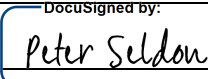




CHILD RISK MANAGEMENT STRATEGY

Document number	GR12.00.00	Version	2.00
Date of last review	Feb 2024	Date of next review	April 2025
Sponsor	CEO		
Approving authority	Board	Approval date	April 2024
<i>Peter Seldon</i>	<i>Chair</i>	<small>DocuSigned by:</small>  <small>CBDF3377F99D4D3...</small>	
Name	Position	Signature	

1. PURPOSE

- 1.1 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.
- 1.2 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

- 2.1 This Strategy applies to parents/carers, children/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 Risk Management Strategy and Child Protection Policy.

3. RELATED INTERNAL DOCUMENTS AND EXTERNAL REFERENCES

- Language Disorder Australia's Code of Conduct
- Language Disorder Australia's Child Protection Policy
- Language Disorder Australia's Child Protection Reporting Form
- Language Disorder Australia's Complaints Resolution Policy

GR12.00.00 Child Risk Management Strategy v2.00

Once printed this document is considered an uncontrolled version.

- Language Disorder Australia's Compliments and Complaints Procedure
- Bright Door Compliments and Complaints Procedures
- Language Disorder Australia's Blue Card Policy
- Language Disorder Australia's Blue Card Procedure
- Language Disorder Australia National Disability Insurance Services Incident Management Procedure
- *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).*
- *Child Protection Regulation 2023 (Qld).*
- *Criminal Code Act 1899 (Qld).*
- Blue Card Services Child and Youth Risk Management Strategy Toolkit.
- *National Disability Insurance Services Act 2013 (Cth)*
- *National Disability Insurance Services Incident Management and Reportable Incidents Rules 2018*
- *National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018*
- *National Disability Insurance Scheme (Quality Indicators for NDIS Practice Standards) Guidelines 2018*
- *National Disability Insurance Services Practice Standards and Quality Indicators (2021)*
- *National Disability Insurance Services (Code of Conduct) Rules 2018*
- *National Disability Insurance Services Practice Standards - Workers Screening (2018)*
- Queensland Child Protection Guide

4. POLICY

4.1 Statement of Commitment

- 4.1.1. 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 the safety of children 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.
- 4.1.2. 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) Regulation 2020 (Qld)* ("the Regulation").

4.2. Implementation

4.2.1. In practice, Language Disorder Australia's commitment to acting in accordance with the *Working with Children (Risk Management and Screening) Act 2000* ("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 4.2.1.1 - 4.2.1. 8.

4.2.1.1. Code of Conduct

4.2.1.1.1. 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 persons to conduct themselves in accordance with that Code and as set out below.

4.2.1.1.2. 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.

4.2.1.1.3. Specific responsibilities include:

4.2.1.1.3.1. 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.

4.2.1.1.3.2. 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.

4.2.1.1.3.3. 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.

4.2.1.1.3.4. Employees must not have a romantic or sexual relationship with a child or young person.

4.2.1.1.4. This commitment is evidence of Language Disorder Australia's fulfilment of the requirements of schedule 1 (2)(2) of the Regulation.

4.2.1.2. Recruitment, Selection, Training and Management Procedures

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

4.2.1.2.2. Language Disorder Australia will:

4.2.1.2.2.1. Ensure that its recruitment and selection procedures act to reduce the risk of harm to children and young people from employees via:

4.2.1.2.2.2. Accurate work 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.

4.2.1.2.2.3. Advertising the position with a clear statement about Language Disorder Australia'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 candidate's eligibility to engage in activities including children and young people.

4.2.1.2.2.4. A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the work description.

4.2.1.2.2.5. 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.

4.2.1.2.2.6. Ensure that its training and management procedures act to reduce the risk of harm to children and young people from employees via:

4.2.1.2.2.6.1. management processes that are consistent, fair, and supportive.

4.2.1.2.2.6.2. performance management processes to help employees to improve their performance in a positive manner.

4.2.1.2.2.6.3. supportive processes for employees when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.

4.2.1.2.2.6.4. an induction program which thoroughly addresses Language Disorder Australia'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.

4.2.1.2.2.6.5. training new and existing employees on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:

4.2.1.2.2.6.6. the organisation's policies and procedures

4.2.1.2.2.6.7. identifying, assessing, and minimising risks to a child or young person.

4.2.1.2.2.6.8. handling a disclosure or suspicion of harm to a child or young person.

4.2.1.2.2.6.9. keeping a record of the training provided to employees.

4.2.1.2.2.6.10. exit interviews to assist Language Disorder Australia to identify broader issues of concern that may impact on the safety and wellbeing of children and young people within the organisation.

4.2.1.2.3. This commitment is evidence of Language Disorder Australia's fulfilment of the requirements of schedule s.2(3) of the Regulation.

4.2.1.3. Handling Disclosures or Suspicions of Harm

4.2.1.3.1. 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 2 and 3), as follows:

4.2.1.3.1.1. all employees with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult.

4.2.1.3.1.2. all employees who have received a report of inappropriate behaviour from another employee.

4.2.1.3.1.3. to report any type of harm, all employees should use the Child Protection Reporting Form in (Appendix 1) of this document.

4.2.1.3.1.4. Furthermore, the Chief Executive Officer (CEO) of Language Disorder Australia will report to relevant Registration Boards (i.e. Speech Pathology Australia (SPA), Queensland College of Teachers (QCT) or the Office of the Health Ombudsman (OHO)) regarding any investigations into allegations of harm caused, or likely to be caused, to a child or young person because of the conduct of an employee registered with them and working within the organisation.

4.2.1.3.2. This commitment is evidence of Language Disorder Australia's fulfilment of the requirements of schedule 1 s.2(4) of the Regulation.

4.2.1.4. Managing Breaches of this Child Risk Management Strategy

4.2.1.4.1. 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.

4.2.1.4.2. This is evidence of fulfilment of the requirements of schedule 1 s.2(4) of the Regulation.

4.2.1.5. Implementing and Reviewing the Child Risk Management Strategy

4.2.1.5.1. 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 Regulation relating to implementation.

4.2.1.5.2. 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 Regulation relating to review.

4.2.1.6. Blue Card and NDIS Workers Screening Check

4.2.1.6.1. 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.

4.2.1.6.2. Language Disorder Australia is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, when dealing with prospective or current employees, volunteers or trainee students and the Board, the organisation implements and abides by the Language Disorder Australia Blue Card Policy and Procedure to ensure the safety of children present on any of the Language Disorder premises.

4.2.1.6.3. As Language Disorder Australia provides services in the disability sector, in addition to Blue Card Screening, Language Disorder Australia also:

4.2.1.6.3.1. require all employees on commencement of their employment or persons completing work experience, to complete the NDIS Worker Orientation module developed by the National Disability Insurance Scheme Commission, or equivalent;

4.2.1.6.3.2. require relevant prospective or current employees, volunteers, trainee students who are in risk-assessed or key personnel roles (definitions available in Annex 4) to hold NDIS Workers Screening Card upon commencement and throughout of engagement with Language Disorder Australia;

4.2.1.6.3.3. check the validity and appropriateness of held notices, in accordance with Language Disorder Australia work descriptions and the relevant legislation.

4.2.1.6.3.4. not allow a person to continue to work with children if their NDIS Workers Screening Check is cancelled or suspended or a negative notice is received after a change of police information.

4.2.1.6.3.5. delink cardholders from the NDIS portal when their relationship with Language Disorder Australia comes to an end.

4.2.1.6.3.6. authorise the Human Resources Manager to manage the screening process and all related documentation and records.

4.2.1.6.3.7. keep written records of all the above actions, decisions, and outcomes, including the expiry dates of NDIS Workers Screening Cards.

4.2.1.6.3.8. act to remind employees to keep their NDIS Workers Screening Cards up to date.

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

4.2.1.7. High Risk Management Plans

4.2.1.7.1. 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.

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

4.2.1.8. Strategies of Communication and Support

4.2.1.8.1. Language Disorder Australia's commitment to making this Child Risk Management Strategy available to children/young people, clients, parents, volunteers and employees via the Language Disorder Australia and Bright Door websites, as well as on the Language Disorder Australia intranet is evidence of fulfilment of the requirements of schedule 1, s.8 (b) of the Regulations.

4.2.1.8.2. 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 meetings and regular discussions between managers and their employees, and this is evidence of fulfilment of the requirements of schedule 1 s.8(b) of the Regulation.

4.2.2. Responsibilities

4.2.2.1. 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.

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

4.2.3. Compliance and Monitoring

4.2.3.1. Language Disorder Australia will record, monitor, and report to the Board and others as appropriate at the organisation regarding any breaches of the Strategy.

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

4.3. Helpful Links

4.3.1. Department of Child Safety, Senior and Disability Services Queensland Child Protection Guide.

5. APPENDICES

- 5.1. Appendix 1 - Child Protection Reporting Form
- 5.2. Appendix 2 - Child Protection Decision Support Tree for Volunteers and Employees
- 5.3. Appendix 3 - Child Protection Decision Support Tree for the Chief Operating Officer
- 5.4. Appendix 4 - NDIS-specific terminology

6. REVIEW

- 6.1. This Policy is due to be reviewed annually from the date of approval.

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:	Sex Descriptor:
Year Level:	Cultural Background:
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 usual 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	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
Child/other child <input type="checkbox"/> Unknown <input type="checkbox"/>		

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR OR ABUSE (Attach extra pages if necessary).
<p>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.</p>

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 employee making report:

Position:	Signature:	Date:
-----------	------------	-------

Chief Executive Officer:	Signature:	Date:
--------------------------	------------	-------

Chief Executive Officer's email address:

Response requested by Language Disorder Australia:

ACTION TAKEN

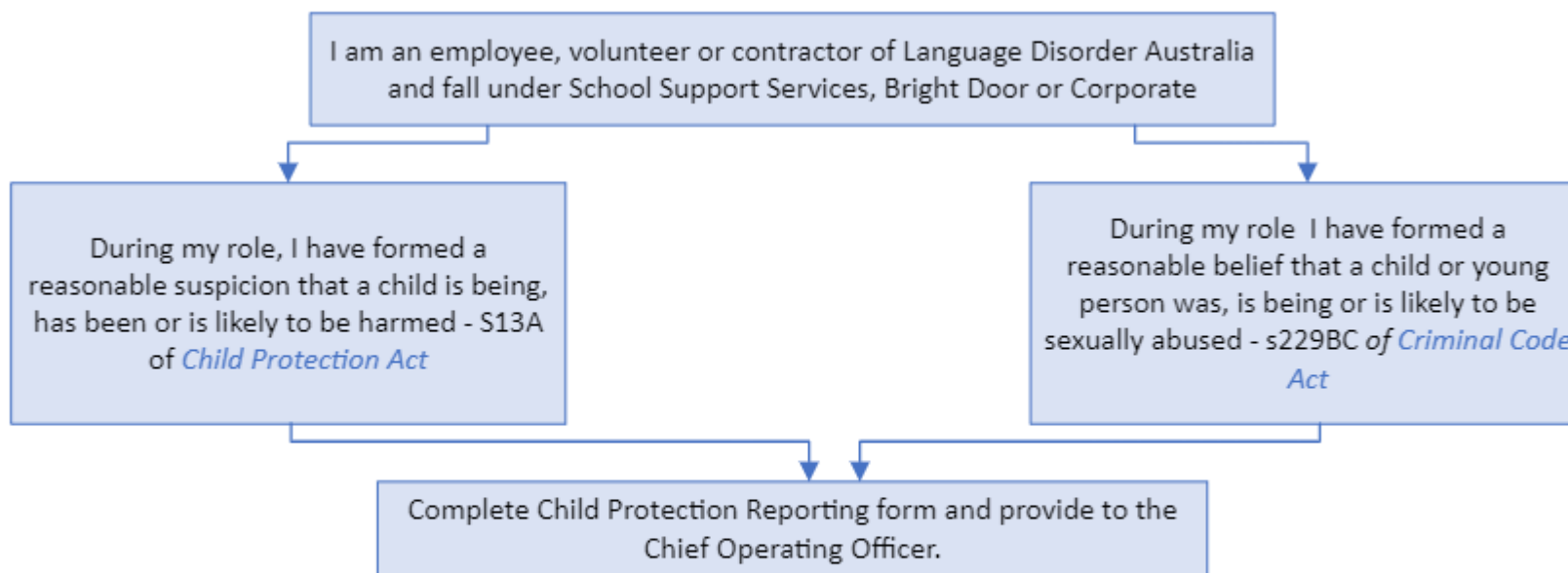
Form was emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Child Safety, Seniors and Disability Services (Child Safety Services)

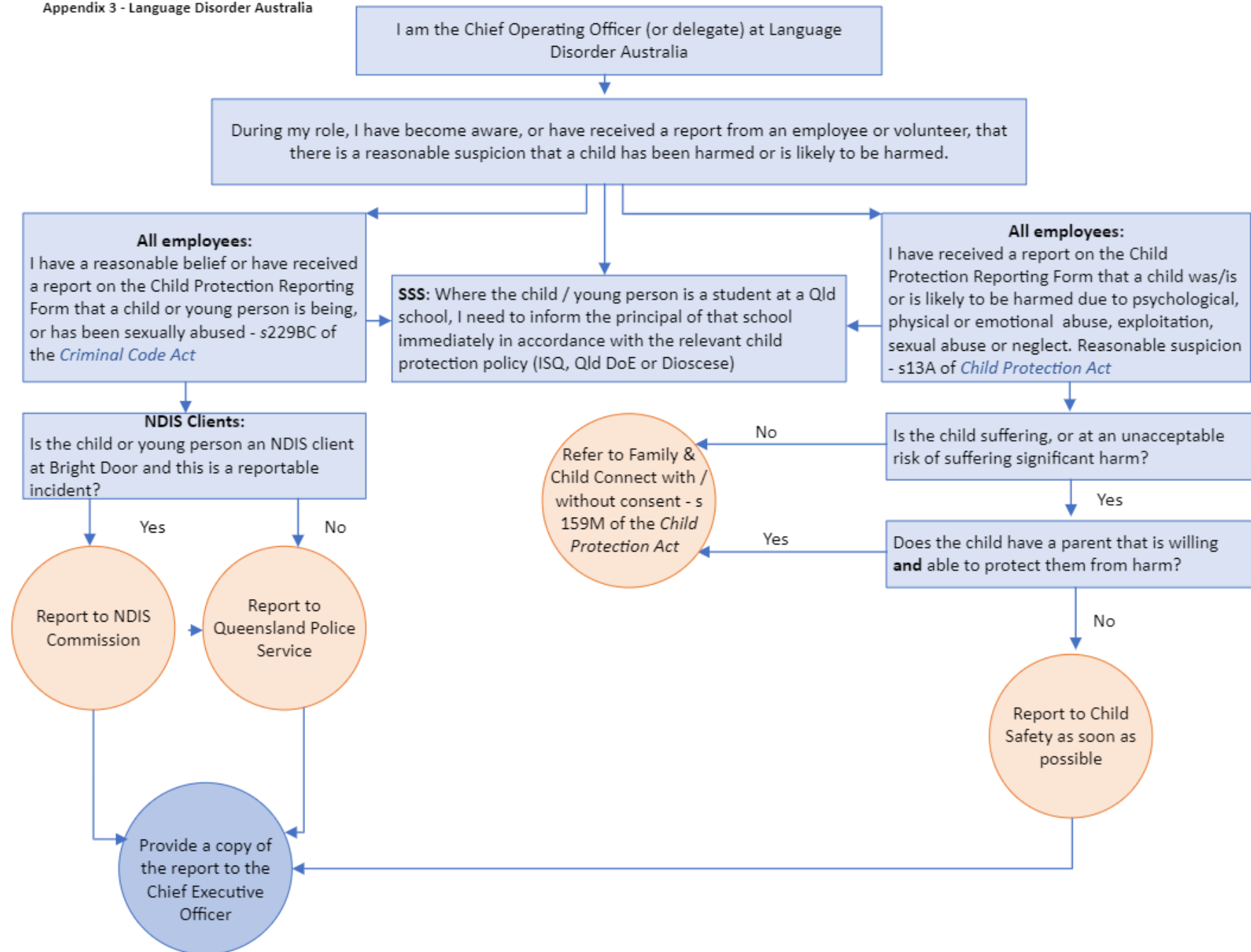
	Family and Child Connect
	Queensland College of Teachers
	Office of the Health Ombudsman (APHRA-registered staff)
	Overseeing Registration Body (other allied health)

(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





Appendix 4

NDIS-Specific terminology

Definition of key personnel role as per Section 11A of the National Disability Insurance Scheme Act 2013

1. Each of the following is one of the key personnel of a person or entity:
 - a. a member of the group of persons who is responsible for the executive decisions of the person or entity;
 - b. any other person who has authority or responsibility for (or significant influence over) planning, directing or controlling the activities of the person or entity.
2. Without limiting paragraph (1)(a), a reference in that paragraph to a person who is responsible for the executive decisions of a person or entity includes:
 - a. if the person or entity is a body corporate that is incorporated, or taken to be incorporated, under the Corporations Act 2001—a director of the body corporate for the purposes of that Act; and
 - b. in any other case—a member of the person's or entity's governing body.

Definition of a risk assessed role means as per Section 1 of the National Disability Insurance Scheme (Practice Standards—Worker Screening) Rules 2018

1. Risk assessed role means:
 - a. a key personnel role of a person or an entity;
 - b. a role for which the normal duties include the direct delivery of specified supports or specified services to a person with disability; or
 - c. a role for which the normal duties are likely to require more than incidental contact with a person with disability.