

**CHILD RISK MANAGEMENT STRATEGY**

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<b>Sponsor</b>	<b>CEO</b>		
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<i>Peter Seldon</i>	<i>Chair</i>		
<b>Name</b>	<b>Position</b>	<b>Signature</b>	

**Language Disorder Australia is committed to ensuring the highest standards of safety and wellbeing for all children and young people with whom we work. We assert that this occurs when child safety is at the centre of our organisational culture and to this end, we proactively embed child safe practices into every aspect of our work.**

**1. PURPOSE**

The purpose of this Strategy is to identify, manage and minimise risk to child safety and to ensure the safety and wellbeing of all children and young people with whom we work.

**2. SCOPE**

This Strategy applies to parents/carers, child/young persons, clients and all employees, directors, contractors and volunteers of Language Disorder Australia, as well as persons undertaking work experience or vocational placements. **Staff who work within Mancel College are directed to abide by and comply with the Mancel College Child Safety Policy**

**3. REFERENCES**

- Blue Card Services Child and Youth Risk Management Strategy Toolkit
- Code of Conduct
- Child Protection Policy and Procedures
- Child Protection Reporting Form
- Criminal Code Act 1899 (Qld)
- Complaints Resolution Policy and Procedures
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Working with Children (Risk Management and Screening) Regulation 2020 (Qld)

- Child Protection Act 1999 (Qld)
- NDIS Act 2013
- NDIS Incident Management and Reportable Incidents Rules 2018
- Language Disorder Australia NDIS Incident Management Procedure
- NDIS Practice Standards and Quality Indicators (2021)
- NDIS Code of Conduct
- NDIS Practice Standards – Workers Screening (2018)
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)
- Education (General Provisions) Act 2006 (Qld)
- Education (General Provisions) Regulation 2017 (Qld)
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- Education (Overseas Students) Regulation 2018 (Qld)
- Education (Queensland College of Teachers) Act 2005 (Qld)
- Education and Care Services National Law (Queensland)
- Education and Care Services National Regulations
- Queensland Child Protection Guide

## 4. POLICY

### 4.1 Commitment

Language Disorder Australia is committed to the safety and wellbeing of all children and young people with whom we work. Language Disorder Australia is dedicated to eliminating and minimising risks to child safety through this Strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children and young people in the organisation's care.

This Child Risk Management Strategy is evidence of Language Disorder Australia'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) Regulations 2020* (Qld) ("the **Regulations**").

### 4.2 Implementation

In practice, Language Disorder Australia's commitment to acting in accordance with the Act to promote the safety and wellbeing of children and young people with whom we work, means that it will implement the measures outlined below in points 4.2.1 – 4.2.8.

#### 4.2.1 Code of Conduct

Language Disorder Australia has a Code of Conduct that applies to all its directors, employees, contractors and volunteers. Language Disorder Australia expects all the above to conduct themselves in accordance with that code and as set out below.

Employees are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. Employees must actively seek to prevent harm to children and young people, and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a child or young person. Language Disorder Australia utilises environmental modifications, such as transparent glass in therapy room doors or walls in which individual therapy sessions occur.
- When physical contact with a child or young person is a necessary part of their work, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the child or young person of what they intend doing and seek their consent.
- Employees must not develop a relationship with any child or young person that is, or that can be interpreted as having a personal rather than a professional interest.
- Employees must not have a romantic or sexual relationship with a child or young person.

This commitment is evidence of Language Disorder Australia's fulfilment of the requirements of schedule 1 (2)(2) of the Working with Children (Risk Management and Screening) Regulation 2020 (Qld).

#### **4.2.2 Recruitment, Selection, Training and Management Procedures**

Language Disorder Australia is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. Language Disorder Australia will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children and young people from employees via:
  - a) Accurate position descriptions, including whether the successful applicant must hold a Blue Card and or NDIS Workers Screening Check is necessary, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children and young people, and the experience and qualifications required by the successful applicant.
  - b) Advertising the position with a clear statement about the organisation's commitment to safe and supportive work practices and identifying that candidates will be subject to AHPRA registration check or Blue Card or NDIS Workers screening, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children and young people.
  - c) A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
  - d) A probationary period of employment, which allows the organisation to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to children and young people from employees via:
  - a) Management processes that are consistent, fair and supportive.
  - b) Performance management processes to help employees to improve their performance in a positive manner.

- c) Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
- d) An induction program which thoroughly addresses the organisation'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 and young people.
- e) Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
  - the organisation's policies and procedures
  - identifying, assessing and minimising risks to a child and young person.
  - handling a disclosure or suspicion of harm to a child or young person.
- f) Keeping a record of the training provided to employees.
- g) Exit interviews to assist the organisation to identify broader issues of concern that may impact on the safety and wellbeing of children and young people within the organisation.

This commitment is evidence of Language Disorder Australia's fulfilment of the requirements of schedule s.2(3) of the Working with Children (Risk Management Screening) Regulation 2020 (Qld).

#### **4.2.3 Handling Disclosures or Suspicions of Harm**

Any of the types of concerns or reports below should be reported and managed under Language Disorder Australia Child Protection Policy and Child Protection Decision Support Trees (Appendices 1, 2, 3, and 4), as follows:

- all staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the Child Protection Reporting Form in **(Appendix 1)** of this document.

Furthermore, the CEO of Language Disorder Australia will report to relevant Registration Boards (i.e. SPA or AHPRA) any investigations into allegations of harm caused, or likely to be caused, to a child or young person because of the conduct of a staff member working within the organisation.

This commitment is evidence of Language Disorder Australia's fulfilment of the requirements of schedule 1 s.2(4) of the Working with Children (Risk Management and Screening) Regulation 2020 (Qld).

#### **4.2.4 Managing Breaches of this Child Risk Management Strategy**

Language Disorder Australia is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Code of Conduct, Complaints Resolution Policy, and this is evidence of fulfilment of the requirements of schedule 1 s.2(4)

of the Working with Children (Risk Management and Screening) Regulation 2020 (Qld).

#### **4.2.5 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 schedule 1 s.2(6)(a) of the Regulations relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state Language Disorder Australia’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of schedule 1 s.2(6)(a) of the Regulations relating to review.

#### **4.2.6 Blue Card and NDIS Workers Screening Check**

Language Disorder Australia’s Blue Card and NDIS Workers Screening Register is evidence of fulfilment of the requirements of schedule 1 s.2(6)(b) of the Regulations.

Language Disorder Australia is committed to acting in accordance with chapter 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. Language Disorder Australia will:

- Require relevant prospective or current employees, volunteers, trainee students and directors to apply for a Blue Card and or a NDIS Workers Screening Card and check the validity and appropriateness of any currently held notices as appropriate, in accordance with Language Disorder Australia 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 NDIS Workers Screening Check 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
- The Human Resources Manager 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 NDIS Workers Screening 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 NDIS Workers Screening Cards or Exemption Notice up to date.

This commitment is evidence of Language Disorder Australia’s fulfilment of the requirements of schedule 1 s.6(b) of the Regulations.

#### **4.2.7 High Risk Management Plans**

Language Disorder Australia is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children and young people on an ongoing basis. Language Disorder

Australia 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 and young people.

This commitment is evidence of Language Disorder Australia's fulfilment of the requirements of schedule 1, 7 and 8 of the Regulations.

#### **4.2.8 Strategies of Communication and Support**

Language Disorder Australia's commitment to making this Child Risk Management Strategy available to children/young people, clients, parents, volunteers and employees via employee handbook, Language Disorder Australia Policy, Procedure and Forms TEAM and internet sites is evidence of fulfilment of the requirements of schedule 1, s.8(b) of the Regulations.

Language Disorder Australia is committed to training employees in relation to risks to children and young people and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of schedule 1 s.8(b) of the Regulations.

#### **4.3 Responsibilities**

Language Disorder Australia is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees at Language Disorder Australia are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

#### **4.4 Compliance and Monitoring**

Language Disorder Australia is committed to the annual review of this Strategy. Language Disorder Australia will also record, monitor and report to the Board and others as appropriate at the organisation regarding any breaches of the Strategy.

In addition, Language Disorder Australia is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

#### **4.5 Helpful Links**

Department of Children, Youth Justice and Multicultural Affairs [Queensland Child Protection Guide](#).

### **5. APPENDICES**

Appendix 1 – Child Protection Reporting Form

Appendix 2 – Child Protection Decision Support Tree for HAH and HOBD

Appendix 3 – Child Protection Decision Support Tree for All Staff

Appendix 4 – Child Protection Decision Support Tree for Volunteers

## Appendix 1

### Private and Confidential Child Protection Reporting Form

Date:
School/Organisation:
School/Organisation Phone:
School/Organisation Email:

#### DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE

Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	
Primary language spoken:	
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the child or young person have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Child or young person's Residential Address:	Phone: Child or young person's Personal Mobile:

#### FAMILY DETAILS

Parent/caregiver 1:	Relationship to child or young person:	
Address (if different):		
Phone: (H):	(W):	(M):
Parent/caregiver 2:	Relationship to child or young person:	
Address (if different):		
Phone: (H):	(W):	(M):
Is the child or young person in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>		

**PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE**

- Adult family member
- Child family member
- Other adult
- child/other child
- Unknown

**OR ABUSE** (Attach extra pages if necessary).

**Details of any harm and/or sexual abuse to the child or young person** – 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 or young person; 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     NO

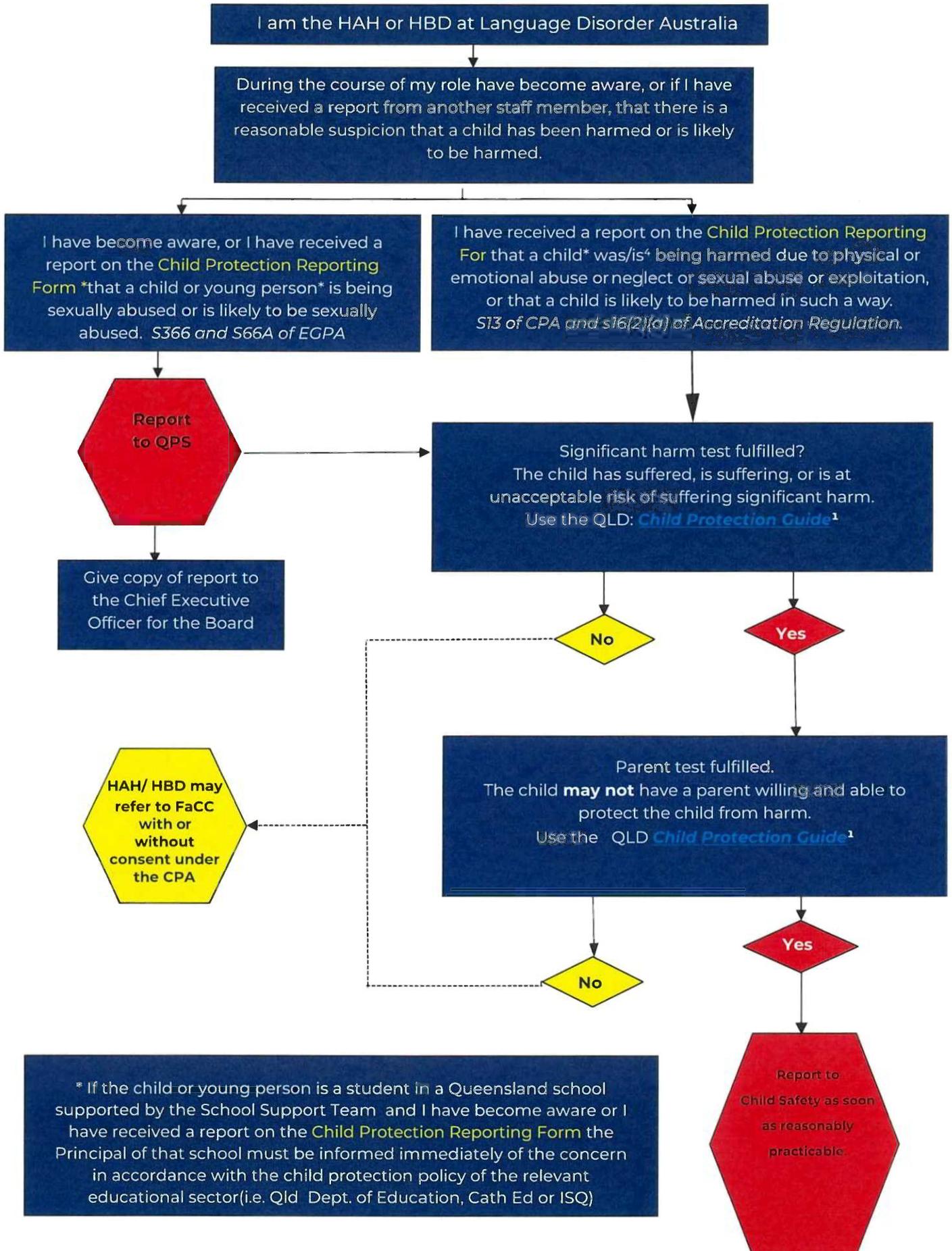
Name of staff member making report:		
Position:	Signature:	Date:
Chief Executive Officer:	Signature:	Date:
Chief Executive Officer's email address:		
Response requested by Language Disorder Australia:		
ACTION TAKEN		
Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	Australian Health Practitioner Regulation Agency
	<input type="checkbox"/>	Speech Pathology Australia
	<input type="checkbox"/>	Family and Child Connect

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

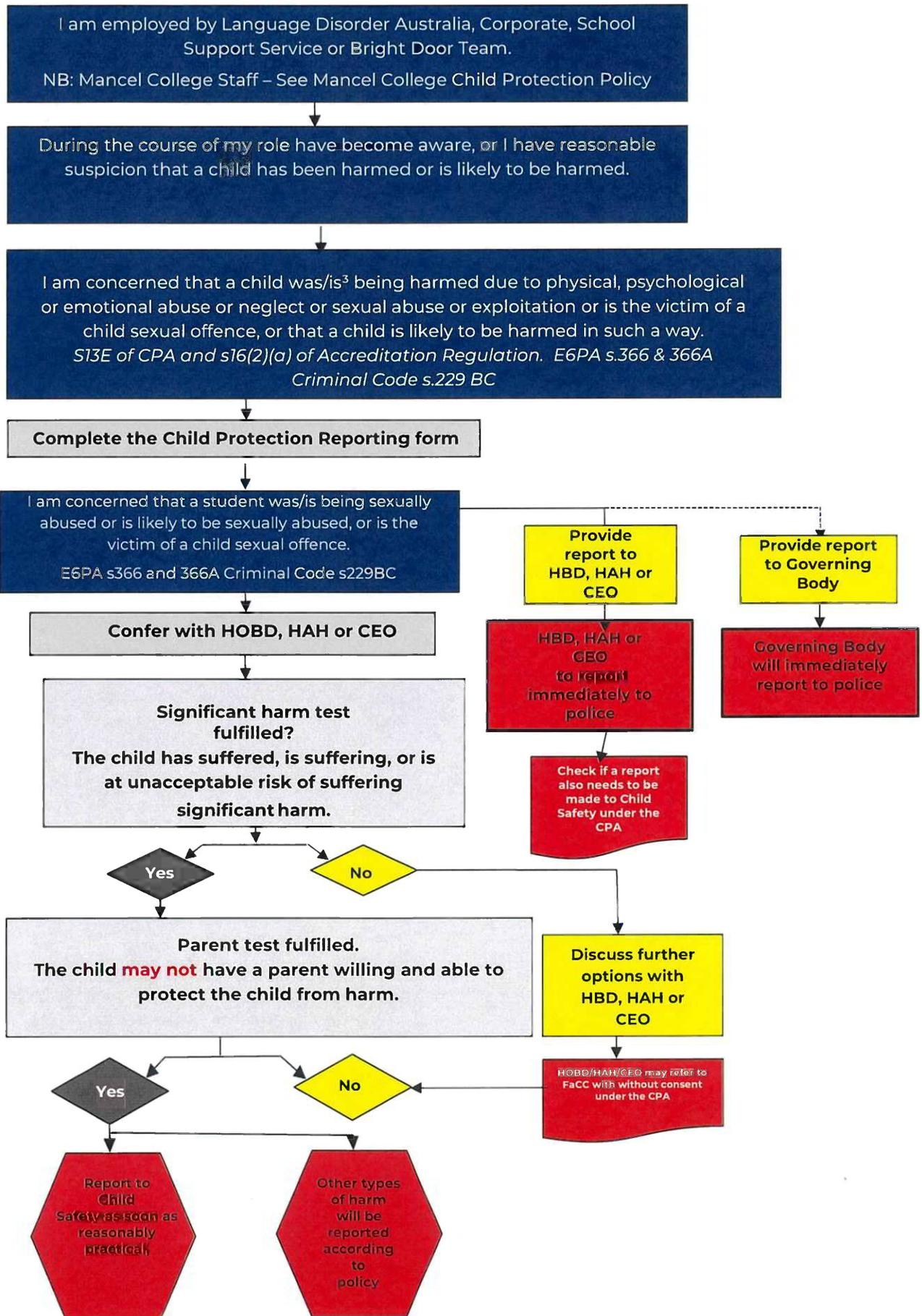
**Confirm receipt of emailed form and ensure original is stored in secure location along with any other documentation collected for the purpose of this report.**

**Appendix 2**

**Child Protection Decision Support Tree: Head of Allied Health (HAH) and Head of Bright Door (HBD)**



**Appendix 3  
Child Protection Decision Support Tree for All Language Disorder Australia Staff\***



**Appendix 5**  
**Child Protection Decision Support Tree for Volunteers**

