Preamble

St Mary's College is committed to high quality learning and teaching for the students enrolled at our school.

Situated within the Archdiocese of Brisbane, St Mary's College is founded on Christ and Mercy charism and is at the service of our students, families, society and the Church. As a system school under the administration of Brisbane Catholic Education (BCE), and, in compliance with the requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020,* St Mary's College has developed a Child and Youth Risk Management Strategy (CYRMS). The St Mary's College CYRMS references Brisbane Catholic Education (BCE) system wide policies and procedures which support the safety, protection and well-being of students and is contextualised to our school environment. For further information regarding St Mary's College CYRMS please contact Phill Holding – Assistant Principal – Administration on 34325405 or philliph@stmarys.qld.edu.au

PART 1: COMMITMENT

Statement of Commitment (*mandatory requirement 1*)

St Mary's College is committed to the safety and wellbeing of all students. St Mary's College respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that every person is made in the image of God and children and young people are entrusted to us by the love of God. All students have the right to expect that the school will always act to protect them from any kind of harm.

St Mary's College is actively committed to fostering communities of safeguarding that recognise and uphold the dignity and rights of all children. We encourage open communication whereby families and communities are informed of relevant issues and participate in decisions about the safety of children.

It is particularly important to us to look for avenues to empower children to have a say and be listened to. We actively seek to become and remain informed of the causes and signs of child abuse and neglect. When we receive information about concerns or witness any matter relating to abuse of a child, we respond appropriately and report any such concerns to the appropriate authority. This includes contacting the police immediately where there may be immediate risk of harm to any person, especially a child.

Every person within St Mary's College who comes into contact, or works, with children seeks to uphold the dignity of all children and commits to establishing safe and supportive relationships. St Mary's College has documented policies and procedures to prevent risks to children and build a strong culture of safeguarding. All staff and volunteers are expected to follow these policies and procedures and contribute to the culture of care and protection of all children.

We plan, organise and review all activities with children, proactively considering potential risks and strive to ensure risks are reduced, and eliminated where possible. Everyone is encouraged to communicate any area of concern or where they think our approach may need improvement. Anyone who brings forward a suspicion, concerns, knowledge or allegation of current or past abuse

of a child to St Mary's College will be responded to sensitively, respectfully, actively and in a timely manner, in line with our Student Protection Processes.

We regularly undertake internal and external auditing of our safeguarding policies and practices to make sure that they always support a culture and practice that puts the safety of children at the centre of our thinking and action. We listen to the voices of children as we constantly strive to remain vigilant and make improvements. For more information or to raise a concern, please contact: **Phill Holding – Assistant Principal – Administration on 07 34325405 or philliph@stmary's.qld.edu.au**

Codes of Conduct (*mandatory requirement 2*)

BCE has developed codes of conduct and standards of behaviour for employees, students, volunteers (including parents) and other personnel in consultation with relevant parties. These codes of conduct set out BCE's requirements in relation to the conduct of employees who work at St Mary's College, together with students, volunteers and other personnel at the school and contain specific information on interacting with students.

BCE employees who work at St Mary's College are also bound to comply with BCE's Statement of Principles for Employment in Catholic Schools or the Statement of Principles for Employment in Catholic Education. Relevant employees must also comply with other professional standards, for example, the Australian Professional Standards for Teachers and the Australian Professional Standards for Principals which describe effective, contemporary practice for teachers and principals.

BCE Employee Code of Conduct

The Catholic Education Archdiocese of Brisbane Code of Conduct sets out the standard of behaviour required of employees of BCE in the performance of their duties at St Mary's College. All BCE employees must comply with the Code of Conduct, including employees employed on a temporary, casual, fixed term or continuing basis.

The Code of Conduct states that BCE employees must act appropriately and professionally at all times in their interactions with students and observe appropriate boundaries, behaviour and contact with students. In addition, the Code of Conduct covers employees' duties in relation to risk management and duty of care obligations to students.

The Code of Conduct is on BCE's Public Website and Intranet, Spire. The Principal at St Mary's College is required to monitor completion of the online Code of Conduct training for school employees at the time of induction for all new employees and annually for all other employees.

Student Behaviour Support Policy

St Mary's College has developed a Student Behaviour Support Plan (St Mary's College Student Behaviour Support Plan) in consultation with all groups in the school community and in accordance with BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is based upon a whole school positive behaviour for learning approach to support student behaviour in the school environment.

St Mary's College's Student Behaviour Support Plan reflects the shared values and expectations of the school regarding student behaviour support and encourages a supportive Catholic school environment. The Student Behaviour Support Plan includes a student code of behaviour and information on formal sanctions and prevention and responding to bullying and harassment, guided by BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is readily accessible to students and parents and is uploaded on the St Mary's College Website – Link HERE!

Our school uses BCE's *Engage Student Support System* to track the behaviour of students and proactively support students' behaviour through data-based decision making. Our school is required to use the *Engage Student Support System* to document bullying/harassment incidents, drug related incidents, weapons incidents and all suspensions (both in school and out) for a period of one day or more. Schools are required to note a part time suspension on the student's school file.

Volunteer and Other Personnel Code of Conduct and Registration

BCE has developed a Volunteer and Other Personnel Code of Conduct which outlines the standard of behaviour which is required of volunteers (including parents) and other personnel in their activities in the school. This includes the need to think and act safely and treat students and employees with respect.

St Mary's College takes the following actions to ensure that the BCE Volunteer and Other Personnel Code of Conduct is implemented in the school community:
- all volunteers and other personnel are able to access a copy of the Volunteer and Other Personnel Code of Conduct on BCE's public website;
- all volunteers and other personnel are required to comply with the Volunteer and Other Personnel Code of Conduct to continue their voluntary/professional engagement at the school;
- all volunteers and other personnel have completed Student Protection and Code of Conduct Training for Volunteers and Other Personnel via the online training module Volunteers/Other Personnel Training located on the BCE public website; and
- all volunteers and other personnel complete and sign the Volunteer and Other Personnel Register form. The form requires a volunteer to declare that they are not:
  - A negative notice holder disqualified from holding a blue card under the Working with Children Act (Risk Management and Screening) Act 2000
  - A person with a current suspended blue card under the provisions of the Working with Children Act (Risk Management and Screening) Act 2000
  - A disqualified person within the meaning of the Working with Children Act (Risk Management and Screening) Act 2000
  - A person with a charge for a disqualifying offence within the meaning of Working with Children Act (Risk Management and Screening) Act 2000.

COVID 19 and Alternative Education Provision (AEP)

St Mary's College responded to the challenges resulting from the global pandemic, implementing government and BCE guidelines and resources to promote the safety and wellbeing of students in relation to both COVID-19 and the implementation of AEP.

The school based Critical Management Incident Team implemented the following local protocols:

- students and staff were provided with hand sanitiser for use in classrooms and encouraged to utilise their own personal supply.
- the College increased the frequency of cleaning during the school day, particularly around high touch areas, including handrails, bathrooms and door handles.
- communal drinking bubblers were closed off to avoid risk with students, staff and members of the community are asked to bring their own water bottle for use. Taps were available for refill.
- the canteen was reviewed, and social distancing protocols put in place.
- the College co-curricular program was reviewed and modified in accordance with BCE and QLD Health Regulations. As these changed, the College adapted, ensuring that all events complied to all regulations, including the use of COVID-Safe plans.

- calendar events were addressed, and decisions made regarding perceived risk and need for events to run. Various events went ahead, some were modified, some postponed and others cancelled. St Mary's College community were notified of these decisions and reason behind the decisions.
- on account of our proximity to two other local schools, the College Leadership Team's (CLT) of each school communicates regularly to ensure appropriate processes were put in place.

Microsoft Teams was established as the platform used to facilitate AEP, including home based learning, and to build collaboration and connection providing alternative facilitation of liturgies, staff meetings, assemblies and school tours.

The following are examples of resources, protocols and management practices developed and implemented at St Mary's College:

- scripts for newsletters, portals and websites about student, staff and parent well-being
- COVID specific and other mental health resources sent to all schools for distribution to all students and parents/guardians
- BCE *Message of Hope Initiative* implemented throughout Easter
- daily checks with students participating in AEP
- implementing safety guidelines written for use of Microsoft Teams e.g. restrictions regarding 1 on 1 interactions
- following instructions provided on revised protocols for guidance counsellor, specialist teacher and contractor interaction with students during AEP
- revised supervision guidelines
- access by visitors, parents and contractors to site is restricted
- new guidelines provided to staff and guidance counsellor in relation to engaging with students and managing disclosures and student protection matters
- vulnerable students invited to attend schools onsite even if not in 'Essential Worker' category
- development of a COVID 19 – school critical incident plan including standing up a school based critical incident teams and the development of specific scenario planning and risk management
- international and interstate travel was ceased for camps and excursions
- excursions and camps are required to have site specific and school specific COVID 19 plans.

PART 2 - CAPABILITY

Procedures for recruiting, selecting, training and managing employees that enhance the safety and wellbeing of children and young people and the protection of children and young people from harm (*mandatory requirement 3*)

Recruitment and selection

St Mary's College recruits and selects employees who work with students in the school who are appropriately qualified and suitable for working with children and young people.

St Mary's College is responsible for employee recruitment, selection, training and management of employees in the school in partnership with personnel from the BCE office.

Principals and employees involved in staff recruitment, selection, training and management of employees at the school must comply with the relevant BCE policies which are published on the BCE Intranet, Spire and include:
• Recruitment, Selection and Appointment of Teachers procedure
• Recruitment, Selection and Appointment of Brisbane Catholic Education Office Staff
• Recruitment, Selection and Appointment of Middle Leaders
• Recruitment, Selection and Appointment of Primary Learning Leaders
• Recruitment, Selection and Appointment (Acting Senior Leadership Positions in Schools)
• Recruitment, Selection and Appointment of P – 12 Heads
• Recruitment, Selection and Appointment of DPs, APs and APREs
• Recruitment, Selection and Appointment of Principals.

In advertising new positions for the school, the advertisement states that "This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law".

St Mary's College adheres to the requirements of BCE's policies and procedures in relation to employment which are contained in the Working with Children (Risk Management and Screening) Act 2000, Working with Children (Risk Management and Screening) Regulation 2020, Education (Accreditation of Non-State Schools) Act and Regulation 2017, and the Education (Queensland College of Teachers) Act 2005 when engaging employees.

All non-teaching employees working at St Mary's College are required to comply with the BCE Working with Children Check (Blue Card Screening) Procedure. All non-teaching employees, volunteers and trainee students who work with students and who require a Working with Children Card (Positive Notice blue card) under the Working with Children (Risk Management and Screening) Act 2000, are required to obtain a Working with Children Card (Positive Notice blue card) and keep it current. All teachers must produce evidence of current teacher registration with the Queensland College of Teachers (QCT) before they commence work at St Mary's College.

Training and Management of Employees

The Principal is required by BCE to ensure that all new BCE employees at St Mary's College are provided with induction training on the school's processes and procedures, the values and expectations of BCE and the standard of behaviour required of employees in their interactions with students, to support BCE and St Mary's College to provide an environment that is safe and supportive for students.

All staff at St Mary's College must complete mandatory online training in BCE's Student Protection Processes, annually. Student protection training covers BCE's requirements under the Student Protection Processes in relation to reporting by employees of suspicions or allegations of:
• sexual abuse/likely sexual abuse of students;

- harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and
- inappropriate behaviour of staff towards students.

This training provides employees at St Mary's College with skills to effectively respond to and report suspicions or allegations of abuse or harm, as required by law. New employees must complete this training prior to commencing work with students at the school. Mandatory induction training is provided for the school's newly appointed Student Protection Contacts and refresher (every 2 years) and advanced skills (every 4 years) training to upskill the Student Protection Contacts in receiving and managing disclosures from students.

Additional on-going training is provided by BCE and employees at the school are encouraged to attend. BCE has a dedicated Organisational Development Team which co-ordinates professional learning opportunities for BCE employees to enable BCE employees to enhance their professional or personal knowledge and skills. St Mary's College encourages staff to attend professional learning courses. Such examples of courses cover the safety and wellbeing of students. For example, courses are offered from time to time on bullying in schools, behaviour management of students, students at risk of harm and students with special needs.

Mandatory Privacy training is undertaken by all employees annually as part of a suite of core compliance courses.

Where there is a complaint or allegation in relation to an employee of inappropriate behaviour, unsatisfactory performance or misconduct, the Principal will take all appropriate management action. This may include requiring employees to undertake additional training or mentoring, reinforcing BCE's and the school's expectations or disciplinary action. The Staff Complaints Management procedure and Staff Misconduct procedure set out a clear and consistent process for handling complaints and allegations of misconduct.

BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the school who require support.

BCE promotes the capacity of employees to contribute to the mission of our organisation through ongoing professional development and professional learning. The BCE Performance and Development policy and Planning and Performance Framework guide individual performance and development which is undertaken at all levels throughout the organisation. The Leadership Capability Framework articulates the requirements for BCE employees to model and promote a culture where student protection is the responsibility of everyone.

Other BCE Support for Student Wellbeing

St Mary's College recognises that students learn best in school environments in which they feel safe, both physically and emotionally. BCE has developed a number of policies, processes and resources to support the pastoral care and wellbeing of students at St Mary's College. These are readily accessible to BCE employees on BCE's Intranet, Spire. The Principal at St Mary's College provides informal training, from time to time, at staff meetings and 'in service' days, so that employees at the school are aware of these policies.

Example policies and processes include:
- Student Wellbeing policy
- Student Diversity and Inclusion policy
- School Uniform policy
- Pastoral Care and Student Wellbeing Position and statements
- Students in out-of-home-care (OHCC)
- Natural Disasters
- Critical Incidents

- Catholic Perspectives across the Curriculum
- Preventing and Responding to Student Bullying and Harassment policy and procedure
- Alcohol and other Drug related incidents procedure
- Exclusion procedure
- Detention procedure
- Suspension procedure
- Negotiated change of school procedure
- Physical Interventions procedure
- Police Interventions in Schools procedure
- Weapons in Schools procedure
- Manual Handling of Students procedure
- Suicide Intervention Prevention and Postvention
- Students with Disability
- Student Attendance policy and procedure
- Management of actual or perceived aggression (MAPA)
- Positive Behaviour for Learning (PB4L)
- Social Media policy
- Student Behaviour Support policy and procedures and the template for the School Behaviour Support plan
- Guidelines for informed consent
- GC Management of Confidential Information procedure
- Engage Strategy including attendance, family engagement, equitable outcomes, positive behaviour for learning, mental health and wellbeing and engaged learners
- Transitions – career development P-12
- Youth Support Coordinator Initiative (YSCI)
- Students with disability processes, guidelines and resources.

BCE has a Student Wellbeing Team which supports St Mary's College in the pastoral care and wellbeing of students at the school and develops strategies, policies and procedures to assist the school and students. St Mary's College employs School Guidance Counsellors to work with students, parents and employees and provide pastoral care, personal safety strategies, support for marginalised students and support for students who may be at risk of being harmed.

BCE has a number of university partnerships which may provide additional psychological services to students and their families together with professional learning for employees regarding a Catholic perspective on relationships and sexuality education.

PART 3 - CONCERNS

Policies and procedures for handling disclosures or suspicions of harm
(mandatory requirement 4)

Student Protection Processes

BCE's Student Protection Processes provide a process for all employees who work at St Mary's College to recognise, respond and report allegations or suspicions of:

- sexual abuse/likely sexual abuse of students;
- harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and
- inappropriate behaviour of staff towards students.

The Student Protection Processes have been developed in accordance with the requirements of the *Education (Accreditation of Non-State Schools) Act* and *Regulation 2017,* the *Education (General Provisions) Act 2006* and *Regulation 2017,* the *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2020,* the *Child Protection Act 1999* and the *Education (Queensland College of Teachers) Act 2005*. *The Student Protection Processes Catholic Education Archdiocese of Brisbane* document is reviewed and republished in keeping with the Queensland Catholic Education Commission template that was developed in collaboration with BCE and other Catholic employing authorities. The BCE processes are approved by the Non-State Schools Accreditation Board.

The Student Protection Processes are also underpinned by the Brisbane Catholic Education *Student Protection Policy (2020)* and complement the procedures developed by the National Committee for Professional Standards entitled *Towards Healing – Principles and Procedures in Responding to Complaints of Abuse Against Personnel of the Catholic Church in Australia (2010)* and the document titled *Integrity in the Service of the Church (September 2011).* The Student Protection Processes satisfy relevant requirements under the *National Catholic Safeguarding Standards*.

Reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student or to the Department of Child Safety, Youth and Women for harm/risk of harm to a student caused by sexual abuse, physical abuse, emotional abuse or neglect. If a report is made in relation to inappropriate behaviour of a staff member towards a student, that report will be handled by the Principal, with support from BCE's Professional Standards and Student Protection Team.

All school-based employees must complete mandatory on-line training on BCE's Student Protection Processes annually. The Principal must ensure that all employees are student protection training compliant.

The Student Protection Processes are readily available for employees, parents, students and carers and St Mary's College has the link to the Student Protection Processes on our school website. Our school has a local school-based flowchart to ensure all employees understand how a student protection concern is to be communicated and managed in accordance with the Student Protection Processes.

BCE has processes to enable employees at St Mary's College to complete online a Record of Concern about any student protection concerns, including allegations or suspicions of sexual abuse or likely sexual abuse of a student, harm or risk of harm to a student or inappropriate behaviour of a staff member towards a student, using the BCE Student Protection Case Management System. This system also facilitates electronic submission of student protection reports to the relevant state authority.

BCE has developed a complaints procedure to enable parents or students at St Mary's College to make a complaint that the school has not complied with the Student Protection Processes. Parents or students may make a complaint via the Record of Complaint about Non-Compliance with BCE's Student Protection Processes located on BCE's public website. BCE provides assistance to handle these complaints in accordance with BCE's Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.

BCE undertakes a system review for serious breaches of policy, including to identify any system improvement to policy, procedure or training and address any additional training requirements for individuals.

School Student Protection Contacts

In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2017*, St Mary's College has five stated staff members to whom a student can report behaviour of another staff member that the student considers is inappropriate.

The Principal is a Student Protection Contact at the school. The other Student Protection Contacts are staff members at the school. The role of the Student Protection Contact is to receive complaints and allegations from staff and students and to make or assist staff to make all reports as outlined in BCE's Student Protection Processes. The identity of the St Mary's College Student Protection Contacts are made known to employees, students, volunteers and parents by publishing their details on the school's website and for example in school newsletters, on posters in the school and at parent information nights.

Information about the Student Protection Contacts and requirements for their appointment are detailed within the Student Protection Processes.

Student Protection Officers

BCE has a Student Protection Team and Student Protection Officers working in this team are experts in the field of child protection. They all hold a degree in human services (generally social work) and have significant experience working in child protection.

Student Protection Officers assist our school-based employees in assessing sexual abuse and likely sexual abuse and harm caused or at risk of being caused to students by sexual abuse, physical abuse, emotional abuse or neglect. They also offer support and guidance to St Mary's College during and after a student protection intervention, assist with compliance with the Student Protection Processes and develop and facilitate professional learning for employees.

A plan for managing breaches of the Child and Youth Risk Management Strategy *(mandatory requirement 5)*

BCE and St Mary's College take any breach of the BCE Child and Youth Risk Management Strategy or the St Mary's College Child and Youth Risk Management Strategy seriously. BCE has a Student, Parent and Guardian Complaints Management policy and procedure. Breaches of any aspect of the Strategy may be dealt with as follows:

- if the alleged breach relates to the actions of an employee, this will be managed, as appropriate, in accordance with the BCE Staff Complaints Management procedure, the BCE Staff Misconduct procedure or Unsatisfactory Performance procedure;
- if the alleged breach relates to a report of inappropriate behaviour of a staff member to a student, this will be managed in accordance with the process set out in the Student Protection Processes;
- if the breach relates to a complaint made via the Record of Complaint about Non-Compliance with BCE's Student Protection Processes, that complaint will be dealt with in accordance with

the Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes;

- if the breach relates to the actions of a volunteer or other personnel, it will be dealt with similarly to the procedures set out in the Student Protection Processes or complaints procedures, as appropriate; and
- if the breach relates to the action of a contractor this will be managed in accordance with BCE's contract with the contractor.

The actions or inactions which will constitute a breach of individual elements of the Strategy are detailed in the Code of Conduct and the Student Protection Processes. Details regarding management of any breach, including who manages the breach, are contained in the procedures mentioned above. All records are kept confidentially in BCE business information systems.

A risk management plan for high risk activities and special events *(mandatory requirement 7)*

Risk Management Tools

St Mary's College considers all curriculum activities in terms of their inherent level of risk. When undertaking a medium or high-risk activity or special event, our school is responsible for identifying potential risks and considering the safety and wellbeing of students and the risk of harm to students.

St Mary's College develops and implements an effective risk management plan to remove or minimise the risk of harm to students. The plan includes risk assessments and risk mitigation which are carried out for all medium or higher risk activities undertaken within the school and all activities undertaken outside of the school. St Mary's College refers to information in relation to risk assessments for various activities and risk assessment tools provided on BCE's Health and Safety Portal on the BCE Intranet, Spire.

The Health and Safety Team at BCE provides support to our school, if requested, to help us carry out risk assessments and develop and implement a risk management plan. In addition, a dedicated Workplace Health and Safety Officer ("WHSO") is employed at St Mary's College (who is required to complete a Certificate 4 in Workplace Health and Safety within 12 months of commencing the role). The WHSO's role is to co-ordinate risk assessments at our school and support the Principal in carrying out the health and safety responsibilities under legislation. BCE provides training and updates to the WHSO.

BCE has developed a Contractor Induction Manual to give contractors information on BCE's Workplace Health and Safety Contractor Management System at BCE schools, so that contractors working at St Mary's College play their role in maintaining a safe environment for students.

Risk Management for Excursions and Fetes

The Principal is responsible for approving all excursions. The Principal has reference to BCE forms and fact sheets to assist in identifying, assessing and managing risks associated with excursions, for example, the Excursion Safety Procedure, and Excursion and Incursion Risk Assessment Guideline, an OH & S Fact Sheet: Excursions, OH & S Standard - Risk Management Form and the Risk Assessment Template Form. The Principal completes the Risk Assessment Template Form prior to each excursion. This form specifies that in carrying out a risk assessment, student protection risks must be assessed and managed.

In developing a high-risk strategy/plan St Mary's College takes the following into consideration.

- Establishes the context of the activity or event including:
  - the nature of the activity and the objectives in conducting it

- o the environment or location of the activity
- o the stakeholders involved in the activity including children and young people
- o identify the specific risks and identify the control measures that are already in place and whether additional controls are required.
- Addresses the following issues, if relevant:
  - o Transportation
  - o Toileting/change room procedures
  - o Ensuring appropriate supervision of children and ratios of adults to children
  - o Ensuring appropriate supervision of volunteers
  - o A media consent process in relation to photographs
  - o Managing medications and allergies
  - o Managing illness/injury
  - o Emergency/lockdown procedures
  - o Relevant consent forms, including emergency contact details
  - o Procedures or processes applying to visitors
  - o Any risks presented by the physical environment
  - o Accommodation and supervision requirements.

The Principal utilises BCE's International Travel procedures to assist in planning for the safety of students participating in international travel.

Students undertaking Industrial Design and Technology and Hospitality undertake online safety training to assist teachers to ensure that students receive consistent safety training for the use of high-risk equipment in these curriculum areas.

The Principal completes the BCE Fete Safety Planning Checklist prior to a fete taking place. This Fete Safety Planning Checklist assists the Principal in managing the health and safety risks of conducting a fete. The Principal accesses links to relevant information provided on BCE's Health and Safety Portal, to assist in the risk assessment and management process, including the Fireworks Checklist, Mobile Amusement Device Checklist, Contractors Workplace Health and Safety Agreement and information on the hygienic handling of food. A Contractor Agreement – School Fete has been implemented which among other things warrants that all the contractors personnel and approved subcontractors who interact with children and young people at the Fete hold a current Positive Notice blue card and the contractor has no knowledge or reason to believe that any of its personnel or approved subcontractors may have acted inappropriately towards children or young people.

Other Strategies to Minimise Risks of Harm

St Mary's College takes its commitment seriously in relation to the safety and protection of students. BCE has developed policies and procedures to manage risks of harm to students, which our school complies with, for example:

Supervision – St Mary's College manages the supervision of students appropriately to ensure that there is adequate supervision of students. St Mary's College follows the BCE Supervision of Students Procedure and has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

Supervision Arrangements – Supervision arrangements are in place to ensure the safety of all students.

Formal hours of supervision are from 8:10 am until 3:15pm. Should students arrive at school before formal supervision begins, they should remain on school grounds in a designated supervision area until supervision begins. Students who remain after duty times are requested to wait in the Rose Garden, iCentre or at the front gate for collection.

From 8:10am to 8:35am and during break 1 and break 2, areas of supervision include the following:

- M-Block (Area A)
- Rose Garden Gazebos (Area B)
- Tuckshop area (Area C)
- EW Area (Area D)
- Catherine's Corner top tables (Area E)
- iCentre

Before school, from 8:10am to 8:35am, the areas above are supervised by two staff members, one to each of the following areas:

- supervision F covers areas A, C and E
- supervision G covers areas A and B

During breaks, one staff member is allocated to each of these areas. Supervision rosters are as follows:

- 1st break (40 min): 10.45am - 10.25am
    - supervision 1a – 10:45am – 11:05am
    - supervision 1b – 11:05am – 11:25am
- 2nd break (20 min): 1:25 – 1:45pm
    - supervision 2a – 1:25pm – 1:45pm

One staff member is assigned to each of the following designated after school supervision areas from 2:45pm until 3:15pm:

- Arthur St Bus Stop
- Tim Maloney Oval Bus Stop
- St Mary's Church Bus stop

Students are advised of all out of bounds areas during Induction processes in their Pastoral Class, during House Meetings and on assembly at the start of the year. Staff remind students of out of bounds areas when on duty or if observing someone who is out of bounds. A student who is found to be in an out of bounds area is required to report to the Reflection Room to complete a plan about this. Students and staff are reminded of out of bounds areas throughout the school year, in PC, House Meetings, and general assemblies should the need arise.

As students move between classes staff are vigilant. Should a student arrive late to class then they are issued with a late slip and are required to report to the Reflection Room to complete a late to class plan. If a student leaves the class at any time (e.g. bathroom break, in school appointment etc) they are required to have their Handbook signed by their classroom teacher so their whereabouts is always known.

Supervision for excursions, activities or clubs (with start times before school, start/finish times after school, occurring during breaks and the duration of the activity) is to be provided by the teacher/teachers/staff organising and/or assigned to the activity. Should there be a conflict of availability for the supervisor the Deputy Principal is to ne notified so that appropriate supervision is able to be arranged or if needed – cancelled/postponed.

Formal duty supervision rosters are reviewed each term and published to all school staff and is placed in daily announcements. In the case of wet weather, staff on duty and students are directed to the areas below by the Deputy or Assistant Principal (this may occur during class time or during the break over the PA system):

- McAuley Centre (Area A and D)
- M and O-blocks (Area B)
- Tuckshop and behind O-Block (Area C)

- Front of EW and JG blocks (Area E)

Playground Supervision – The playground supervision roster has been carefully constructed to ensure that suitable spaces are designated for students. Appropriate staff are allocated to supervise each space. Responsibilities associated with playground supervision are communicated to relevant staff.

Drop Off and Collection of Children - There is a parent drop off and collection zone in the street outside the College gates where students are dropped in the morning and collected from after school. Reception is open after school until 3:30pm for students to report to should they not be collected. Teacher supervision is provided from 8:10am until 3.15pm in the designated areas outlined above. Students are expected to follow road safety rules in crossing the road and staff (wearing high vis vests to ensure visibility) manage bus pick up. Drivers of all vehicles around the College are expected to follow all general road rules. Busses have clear parking bays which are marked with their bus number for ease of student identification and movement.

Procedure Followed in the Event a Child is Not Collected – When a child is not collected at the end of the school day or after an event/activity, contact is made with the parent or another emergency contact to organise collection. A staff member remains at school until all children have been collected. Should a student not be collected by a reasonable time, contact will be made with the appropriate agencies (police, child safety). Throughout this process the student is reassured that all is being done to contact caregivers, and that they (the student) are safe. Follow up would occur the next day by an appropriate staff member based upon the situation that has occurred (this may be the Deputy Principal, Assistant Principal Pastoral or the Pastoral Leader). Depending on the outcome of the situation (i.e. caregiver accident etc) an appointment with the College counsellors may be made.

Procedure to be Followed in the Event a Person Responsible for the Collection of a Child is Deemed Unable (for example, intoxication) – Children are not released to a person who is deemed unable to provide responsible care. An alternative emergency contact would be asked to collect the child in this situation.

Emergency – St Mary's College ensures that all employees are briefed to appropriately handle emergency situations and critical incidents in accordance with BCE's Procedures for Responding to Critical Incidents. Incidents will be assessed as per the impact level and as required a Critical Incident Management Team may be formed. Principal and CLT will direct and communicate with the College in these events. This will likely include all staff e-mails and phone communication, depending on the incident. Should a lockdown or evacuation be required, these relevant processes will be enacted. After the incident, a post incident review and debrief will be conducted.

Fire/Lockdown – St Mary's College ensures that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school. The College evacuation and lockdown procedures are available on the staff sharepoint area and also provided to new staff as per their WHS induction. For an evacuation, the main assembly point is the bottom oval, with a Personal Evacuation Emergency Plan (PEEP) evacuation point at the school gates on Mary St. Should the bottom oval be unavailable, the Primary School oval (Timothy Malony) is used. The Principal acts as Chief Warden, assisted by the Business Manager as Deputy and CLT and senior staff fulfilling leading roles in addition to a team of Wardens. Practice evacuations are held at least twice annually. Regarding lockdowns, students and staff are to immediately secure themselves in an area that is as out-of-sight as possible and lock doors and windows. Communication is over e-mail and is managed by the lockdown response team which consists of the Principal and other CLT. Lockdown drills are conducted twice annually. Regular reviews are undertaken for both fire/emergency evacuation and lockdowns which include whole of staff consultation, CLT

deliberation and implementation by the St Mary's College WHS chair (Business Manager) and WHS Officer.

Visitors/Outsiders – St Mary's College manages visitors to school premises to ensure the safety of staff, students and visitors, including relevant signage and directions, together with procedures for signing in and out of the school in accordance with the BCE Visitors to School Premises Procedure. Visitors sign in at the Reception area if attending to meet with staff, while contractors sign in at the Finance Office where the Business Manager and WHS Officer are located to ensure the proper contractor management and inductions have taken place. Upon leaving, both visitors and contractors sign out at the respective offices. Visitors (not contractors) to the College are accompanied by staff at all times while contractors are provided a contractor induction so that they may work independently. Contractors must be in uniform to be identified. If a visitor to the site is unwelcome or intruding, CLT are to be consulted if possible and if the person cannot be removed from site cooperatively and safely, a lockdown may be engaged. The College is implementing a new electronic visitor management system in 2021.

Media/Communications strategies – St Mary's College obtains the permission of parents (using the Consent Form, All Forms of Media and Communications) for the use of student photographs and names in any materials issued to the public in printed or electronic form. Identifying information of students is not used in promotional material without the specific permission of the parents and the students concerned. St Mary's College obtains the specific informed consent of parents for any publication of names and photos of students in the media outside the local school.

Computer/Internet - All employees and students at St Mary's College are required to observe the Brisbane Catholic Education Email, Internet and Intranet Acceptable Use Statement. St Mary's College implements the BCE Acceptable Use of Computer and Internet Resource Consent Form in the school. The school staff adhere to BCE's Social Media Policy.

Guidance Counselling Service – The Guidance Counsellor at St Mary's College must obtain Informed Consent from a parent and/or student for participation in any guidance counselling services offered.

Transport of students by staff - Transport by staff will require the prior approval of the Principal and the written permission of the parents. Principal approval will necessitate risk management involving, for example, an assessment of driver capability, confirmation of current driver's licence, insurance, road worthiness of vehicle, distance involved, any conflict with formal supervisory role for the teacher, gender mix and number of people travelling etc. This list is not exhaustive just indicative. Depending upon the proposed journey there may be other contextual factors to take into account. Transport in emergency circumstances may be acceptable, however, an attempt should be made to obtain the verbal consent of the principal and/or parent. Schools must adhere to the BCE Transport of Student Procedure.

Transport of Students by Students - BCE requires BCE schools with secondary students to develop a policy regarding student motor vehicle drivers and passengers in accordance with BCE's Student Drivers Procedure. St Mary's College observes the following in relation to student drivers and potential passengers:

1. St Mary's College is not responsible for students whose parents allow them to drive to school or to be passengers in cars driven by other students.

2. All students who drive to and from school, school activities, and events must have submitted a completed "driving to school permission form", available from the Student Services Office and on the College portal. This form requires the following information:
   - student name, Year level, House and PC
   - make, model, colour, registration number of vehicle
   - parent/guardian permission (signature) and contact number

- student signature

The form outlines the student's responsibility to follow all Queensland Road safety rules and school safety rules, including appropriate parking in local streets. There is no parking available to students on College property, including the areas between St Mary's College and St Edmund's College. Students are also asked not to park in Arthur street or at the top of Mary St between the Colleges.

3. Any students who will be passengers in another student's vehicle (including a sibling) must be listed on the form and have their parents' permission and signature. By agreeing for this to occur, both sets of parents/guardians enter this arrangement with the clear understanding that no liability attaches to the College.

    The following information is to be included in the appropriate forms:
    - student passenger name, Year level, House and PC
    - passenger's parent/guardian permission (signature) and contact number
    - drivers parent permission signature regarding transportation of this student
    - student passenger signature

4. Once students arrive at the College, they are not permitted to leave the College grounds before the end of the school day.

5. Students are not permitted to drive to and from sport venues and school activities during school hours.

6. Any request for an exception to these regulations must be in writing and signed by a parent. Any request will be approved at the discretion of the Principal or member of the CLT.

7. Public transport or hire bus will always be available to all students for school activities.

8. Claims arising out of accident or injury in a private vehicle would be dependent upon the owner's insurance and on the application of common law principles.

Bathrooms and Toilets – St Mary's College has a range of protocols in place and staff work to supervise these in line with Code of Conduct procedures. Students should make every effort to use these facilities during the breaks. If they need to be used during class time, then students need adult permission. Many toilets have private facilities with hand basins and hand dryers. Shared toilet facilities are monitored by staff who announce their entry into these facilities.

Managing Injuries, Allergies or Illnesses - St Mary's College accesses and implements a range of procedures, guidelines, forms and resources to assist schools to effectively manage injuries, allergies and illness. All documents are available on the BCE Intranet, Spire. Examples include:

- Medication to Students Procedure
- The Five Rights of Medication Administration
- Anaphylaxis Guidelines for School Staff
- Letter for Parents and Carers template
- Authorisation to Contact Medical Practitioner
- Medication Administration Request Form
- Individual Health Care Plan
- Student Medication Register Template
- Anaphylaxis Guidelines for School Staff
- Diabetes Emergency Response Guidelines
- Epilepsy Emergency Response Guidelines
- Asthma Emergency Response Guidelines

- Authority for Administering Paracetamol
- Queensland Health Authority Authorisation to Obtain Possess and Administer an Adrenaline Auto Injector
- Action Plan for Anaphylaxis
- First-Aid Infection Control Guideline
- First-Aid Kits and Facilities Guideline
- Guide to First Aiders in Schools
- Annual School First Aid Assessment
- Designated First Aider Notice
- First-Aid Training Register
- Infection Control and First Aid Health and Safety Checklist
- Managing Head Injuries
- Incident Reporting and Investigation Procedure
- Incident and Injury Reporting Flowchart
- Guide to Incident Investigation
- Incident and Injury Investigation Report
- Incident System Access Request Form
- WSS Incident and Injury Reporting Form
- Notifiable Incidents Poster
- Resources for Anaphylaxis, Asthma and Diabetes can be found in the References section of Student Medications its Related Links in Spire.

Confidential management of student information - School employees are required to handle private and confidential information in relation to students and parents/guardians in accordance with the BCE Privacy Policy and BCE Code of Conduct.

PART 4: CONSISTENCY

Policies and procedures for compliance with Chapters 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000* (mandatory requirement 6)

Working with Children Card (Positive Notice blue card) Requirements and Employee and Volunteer Register

St Mary's College complies with BCE's Working with Children Check (Blue Card Screening) Procedure (The Procedure) which details BCE's requirements in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that required personnel hold a Working with Children Card (Positive Notice blue card).

From 31 August 2020 all non-teaching employees, volunteers (unless exempt) and trainee students who work at St Mary's College with children under 18 years of age are required by our school to obtain working with children clearance and hold a Working with Children Card (Positive Notice blue card) before an offer of employment is made and prior to working with children. The 'No Card, No Start' provisions apply to:
- all school-based BCE employees who are not registered with either the Queensland College of Teachers or the Australian Health Practitioner Regulation Agency;
- volunteers (who are not parents of children attending the school);
- preservice teachers undertaking practical experience as part of compulsory academic course requirements;
- self-employed people, paid employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching or tutoring of a child, on a commercial basis;
- students who undertake formal traineeships as part of their studies which involve work in child related employment, including conducting sport and recreation activities directed at children; and
- school board members (excluding current parents on a board at their own child's school).

BCE records Working with Children Card (Positive Notice blue card) information for all paid employees. St Mary's College maintains a register of all employees required to hold a Working with Children Card (Positive Notice blue card) or exemption card and is responsible for linking the employee to the school via the Blue Card Services Organisation Portal.

St Mary's College maintains a register for all volunteers, including those who are exempt from holding a Working with Children Card (Positive Notice blue card). This will generally be volunteering parents of a child attending the school. Volunteers who require a Working with Children Card (Positive Notice blue card) under the *Working with Children (Risk Management and Screening) Act 2000* must obtain the Working with Children Card (Positive Notice blue card) before commencing volunteer work and need to be linked by the school via the Blue Card Services Organisation Portal.

Procedures for reviewing the Child and Youth Risk Management Strategy

To ensure that St Mary's College Child and Youth Risk Management Strategy remains current and effective, this strategy is monitored and reviewed annually. Also, in the event that St Mary's College identifies concerns, particularly following an incident, St Mary's College's Child and Youth Risk Management Strategy will be reviewed, and any actions documented.

Issues to be considered in the review may include:

- whether BCE and school policies and procedures were followed;
- whether any incidents/concerns relating to risk management regarding children and young people occurred;

- the effectiveness of the process used to manage any incidents;
- the effectiveness of BCE's and St Mary's College's policies and procedures in preventing or minimising harm to children and young people; and
- the content and frequency of training in relation to BCE's or St Mary's College's Child and Youth Risk Management Strategies.

Following the review, employees, parents and volunteers at St Mary's College are advised of any significant changes to BCE's or St Mary's College's policies and procedures as a result of the review and where appropriate, training will be provided.

Strategies for communication and support *(mandatory requirement 8)*

Accessibility and Training on the Child and Youth Risk Management Strategy

The Principal implements and communicates St Mary's College's Child and Youth Risk Management Strategy to parents, employees, volunteers and other personnel by:

- placing the school's Child and Youth Risk Management Strategy on the school's website;
- providing a printed copy upon request; and
- providing training to the school's employees on St Mary's College's Child and Youth Risk Management Strategy and BCE's Child and Youth Risk Management Strategy including identifying risks of harm and how to handle disclosures or suspicions of harm.