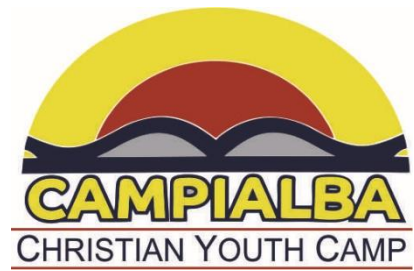


Child Risk Management Strategy & Child Protection Policy

Christian Youth Camps Pialba Inc.



Purpose & Scope

Purpose	The purpose of this strategy and policy is to eliminate and minimise risk to child safety, to ensure the safety and wellbeing of all children and to provide written processes about the health and safety and appropriate conduct of the staff and children.
Scope	Children and staff (including full-time, part-time, permanent, fixed-term and casual employees), as well as contractors, volunteers and people undertaking work experience or vocational placements.
Policy Owner	Christian Youth Camps Pialba Inc Committee

Revision Record					
Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next Review
1.0	Pending	Campialba Committee	14/4/2018	Annual	April 2019

Definitions

“CYC” and “Campialba” refer to Christian Youth Camps Pialba Inc.

“Committee” refers to the group of people who are listed as responsible persons with ACNC and also those others who are identified by those responsible persons as members of the Committee.

“Child” refers to a child aged under 18 years of age who is undertaking activities at Campialba.

“Staff Member” refers to a person working in any capacity for Campialba (paid or volunteer) including those involved in leading or administration, committee members, bus drivers, youth leaders, hut leaders, camp coordinators, camp parents, cleaners, property workers, trainers, coaches or referees and volunteer roles.

Child Risk Management Strategy

Policy Statement and a Statement about Commitment

Campialba is committed to the safety and wellbeing of children. In accordance with sections 171 and 172 of the *Working with Children (Risk Management and Screening) Act 2000* (Qld), Campialba is dedicated to eliminating and minimising risks to child safety through this Strategy.

This Child Risk Management Strategy is evidence of Campialba’s commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the *Working with Children (Risk Management and Screening) Regulation 2011* (Qld).

Implementation

In practice, Campialba’s commitment to acting in accordance to the *Working with Children (Risk Management and Screening) Act* (“the Act”) to ensure the safety and wellbeing of children means that it will implement the measures outlined below in points 1 - 8.

1. Conduct Expectations

Staff members are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

Specifically:

- Staff members should avoid situations where they are alone in an enclosed space with a child.
- When physical contact with a child is a necessary part of the activity being undertaken, staff must exercise caution to ensure that the contact is appropriate and acceptable. Staff must always advise the child of what they intend doing and seek their consent.
- Staff must not develop a relationship with any child that is, or that can be interpreted as having a personal rather than a “professional” interest in a child.
- Staff members must not have a romantic or sexual relationship with a child.

This commitment is evidence of the Campialba’s fulfilment of the requirements of section 3(1)(b) of the Regulation.

2. Recruitment, Selection, Training and Management Procedures

Campialba is committed to recruiting, selecting, training and managing staff members in such a way that limits risks to children. In particular, Campialba will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
 - Accurate descriptions of tasks being undertaken, whether a Blue Card is necessary for the candidate, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required.
 - Advertising the position with a clear statement identifying whether candidates will be subject to checks or Blue Card screening, a police check, referee checks, identification verification, and the requirement to disclose any information relevant to the candidate's eligibility to engage in activities including children.
 - A selection process that includes assessing the application and referee and other checks (as identified above) based on the position requirements.
- Ensure that its training and management procedures act to reduce the risk of harm to children from employees via:
 - Management processes that are consistent, fair and supportive.
 - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching and additional training.
 - An induction program which thoroughly addresses the Campialba's policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children.
 - Training new and existing staff on an ongoing basis in the following areas to enhance skills and knowledge and to reduce exposure to risks:
 - The Campialba's policies and procedures
 - Identifying, assessing and minimising risks to children
 - Handling a disclosure or suspicion of harm to a child
- Keeping a record of the training provided to employees.

This commitment is evidence of the Campialba's fulfilment of the requirements of section 3(1)(c) of the Regulation.

3. Handling Disclosures or Suspicions of Harm

Any of the following types of concerns or reports regarding children under the age of 18 shall be reported and managed under the Child Protection Policy and the Child Protection Procedure:

- Staff with concerns about a case of sexual abuse or likely sexual abuse;
- Staff with concerns about a case of sexual or physical abuse; and
- Staff who have received a report of inappropriate behaviour by another staff member towards a child of any age.

If Campialba receives a report of inappropriate behaviour by a staff member towards a child, the behaviour not only needs to be reported under this policy, but the matter needs to be dealt with as a reported breach of the Staff Code of Conduct.

In accordance with the *Child Protection Act 1999*, if any staff member is aware or reasonably suspects harm has been caused to a child under 18 years and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to Campialba's Committee

President or other delegated person in authority. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the President is aware or reasonably suspects the harm has been caused and that the child is in need of protection, the President must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*). In assessing whether a child is in need of protection, the President will consider the “Significant Harm Test” and the “Parent Willing and Able Test” as detailed in Campialba Child Protection Procedure, as well as utilise the Department of Communities, Child Safety and Disability Services’ [Child Protection Guide](#) resource.

Please refer to Campialba Child Protection Procedure for information on the process for reporting all types of harm, including sexual abuse.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this Strategy (or equivalent).

This commitment is evidence of Campialba’s fulfilment of the requirements of section 3(1)(d) of the Regulation.

4. Managing Breaches of this Child Risk Management Strategy

Campialba is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies. This is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulation.

5. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulations relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state Campialba’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulation relating to review.

6. Blue Card Policies and Procedures

Campialba is committed to acting in accordance with chapter 8 of the *Working with Children (Risk Management and Screening) Act* relating to the screening of employees in such a way that limits risks to children. In particular, Campialba will:

- Require relevant prospective or current employees, volunteers, trainee children and other persons as relevant to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with Campialba’s position descriptions and the Act.
- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a *Change in police notification* form when notified by employee that such a change has occurred
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information
- Submit a *No longer with organisation* form when appropriate
- Appoint a contact person who will be responsible for managing the screening process and all related documentation and records

- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees to keep their Blue Card or Exemption Notice up to date
- This commitment is evidence of Campialba's fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

7. High Risk Management Plans

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

This commitment is evidence of Campialba's fulfilment of the requirements of section 3(1)(g) of the Regulation.

8. Strategies of Communication and Support

Campialba's commitment to making this Child Risk Management Strategy available to children, parents and employees via its website is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

Campialba is committed to training employees in relation to risks to children and will conduct this training regularly via annual formal training events, informal meetings and regular discussions between managers and staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulation.

Responsibilities

Campialba Site Manager is responsible for developing and implementing procedures to ensure it fulfils its obligations under this policy. All employees at Campialba are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Campialba is committed to the review of this strategy at least biennially. Campialba will also record, monitor and report to the Committee any breaches of the Policy or Strategy.

Appendix 1 – Summary of Reporting Harm

<i>Who</i>	<i>What abuse</i>	<i>Test</i>	<i>Report to</i>
All staff	Sexual	Awareness or a reasonable suspicion. Sexually abused or likely to be sexually abused.	President, through to Police.
All Staff	Physical, psychological, emotional, neglect, exploitation.	Significant harm. Parent may not be willing and able.	President, through to Child Safety.
All Staff	Any	Not of a level that is otherwise reportable to Child Safety, refer with consent.	President, through to Family and Child Connect.
President	Any	Not of a level that is otherwise reportable to Child Safety, refer without consent.	Family and Child Connect
Any member of the public	Any	Significant harm. Parent may not be willing and able.	Child Safety.

Appendix 2 – Form for Report of Suspected Harm or Sexual Abuse Private and Confidential

Date:	
Organisation: Christian Youth Camps Pialba Inc.	
Phone: 07 4214 3396	
President:	Person Submitting Report:

DETAILS OF CHILD/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/>
Year Level:	Cultural Background:
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/>	Aboriginal and Torres Strait Islander <input type="checkbox"/>
Does the child/child have a disability? No <input type="checkbox"/> Yes <input type="checkbox"/>	If Yes: is disability verified under EAP? Yes <input type="checkbox"/> No <input type="checkbox"/> Specify Disability Category:
Child/Child's Residential Address:	Phone:
	Child's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Child/Child:
Address (if different from child):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Child/Child:
Address (if different from child):	
Phone: (H):	(W): (M):
Is the child/child living in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Custodial Information: (details if relevant)	

TYPE OF SUSPECTED HARM OR RISK OF HARM: (more than one can be ticked)	
Suspected Harm	Suspected Risk of Harm
Physical Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/>	Physical Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/>
Emotional Abuse <input type="checkbox"/> Neglect <input type="checkbox"/>	Emotional Abuse <input type="checkbox"/> Neglect <input type="checkbox"/>
Self-harm & parents not acting protectively <input type="checkbox"/>	Self-harm & parents not acting protectively <input type="checkbox"/>
Substance abuse & parent not acting protectively <input type="checkbox"/>	Substance abuse & parent not acting protectively <input type="checkbox"/>
Other (specify) <input type="checkbox"/>	Other (specify) <input type="checkbox"/>
Is there suspected harm or risk of harm to an unborn Child? <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE	
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member <input type="checkbox"/> Other adult
<input type="checkbox"/> Other child / other child	<input type="checkbox"/> Unknown <input type="checkbox"/> Self harm
Name:	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).
Details of any harm and/or sexual abuse to the child – please include: Time and date of the incident; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by child; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.
Please indicate the identity of anyone else who may have information about the harm or abuse
Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/>

Name of staff member making report to the Statutory Agency if not the President:	Signature:	Date:
Position:		
President:	Signature:	Date:
President's email address:		
Response requested Campialba:		

ACTION TAKEN		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Service
	<input type="checkbox"/>	Department of Child Safety Regional Intake Line
	<input type="checkbox"/>	Family and Child Connect

Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.

Child Protection Policy

The care and safety of children - particularly those at Campialba - is fundamental to our ministry.

We believe that children are of great value to God, that their intellectual, physical, spiritual and social development is also of great importance and that we are responsible to provide an environment for them that is safe and conducive to their ongoing development.

All members of the staff have an important contribution to make towards the ministry of Campialba. They have a responsibility to meet the requirements of legislation in terms of child safety and to ensure that all children can work in a safe and fair environment.

Likewise, staff members are responsible for their own actions and they have the right to work in a safe and fair environment.

The development of staff is an important component of the care Campialba has for its staff. Jesus is the Master Teacher and is the perfect model of servant leadership. Teachers need to strive to be like Jesus by precept and example.

Definitions

Section 9 of the *Child Protection Act 1999* - "Harm", to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

1. It is immaterial how the harm is caused.
2. Harm can be caused by—
 - a. physical, psychological or emotional abuse or neglect; or
 - b. sexual abuse or exploitation.
3. Harm can be caused by—
 - a. a single act, omission or circumstance; or
 - b. a series or combination of acts, omissions or circumstances.

Section 10 of the *Child Protection Act 1999* - A "child in need of protection" is a child who—

1. has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
2. does not have a parent able and willing to protect the child from the harm.

Health and Safety

Campialba has written policies in place about the health and safety of its staff and children in accordance with relevant workplace health and safety legislation¹.

Responding to Reports of Harm

When Campialba receives any information alleging 'harm'² to a child (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy³.

Conduct of Staff and Children

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with children reflect proper standards of care for children. Staff, contractors and volunteers must not cause harm to children⁴.

Reporting Inappropriate Behaviour

If a child considers the behaviour of a staff member to be inappropriate, the child should report the behaviour to Campialba management or leadership staff.

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the President or his/her delegate.

If Campialba receives a report of inappropriate behaviour by a staff member towards a child, the behaviour not only needs to be reported under this policy, but the matter needs to be dealt with as a reported breach of the Staff Code of Conduct.

Reporting Abuse or Harm

Reporting Sexual Abuse⁷

If a staff member becomes aware, or reasonably suspects in the course of their employment at Campialba, that a child has been sexually abused by another person, then the staff member must give a written report about the abuse or suspected abuse to the President or to a committee member of Campialba immediately.

If the staff member who becomes aware or reasonably suspects sexual abuse is Campialba's President, the person must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to a member of the committee.

The President or the committee member must immediately give a copy of the report to a police officer.

A report under this section must include the following particulars:-

1. the name of the person giving the report (the *first person*);
2. the child's name and sex;
3. details of the basis for the first person becoming aware, or reasonably suspecting, that the child has been sexually abused by another person;
4. details of the abuse or suspected abuse;

5. any of the following information of which the first person is aware:-
 - a. the child's age;
 - b. the identity of the person who has abused, or is suspected to have abused, the child;
 - c. the identity of anyone else who may have information about the abuse or suspected abuse⁸.

Reporting Likely Sexual Abuse⁹

If in the course of their employment at Campialba the employee believes, a child is likely to have been sexually abused by another person, then the staff member must give a written report about the suspicion to the President or to a committee member immediately.

The President or committee member must immediately give a copy of the report to a police officer.

If the staff member who becomes aware or reasonably suspects likely sexual abuse is Campialba's President, the person must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a committee member.

A report under this section must include the following particulars:-

1. the name of the person giving the report (*the first person*);
2. the child's name and sex;
3. details of the basis for the first person reasonably suspecting that the child is likely to be sexually abused by another person;
4. any of the following information of which the first person is aware:-
 - a. the child's age;
 - b. the identity of the person who has abused, or is suspected to be likely to abuse, the child;
 - c. the identity of anyone else who may have information about suspected likelihood of abuse¹⁰.

Consequences of Breach of Policy

Conduct which breaches this policy may result in police investigation and criminal penalties as decided by legal processes. Further, breaches of this policy will attract Campialba-imposed penalties additional to any imposed by law which for a staff member may include termination of employment.

Awareness and Training¹³

Campialba will inform staff, children and parents of its processes relating to the health, safety and conduct of staff and children in communications to them and it will publish these processes on its website.

Campialba will train its staff in processes relating to the health, safety and conduct of staff and children on their induction and will refresh training at least every two years but preferably annually.

Implementation and Accessibility of the Processes¹⁴

Campialba will ensure it is implementing processes relating to the health, safety and conduct of staff and children by auditing compliance with the processes annually.

Processes relating to the health, safety and conduct of staff and children are accessible on Campialba website and will be available on request from Campialba administration.