

Preamble

St Francis Xavier Catholic School, Runaway Bay is committed to high quality learning and teaching for the students enrolled at our school.

Situated within the Archdiocese of Brisbane, St Francis Xavier Catholic School is a Catholic school following in the Ignatian tradition. St Francis was a man of faith and courage who inspired love and whose mission was to bring Jesus to the world. As patron he is a shining light and example for how we seek and find God in all things. Our hope is that our children will become more loving in their relationships with others, more courageous when faced with making choices in life and more serving in their life-style, as was our patron St Francis Xavier.

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 Francis Xavier Catholic School has developed a Child and Youth Risk Management Strategy (CYRMS) which 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 Francis Xavier Catholic School's CYRMS please contact Mrs Kathy Fuller, Principal via email kfuller@bne.catholic.edu.au or by telephone (W) 07 55 37 2633

PART 1: COMMITMENT

Statement of Commitment (*mandatory requirement 1*)

St Francis Xavier Catholic School is committed to the safety and wellbeing of all students. St Francis Xavier Catholic School 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.

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 Francis Xavier School*** 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 Francis Xavier School has documented policies and procedures to prevent risks to children and build a strong culture of safeguarding. All staff, parents 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 you 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 Francis Xavier School Leadership** will be responded to sensitively, respectfully, actively and in a timely manner, in line with our lawful obligations and our own Complaints Handling Policy.

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: Kathy Fuller – Principal St Francis Xavier School via email kfuller@bne.catholic.edu.au or phone 07 55372633

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 Francis Xavier Catholic School, together with students, volunteers and other personnel at the school and contain specific information on interacting with students.

BCE employees who work at St Francis Xavier Catholic School 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](#) (Code of Conduct) sets out the standard of behaviour required of employees of BCE in the performance of their duties at St Francis Xavier Catholic School. 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School has developed a Student Behaviour Support Plan for the school, known as *St Francis Xavier School 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 Francis Xavier Catholic School 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 Francis Xavier Website.

<http://www.sfx.qld.edu.au/Pages/default.aspx>

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, including the need to think and act safely and treat students and employees with respect.

St Francis Xavier Catholic School 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.
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COVID 19 and Alternative Education Provision (AEP)

St Francis Xavier Catholic School 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:

Regular mandatory hand sanitising processes for whole school.

Hand sanitiser in each classroom.

Increased cleaning of classrooms, toilets, playgrounds, and common areas. Fogging of classrooms and common areas.

Alternative Education Provisions providing learning at home options for the duration of the government restrictions.

Whole school online "Learning Hub" linking students, parents and Teachers to the Learning Intentions and activities. <https://www.sfxonlinelearninghub.com/>

Each Class had online learning through TEAMS and/ or class website.

Staff meetings through Zoom.

No school assemblies or gatherings indoors.

Assemblies and school awards live streamed for parents and the community online.

Modified and reduced the number of group activities.

Encourage social distancing of students where possible. Social Distancing of staff.

Discourage sharing of resources and provide each student with own resources

Limit school site to students and staff. Parents only allowed at drop off and pick up points

Redesign learning from incursions, excursions camps in 2020 to comply with Government Covid safe

Work with Gold Coast City Council and Public Health to be Covid Safe for school Celebration of Learning Day

Redesign Graduation of Year 6 students to be Covid safe.

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 Francis Xavier Catholic School:

- 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
- visitors, parents and contractors to site were restricted access
- 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School* 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 Francis Xavier Catholic School*.

Training and Management of Employees

The Principal is required by BCE to ensure that all new BCE employees at St Francis Xavier Catholic School 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 Francis Xavier Catholic School to provide an environment that is safe and supportive for students.

All staff at St Francis Xavier Catholic School 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 Francis Xavier Catholic School 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. In addition, 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 Francis Xavier Catholic School encourages its staff to attend professional learning courses. Many of the courses offered to employees relate to 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, which 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School*. These are readily accessible to BCE employees on BCE's Intranet, Spire. The Principal at St Francis Xavier Catholic School 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 Francis Xavier Catholic School in the pastoral care and wellbeing of students at the school and develops strategies, policies and procedures to assist the school and students. St Francis Xavier Catholic School employs a School Guidance Counsellor 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School* 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School has two 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 Contact is a staff member 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 Francis Xavier Catholic School Student Protection Contacts is 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 is 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School take any breach of the BCE Child and Youth Risk Management Strategy or the St Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School (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 Francis Xavier Catholic School 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 Francis Xavier Catholic School takes the following into consideration.

- Establishes the context of the activity or event including:
 - the nature of the activity and your objectives in conducting it
 - the environment or location of the activity
 - the stakeholders involved in the activity including children and young people
 - 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:
 - Transportation
 - Toileting/change room procedures
 - Ensuring appropriate supervision of children and ratios of adults to children
 - Ensuring appropriate supervision of volunteers
 - A media consent process in relation to photographs
 - Managing medications and allergies
 - Managing illness/injury
 - Emergency/lockdown procedures
 - Relevant consent forms, including emergency contact details
 - Procedures or processes applying to visitors
 - Any risks presented by the physical environment
 - 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 IDT 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 it 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 Minimize Risks of Harm

St Francis Xavier Catholic School takes seriously its commitment 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 Francis Xavier Catholic School manages the supervision of students appropriately to ensure that there is adequate supervision of students. *St Francis Xavier Catholic School* follows the BCE information on supervision of student's procedure and has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

St Francis Xavier School has a duty of care to provide students with adequate supervision by a registered teacher. This includes:

- exercising appropriate supervision of students at all times.
- assessing the risks of any activity and taking preventative measures to remove or minimise foreseeable risks
- providing appropriate medical assistance to students or seeking assistance from a medically trained person to care for the student who is injured or ill
- taking all reasonable care in planning and conducting activities.

The school advises parents and guardians via the parent portal, school website and school newsletter, of the school's hours of supervision, recognising that a duty of care exists as soon as students are on the school grounds.

The school's duty of care legal responsibilities for excursions includes:

- ensuring parents and guardians of students traveling have completed a consent form, which includes permission for the school to call a doctor to treat an injured student
- informing parents and guardians of travel plans including activities, transportation, supervision departure and return dates.

The degree of supervision required is to be determined carefully by School Leadership and the Teacher, with consideration given to student age and type of activity.

Playground Supervision

Supervision is rostered using qualified staff in areas that are identified for different year levels. Staff are trained annually about their duty of care in play situations and this is monitored by the school leadership team. Before school duty is from 8.20-8.40am, 2 teachers are rostered to supervise the children who remain in the quad area until the music plays.

Adequate staff are allocated to supervise the playground at each break – 15 staff are on duty at First Break and 10 supervise at Second Break. The library is open and supervised at each main lunch break. There are 2 staff on duty after school in the circular drive and one on portico duty.

These duties are revised regularly the last time being on 10th August 2021. The Duty Roster is emailed to all staff. There is a copy in the Administration area and on the school portal. There is no change over of staff during any breaks.

Wet Weather Supervision:

- An announcement will be made to call a wet lunch.
- Students are to eat in their classroom area.
- Students to ask to go to the toilet and go in minimum of pairs.
- Teachers will partner with another to allow each other to have a 15 minute break.
- Leadership Team and Specialist Teachers are rostered on to cover classes also.
- Specialists not on the roster to check in with APA or front office for an area to cover.
- School Officers to assist in the year level that they work in ensuring that they also have a break.
- Prep – normal arrangements - all eat together - all teachers on duty that break to supervise. Second Break - Prep Gold and Prep Green come to the Prep Gold room. Prep Red and Prep Blue go to the Prep Red room. The teacher on duty goes to one room and one of the other Prep teachers help to supervise the other room. The two SO who are on the duty roster come to help supervise.

Drop Off and Collection of Children

Students can be picked up at either the drop off zone or in the Quad area within the school. Older children may walk or ride home. Supervision in the morning commences at 8:20am in the Quad. Supervision in the afternoon continues to 3:25pm in the Pick up area. Children can be booked into Outside School Hours Care for before or after school.

School begins at 8.40am. This is the official school starting time.

If your child arrives at school before this time please follow the procedures below: -

Before 8.30am all children must go to the quad area (area between the Ignatius (yrs 3,4) and Edmund Rice Building (Yr6 and Resource Centre) undercover.

NO CHILDREN SHOULD BE WAITING IN ANY OTHER AREAS OF THE SCHOOL

We also ask that ALL children who are at school before 8.30am MUST be in the QUAD area closest to the main office building. They should be seated. (The exception is those at Active Before School Activities)

Children keep their school bags with them and at 8.30, when the first bell goes they move to their classrooms. Again, this is FOR ALL CHILDREN'S SAFETY.

8.20am before school duty begins. Two teachers in the quad area supervise children.

8.30am Teacher may open classroom door. If the door is open the students may enter the classroom.

If the classroom **door is closed**. The student places their school bag on the racks outside their room and then moves to either the grassed area between the

Year One and Year Three classrooms (Prep-Year 3) or the Quad (Years 4-6)

1. There are to be **no** children running between the buildings (Years 1-3) during this time
2. Years 4-6 are able to play in the Quad during this time under the supervision of the teacher on duty

Between 8.30 and 8.40am there are **NO** GAMES WITH LARGER SPORTING BALLS eg. NETBALLS, FOOTBALLS, BASKETBALLS OR SOCCER BALLS in any area.

3. If you are waiting with your child, we encourage you, to move, with your child to this area to help familiarise them with this procedure.

The music to start the school day is at 8.40am. At this time all children will be either in the classroom or walking directly to the classroom.

After – School Supervision

We have onsite supervision of all students until 3:25pm when we bring any students who haven't been picked up by this time to the office ensuring that they are safely supervised.

Students are supervised in the quad area – near the senior toilets. This is close to our preferred zone for pick up which is the supervised turning circle near the church, within school grounds.

All parents are regularly encouraged to ensure that this is the only place students are waiting after school.

Drive-Thru Drop Off And Pick Up Procedures

Drop Off Procedures

Drop off:

***Enter driveway via Simbai Street in a "zip" fashion, one car from the left one car from the right (alternate entry)

Approach curve, move along (close gaps where possible) as far along as you can go, drop kids off (NO leaving the car, opening boots etc) get kids prepared to leave the car while approaching the curve so the children can just hop and go!. *Leave drive through as soon as you can (NO stopping for any reason other than an emergency). NO STOPPING IN THE DRIVE-THRU FOR COFFEE

NO mobile phones to be used at any time whilst you are dropping off or picking up your children through the drive through.

And NO Turning Right out of the car-park

Pick up:

Enter driveway displaying your child/ren's names on a computer generated preferred manner on the windscreen (same alternate entry as drop off)

Move along to curved end, close gaps where possible, wait for your children in the car (children to put bags beside them while entering the car to avoid having the Parent/carer leave the car to assist)

Please proceed towards exit as soon as you can to ensure smooth pick up!

NO mobile phones to be used at any time whilst you are dropping off or picking up your children through the drive through.

And NO Turning Right out of the car-park

Procedure Followed in the Event a Child is Not Collected

All children who are not collected from the designated after-school supervised area at 3:25pm are taken through to the school office. If the office staff are unaware of the arrival time of a child's parent, they will contact the emergency contacts of that student. Children are supervised in the office until a child's parents arrive to pick them up. In the unlikely event that a child is not picked up by the school office closing time of 4pm, then students are taken to the OSHC on the school grounds. If parents are still uncontactable after 6pm then the Queensland Police and/or Child Safety are notified.

Procedure to be Followed in the Event a Person Responsible for the Collection of a Child is Deemed Unable.

To ensure the safety and welfare of the children at St Francis Xavier School, staff members may need to exercise duty of care in managing situations. Should a staff member reasonably suspect that a parent, guardian or person authorised to collect the child is under the immediate influence of alcohol, drug or other substance he/she will notify the Principal of his/her concerns as soon as possible. If the Principal (or delegate) reasonably suspect that the relevant parent, guardian or person authorised to collect the child is under the immediate influence of alcohol, drug or other substance, **the following steps will be followed:**

- **Ensuring that the child is safe. The student/s will be taken to the office;**
- **If person collecting is not parent/guardian, then contact parent to discuss concerns;**
- **An initial attempt to discuss concerns with parent, guardian or authorised person deemed unable, offering support, calling an alternate pick up person, a taxi or UBER.**
- **If unsuccessful, contact the other parent/guardian or Queensland Police to discuss concerns.**
- **Take student to OSHC until a reasonable solution is arranged**
- **Call Queensland Police if an immediate threat to the welfare and wellbeing of child/ren**

Emergency – St Francis Xavier Catholic School has a very clear Critical Incident Management Plan in case of an emergency. This plan gives clear guidelines for the assessment of an event, the call-out procedures and management actions in bringing the event to resolution and provides management with a

set of checklists and tools that will support them as they work to safeguard our operations. SFX 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. Emergency evacuation drills are held twice a year and staff follow the procedures outlined in our critical incident management policy.

Fire/Lockdown – St Francis Xavier Catholic School ensures that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school.

Lockdown procedures are practiced at least once a year, Evacuation procedures at least twice a year.

Lockdown procedures take place for response to a severe storm/dangerous animal/siege/hostage/dangerous airborne particles or similar emergencies where students are required to remain indoors or return to classrooms. Staff are required to ensure that they and their students are familiar with these procedures.

- The person who discovers the emergency contacts the office immediately so that the emergency services may be contacted and emergency procedures are put into action.
- In some cases of a siege or hostage, notification to staff may be by telephone or other means if this is the safest option. Admin Staff will be guided by emergency services.
- Follow standard lockdown instructions
- Staff Members are required to included and take charge of any visitor/contractors that are in their vicinity at the time of the alarm activation.
- Remain in designated area until admin come and advise that the threat has cleared.

Visitors/Outsiders – St Francis Xavier Catholic School manages visitors to school premises to ensure the safety of employees, students and visitors, including relevant signage and directions, together with procedures for signing in and out of the school in accordance with the BCE information on visitors to school premises. All visitors are required to sign in at the front office when arriving and sign out when leaving using the iPad located in the foyer. The system logs their details, reason for their visit and a visitor's badge is printed out for them to wear.

Staff are advised to refer any person visiting the school to follow this process if they are not wearing a visitor's badge.

Any person who has no reason to be on the school grounds is requested by a member of staff to leave the school. Any non-compliant visitors to the school will be addressed by a member of the leadership team.

Media/Communications strategies – St Francis Xavier Catholic School obtains the permission of parents (media consent) for the use of student photographs and names in any materials issued to the public in printed or electronic form as part of the enrolment process and annually thereafter. Identifying information of students is used in promotional material only with the specific permission of the parents and the students concerned. St Francis Xavier Catholic School 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 Francis Xavier Catholic School are required to observe the Acceptable Use policy. St Francis Xavier Catholic School implements the BCE Acceptable Use of Computer and Internet Resource Consent Form in the school. School employees adhere to BCE's Social Media policy.

Guidance Counselling Service – The Guidance Counsellor at our school 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 employees 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.

Bathrooms and Toilets – St Francis Xavier Catholic School has a range of protocols in place.

All children are asked to go to the toilets in pairs or threes. Whilst the child is in the toilet, the student accompanying waits outside the toilet. All children follow the Toilet Procedures on the behaviour matrix to maintain a safe and well-managed toilet environment. Staff do not enter toilet facilities without prior announcement that they are entering. Staff will not remain in this area in this area with a student on their own. They will also not remain in this area unless they are need for an emergency situation and will always enlist the assistance of another adult for supervision purposes.

Managing Injuries, Allergies or Illnesses - St Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School 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 Francis Xavier Catholic School Child and Youth Risk Management Strategy remains current and effective, this strategy is monitored and reviewed annually. Also, in the event that St Francis Xavier Catholic School identifies concerns, particularly following an incident, St Francis Xavier Catholic School'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 Francis Xavier Catholic School'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 Francis Xavier Catholic School's Child and Youth Risk Management Strategies.

Following the review, employees, parents and volunteers at St Francis Xavier Catholic School are advised of any significant changes to BCE's or St Francis Xavier Catholic School'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 Francis Xavier Catholic School'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 Francis Xavier Catholic School'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.