

NASHVILLE STATE SCHOOL  
PARENTS AND CITIZENS ASSOCIATION  
CHILD AND YOUTH PROTECTION RISK  
MANAGEMENT STRATEGY

*A Strategy for managing risks to children and young people.*

*This strategy is effective from the Annual General Meeting to be held on 19 March 2018 and is to be reviewed annually for endorsement at each following Annual General Meeting.*

*This strategy was adopted at the AGM on 18 March 2019.*

**Nashville State School**  
**Parents and Citizens Association**  
**Child and Youth Protection Risk Management Strategy**  
**2019**

**Purpose of this Strategy**

The Nashville State School P&C Association has developed this strategy to minimise possible harm to children and young people during P&C activities and events, and to promote helpful reporting where harm has or may have occurred.

This strategy satisfies the P&Cs legislative obligations under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulations 2011*.

**Role of the P&C**

The Nashville State School P&C is a vibrant and active organisation within the school community.

As such, the P&C is responsible for holding a range of activities in association with the school including events both outside and inside the school grounds, inside and outside school hours, and events at which parents may not be present. Events are held both during the day time and night time hours.

In general terms, the P&C is not usually responsible for the direct care and control of children at P&C events. If the event is held on school property during school hours, this care and control is the responsibility of the school. At other P&C events, for example night time events on school property, this care and control is the responsibility of the parents or carers.

The P&C has a close working relationship with the school and works together with the Principal and school administration. The P&C recognises that the Principal and school administration is responsible for the operation of the school and that many of the decisions and actions around the safety of children are taken by the Principal and the school administration. As such, it is important that the P&C work with the school in matters of concern in this area.

**Statement of Commitment**

The P&C asserts that the safety, wellbeing, privacy and best interests of children are paramount and all children have a right to protection from harm.

The P&C is committed to conducting its activities in a way that promotes and upholds the safety and wellbeing of all children and young people. This includes children who are not students at Nashville State School but are present at P&C events. The promotion and upholding of safety and wellbeing of children includes taking action to minimise harm occurring, and further includes dealing appropriately with any harm which has or may have occurred.

## **Harm**

This strategy adopts the definition of 'harm' in Queensland legislation including the *Working with Children (Risk Management and Screening) Act 2000* and the *Child Protection Act 1999*.

Harm is defined as any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing.

It can be caused by (amongst other things):

- Physical abuse;
- Psychological or emotional abuse;
- Neglect; and
- Sexual abuse or exploitation.

In this strategy, harm includes any harm caused by any adult regardless of whether the person is a school employee, P&C employee, parent, stranger, volunteer visitor or person unknown. It also includes harm caused by another child and harm caused by a child to him or herself.

## **Code of Conduct and Standards of Behaviour**

The P&C is committed to promoting behaviour which is of the highest standard and which protects and values the safety and wellbeing of children.

The P&C upholds the general principles contained in the Department of Education and Training Code of School Behaviour, a copy of which is at ANNEXURE A to this strategy. In particular, the P&C expects that all people within the P&C community will conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

The P&C condemns any behaviour which harms any child. This includes physical, emotional or psychological abuse. It includes behaviour which makes fun of a child, puts them down or discriminates against them. It includes any behaviour which includes any sexual or suggestive element at all. It also includes behaviour which breaches or may breach a child's privacy. Any such behaviour is not acceptable.

The P&C endorses the 'Standards of Behaviour Fact Sheet' about standards of behaviour at ANNEXURE B of this strategy.

## **P&C People and Events**

The P&C notes that there are often a range of people at P&C events or involved in P&C activities who are not members of the P&C and who may not be known to the P&C or any member of the P&C. At some events, such as events held in public, the P&C has no control over who may be present.

Moreover, the P&C has no meaningful way of informing itself as to the appropriateness or otherwise of any individual's history of dealing with children, previous standards of behaviour, criminal history

or any other matter. The P&C does not endorse any individual as 'appropriate' to deal with children even if they are a member of the P&C.

### **Event Management**

The P&C recognises that due to the diversity of the events it conducts, it will be helpful to consider the safety of children in the context of each event.

The P&C will appoint a Child Protection Administration Officer. The officer will be responsible for ensuring that a Risk Management Plan is completed for each P&C event, which is in accordance with ANNEXURE C to this strategy. The document will be provided by email to the president of the P&C and to the school office prior to the event being held.

The Child Protection Administration Officer will hold a copy of each Risk Management Plan on behalf of the P&C.

The document will consider the specific risks to children in the context of the particular event and articulate the actions and practical steps that the P&C will take to protect children from those risks.

### **Blue Card Compliance**

All employees of the P&C must hold a current Blue Card.

A volunteer who is not a parent (or otherwise exempt, such as children under the age of 18) must have a Blue Card before they start volunteering. Grandparents must hold a Blue Card.

The P&C will maintain a Register of the Blue Card status of their employees and regular volunteers. The Child Protection Administration Officer will be responsible for maintaining the Register.

The P&C will make every effort to ensure that volunteers who require a Blue Card come to the attention of the P&C and are recorded on the Register. It is a condition of the employment of employees of the P&C that they provide a list of regular volunteers to the P&C. It will be a standing agenda item at each P&C meeting to update the list of regular volunteers.

Where the P&C is of the view that it is necessary for a person to hold a current Blue Card, it will advise the person of that fact. If the person wishes to apply for a blue card, the P&C will assist the person in their application and will act as the organisation responsible for sponsoring the application.

A copy of the Register will be made available to the school at the P&C meetings.

A copy of the Register is at ANNEXURE D.

The P&C does not have any access to any information about the suitability of any person to work with children. This includes members of the P&C or any other member of the school community.

### **Review**

This strategy will be reviewed annually before or after the Annual General Meeting. The review will include a review of the Standards of Behaviour Fact Sheet at ANNEXURE B.

## **Education**

The P&C will endeavour to educate members of its community about behaviour that promotes the safety and wellbeing of children.

After the annual review of this strategy, the P&C will publish the strategy it has adopted on its facebook page. It will also provide a copy of the Standards of Behaviour Fact sheet to every family in the school community. The Child Protection Administration Officer will be responsible for this and will report to the P&C when this has been achieved.

The P&C will also work with the school to further educate and engage the community around behaviours that promote and uphold the safety and wellbeing of children.

## **Handling a Situation**

The P&C recognises that there are a range of ways in which it might become clear that a child may have been harmed (or be being harmed) and that it is not possible to provide guidance in relation to all situations.

However, the P&C believes that where a child may have been harmed on school grounds, that it is the responsibility of any adult who becomes aware of this to intervene to prevent further harm to the child (or any other children). The adult should help the child and provide whatever immediate comfort is necessary and appropriate to the child. The adult should ensure that the child is then taken to the principal or school authorities.

If a child tells an adult that the child has been or is being harmed away from school, the adult should listen carefully to what the child is saying. The adult should provide whatever immediate comfort is necessary and appropriate to the child. The adult should write down what the child has told them. The adult should not investigate the matter.

## **Reporting**

The P&C believes that responsible reporting of harm to children promotes the safety and wellbeing of children.

Harm to children of the type described in this strategy may be a criminal offence or may be part of an ongoing harm being perpetrated against that child or children. The appropriate authorities to investigate offences and deal with harm against children are the police. If a person has witnessed or suspects that harm may have occurred to a child, they should inform the Queensland Police Service.

If the matter involves an emergency situation, the person should call 000.

Where a person has informed the police that harm may have occurred to a child, the person should also inform the school principal and the president of the P&C.

The P&C recognises that situations may occur where something unpleasant or negative has happened which has a detrimental effect on a child which may not be 'significant'. In these cases, the person should discuss the matter with the school principal, the president of the P&C or an officer of Education Queensland.



## Standards of Behaviour Fact Sheet

The following tables include, but are not limited to, the specific *standards of behaviour* in relation to working closely with children and young people in any situation:

<b>Language</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Communicate, both verbally and non verbally, in a way which models and demonstrates respect for the rights, interests, privacy and wellbeing of all people including children</li> <li>• Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities</li> <li>• Ensure both verbal and non verbal communication are non abusive or bullying</li> <li>• When possible, frame communication from the positive perspective in interactions</li> </ul>
<b>Do NOT</b>	<ul style="list-style-type: none"> <li>• Become involved in inappropriate conversations of a sexual nature</li> <li>• Make sexually suggestive comments</li> <li>• Use language that could be offensive to another</li> <li>• Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings</li> </ul>

<b>Relationships with Children</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Behave in a way, which models and demonstrates respect for the rights, interests, privacy and wellbeing of all people including children</li> <li>• Dress appropriately while working with children and young people, in a way that models respect</li> </ul>
<b>Do NOT</b>	<ul style="list-style-type: none"> <li>• Spend inappropriate time with a child or young person</li> <li>• Inappropriately give gifts to a child or young person</li> <li>• Show special favours to a child or young person</li> <li>• Expose children or young people to sexual behaviour of others including displays of pornography</li> <li>• Take action to attempt to persuade a child or young person that a 'special' relationship exists</li> </ul>

<b>Physical Behaviour</b>	
<b>Do</b>	<ul style="list-style-type: none"> <li>• Respect the personal space of children and limit physical contact generally</li> <li>• Be cautious about responding to physical contact initiated by a child or young person</li> </ul>
<b>Do NOT</b>	<ul style="list-style-type: none"> <li>• Hit, kick, slap or push a child</li> <li>• Touch parts of a child's body usually covered by a swimming costume</li> <li>• Change nappies or engage in toileting practises</li> <li>• Take photographs of children or young people at P&amp;C events without the express permission of each child's parent or carer</li> <li>• Post any photographs of children or young people to social media without the express permission of each child's parent or carer</li> </ul>





## ANNEXURE C

### Nashville State School Parents & Citizens Association Child and Young Person Protection Activity Risk Management Plan

**Event:**

**Date:**

**Person responsible for event (if applicable):**

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results. *Blue text is by way of example only.*

Brief Description of Activity:					
Category of Harm	Risks – What could go wrong	Likelihood (low, medium, high)	Consequence	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Are there any consequences of applying risk control measure?
Harm caused by adult to a child	<ul style="list-style-type: none"> <li>Physical or psychological abuse</li> <li>Inappropriate treatment of children involving a sexual element including grooming or abuse</li> </ul>			<ul style="list-style-type: none"> <li>Encourage parents and guardians in attendance to enjoy the evening with their children;</li> <li>Inform parents and guardians that while the event is hosted by the P&amp;C, that members of the P&amp;C will not be 'supervising' the children;</li> </ul>	

				<ul style="list-style-type: none"> <li>• Intervene if required if inappropriate behaviours occur or conflicts take place between adults and children; then inform parents or guardians about what was observed and about any concerns for their children’s physical or psychological health as a result of the incident.</li> <li>• Arrange for separate toileting facilities to be available for adults and children;</li> <li>• Advise parents that children are not permitted to play outside the hall at any time during the evening</li> <li>• Intervene if required if inappropriate behaviours occur or conflicts take place between adults and children; then inform parents or guardians about what was observed and about any concerns for their children’s physical or psychological health as a result of the incident.</li> </ul>	
<b>Harm caused by another child or young person</b>	<ul style="list-style-type: none"> <li>• Physical or psychological abuse</li> <li>• Inappropriate treatment of children involving a sexual element including grooming or abuse</li> </ul>			<ul style="list-style-type: none"> <li>• Inform parents and guardians that while the event is hosted by the P&amp;C, that members of the P&amp;C will not be ‘supervising’ the children;</li> <li>• Intervene if required if inappropriate behaviours occur or conflicts take place between adults and children; then inform parents or guardians about what was observed and about any concerns for their children’s physical or psychological health as a result of the incident.</li> </ul>	
<b>Self harm</b>					

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**NASHVILLE STATE SCHOOL P&C  
BLUE CARD REGISTER**

NAME	HAS APPLICATION BEEN MADE?	BLUE CARD NUMBER	EXPIRY DATE	COMMENTS