Preamble

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

Situated within the Archdiocese of Brisbane, **St Mary's** is founded on Christ and the Charism of the Sisters of Mercy and is at the service of our students, families, society and the Church. As a system school under the administration of Brisbane Catholic Education, 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 2011,* St Mary's has developed a Child and Youth Risk Management Strategy (CYRMS) which references 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 CYRMS please contact Mr Craig Cronan on 07 5465 1240.

PART 1: COMMITMENT

Statement of Commitment (*mandatory requirement 1*)

St Mary's is committed to the safety and wellbeing of all students. St Mary's 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.

Vision Statement
St Mary's is a community where we grow in love, Christian faith and knowledge of self, others and the world, and where learning occurs in a positive and nurturing environment.

Mission Statement
At St Mary's: we strive to touch the hearts and minds of all in our community.
We reach out to challenge and transform the life of every child in our care through what we teach, learn and contribute each day and by living out Gospel Values.
We acknowledge the importance of the environment in which our students live and their uniqueness as country kids.

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, 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 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 and other relevant 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 BCE employees working at St Mary's. 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 the employees' duties in relation to risk management and duty of care obligations to students.

The Code of Conduct is uploaded on BCE's Public Website and Intranet. The Principal at St Mary's facilitates enrolment in the online Code of Conduct training for school employees at the time of induction for all new staff and annually for all other staff.

Student Behaviour Support Policy

St Mary's has developed a Student Behaviour Support Plan for the school, known as the St Mary's Student Behaviour Support Plan, in consultation with all groups in the school community and in accordance with BCE's Student Behaviour Support Policy. The Student Behaviour Support Plan has been implemented for a whole school approach to support student behaviour in the school environment.

St Mary's Student Behaviour Support Plan reflects the shared values and expectations of the school to student behaviour support and encourages a supportive Catholic school environment. The Student Behaviour Support Plan includes a student code of behaviour which is guided by BCE's Student Behaviour Support Policy. The Student Behaviour Support Plan is readily accessible to students and parents and is uploaded on the St Mary's Intranet/Website http://www.stmaryslaidley.qld.edu.au/Pages/default.aspx

Our school uses BCE's Student Behaviour Support System (SBSS) to track the behaviour of students and proactively support student's behaviour through data-based decision making. Our school is required to use the Student Behaviour Support System (SBSS) 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

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 staff with respect.

St Mary's 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;
- 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 Training via the interactive online training module [Volunteers/Other Personnel Training](#) located on the BCE Public Website; and
- all volunteers and other personnel must complete and sign the Volunteer and Other Personnel Register Sheet.

PART 2 - CAPABILITY

Procedures for recruiting, selecting, training and managing staff 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 aims to recruit and select employees that work with students in the school that are appropriately qualified and suitable for working with children and young people.

St Mary's is responsible for staff 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 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 (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 adheres to 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 2011*, *Education (Accreditation of Non-State Schools) Act* and *Regulation 2017,* and the *Education (Queensland College of Teachers) Act 2005*.

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

Training and Management of Employees

The Principal is required by BCE to ensure that all new BCE employees at St Mary's 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. May's to provide an environment that is safe and supportive for students.

All staff at St Mary's 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 staff 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 to students.

This training provides our staff at St Mary's with strong skills to effectively respond to and report suspicions or allegations, as required by law. New employees must complete this training prior to commencing work with students at the school. All employees who work in BCE schools must complete mandatory online training in BCE's Student Protection Processes, annually. In addition, the school's newly appointed Student Protection Contacts complete BCE mandatory training for Student Protection Contacts to upskill them 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 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 at schools, behaviour management of students, students at risk of harm and students with special needs.

Privacy training was introduced in 2018 for key school staff incorporating procedures for management of Mandatory Data Breach Notifications.

Where there is a complaint or allegation in relation to an employee of inappropriate behaviour, unsatisfactory performance or misconduct, the Principal (or in some cases, the Senior Leader – Learning and Identity or the Employee Relations Team at the BCE office) will take all appropriate management action, which may include requiring employees to undertake additional training, mentoring employees, explaining BCE's and the school's expectations and requirements to the employee, or dismissal. The BCE Staff Complaints Management Procedure and BCE Staff Misconduct Procedure sets out a clear process for handling complaints and allegations of misconduct.

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

BCE promotes the capacity of staff 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 staff to model and promote a culture where student protection is the responsibility of everyone.

Other BCE Support for Student Wellbeing

St Mary's recognises that students learn best in school environments in which they feel safe, both physically and emotionally. BCE revised its Student Wellbeing Policy in 2018 and has developed a number of policies, processes and resources to support the pastoral care and wellbeing of students at St Mary's. These are readily accessible to BCE employees on BCE's Intranet. The Principal at St Mary's 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.

These policies and processes include:
- BCE Pastoral Care and Wellbeing Position Statement
- Students in out-of-home-care (OHCC)
- Refugee, At Risk and Marginalised Students
- Natural Disasters: Preparation and Response
- Critical Incidents
- [A Catholic Perspective on Relationships and Sexuality Education](#)
- Online BCE Australian Curriculum and a Catholic Perspective
- [Preventing and Responding to Student Bullying in Schools Policy](#)
- Management of Drug Related Incidents in Schools
- Management of Police Interventions in Schools
- Management of Weapons in Schools Guideline
- Suicide Postvention Prevention and Postvention
- [Students with Disabilities Policy](#)
- Student Attendance Policy and Guidelines
- Nonviolent Crisis Intervention
  Medication to Students Procedure: Routine, Emergency and Over the Counter
- Positive Behaviour for Learning
- Social Media Policy
- [National Safe Schools Framework](#)
- Student Behaviour Support - Developing a Whole School Student Behaviour Support Plan
- Student Engagement
- Safe and Supportive Learning Environments
- Mental Health
- Transitions

BCE has a Student Wellbeing Team which supports St Mary's 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 employs a School Guidance Counsellor to work with students, parents and staff 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 staff 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 staff who work at St Mary's 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 to 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* and *Regulation 2006,* the *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2011,* the *Child Protection Act 1999* and the *Education (Queensland College of Teachers) Act 2005*. *The Student Protection Processes Catholic Education Archdiocese of Brisbane* document was reviewed and republished in keeping with the QCEC template that was developed in collaboration with BCE and other Catholic employing authorities. The BCE processes were approved by NSSAB in June 2017.

The Student Protection Processes are also underpinned by the Archdiocese of Brisbane Catholic Education Council's *Student Protection Policy (2018*) and complements 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 entitled *Integrity in the Service of the Church (September 2011).*

Reports are to be 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 staff are student protection compliant.

The Student Protection Processes are readily available for employees, parents, students and carers and St Mary's has uploaded the link to the Student Protection Processes on their school website.

BCE has processes to enable staff at St Mary's to complete on-line 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.

BCE has developed a complaints procedure to enable parents or students at St Mary's 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. The Principal or Senior Leader – Learning and Identity will 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 or procedure 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 has four 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 Mary's Student Protection Contacts is made known to staff, students, volunteers and parents though the school website, school newsletters, posters in the school and/or 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 a 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 during and after a student protection intervention, assist with compliance with the Student Protection Processes and develop and facilitate professional learning for staff.

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

BCE and St Mary's takes any breach of the BCE Child and Youth Risk Management Strategy or the St Mary's Child and Youth Risk Management Strategy seriously. BCE has introduced 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 School Employee Unsatisfactory Performance Process;
- 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, this will be dealt with in accordance with the Volunteer and Other Personnel Code of Conduct and the procedures set out in the Student Protection Processes, 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 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 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 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.

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 (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 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 BCE 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 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 policy in relation to photographs
  - Managing medications and allergies
  - Managing illness/injury
  - Emergency/lockdown procedures
  - Relevant consent forms, including emergency contact details
  - Procedures applying to visitors
  - Any risks presented by the physical environment
  - Accommodation and supervision requirements.

The Principal may utilise 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, Amusement Devices 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 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 Minimise Risks of Harm

St Mary's 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 Mary's manages the supervision of students appropriately to ensure that there is adequate supervision of students. St. Mary's has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

Supervision Arrangements

Staff are rostered on before school, at break times and after school to ensure the safety of our students.

Playground Supervision

School staff are rostered on duty during eating times and during play times. Staff are rostered to be on duty in six areas during play time. Various activities are organised at play times to ensure student engagement and safety.

Drop Off and Collection of Children

School staff are rostered to be on duty from 8.15 am before school and after school until 3.15 pm.

Procedure Followed in the Event a Child is Not Collected

Students who are not collected by the time the last bus has departed are directed to the school administration office where they will wait. A phone call will be made to the student's contacts to alert them of the situation. Parents/Caregivers are required to notify the school administration if they are going to be late to pick up their child/ren.

Procedure to be Followed in the Event a Person Responsible for the Collection of a Child is Deemed Unable (for example, intoxication)

A child / children exposed to risk in the event of a person responsible for the collection of is deemed unable, will be taken to the administration office and the appropriate authorities will be notified of the risk to the child / children.

Emergency – St Mary's 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.

Fire/Lockdown – St Mary's ensures that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school.

Visitors/Outsiders – St Mary's has procedures in place for the management of visitors and other outsiders, including relevant signage and directions, together with a visitor sign in register and procedures for signing in and out of the school.

Media/Communications strategies – St Mary's 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 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 are required to observe the Brisbane Catholic Education Email, Internet and Intranet Acceptable Use Statement. St Mary's 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 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 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.

Transport of Students by Students - BCE requires BCE schools with secondary students to develop a policy regarding student motor vehicle drivers and passengers. St Mary's observes the following BCE regulations and guidelines.

Regulations
1. *Legally a school is not responsible for students whose parents allow them to drive to school or to be passengers in cars driven by other students.*
2. *If the students are of an age which allows them to travel unsupervised, by public transport, to sport, it is permissible with parent permission and subject to school policy for them to drive their own cars to sporting venues during school hours.*
3. *Each school determines whether students may transport other students to school activities. Any such policy should be implemented only with parental consent and with the clear understanding that no liability attaches to the school. Such arrangements should not be implemented as an alternative to public or school organized transport. Further, guidelines should be strictly supervised.*
4. *Public transport or hire bus must always be available to all students for school activities.*
5. *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.*

Guidelines
1. *Principals should advise parents and students that schools accept no liability for damage to vehicles on school property; that drivers park on school property at their own risk.*
2. *Schools should require all drivers and passengers to register on an information sheet, devised by the school, which is not a legal document but which enables accurate identification of owners/drivers/passengers should this be necessary during the school day and which establishes parental permission to be a driver/passenger.*
3. *Schools decide whether a particular parking area is established for students.*
4. *Schools decide when and if students are permitted to go to their cars during the school day, taking into account the adequacy of supervision.*
5. *Drivers should be warned that failure to observe all aspects of school and road safety rules could result in their not being permitted to bring their vehicles onto school property.*
6. *All students holding a driver's licence should be encouraged to complete a defensive driving course.*

Bathrooms and Toilets – St Mary's has a range of protocols in place.

On some occasions it is necessary for staff to gain access to student toilets. In doing so, staff will clearly and loudly indicate their intention to enter the toilet building. Staff will ensure other another member of staff is present within the vicinity of the building and are aware of the need for entry. Students understand that they have designated areas for toileting e.g. junior and senior toilet blocks.

Managing Injuries, Allergies or Illnesses – St Mary's 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. Examples include:

- Medication to Students Procedure: Routine, Emergency and Over-The-Counter
- Guide to Implementing the Medication to Students Procedure
- Guide to The Five Rights of Medication Administration
- Guide to Anaphylaxis for School Staff
- Information Letter for Parents and Carers
- Authorisation to Contact Medical Practitioner
- Student Medication Request Form
- Individual Healthcare Plan Template
- Student Medication Register Template
- Emergency Response for Anaphylaxis
- Emergency Response for Diabetes
- Emergency Response for Epilepsy
- Emergency Response for Asthma
- Authority to Administer Paracetamol
- Queensland Health Authority Authorisation to Obtain Possess and Administer an Adrenaline Auto Injector
- Anaphylaxis Action Plans
- Anaphylaxis Management Guidelines
- Online Training for Anaphylaxis
- Asthma Guidelines
- Asthma Action Plan
- Asthma Care Plans for Schools
- Online Training for Asthma First-Aid
- Students with Diabetes Guidelines for Queensland Schools
- Blood Glucose Monitoring at School
- Giving Insulin Via an Insulin Pen
- Insulin Pumps at Schools
- Diabetes Queensland Plan Templates and School Resources
- First-Aid Infection Control Guideline
- First-Aid Kits and Facilities Guideline
- First-Aid in Schools Guideline
- And A First-Aid Assessment
- Designated First-Aid A Notice
- First-Aid Training Register
- Infection Control and First-Aid Inspection Checklist
- Managing Head Injuries
- Incident Reporting and Investigation Procedure
- Incident and Injury Reporting Flowchart

- Incident and Injury Investigation Guideline
- Incident and Injury Investigation Report Form
- Incident System Access Request Form
- WSS Incident and Injury Reporting Form
- Notifiable Incidents Poster

Confidential management of student information - School staff 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 Chapter 8 of the *Working with Children (Risk Management and Screening) Act 2000* (which regulates the Blue Card system) *(mandatory requirement 6)*

Blue Card Requirements and Employee Register

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

All employees, volunteers and trainee students who work at St Mary's with children under 18 years of age are required by our school to obtain and hold a Blue Card (unless exempt), including:
- all school-based BCE employees who are not registered with either the QCT or the Australian Health Practitioner Regulation Agency;
- volunteers (who are not parents of enrolled children);
- preservice teachers undertaking practical teaching sessions 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, individually 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).

A centralised register of Blue Card information for all paid employees, unless exempt, is maintained by BCE. St Mary's provides Blue Card information to the BCE office when an employee, unless exempt, is engaged. St Mary's ensures that details of any Blue Card renewals, applications and changes in status are also forwarded to the BCE office.

All teachers employed by BCE must be registered with the QCT. The Principal of St Mary's sights the original certificates of registration and qualifications before employment commences at the school. The Principal ensures that new non-teaching employees must have applied for a Blue Card prior to commencing work at the school.

St Mary's maintains a register of Blue Card information for all volunteers, unless exempt. Volunteers who require a Blue Card under the *Working with Children (Risk Management and Screening) Act 2000* must obtain the Blue Card before commencing work.

Procedures for reviewing the Child and Youth Risk Management Strategy

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

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 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 Child and Youth Risk Management Strategies.

Following the review, employees, parents and volunteers at St Mary's will be advised of any significant changes to BCE's or St Mary'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)*

Student Protection Training

As discussed above, all staff working at St Mary's must complete mandatory on-line training on BCE's Student Protection Processes. The Principal is required to ensure that every staff member has completed the course.

BCE's Student Protection Processes are readily accessible to parents, students and staff at St Mary's and parents, students and staff are made aware of the processes and the process for reporting behaviour of a staff member that a student considers to be inappropriate. The Principal ensures that the 'Recognise React Report' posters are displayed prominently in areas of the school frequented by students.

Training on the Child and Youth Risk Management Strategy

St Mary's Child and Youth Risk Management Strategy is uploaded on the school's website The Principal implements and communicates St Mary's Child and Youth Risk Management Strategy to parents, employees, volunteers and other personnel by:

- placing the Child and Youth Risk Management Strategy on the school's website; and

- providing training to the school's employees by giving details on St Mary's Child and Youth Risk Management Strategy and BCE's Child and Youth Risk Management Strategy.