

Child Risk Management Strategy

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Supersedes	N/A
Authorised by	Vincent Lio – Chairman
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Date of review	This policy shall be reviewed annually; next review to occur in 2021.

Table of Contents

Statement of Commitment	1
Purpose	1
Scope	1
Related Documents.....	1
Implementation	1
1. <i>Code of Conduct</i>	1
2. <i>Recruitment, Selection, Training and Management Procedures</i>	2
3. <i>Handling Disclosures or Suspicions of Harm</i>	3
4. <i>Managing Breaches of Child Risk Management Strategy</i>	3
5. <i>Blue Card Policies and Procedures</i>	3
6. <i>High-Risk Management Plans</i>	4
7. <i>Strategies of Communication and Support</i>	4
Implementing the Process	4
Review and Compliance.....	4
Appendix A: Report of Suspected Harm of Abuse	5

Statement of Commitment

ThinkAgain Australia Ltd (ThinkAgain) is committed to the care, safety and development of young people.

Purpose

The purpose of this policy is to provide written processes about how ThinkAgain will minimise risk to student safety and ensure the safety and wellbeing of all students. The policy outlines how ThinkAgain will:

- create a culture that places the safety of children young people at the forefront of what we do.
- develop a culture of continuous improvement in regard to the protection of children and young people.
- provide training and information to agents, staff and volunteers so that they might clearly understand their obligations.
- comply with all current legislative requirements.
- provide a clear and supportive way to manage disclosures of harm or risks of harm.

Scope

This policy covers agents and employees of ThinkAgain, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers, visitors and people undertaking work experience.

Related Documents

- Child Protection Act 1999 (Qld);
- Working with Children (Risk Management and Screening) Act 2000 (Qld);
- ThinkAgain Australia Ltd Child Protection Policy;
- ThinkAgain Australia Ltd Complaints Handling Policy;
- ThinkAgain Australia Ltd Complaints Handling Procedures

Implementation

In practice, ThinkAgain Australia's commitment to acting in accordance to the Working with Children (Risk Management and Screening) Act 2000 (Qld) ("the Act") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 7.

1. Code of Conduct

At ThinkAgain we expect our employees and volunteers to conduct themselves as follows:

Employees and volunteers are expected to always behave in ways that promote the safety, welfare and well-being of students. They must actively seek to prevent harm to students, and to support those who have been harmed.

Employees and volunteers must:

- complete an induction prior to interacting with children or young people and refresh that induction every two years.

- complete a youth mental health first aid course within 3 months of being employed or volunteering for ThinkAgain.
- complete a valid working with children check and maintain it over the course of their involvement with ThinkAgain.
 - Volunteers shall obtain a blue card prior to commencement
 - Paid Employees shall apply for a blue card prior to commencement
- not be abusive in any way towards others, physically, mentally, verbally or spiritually.
- avoid situations where they are alone in an enclosed space with a student.
- exercise caution, when physical contact with a student is a necessary part of the program's experience, to ensure that the contact is appropriate and acceptable.
- advise a student, if they intend to touch them physically, and obtain their consent.
- not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- not have a romantic or sexual relationship with a student.
- remain alert to the risk indicators of harm and abuse and report any suspicions of harm or abuse toward a student by another person using the procedures outlined in this policy.
- acknowledge when they are out of their depth or do not possess an adequate skillset to function in their role, including when a child or young person needs to seek professional help.
- keep confidentiality, except when required by law or where there are concerns for the safety of another, including the person who disclosed.
- positively contribute to a safe and supportive environment

All ThinkAgain employees are responsible for complying with the code of conduct in the course of performing their professional duties.

2. Recruitment, Selection, Training and Management Procedures

ThinkAgain Australia is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, ThinkAgain will:

- ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
 - a selection process that includes assessing the application via an interview process, blue card screening, at least two referee checks, identification verification and mandatory disclosure of any information relevant to the candidate's eligibility to engage in activities including children.
 - a probationary period of employment, which allows the charity to further assess the suitability of the new employee and to act as a check on the selection process.
- ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
 - an induction program which thoroughly addresses the company's policies and procedures, particularly its expectations regarding student risk management, and assists employees to understand their role in providing a safe and supportive environment for students.
 - training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the company's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm or abuse to a child
 - keeping a record of the training provided to employees.
 - management processes that are consistent, fair and supportive.
 - performance management processes to help employees to improve their performance in a positive manner.

- supportive processes for employees and volunteers when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the ThinkAgain Australia Ltd Child Protection Policy as follows:

- all employees with concerns about sexual abuse or likely sexual abuse
- all employees who have received a report of inappropriate behaviour by an employee

To report any harm or suspicion of harm, employees should complete an online Report of Suspected Harm or Sexual Abuse Form (Appendix A) and submit the CEO. Where the CEO is the subject of the report, the employee should submit the report to the Chair of the Board.

Employees may at any time confer with CEO in respect of any suspicion regarding the harm or abuse (including sexual abuse) of a student.

Having received a Report of Suspected Harm or Sexual Abuse, the CEO (or Chair) should review the report and take appropriate action. This may include submitting the report directly to the Police and the relevant school principal.

Whenever a report is submitted to the Police, the submitter must also send an unidentifiable summary to the Board within 24 hours.

4. Managing Breaches of Child Risk Management Strategy

ThinkAgain is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies, such as its Child Protection Policy, Employee Code of Conduct and Complaints Handling Policy.

If ThinkAgain receives an allegation regarding harm or abuse against an employee, it shall:

- automatically suspend the employee until an investigation from relevant authorities (either internal or external) has resolved.
- contact the police if there is immediate concern for the young person's safety, such as physical or sexual abuse.

If an employee of ThinkAgain is found guilty for harm/abuse, they will automatically be terminated.

5. Blue Card Policies and Procedures

ThinkAgain is committed to the screening of employees in such a way that limits risks to children. In particular, ThinkAgain will:

- Require relevant prospective or current employees, volunteers and Board Members to apply for a Blue Card or Exemption Notice and check the validity and appropriateness of any currently held notices as appropriate.
- Complete an Authorisation to Confirm a Valid Card application when necessary
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information

- Submit a No Longer with Organisation form when appropriate
- Appoint a contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

6. High-Risk Management Plans

ThinkAgain is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. ThinkAgain will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

7. Strategies of Communication and Support

ThinkAgain is committed to making this Child Risk Management Strategy available to students, parents and employees via its website. ThinkAgain is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff.

Implementing the Process

ThinkAgain is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations. All employees of ThinkAgain are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Review and Compliance

ThinkAgain is committed to the annual review of this policy. ThinkAgain will also record, monitor and report to the Board and Executive Team regarding any breaches of the policy.

Report of Suspected Harm or Abuse

This form is for employees of ThinkAgain to report any suspicion of harm or abuse (including sexual abuse) to the CEO or Chair of the Board, as appropriate.

* Required

Details of Employee

1. Full name *

2. Email *

Details of Student Harmed or at Risk of Harm/Abuse

3. Name *

4. Sex *

Mark only one oval.

Male

Female

5. Grade *

6. School the student attends *

7. Cultural Background

Check all that apply.

Aboriginal

Torres Strait Islander

Family Details

8. Full name of parent/caregiver 1 *

9. Relationship to the student *

10. Full name of parent/caregiver 2 *

11. Relationship to the student *

12. Other household members *

Provide all known names of children, family and significant others and list their relationship to the student.

13. Are there any Family Court or Domestic Violence orders in place?

Mark only one oval.

- Yes
 No
 Unknown

14. Is the student in out of home care?

Mark only one oval.

- Yes
 No

Details of the Suspected Harm or Abuse

15. Person alleged to have cause harm or risk of harm/abuse *

Check all that apply.

- Adult family member
 Child family member
 Student/other child
 Other adult
 Unknown

16. Information which lead to your suspicion of harm/abuse *

May include: time and date of incident; location of the incident, source of information; physical appearance of any injury; any disclosures made by the student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays.

17. Details of Parent/Caregiver's circumstances *

May include: parenting capacity; protective capacity; presence of complicating factors including domestic violence, drug/alcohol misuse; mental health history; physical or intellectual disabilities, family stressors - financial, isolation, accommodation, unemployment, family law disputes; mobility and transience.

18. Parent/Caregiver's circumstances knowledge of the incident and their response

19. Details of any other persons who are aware of the harm/abuse

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