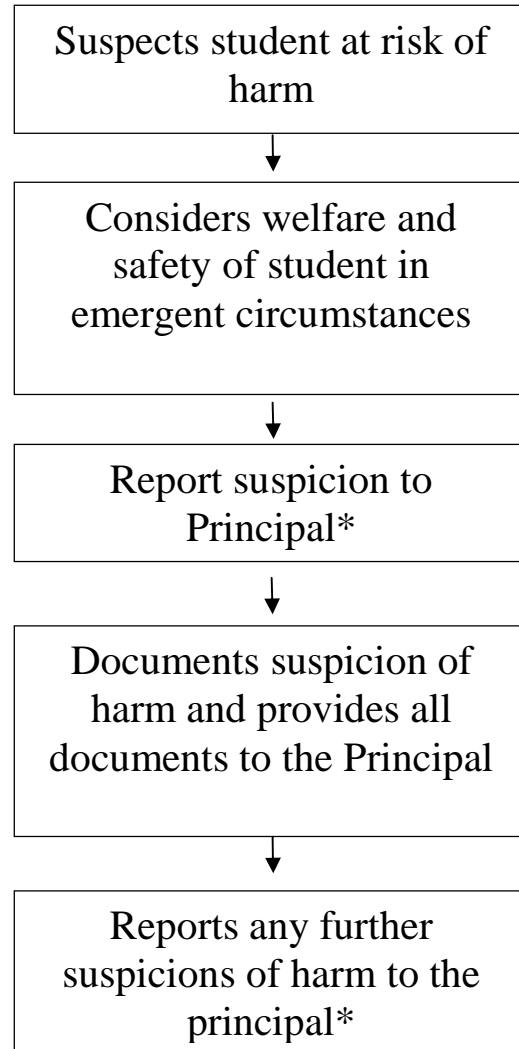
<b>Physical contact</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Respect the personal space of student e and limit physical contact generally</li> <li>• Limit hugging when initiated by the student by changing from a frontal hug to arm around the shoulder of student</li> <li>• Limit hugging when initiated by the student by sitting on the floor with child next to you</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>• Hit, kick, slap or push a student</li> <li>• Allow student to sit on your lap</li> <li>• Touch parts of a student's body usually covered by a swimming costume</li> <li>• Change nappies or engage in toileting practises unless in line of duty to child and with another adult carer present if possible.</li> </ul>

**(Adapted from information from the Commission for Children and Young People and Child Guardian)**

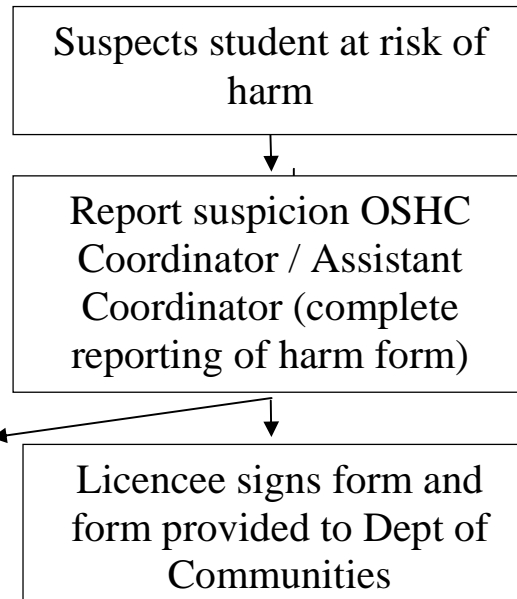
## Attachment C

### Flowchart: Volunteer or P&C employee response to suspicion of harm to a Student.

#### Volunteer / P&C Employee



#### OSHC Employee



\*Or the Executive Director, Schools if the Principal is the subject of the allegation.\*

With respect to child protection issues, reporting suspected harm or risk of harm is only part of the process.

Students who may need protection can be supported through:

- Treating them with respect and dignity
- Being sensitive to their needs, feelings and concerns

Allegations of suspected harm are serious and **MUST** only be discussed with the Principal\*.

The Principal will decide, who, at the school site, needs to know about the student's context and how much information is appropriate.

It is inappropriate for volunteers or P&C employees to pass on or discuss confidential information about a particular student to others, including colleagues or family members.

*(Child Protection Act 1999, Part 6 Confidentiality)*



# Highfields State School P&C Association **Code of Conduct**

*For all volunteers including Parents and Citizens Association Members,  
Committee Members and Parent Representatives.*

This Code of Conduct has been adopted to aid all members of our school community to work as a well-ordered group that promotes the interests, development and further improvement of Highfields State School.

A harmonious and safe working environment is essential to the effective conduct of our school's volunteer contribution and to job satisfaction. To this end, we have agreed to the following:

**COURTESY** towards and respect for others are to be observed by all.

**CONSTRUCTIVE criticism** is always welcomed. Personal attacks are destructive and must be avoided (including 'gossip').

**COOPERATION** is essential: working together to provide a supportive and safe school environment.

**CARE** of others and of school property should be considered at all times.

**CONFIDENTIALITY** is important. Information gathered or obtained as a result of our roles as volunteers in our school community is to be **ONLY** passed on to the relevant school authority **WITH** the permission of the person disclosing the information.

**CASH HANDLING** must comply with the P&C Constitution 2005 and Accounting for Parents & Citizens Associations 2003 (Revised November 2006). (In particular: "Two independent people must be responsible for collecting and counting all money and they must sign the supporting documentation, for example the daily takings sheet.")

**COMPLIANCE** with the Education Queensland Code of Conduct is essential (can be found at <http://education.qld.gov.au/corporate/codeofconduct/index.html>)

*We strive to work as a team for the benefit  
of all students at Highfields State School.*



**HIGHFIELDS  
STATE SCHOOL**

**Attachment E**

10459 New England Highway  
HIGHFIELDS Q 4352

Phone: (07) 4699 6222  
Fax: (07) 4699 6200

Email:

[admin@highfieldsss.eq.edu.au](mailto:admin@highfieldsss.eq.edu.au)

[u.au](http://www.highfieldsss.eq.edu.au)

Web:

**PARENTS AND CITIZENS  
ASSOCIATION**

**PO Box 51, HIGHFIELDS 4352 ABN: 51 861 625 598**

**The Commission for Children & Young People & Child Guardian  
Employment Screening Services Program**

PO Box 12671

Brisbane, George Street QLD 4003

[Fax 073035 5910]

Dear Commissioner

**Re: Change of contact name for Blue Card notifications**

Highfields State School P&C Association wishes to notify the Commission for Children and Young People & Child Guardian of a change to contact details for Blue Card applications.

The previous contact name was \_\_\_\_\_

**New contact details**

Name of P&C President: \_\_\_\_\_

\_\_\_\_\_ (School name) \_\_\_\_\_

\_\_\_\_\_ (School address) \_\_\_\_\_

\_\_\_\_\_ (School Contact number) \_\_\_\_\_

\_\_\_\_\_ (School Fax) \_\_\_\_\_

Regards

\_\_\_\_\_

President

Date: \_\_\_\_\_

## Attachment F

# Highfields State School P&C Association Volunteer Register

The P&C Association holds insurance for all volunteers participating in school activities. All volunteers MUST complete the register for each activity.

Term \_\_\_ Area of School: \_\_\_\_\_ (classroom, facility, activity, event)

Coordinator / Teachers name: (if applicable)

Date	Name	Time started	Volunteering Location / duties	Blue Card Y/N <sup>1</sup>	I have completed and Returned Volunteer Agreement Form Y/N	Volunteer signature	Time finished	Volunteer signature

If you are NOT a parent of a child at the school and are not exempt then you MUST have a Blue Card before you can volunteer in any area of the school or its activities. Please check with the person for whom you are volunteering. Completed Volunteer Blue Card Application forms to be submitted to the Commission for Children and Young People & Child Guardian. The contact in the school to get your application signed is Business Services Manager, P&C President or Principal.

<sup>1</sup> Guest of School / Performing a Function Organised by the School / Person between the ages of 13 and 18.

## Attachment G

## Highfields State School Parents & Citizens Association Student Protection Activity Risk Management Plan

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results.

Activity	Eg: Overnight activity			
Category of Harm	Risks What could go wrong?	Level L/M/H	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory / unsatisfactory
<b>Harm caused by school or P&amp;C employee.</b>	<ul style="list-style-type: none"> <li>○ Inappropriate person volunteers for supervision duty</li> <li>○ Adult and student alone together in sleeping quarters</li> </ul>		<ul style="list-style-type: none"> <li>• Careful recruitment process including screening of all staff and volunteers attending/ involved in activity.</li> <li>• Ensure appropriate child/staff ratios at all times</li> <li>• Staff supervision</li> <li>• Staff / volunteer training in all procedures of Student Protection &amp; Code of Conduct</li> </ul>	
<b>Harm caused by another student.</b>			<ul style="list-style-type: none"> <li>• Code of conduct for student</li> <li>• Protective behaviour training for students</li> <li>• Buddy system for students</li> <li>• Staff/volunteer training in procedures for reporting abuse</li> <li>• Minimise opportunity for children</li> </ul>	
<b>Harm caused by a person not employed by Education Qld or P&amp;C Assoc.</b> E.g.: Volunteers			<ul style="list-style-type: none"> <li>• Supervision by staff/volunteers based on site related risks</li> <li>• Staff training in procedures for conduct of activities</li> <li>• Training student in code of conduct, their responsibilities during activities and reporting (risks of) harm</li> <li>• Protective behaviour training for students.</li> </ul>	
<b>Self harm</b>				

L = Low, M = Middle, H = High.

Completed By:

Date:

Reviewed By:

Date:

## Attachment H

# Highfields State School P&C Association Student Protection Risk Management Annual Checklist

Year \_\_\_\_\_

<b>Currency of Blue Cards</b>	
1. Volunteers / P&C employees are entered into the Blue Card Register (and certified copies held on personnel files for OSHC employees)?	Yes / No
2. All cards are current?	Yes / No
3. Any volunteers / P&C employees with cards that are not current have completed new applications and we have forwarded them to the Commission?	Yes / No
4. Any persons with a negative or suspended notice are not currently employed	Yes / No

### **Risk Management**

1. Annual review of strategy has been completed?	Yes / No
2. Training accessible to volunteers and P&C employees?	Yes / No
3. Activities for the year have been evaluated for risks to students?	Yes / No
4. Updated Risk Management Policy approved at P&C AGM?	Yes / No
Risk Management Strategy and information is easily accessible to all volunteers and P&C employees?	Yes / No

\* This checklist needs to be completed and presented with the updated Risk Management Strategy for adoption, under General Business, at the P&C Association's AGM. Copy of checklist provided to the Principal.

P&C President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

P&C President's name: \_\_\_\_\_



## Highfields State School Parents & Citizens Association Student Protection Activity Risk Management Plan – Retail Operation

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results.

Activity	<b>Regular Operation of Tuckshop and Uniform Shop</b>			
Category of Harm	Risks What could go wrong?	Level L/M/H	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory / unsatisfactory
<b>Harm caused by school or P&amp;C employee or P&amp;C volunteer worker.</b>	<ul style="list-style-type: none"> <li>○ Inappropriate person volunteers for duty</li> <li>○ Adult and student alone together in tuckshop/uniform shop</li> </ul>	L  L	<ul style="list-style-type: none"> <li>• Careful recruitment process including screening of all staff and volunteers attending/ involved in Retail Operation.</li> <li>• Students not permitted in the Tuckshop or Uniform Shop unless accompanied by another student or more than one adult is present.</li> <li>• Supervision of volunteers by Retail Convenor</li> <li>• Staff and volunteers made aware of all procedures of Student Protection &amp; Code of Conduct</li> <li>• Staff and volunteers made aware of procedures for reporting abuse</li> <li>•</li> <li>• Staff and volunteer workers must not enter the change room area while a student is there.</li> </ul>	Satisfactory
<b>Harm caused by another student.</b>	<ul style="list-style-type: none"> <li>○ Harm while delivering/retrieving class Tuckshop boxes or while queuing at the Tuckshop</li> <li>○ Harm caused to another student in change room</li> </ul>	L	<ul style="list-style-type: none"> <li>• Code of conduct for students through school</li> <li>• Buddy system for students bringing/retrieving tuckshop boxes</li> <li>• Staff/volunteer training in procedures for reporting abuse</li> <li>• Orderly queuing at Tuckshop supervised by teacher on duty</li> <li>• Supervision by retail staff, only one child in change area at a time.</li> </ul>	Satisfactory
<b>Harm caused by a person not employed by Education Qld or P&amp;C Assoc. E.g.: Delivery person</b>	<ul style="list-style-type: none"> <li>○ Inappropriate interaction between 'external' person and students</li> </ul>	L	<ul style="list-style-type: none"> <li>• Supervision/monitoring by staff/volunteers of any students present when 'external' persons are present</li> <li>• Training student (through the school) in code of conduct, their responsibilities during activities and reporting (risks of) harm</li> </ul>	Satisfactory
<b>Self harm</b>	N/A	L	N/A	Satisfactory

L = Low, M = Middle, H = High.

Completed By: Vice President (Retail) Date: Mar 2013 Reviewed By: P&C AGM 2013 Date: Mar 2013

## Highfields State School Parents & Citizens Association

### Student Protection Activity Risk Management Plan – General Fundraising Activities

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results.

Acti vity	<b>General Fundraising Activities</b>			
Category of Harm	Risks What could go wrong?	Level L/M/H	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory / unsatisfactory
<b>Harm caused by school or P&amp;C employee or P&amp;C volunteer worker.</b>	<ul style="list-style-type: none"> <li>○ Inappropriate person volunteers for duty</li> <li>○ Adult and student alone together</li> </ul>	L  L	<ul style="list-style-type: none"> <li>• Careful recruitment process including screening of all staff and volunteers attending/ involved in activity.</li> <li>• Students not permitted in any school room used by the Fundraising activity unless accompanied by another student or more than one adult is present.</li> <li>• Activity organiser/supervisor to monitor and enforce adult/student ratio as outlined in previous point.</li> <li>• Staff / volunteer training in all procedures of Student Protection &amp; Code of Conduct</li> </ul>	Satisfactory
<b>Harm caused by another student.</b>	<ul style="list-style-type: none"> <li>○ Harm while queuing at events</li> </ul>	L	<ul style="list-style-type: none"> <li>• Code of conduct for students through school</li> <li>• Staff/volunteer training in procedures for reporting abuse</li> <li>• Orderly queuing at events supervised by teacher if present and monitored by activity organiser/supervisor.</li> </ul>	Satisfactory
<b>Harm caused by a person not employed by Education Qld or P&amp;C Assoc.</b> E.g.: member of public	<ul style="list-style-type: none"> <li>○ Inappropriate interaction between 'external' person and students</li> </ul>	L	<ul style="list-style-type: none"> <li>• Supervision/monitoring by activity organiser/supervisor and/or volunteers of any students present when 'external' persons are present (unless students accompanied by parent/guardian)</li> <li>• Training student (through school) in code of conduct, their responsibilities during activities and reporting (risks of) harm</li> <li>• Self Protection Training/awareness</li> <li>• Staff / volunteer training in all procedures of Student Protection &amp; Code of Conduct</li> </ul>	Satisfactory
<b>Self harm</b>		L		Satisfactory

L = Low, M = Middle, H = High.

Completed By: Vice President (Retail) Date: Mar 2013 Reviewed By: P&C AGM 2013 Date: Mar 2013

## Highfields State School Parents & Citizens Association Student Protection Activity Risk Management Plan - OSHC

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results.

Activity	Outside School Hours Care (OSHC)			
Category of Harm	Risks What could go wrong?	Level L/M/H	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory / unsatisfactory
<b>Harm caused by school or P&amp;C employee or P&amp;C volunteer worker.</b>	<ul style="list-style-type: none"> <li>○ Inappropriate person employed, volunteers</li> <li>○ Adult and student alone together</li> </ul>	L	<ul style="list-style-type: none"> <li>○ Blue card required for all staff; careful recruitment process including screening of all staff and volunteers attending/ involved in OSHC.</li> <li>○ All new employees work with partner, not left alone with children; staff &amp; volunteers induction process</li> <li>○ Avoid having a child and adult one on one in any area where they cannot be observed, adult member to supervise from outside if possible. Staff to try and organize another child or adult to be in same area/room.</li> <li>○ Staff / volunteer training in all procedures of Student Protection &amp; Code of Conduct.</li> <li>○ Control measures to be regularly discussed at staff meetings.</li> <li>○ Staff conduct supervised by Co-ordinator</li> <li>○ Risk assessment and mitigation strategies employed by co-ordinator and staff for activities where there is potential for harm to occur.</li> </ul>	Satisfactory
<b>Harm caused by another student.</b>	<ul style="list-style-type: none"> <li>○ Use of inappropriate language, pictures, touching</li> <li>○ Students alone in toilets or in unsupervised areas</li> </ul>	L	<ul style="list-style-type: none"> <li>○ OSHC rules discussed and reinforced with children</li> <li>○ Self Protection Training for the children</li> <li>○ Staff supervision, aware at all times of where children are</li> <li>○ Children take a buddy to toilet and staff are aware of length and who is in the toilet.</li> </ul>	Satisfactory
<b>Harm caused by a person not employed by Education Qld or P&amp;C Assoc.</b> E.g.: Delivery person	<ul style="list-style-type: none"> <li>○ Inappropriate language on walkie talkies</li> <li>○ Children being alone with a delivery or tradesperson</li> <li>○ Assess to harmful internet sites</li> </ul>	L	<ul style="list-style-type: none"> <li>○ Staff will request persons to be aware channel is being used by children and will chose a new channel if inappropriate language continues</li> <li>○ Children are not left alone with delivery, tradespersons</li> <li>○ Children are kept away from the area where tradespersons are working</li> <li>○ Service uses Education QLD network which blocks sites and staff monitor use by children. Sites are reported to school IT who can then block site.</li> </ul>	Satisfactory
<b>Self harm</b>	<ul style="list-style-type: none"> <li>○ Accessing areas eg Kitchen and causing physical harm to self</li> </ul>	L	<ul style="list-style-type: none"> <li>○ Supervision by staff.</li> <li>○ Harmful objects and chemical are kept locked away</li> </ul>	Satisfactory

L = Low, M = Middle, H = High.

Completed By: OSHC Coordinator

Date: Mar 2013 Reviewed By: P&C AGM 2013 Date: Mar 2013