



Capricornia School of Distance Education P&C Association Student Protection Risk Management Strategy

A strategy for managing risks to children & young people.

This Strategy is effective from **10.03.2025** and is to be reviewed and updated 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 *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*. 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 Blue Card Services should they have any questions regarding Student Protection Risk Management.

Capricornia School of Distance Education Parents and Citizens Association

Student Protection Risk Management Strategy

2025

Purpose

This Student Protection Risk Management Strategy is developed to enable the P&C Association to comply with the legislative requirements specified in the *Working with Children (Risk Management and Screening) Act 2000* and include the eight mandatory requirements under the *Working with Children (Risk Management and Screening) Regulation 2020* for the protection of children and young people from harm and the risk of harm.

1. Statement of Commitment

Capricornia School of Distance Education P&C Association is committed to the safety and wellbeing of the students in the care of Capricornia School of Distance Education 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 Department of Education's (the Department's) Child and Student Protection Policy and Student Protection Procedure:

[Department of Education Child and Student Protection Policy](#)

[Department of Education Student Protection Procedure](#)

All volunteers and P&C employees must:

- Not cause harm to a student in the care of the school.
- Actively seek to identify risks and prevent harm to a student in the care of the school.
- Report suspected student harm in accordance with their accountabilities. **NOTE: it is an offence for any adult not to report sexual offending against a child by another adult to the police.**
- Inform themselves about the content of this Strategy.

In keeping with principles outlined in the Department's Student Protection Procedure the P&C Association asserts that the safety, wellbeing and best interests of children are paramount, and all children have a right to protection from harm.

2. 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 P&C volunteers, employees, contractors and trainee/work experience students includes:

- Compliance with the P&C Code of Conduct (as per the P&C Model Constitution).
- 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.

The P&C Code of Conduct and Standards of Behaviour Fact Sheet are provided under templates for distribution.

3. Recruitment, selection, training and management

All written recruitment advertisements for volunteer or paid employment will include:

- information regarding Blue Card requirements (*see 7. Managing Compliance with the Blue Card System*) and the organisation's commitment to protecting children from harm.
- outline position description, duties and responsibilities.
- list skills, experience, qualifications required for the role.

Selection criteria and interview questions should be framed to assess the candidates:

- commitment, understandings, attributes, attitudes and values linked to the position, particularly as they relate to children.
- ability to align with your P&C's policies, child-safe culture and Code of Conduct.
- ability to demonstrate how they might conduct themselves around children.

Reference checks must be completed to confirm the identity of the candidate and validate the accuracy of previous employment details and the suitability of the individual. Suggested reference check questions may include:

- Has the candidate ever had any suspicions or reports made about their behaviour?
- Can you tell me about a time when you observed the applicant manage a child with challenging behaviours?

Post employment, your P&C must put strategies in place to support volunteers and employees in relation to:

- induction and training – all Volunteers and P&C employees must have a workplace and task specific induction and access some form of training as determined by the principal, to meet the legislative requirements of Blue Card Services. For example:
 - [Mandatory All-Staff Training](#) as provided by the Principal.
 - Provide the P&C's Student Protection Risk Management Strategy and display the 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. Highlight procedures for managing disclosures and suspicions of harm.
 - Ongoing training and professional development specific to their role and emerging fields of risk, e.g. child protection, slang, social media and cyberbullying.
 - Information on Restricted Persons and Restricted Employment as defined by Blue Card Services.
 - Information that it is a requirement by Law for the Blue Card holder (not the employer) to notify Blue Card Services if there is a change to the individual's police information.
 - Complaints management process.
 - Disciplinary procedures for breaches of the Student Protection Risk Management Strategy and associated policies and procedures.
- a probation period – this allows you to assess the performance of a new employee and their suitability before permanently confirming their employment.
- management procedures – regular professional supervision, performance appraisals.

4. Reporting Disclosures & Suspicions of Harm

Harm includes any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing. Harm can be caused by, amongst other things:

- Physical abuse - hitting, shaking, burning, biting, causing bruise or fractures by inappropriate discipline, poisoning, giving children alcohol, drugs or inappropriate medication.
- Psychological or emotional abuse - rejection, hostility, constant yelling, insults, cultural affronts, criticism, teasing/bullying, cyberbullying, grooming, exposure of children to domestic and family violence

- Neglect - not giving children sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care, adequate supervision, leaving children alone or children missing school
- Sexual abuse, exploitation or sexual assault - kissing or holding a child in a sexual manner, exposing a sexual body part to a child, exposing children to sexual acts or pornography, or having sexual relations with a child or young person (irrespective of the type of relationship).

For the purpose of this strategy, 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 the Department 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.
- The safety, wellbeing 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.
- Failure by a volunteer or P&C employee to act in accordance with the requirements of this policy will constitute a breach and the Principal will advise on appropriate action to be taken.

* Sections 5A & 5B *Child Protection Act 1999*

Reasonable grounds to suspect harm

A P&C volunteer or employee may have 'reasonable grounds' to suspect harm if:

- A child or young person informs you that they have been harmed,
- Someone else, for example another child or young person, a parent/guardian/carer, or a staff member, tells you that harm has occurred or is likely to occur,
- A child or young person informs you they know someone who has been harmed. It is possible the child may be referring to themselves,
- You are concerned at significant changes in the behaviour of a child or young person, or the presence of new unexplained and suspicious injuries, and/or
- You witness the harm occurring. If this is the case, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance on 000.

Examples of a disclosure of harm

A disclosure of harm may sound like:

- "I think I saw..."
- "Somebody told me that..."
- "I just think you should know..."
- "I'm not sure what you can do, but..."

Responding to a suspicion and/or disclosure of harm

All incidents or disclosures of harm or suspicions of harm are to be taken seriously and actioned immediately, regardless of whom perpetrated the harm, in an efficient and effective way. A P&C volunteer or employee should:

- Not react in with shock, disbelief or in a critical way to a disclosure,
- Find a private place to talk to ensure confidentiality (preferably in sight of another adult and not in a closed office) and to make the child or young person making the disclosure more comfortable and less concerned,

- Not give an assurance to the child or young person that the information provided will be kept secret. You are encouraged to advise the child or young person that they have done the right thing in making the disclosure, but the disclosure must be reported so that someone can help keep them safe,
- Not attempt to conduct their own investigation or mediate an outcome between the parties,
- Only ask enough questions to confirm the need to report the matter. You should avoid asking probing questions as this could cause distress, confusion and interfere with any later enquiries. For instance, you should ask non-leading questions such as “What happened then?” or “Can you tell me about that?” as opposed to leading questions such as “Did X touch you?”,
- Act on the basis that the information the person is providing is true,
- Ensure the child or young person in question is safe,
- Maintain the safety of other children and young people, and/or
- Follow the processes for documenting and reporting disclosures and suspicions of harm.

Any disclosure of harm is important and must be acted upon, regardless of whether the harm to a child or young person has been caused by a person from within or outside the P&C/school environment. See the *Process for Responding to a Disclosure of Harm* in templates.

Documenting disclosure of suspicion and/or disclosure of harm

P&C volunteers and employees must immediately document a disclosure/suspicion of harm, preferably using the Confidential Record of Child Harm Allegation (see templates). If the record is not readily available, you must take comprehensive notes, recording the following information:

- Date and time that record is made,
- The name, age and address of child or young person,
- Time, date and location of incident,
- The complainant (if not the child or young person),
- Who is present (i.e. the complainant, receiver of the complaint and any other person),
- Reason for suspecting abuse or harm (for example observation, injury, information),
- Exactly what the person disclosing said, using “I said..”, “they said”,
- The questions asked by the P&C volunteer or employee,
- Any comments the P&C volunteer or employee made, and
- The actions the P&C volunteer or employee took following disclosure, including arrangements for the immediate protection of the child or young person.

The P&C volunteer or employee must complete the Confidential Record of Child Harm Allegation as soon as possible and attach their notes to the document.

Reporting disclosures and suspicions of harm

All volunteers and P&C employees:

- Are not expected to be experts in the area of harm. Should they find themselves in a situation where they suspect harm, it is best to err on the side of caution and report these suspicions, enabling those who are experts to investigate further.
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm themselves.
- Who have any suspicion that a student is being harmed or is at risk of harm **MUST** report their concerns to the Qld Police Service and the Principal* in a timely manner^.
- OSHC staff are to report their concerns to the Qld Police Service, the Principal and the OSHC 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 Department of Families, Seniors, Disability Services and Child Safety and seek appropriate support or counselling for those involved in the reporting process).
- Are subject to mandatory reporting obligations to report suspected sexual offending against a child by another adult to the Qld Police Service (*Section 299BB of the Criminal Code*) and the Principal.

- MUST ensure appropriate confidentiality is maintained in relation to the disclosure of harm, including names and details of persons involved and any associated documentation.
- Actively seek to prevent harm to a student in the care of the school, including protecting students from the risk of another adult committing sexual offences against a student (*Section 299BB of the Criminal Code*).
- Must apply for and be successful in obtaining a positive suitability notice from Blue Card Services 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 as determined appropriate by the Principal.
- Where a P&C volunteer or employee is alleged to have committed harm to a child, their roles and duties **MUST** be reviewed by the P&C.

** If you suspect the Principal is responsible for causing harm to a student, report this to the Qld Police Service and the Regional Director at the local Regional Office of the Department of Education.*

^ In a timely manner means as soon as practicable after the suspicion or disclosure of harm occurs.

Contact phone numbers for external authorities:

QUEENSLAND POLICE SERVICE (QPS)

- 000, in an emergency or if you believe a child is in immediate danger or in a life-threatening situation
- 131 444, Policelink is the non-emergency phone number to make a report in Qld, available 24/7

CHILD SAFETY SERVICES (DEPARTMENT OF FAMILIES, SENIORS, DISABILITY SERVICES AND CHILD SAFETY)

- Contact the [Regional Intake Service for your area](#) during business hours (from 9am to 5pm, Monday to Friday)
- 1800 177 135, Child Safety After Hours Service Centre (free call for Qld only, outside of regular business hours)

ABORIGINAL AND TORRES STRAIT ISLANDER FAMILY WELLBEING SERVICES

- 1300 117 095

KIDS HELPLINE

- 1800 55 1800, 24/7 confidential telephone or online counselling service for children aged 5 to 25 (can remain anonymous)

VICTIM ASSIST QUEENSLAND

- 1300 546 587, from 9am to 4:30pm, Monday to Friday

5. Managing Breaches

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

There is a range of penalties for breaches of the *Working with Children (Risk Management and Screening) Act 2000*.

If your P&C has a breach of any aspect of the Student Protection Risk Management Strategy, report it to the Principal and review the breach, managing any consequences and establishing clear outcomes at Executive level. Record and table any permanent changes to the Strategy as a result of the breach and your review, whilst maintaining confidentiality relating to the particulars of the breach.

Potential outcomes for a breach will depend on the type of breach and its seriousness. For example, a minor breach of the code of conduct may result in organisation-wide reminders of behavioural/conduct expectations, whilst a serious

breach may result in disciplinary action for the individual and/or formal reports made to external bodies (e.g. Qld Police Service and Child Safety Services).

6. Student Protection Activity Risk Management Plan

The Student Protection Activity Risk Management Plan records details of 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.

Some key topics to consider and note on your Student Protection Activity Risk Management Plan include:

- Appropriate and inappropriate language.
- One-on-one contact and relationships with children.
- Physical contact with children and young people.
- Supervision of children and young people.
- Behaviour management strategies.
- Transportation of children and young people.
- Change rooms and toilet facilities.
- Health and safety.
- Management of illness and injury.
- Organisational behaviour standards.
- Culturally inclusive practices.
- Photography policy.
- Technology and social media.
- Substance use.
- Visitor and spectator policies.
- Confidentiality and privacy.

7. Managing Compliance with the Blue Card System

Volunteer Blue Card Requirements

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

NOTE: 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.

Volunteers do not need a blue card if they are:

- a "registered teacher" - NOTE: an Exemption Card will be required if the teacher is an Executive in charge of an OSHC;
- 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; or
- 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 a Business Blue Card, or proof of a submitted application for a Blue Card, whether they are the parents of a child at the school or not.

NOTE: We are aware that some Principals have directed that all volunteers on school site require Blue Cards, regardless of whether they are a parent or not. This is at the Principal's discretion.

Paid Employee Blue Card Requirements

Paid employees must have a blue card before they commence employment with the P&C.

More information on Blue Cards can be found at <http://www.bluecard.qld.gov.au/>

Restricted person in restricted employment (voluntary or paid)

There are exemptions that allow certain people to work or volunteer with children without a blue or exemption card in specific circumstances, such as a parent volunteering at the school/P&C where their child is currently enrolled.

However, as an organisation or business operator, you **must not** employ or continue to employ (this includes volunteers and paid employees) a **restricted person**.

A **restricted person** is a person who either:

- has been issued a negative notice,
- has a suspended blue card,
- is a [disqualified person](#),
- has been charged with a [disqualifying offence](#) that has not been finalised, or
- is the subject of an adverse interstate Working with Children Check decision that is in effect.

For further information, please refer to [Blue Card obligations for organisations](#) on the Blue Card Services website.

Blue Card Management

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

- The P&C and the school are separate entities, and each entity must maintain their own Blue Card Register – all P&C volunteers and employees **MUST** be linked to the P&C's Organisation Portal.
- The P&C must review the Working with Children legislation annually to ensure that they are up to date with the current obligations for the organisation and Blue Card holders.
- The P&C must annually review any incidents relating to child safety, the Student Protection Risk Management Strategy and Blue Card procedures, and consider whether any changes are required as a result.
- Blue Card Services must be notified if the person in the role of President (the contact person for the Association) changes – this can be via organisation portal or the form available on Blue Card Services website.

- Volunteers should apply for their Blue Card or Exemption Card online then provide the card details to the P&C executive to have the card linked to the P&C Association via the organisation portal.
- Volunteers and P&C employees who already have a Blue Card or Exemption Card must provide the card details to the P&C executive to have the card linked to the P&C via the organisation portal.
- Maintain a Blue Card Register for volunteers and P&C employees. Also include volunteers who are exempt also, e.g. a parent of a student currently attending the school or a volunteer under the age of 18.
- Ensure that new employee onboarding procedures are strictly followed – No Card. No Link. No Start.
- The Blue Card Register must be maintained by the authorised officer, usually the President or Secretary, to guarantee confidentiality of private information.
- 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, exemption card or if they are not required to hold a Blue Card (see templates).
- Volunteer Register to be checked regularly against the Blue Card Register, on a term basis as a minimum requirement.
- 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, in line with the Risk Management Procedures, 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.
- The authorised officer in charge of maintaining the Blue Card Register and organisation portal must regularly review Blue Card expiry dates of volunteers and employees and provide reminders to ensure that renewal applications are lodged on time.
- Currency of the Blue Card for P&C employees is a condition of employment and is to be monitored by the P&C President.
- A Student Protection Activity Risk Management Plan (see template) should be completed for each activity. This allows potential risks to be identified and put appropriate strategies in place to minimise the risks.
- A Training Register is maintained by an authorised person and lists the volunteers and P&C employees who have achieved the minimum requirements, including the Department's Mandatory All Staff Training, as determined by the Principal.
- Advise volunteers and employees that they are required by Law to notify Blue Card Services of any change in their police information, this is not the responsibility of the P&C/school.
- Have a process to manage high risk notifications from Blue Card Services, outlining how you will notify the relevant parties (e.g. Principal and employees, if applicable) if an individual is issued with a negative notice, has their Blue Card suspended or cancelled, or has their application withdrawn.

8. Communication and Support

Distribute this Student Protection Risk Management Strategy to all P&C Members, volunteers and employees, ensuring that they read and understand its purpose and comply with the strategy. Consider using bulletin boards, newsletters articles and posters to visually promote the P&C's commitment to providing safe and supportive environments for children and young people.

Clearly display the Standards of Behaviour Fact Sheet in key areas where your P&C operates. Print the Standards of Behaviour Fact Sheet on the back of all Volunteer Registers so that volunteers can undertake a quick refresher when signing in.

Include relevant aspects of the Student Protection Risk Management Strategy in staff professional development, performance plans and training plans. As an employer, ensure that you have support resources at the ready should an

issue arise, e.g. access to an employee assistance program, workplace health and safety program, counselling service, etc.

Ensure that you consult with all stakeholders - Principal, children and young people (where age appropriate), employees, volunteers and parents - as part of the ongoing development and review of your Student Protection Risk Management Strategy.

Develop strategies to encourage children and young people (where age appropriate) to understand how to keep themselves safe and what to do if they feel unsafe.

Definitions

Terminology used in this strategy is as defined in the Department's Student Protection Procedure:

[Department of Education Student Protection Procedure](#)

In addition:

- A **P&C employee** is any person employed by the Parents and Citizens Association (P&C) on a temporary, casual, permanent or contract basis.
- A **Volunteer** is any person who is engaged for a specific purpose in an unpaid capacity.
- A **Blue Card** is issued by Blue Card Services 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.
- A **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, childcare 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.

Source of further information

- Child Protection Act 1999:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010>
- Working with Children (Risk Management and Screening) Act 2000:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060>
- Working with Children (Risk Management and Screening) Regulation 2020:
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2020-0131>
- Department of Education Student Protection Procedure:
- <https://ppr.qed.qld.gov.au/pp/child-and-student-protection-policy>
- Education (General Provisions) Act 2006: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039>
- Anti-Discrimination Act 1991:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>
- Blue Card for P&C Associations:
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/required/industries/parents-citizens-associations>
- eSafety Commissioner:
<https://www.esafety.gov.au/>
- Department of Families, Seniors, Disability Services and Child Safety – Child Safety Services:
<https://www.dcssds.qld.gov.au/>

Reporting of Harm Templates

These templates are to assist the P&C to apply the processes and procedures as outlined in this model Strategy.

- **P&C Association Student Protection Annual Checklist**
- **Blue Card Register**
- **Standards of Behaviour Fact sheet**
- **Volunteer Register**
- **Student Protection Activity Risk Management Plan**
- **P&C Code of Conduct**
- **Process for Responding to a Disclosure of Harm**
- **Confidential Record of Child Harm Allegation**

Capricornia School of Distance Education P&C Association Student Protection Risk Management Annual Checklist

Year _____

Currency of Blue Cards	
1. Volunteers / P&C employees are entered into the P&C's Blue Card Register (including those who are exempt from requiring a Blue Card, e.g. a parent of a child currently attending the school or a volunteer under the age of 18) and Organisation Portal.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
2. All Blue Cards are valid and current.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
3. Any volunteers / P&C employees without a valid Blue Card are not currently working/volunteering, and have been prompted to complete new applications online - No Card. No Link. No Start.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
4. Any persons with a negative or suspended notice are not currently employed.	<input type="checkbox"/> Yes / <input type="checkbox"/> No

Risk Management

1. Annual review of strategy has been completed.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
2. Training is accessible to volunteers and P&C employees.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
3. Activities for the year have been evaluated for risks to students.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
4. Updated Risk Management Policy is approved at the P&C AGM.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
5. This Student Protection Risk Management Strategy and any other related information is easily accessible to all volunteers and P&C employees.	<input type="checkbox"/> Yes / <input type="checkbox"/> No

*** This checklist needs to be completed and presented with the updated Student Protection Risk Management Strategy for adoption at the P&C Association's AGM. A copy of this checklist is to be provided to the Principal.**

P&C President's Signature: _____ Date: _____

Capricornia School of Distance Education P&C Association Blue Card Register

Working with Children Check through Blue Card Services

- Register is to be regularly updated and made available to the Principal. **NOTE: the P&C is a separate entity to the school and must maintain their own Organisation Portal.**
- All details are private and confidential and **MUST** be stored safely within the school.
- Ensure a copy of the positive notice or negative notice is attached to the register.
- All volunteers and P&C employees need to ensure they renew their blue card and update details with the authorised officer managing the Blue Card Register.

Employee / Volunteer					Eligibility to hold a Blue Card			Blue Card Details							
Last Name	First Name	Middle Name	Employee OR Volunteer E/V	Have you completed the Department of Education's Mandatory All Staff Training? Y/N	Are you under the age of 18? Y/N	Are you a parent of a student currently attending the school? Y/N	Are you a restricted person, or ineligible for a Blue Card? Y/N (If yes, you must disclose this and cannot work with the P&C)	Application date	Date additional information supplied	Date of Birth	Registration/ application number	Date card suspended / cancelled	Expiry Date of card	Blue Card has been validated and added to P&C's Organisation Portal Y/N	Signature of authorised officer

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:

Appropriate and Inappropriate Language	
Do	<ul style="list-style-type: none"> Communicate, both verbally and non-verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students Use encouraging, positive words and pleasant tone of voice Display and encourage honest and open communication Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities Ensure both verbal and non-verbal communication are non-abusive or bullying When possible, frame communication from the positive perspective in interactions with students
Don't	<ul style="list-style-type: none"> Become involved in inappropriate conversations of a sexual nature or make sexually suggestive comments or jokes Use language that could be offensive to another, including swearing, harsh tones, racial comments or jokes, criticism, insults, yelling and bullying Personally correspond (including email, social media and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students
Behaviour Management Strategies	
Do	<ul style="list-style-type: none"> Establish clear guidelines for staff and volunteers about managing challenging behaviours of children List typical situations and provide solutions on how to respond and manage, include a warning system and escalation process Ensure that children are aware of the behaviour expectations for the activity
Don't	<ul style="list-style-type: none"> React in a negative manner, remembering that we communicate both verbally and non-verbally
Relationships with Students	
Do	<ul style="list-style-type: none"> Behave in a way which models and demonstrates respect for the rights, interests and wellbeing of all students Dress appropriately while working with children and young people, in a way that models respect for the students Establish if employees are allowed to conduct business such as private child-minding outside of the P&C environment
Don't	<ul style="list-style-type: none"> Spend inappropriate time with a student Inappropriately give gifts to a student Show special favours to a student Expose student to sexual behaviour of others, including displays of pornography Persuade a student that a 'special' relationship exists
Supervision of children and young people	
Do	<ul style="list-style-type: none"> Ensure staffing/supervision ratios are adequate to limit opportunities for unsupervised access to children Have procedures for drop off and collection of children Communicate to parents and guardians if they are required to stay during activities to supervise their child
Don't	<ul style="list-style-type: none"> Be one-on-one with a child without being visible to others at all times Allow children to be collected by a parent who is violent or intoxicated
Physical contact with children and young people	
Do	<ul style="list-style-type: none"> Respect the personal space of students and limit physical contact generally Limit hugging when initiated by students by changing from a frontal hug to arm around the shoulder of students Limit hugging when initiated by students by sitting on the floor with student next to you Document when first aid is provided and explain to the student the type of contact beforehand
Don't	<ul style="list-style-type: none"> Hit, kick, slap or push a student Allow students to sit on your lap Touch parts of a student's body usually covered by a swimming costume Change nappies or engage in toileting practises

Transportation of Children and Young People (may relate to OSHC - Vacation Care)	
Do	<ul style="list-style-type: none"> Seek parental consent Ensure drivers are licensed and vehicles are registered & insured Ensure child restraints/car seats are available as required
Don't	<ul style="list-style-type: none"> Allow transport in personal vehicles Travel one-on-one with a child or young person
Change Room and Toilets	
Do	<ul style="list-style-type: none"> Check the toilet area before the child enters and then stand in the entrance Ask children to travel to the toilet in pairs
Don't	<ul style="list-style-type: none"> Enter a change room or toilet area without announcing first, do not be in the change room or toilet with children without another person present
Health and Safety	
Do	<ul style="list-style-type: none"> Monitor children's need for sleep and rest, identify fatigue and exhaustion Obtain hygiene products, if needed Provide a sun safe environment – implement a sunscreen policy, monitor heat exhaustion, heat stroke and dehydration Monitor water safety – maintain ratios for children in the water, provide flotation devices, ensure CPR signage and training, maintain children's privacy when changing Regularly safety check premises and equipment – check fences, playgrounds and sports equipment Establish and practice clear emergency and evacuation procedures
Don't	<ul style="list-style-type: none"> Ignore an identified risk which could put a child or young person at risk
Management of Illness and Injury	
Do	<ul style="list-style-type: none"> Outline how first aid will be administered – by whom, what level certification is required, what equipment will be used, how will the incident be recorded and where are incident reports stored Establish procedures to deal with infectious diseases and allergic reactions Maintain confidential records of known medical conditions of children and their management plan
Don't	<ul style="list-style-type: none"> Provide illness or injury management above your skill/knowledge level, call for assistance
Organisational Behaviour Standards	
Do	<ul style="list-style-type: none"> Establish policies that meet the requirements of the <i>Human Rights Act 2019</i> Create guidelines that outline the behaviours that constitute bullying, discrimination and sexual harassment Establish policies that outline the P&C's culture of inclusivity and protection of all children Document what actions will be taken by your P&C following an incident – how will it be investigated and recorded
Don't	<ul style="list-style-type: none"> Act in a manner that would be considered inappropriate
Culturally Inclusive Practices	
Do	<ul style="list-style-type: none"> Create a culturally safe environment Reflect on cultural safety and invite collaboration Ensure your organisation is committed to respect and include Aboriginal and Torres Strait Islander people's particular cultural rights, as outlined in the Human Rights Act 2019 (section 28)
	<ul style="list-style-type: none"> Act in a manner that would be culturally disrespectful
Photography	
Do	<ul style="list-style-type: none"> Only photograph children for official purposes Limit the use of identifying information with a child's photograph Establish guidelines for how photographs are stored, for how long and who has access Document appropriate publication of photographs
Don't	<ul style="list-style-type: none"> Photograph or video a student without parental consent
	<ul style="list-style-type: none"> Share or privately post photographs or video of children or young people within your care
Technology and Social Media	
Do	<ul style="list-style-type: none"> Establish clear rules for using technology within the P&C environment- mobile phones, computers, portable devices, including live streaming Establish communication standards of behaviour to ensure volunteers and employees understand that how they conduct themselves on both public and private social media platforms can impact the P&C if they are identified as connected to the association Provide ongoing training on recognising the effects of social media and the mental health changes in children and young people Provide information on safe online practices for children and young people for parents

Don't	<ul style="list-style-type: none"> • Share photographs, video or identifiable content without express permission • Engage or allow cyberbullying – recognise, report and respond • Connect with children and young people on social media platforms, including direct messaging and sending/accepting friend requests
Substance use including Tobacco, Vaping, Alcohol, Drugs and Medications	
Do	<ul style="list-style-type: none"> • Establish and adhere to policies to ensure that staff/volunteers are not intoxicated or under the influence of drugs, including prescription medication, which may impair their ability to care for children • Establish and adhere to policies regarding the consumption of alcohol and smoking/vaping at child-related events/activities, e.g. at P&C businesses, fundraising activities • Safely store and administer medications as per documented parent-approved process, cross-check labels and supervise closely
Don't	<ul style="list-style-type: none"> • Attend volunteer/employee shifts whilst impaired through the use of alcohol, drugs or prescription medication
Visitors and Spectators	
Do	<ul style="list-style-type: none"> • Sign in and supervise visitors and spectators, ensuring that they are aware of and agree to these Standards of Behaviour • Establish clear expectations of what is considered appropriate and inappropriate behaviour by parents/family members attending P&C businesses or participating in P&C activities/events, and have set consequences for a breach in behaviour standards (e.g. the person will be asked to leave the event)
Don't	<ul style="list-style-type: none"> • Allow visitors and spectators direct access to children and young people
Confidentiality and Privacy	
Do	<ul style="list-style-type: none"> • Use secure storage for confidential information, e.g. locked filing cabinets or secure network folders or apps • Establish clear guidelines on who can access confidential information • Consult the Record Retention Schedule to understand timeframes for the storage/destruction of information • Establish policies around what information may be provided to internal and external stakeholders on request and who can action/provide commentary on this
Don't	<ul style="list-style-type: none"> • Share confidential information learned in your time as a P&C volunteer/employee

Capricornia School of Distance Education

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: ___ Date: _____ Area of School: _____ (classroom, facility, activity, event)

Coordinator / Teachers name: (if applicable) _____

[illegible]

If you're 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 discuss your eligibility to volunteer with the person for whom you are volunteering.

Capricornia School of Distance Education 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:				
Category of Harm	Risks - What could go wrong? Consider the nature of the activity, the environment/location of the activity, the stakeholders involved, risks of harm to children and young people associated with the activity, and the likelihood and consequences of the identified risks.	Level of Risk L/M/H*	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory/ unsatisfactory
Harm caused by school or P&C employee.				
Harm caused by another student.				
Harm caused by a person not employed by Education Qld or P&C Assoc. E.g.: Volunteers				
Self-harm				

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

CODE OF CONDUCT FOR P&C ASSOCIATION

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the whole school community at all times
- act in compliance with the Constitution
- act and work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017* and the Department of Education's policies and procedures relevant to P&C Association operations
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct if the school has one.

PROCESS FOR RESPONDING TO A DISCLOSURE OF HARM TO A CHILD

RECEIVING A DISCLOSURE

- Remain calm and find a private place to talk
- Explain why you can't keep it a secret
- Only ask enough questions to confirm the need to report the matter
- Do not attempt to conduct your own investigation



DOCUMENTING A DISCLOSURE

Complete a Confidential Record of Child Harm Allegation and include:

- Time, date and place of the disclosure
- Record "word for word" what happened and what was said, including anything you said and any actions that have been taken
- Date of report and signature



REPORTING A DISCLOSURE

A P&C volunteer or employee who receives a disclosure is to report it to:

- Qld Police Service and the Principal*

OSHC employees who receive a disclosure are to report it to:

- Qld Police Service, the Principal* and the OSHC 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 Department of Families, Seniors, Disability Services and Child Safety)

** If you suspect the Principal is responsible for causing harm to a student, report this to the Qld Police Service and the Regional Director at the local Regional Office of the Department of Education.*



FOLLOWING A DISCLOSURE

Support and counselling will be offered to all parties involved.

Where a P&C volunteer or employee is alleged to have committed harm to a child, their roles and duties MUST be reviewed by the P&C.

The Student Protection Risk Management Strategy, particularly the procedures for handling disclosures or suspicions of harm, must also be reviewed.

CONFIDENTIAL RECORD OF CHILD HARM ALLEGATION

Date & time formal complaint received:	/ / : AM/PM
Complainant's name: (if other than the child)	
Role/position of complainant: (e.g. P&C volunteer at disco held XXX)	
Child's Name:	
Child's Age:	
Person's reason for suspecting harm: (e.g. observation, injury, disclosure)	
Name of person complained about:	
Role/position in the P&C/school: (provide further information where possible, e.g. school employee = teacher)	<input type="checkbox"/> P&C Executive <input type="checkbox"/> P&C Member <input type="checkbox"/> P&C Volunteer <input type="checkbox"/> P&C Employee <input type="checkbox"/> School Employee <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Family Member/Friend <input type="checkbox"/> Self-harm <input type="checkbox"/> Other
Witnesses: (if more than three witnesses, attached)	Name (1): Contact details: Name (2): Contact Details: Name (3): Contact Details:
Interim action taken: (if any)	
Qld Police Service (QPS) report filed:	Report Number: Name of Officer: Location, e.g. station name or Policelink: Date & Time of Report: Instructions provided by QPS:

Principal notified: <i>NOTE: If you suspect the Principal is responsible for causing harm to a student, report this to the Regional Director at the local Regional Office of the Department of Education.</i>	Name of Principal: Date & Time of Notification: Method of Notification, e.g. in person, phone, email: Instructions provided by Principal:
OSHC Coordinator notified: (if disclosure or observation was made to/by an OSHC employee)	Name of OSHC Coordinator: Date & Time of Notification: Method of Notification, e.g. in person, phone, email: Instructions provided by Principal:
P&C Executive notified:	Name of P&C Executive: Position held by P&C Executive: Date & Time of Notification: Method of Notification, e.g. in person, phone, email: Instructions provided by P&C Executive:
Department of Families, Seniors, Disability Services & Child Safety (Child Safety) report filed:	Report Number: Name of Officer: Method of Reporting, e.g. phone, email: Date & Time of Report: Instructions provided by Child Safety Officer:
Police investigation findings: (if any)	
Child Safety findings: (if any)	
Internal investigation findings: (if any)	
External investigation findings: (if any)	

Action taken by P&C: (e.g. employee temporarily stood down pending investigation by QPS)	
Confidential Record of Child Harm Allegation completed by:	Name: Position: Signature:
Complainant signature: (if not a child)	