

Preamble

St Benedict's College, Mango Hill is committed to high quality learning and teaching for the students enrolled at our College.

Situated within the Archdiocese of Brisbane, St Benedict's College is founded on Christ and Benedictine tradition and is at the service of our students, families, society, and the Church. St Benedict's College is committed to the holistic education of young people in the Benedictine tradition based on the values of hard work, humility, stewardship, service, balance, and community. We use Christ's model of inclusivity, perseverance and of nurturing each other's gifts and talents to underpin all that we do. St Benedict's College is committed to providing high quality, contemporary education in a Catholic Christian context providing a safe and supportive environment that enhances wellbeing and enables students to flourish. We aim to enable each student to use their God given gifts to become successful lifelong learners who are self-directed, creative, confident, and reflective; fully able to engage with and contribute to the community and the world in which they live. A place where all students can develop a love of learning, a sense of curiosity, and an ability to be creative, adaptable and resilient.

As a system school under the administration of Brisbane Catholic Education (BCE), 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 2020*, St Benedict's College has developed a Child and Youth Risk Management Strategy (CYRMS) which references Brisbane Catholic Education (BCE) system wide policies and procedures which support the safety, protection and well-being of students and is contextualised to our college environment. For further information regarding St Benedict's College's CYRMS please contact:
Kim Rienecker (Guidance Counsellor: krienecker@bne.catholic.edu.au) or
Tim Campbell (Assistant Principal Pastoral: tcampbell@bne.catholic.edu.au) or
Claire McLaren (Principal: cmclaren@bne.catholic.edu.au).

PART 1 - COMMITMENT

Statement of Commitment (*mandatory requirement 1*)

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

We actively seek to become and remain informed of the causes and signs of child abuse and neglect. When we receive information about concerns or witness any matter relating to abuse of a child, we respond appropriately and report any such concerns to the appropriate authority. This includes contacting the police immediately where there may be immediate risk of harm to any person, especially a child. Every person within St Benedict's College who comes into contact, or works, with children seeks to uphold the dignity of all children and commits to establishing safe, supportive, appropriate, and respectful relationships.

Anyone who brings forward a concern, suspicion, knowledge or allegation of current or past abuse of a child to St Benedict's College will be responded to sensitively, respectfully, actively and in a timely manner, in line with our lawful obligations and our own Complaints Handling Policy. All staff and volunteers are expected to follow these policies and procedures and contribute to the culture

of care and protection of all children. St Benedict's College has documented policies and procedures to prevent risks to children and build a strong culture of safeguarding. We regularly undertake internal and external auditing of our safeguarding policies and practices to make sure that they always support a culture and practice that puts the safety of children at the centre of our thinking and action.

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 Benedict's College, together with students, volunteers and other personnel at the College and contain specific information on interacting with students.

BCE employees who work at St Benedict's College 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. Relevant employees must also comply with other 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's [Code of Conduct](#) (Code of Conduct) sets out the standard of behaviour required of employees of BCE in the performance of their duties at St Benedict's College. 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 employees' duties in relation to risk management and duty of care obligations to students.

The Code of Conduct is on BCE's Public Website and Intranet, Spire. The Principal at St Benedict's College is required to monitor completion of the online Code of Conduct training for College employees at the time of induction for all new employees and annually for all other employees.

Student Behaviour Support Policy

St Benedict's College has developed a Student Behaviour Support Plan for the school, known as St Benedict's College's Student Behaviour Support Plan in consultation with all groups in the College community and in accordance with BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is based upon a whole College positive behaviour for learning approach to support student behaviour in the College environment.

St Benedict's College uses Positive Behaviour for Learning (PB4L) – a framework for creating positive, safe and supportive school climates where students can grow and learn. Our College community works together to establish expected behaviours and teach them to all students.

St Benedict's College's Student Behaviour Support Plan reflects the shared values and expectations of the College regarding student behaviour support and encourages a supportive Catholic school environment. The Student Behaviour Support Plan includes a student code of behaviour and information on formal sanctions and prevention and responding to bullying and harassment, guided by BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is readily accessible to students and parents and is uploaded on the St Benedict's College's Website. [St Benedict's College website](#)

Our College uses BCE's *Engage Student Support System* to track the behaviour of students and proactively support students' behaviour through data-based decision making. Our College is required to use the *Engage Student Support System* to document bullying/harassment incidents, alcohol and other 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 and Registration

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 College, including the need to think and act safely and treat students and employees with respect.

St Benedict's College takes the following actions to ensure that the BCE Volunteer and Other Personnel Code of Conduct is implemented in the College community:

- all volunteers and other personnel are able to access a copy of the Volunteer and Other Personnel Code of Conduct on BCE's public website;
- 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 College;
- all volunteers and other personnel have completed Student Protection and Code of Conduct Training for Volunteers and Other Personnel via the online training module Volunteers/Other Personnel Training located on the BCE public website; and
- all volunteers and other personnel complete and sign the Volunteer and Other Personnel Register form. The form requires a volunteer to declare that they are not:
 - A negative notice holder disqualified from holding a blue card under the Working with Children (Risk Management and Screening) Act 2000
 - A person with a current suspended blue card under the provisions of the Working with Children (Risk Management and Screening) Act 2000
 - A disqualified person within the meaning of the Working with Children (Risk Management and Screening) Act 2000
 - A person with a charge for a disqualifying offence within the meaning of Working with Children (Risk Management and Screening) Act 2000.

COVID 19 and Alternative Education Provision (AEP)

St Benedict's College responded to the challenges resulting from the global pandemic, implementing government and BCE guidelines and resources to promote the safety and wellbeing of students in relation to both COVID-19 and the implementation of AEP.

The school based Critical Incident Management Team implemented the following local protocols:

Microsoft Teams was established as the platform used to facilitate AEP, including home based learning, and to build collaboration and connection providing alternative facilitation of liturgies, staff meetings, assemblies, and College tours.

The following are examples of resources, protocols and management practices developed and implemented at St Benedict's College:

- specific COVID protocols and practices were devised and implemented to minimise risk of infection (educational signage and posters, wearing face masks, social distancing, hand sanitizer, cleaning workspaces at the end of every session, extra cleaning...)
- teacher/student/parent meetings went online
- information evenings, P&F advisory and College Board meetings went online
- scripts for newsletters, portals and websites about student, staff, and parent well-being
- a weekly SBC Connections communication was produced and distributed

- COVID specific and other mental health resources distribution to all students and parents/carers
- BCE *Message of Hope Initiative* implemented throughout Easter
- daily checks with students participating in AEP
- implementing safety guidelines written for use of Microsoft Teams e.g., restrictions regarding 1 on 1 interactions
- following instructions provided on revised protocols for guidance counsellor, specialist teacher and contractor interaction with students during AEP
- revised supervision guidelines
- visitors, parents/carers and contractors to site were restricted access
- new guidelines provided to staff and guidance counsellor in relation to engaging with students and managing disclosures and student protection matters
- vulnerable students invited to attend College onsite even if not in 'Essential worker' category
- development of a COVID 19 – College critical incident plan including standing up a College based critical incident team and the development of specific scenario planning and risk management
- international and interstate travel was ceased for camps and excursions
- excursions and camps were required to have site specific and school specific COVID 19 plans and such activities were cancelled if conditions were not able to be met.

Scheduling Learning and Teaching

- All teachers will be accessible within the allocated timetabled lesson for their classes.
- Students can contact teachers via a Teams meeting during this allocated timetabled time.

Year 7-10 Expectations

- Teachers will assign daily activities on OneNote in Teams.
- Teams has collaborative spaces for exchange of ideas/feedback/content.

If there are issues with technology during this time, both students and staff need to:

- Log the issue using the email contact SMAG_IT@bne.catholic.edu.au . The IT team will then assess the incident, make decisions regarding moving forward and communicate this to the Parent/Carer for the student or the staff member.

Students must:

- Wear appropriate casual dress.
- Set up an appropriate workspace, not in bedrooms.
- Use technology appropriately as a learning tool.
- Engage with class work that is set and complete within this given timeframe.
- Engage with assessment that is set and submit on the due date.

Parents/Carers must:

- Be understanding and supportive of College expectations.
- Provide appropriate supervision for your student considering their age & stage of development.
- Encourage engagement with learning activities provided.

Curriculum Leaders must:

- Monitor content delivery of their curriculum area.
- Monitor learning activities being distributed to students.

Teachers must:

- Discharge professional duties and expectations.
- Add allocated School Officers to class groups on Teams.

- Add Curriculum Leaders to class groups on Team.
- Have an appropriate and controlled workspace (i.e., adequate lighting, low background noise).
- Check in with their students during timetabled lesson times through Teams collaborative space.
- Set appropriate learning activities with Learning Intentions and Success Criteria.
- Follow up with students about completion of set work.
- Provide feedback to students about how to progress their learning.
- Inform students and parents/carers if you are unable to be accessed due to illness.
- Follow usual Teacher Absence procedure ie contact Acting Assistant Principal

Expectations of Pastoral Care Teachers

- Continue to connect with your Students & Parent/Carers throughout this time. This includes:
 - Email correspondence
 - Phone calls
 - Teams meeting
- Continue to liaise with Pastoral Leaders and Tim Campbell with pastoral concerns.
- Continue to refer Students/Parents/Carers to specialist support within the College including STIEs, EALD, Guidance Counsellors and College Leadership Team.

PART 2 - CAPABILITY

Procedures for recruiting, selecting, training and managing employees 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 Benedict's College recruits and selects employees who work with students in the College who are appropriately qualified and suitable for working with children and young people.

St Benedict's College is responsible for employee recruitment, selection, training, and management of employees in the College in partnership with personnel from the BCE office.

Principals and employees involved in staff recruitment, selection, training, and management of employees at the College must comply with the relevant BCE policies which are published on the BCE Intranet, Spire 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 of Primary Learning Leaders
- Recruitment, Selection and Appointment of Specialist positions – Guidance Counsellors, Speech Pathologists
- 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 College, 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 Benedict's College adheres to the requirements of 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 2020, Education

(Accreditation of Non-State Schools) Act and Regulation 2017, and the Education (Queensland College of Teachers) Act 2005 when engaging employees.

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

Training and Management of Employees

The Principal is required by BCE to ensure that all new BCE employees at St Benedict's College are provided with induction training on the College'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 Benedict's College to provide an environment that is safe and supportive for students.

All staff at St Benedict's College 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 employees 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 towards students.

This training provides employees at St Benedict's College with skills to effectively respond to and report suspicions or allegations of abuse or harm, as required by law. New employees must complete this training prior to commencing work with students at the College. In addition, mandatory induction training is provided for the College's newly appointed Student Protection Contacts and refresher (every 2 years) and advanced skills (every 4 years) training to upskill the Student Protection Contacts in receiving and managing disclosures from students.

Additional on-going training is provided by BCE and employees at the College 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 Benedict's College 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 in schools, behaviour management of students, students at risk of harm and students with special needs.

Mandatory Privacy training is undertaken by all employees annually as part of a suite of core compliance courses.

Where there is a complaint or allegation in relation to an employee of inappropriate behaviour, unsatisfactory performance or misconduct, the Principal will take all appropriate management action, which may include requiring employees to undertake additional training or mentoring, reinforcing BCE's and the College's expectations or disciplinary action. The Staff Complaints Management procedure and Staff Misconduct procedure set out a clear and consistent process for handling complaints and allegations of misconduct.

BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the College who require support.

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

Other BCE Support for Student Wellbeing

St Benedict's College recognises that students learn best in school environments in which they feel safe, both physically and emotionally. BCE has developed a number of policies, processes and resources to support the Pastoral Care and Wellbeing of students at St Benedict's College. These are readily accessible to BCE employees on BCE's Intranet, Spire. The Principal at St Benedict's College provides informal training, from time to time, at staff meetings and 'in service' days, so that employees at the College are aware of these policies.

Example policies and processes include:

- Student Wellbeing policy
- Student Diversity and Inclusion policy
- School Uniform policy
- Pastoral Care and Student Wellbeing Position and statements
- Students in out-of-home-care (OHCC)
- Natural Disasters
- Critical Incidents
- Catholic Perspectives across the Curriculum
- Preventing and Responding to Student Bullying and Harassment policy and procedure
- Alcohol and other Drug related incidents procedure
- Exclusion procedure
- Detention procedure
- Suspension procedure
- Negotiated change of school procedure
- Physical Interventions procedure
- Police Interventions in Schools procedure
- Weapons in Schools procedure
- Manual Handling of Students procedure
- Suicide Intervention Prevention and
- Managing Non-suicidal self-injury in students procedure
- Students with Disability
- Student Attendance policy and procedure
- Management of actual or perceived aggression (MAPA)
- Positive Behaviour for Learning (PB4L)
- Social Media policy
- Student Behaviour Support policy and procedures and the template for the School Behaviour Support plan
- Guidelines for informed consent for guidance counsellors
- GC Management of Confidential Information procedure
- Engage Strategy including attendance, family engagement, equitable outcomes, positive behaviour for learning, mental health and wellbeing and engaged learners
- Transitions – career development P-12
- Youth Support Coordinator Initiative (YSCI)
- Students with disability processes, guidelines and resources
- Guidelines and support plan for students who are gender diverse.

BCE has a Student Wellbeing Team which supports St Benedict's College in the pastoral care and wellbeing of students at the College and develops strategies, policies and procedures to assist the College and students. St Benedict's College employs two College Guidance Counsellor to work with

students, parents and employees 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 employees 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 employees who work at St Benedict's College 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 towards 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 2006 and Regulation 2017*, the *Working with Children (Risk Management and Screening) Act 2000 and Working with Children (Risk Management and Screening) Regulation 2020*, the *Child Protection Act 1999* and the *Education (Queensland College of Teachers) Act 2005*. The *Student Protection Processes and Guidelines Catholic Education Archdiocese of Brisbane* document is reviewed and republished in keeping with the Queensland Catholic Education Commission template that was developed in collaboration with BCE and other Catholic employing authorities. The BCE processes are approved by the Non-State Schools Accreditation Board.

The Student Protection Processes are also underpinned by the Brisbane Catholic Education *Student Protection Policy (2020)*. The Student Protection Processes satisfy relevant requirements under the *National Catholic Safeguarding Standards*. In 2021 the review of the Student Protection Processes included the addition of relevant information regarding failure to protect and failure to report provisions of the *Criminal Code Act 1899*. A dedicated training module as well as updates to the annual student protection training module were implemented.

Reports are 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 Children, Youth Justice and Multicultural Affairs for harm/risk of harm to a student caused by sexual abuse, physical abuse, emotional abuse or neglect where a parent is not able and willing to act protectively. Reports required under the *Criminal Code Act 1899* which are not made under mandatory reporting obligations are made to the Queensland Police Service. A dedicated form has been developed to assist adults to meet their responsibility to report a child sexual offence. 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 employees are student protection training compliant.

The Student Protection Processes are readily available for employees, parents, students and carers and St Benedict's College has the link to the Student Protection Processes on our College website. Our College has a local College-based flowchart to ensure all employees understand how a student protection concern is to be communicated and managed in accordance with the Student Protection Processes.

BCE has processes to enable employees at St Benedict's College to complete online 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. This system also facilitates electronic submission of student protection reports to the relevant state authority.

BCE has developed a complaints procedure to enable parents or students at St Benedict's College to make a complaint that the College 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. BCE provides assistance to 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, procedure or training 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 Benedict's College has four stated staff members to whom a student can report behaviour of another staff member that the student considers is inappropriate (***Claire McLaren (Principal)***, ***Alison Gilbert (Deputy Principal)***, ***Tim Campbell (Assistant Principal Pastoral)*** and ***Kim Rienecker (Guidance Counsellor)***).

The Principal is a Student Protection Contact at the College. The other Student Protection Contacts are staff members at the College. 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 Benedict's College Student Protection Contacts is made known to employees, students, volunteers and parents by publishing their details on the College's website and for example in College's newsletters, on posters in the College and at 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 risk of being caused to students by sexual abuse, physical abuse, emotional abuse or neglect. They also offer support and guidance to St Benedict's College during and after a student protection intervention, assist with compliance with the Student Protection Processes and develop and facilitate professional learning for employees.

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

BCE and St Benedict's College take any breach of the BCE Child and Youth Risk Management Strategy or the St Benedict's College Child and Youth Risk Management Strategy seriously. BCE has 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 Unsatisfactory Performance procedure;
- if the alleged breach relates to a report of inappropriate behaviour of a staff member towards 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, it will be dealt with similarly to the procedures set out in the Student Protection Processes or complaints procedures, 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 Benedict's College considers all curriculum activities in terms of their inherent level of risk. When undertaking a medium or high-risk activity or special event, our College is responsible for identifying potential risks and considering the safety and wellbeing of students and the risk of harm to students.

St Benedict's College 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 College and all activities undertaken outside of the College. St Benedict's College 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, Spire.

The Health and Safety Team at BCE provides support to our College, 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 Benedict's College (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 College 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 Benedict's College 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 Excursion Safety Procedure, and Excursion and Incursion Risk Assessment Guideline, an 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 Benedict's College 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 media consent process in relation to photographs
 - Managing medications and allergies
 - Managing illness/injury
 - Emergency/lockdown procedures
 - Relevant consent forms, including emergency contact details
 - Procedures or processes applying to visitors
 - Any risks presented by the physical environment
 - Accommodation and supervision requirements.

The Principal utilises 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, Mobile Amusement Device Checklist, Contractors Workplace Health and Safety Agreement and information on the hygienic handling of food. A Contractor Agreement – College 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 Positive Notice 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 Benedict's College 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 College complies with, for example:

Supervision – St Benedict's College manages the supervision of students appropriately to ensure that there is adequate supervision of students. St Benedict's College follows the BCE information on supervision of students procedure and has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

Playground Supervision

Teachers will provide playground supervision throughout non-class times during the college day. A Duty Roster, description of the duty area and duty area map will be published at the beginning of each term indicating days, times and areas to be supervised. Swaps for excursions, meetings etc are the responsibility of the rostered teacher, to be organised with the APA. Playground duty should also be regarded in a positive sense as an extension of classroom activity. It provides an opportunity for teachers to observe student behaviour in the playground and to have informal talks with students.

Teachers on duty must: wear a hat; move around the duty area and actively supervise students; ensure students observe the hands-off rule; ensure students wear a hat; ensure students are not in classrooms during breaks except when supervised by a teacher; make sure that the college grounds are kept as clean as possible - playground area should be free of litter at the end of a rostered duty; report and record details of any accidents through the office (Student Services or Business Manager).

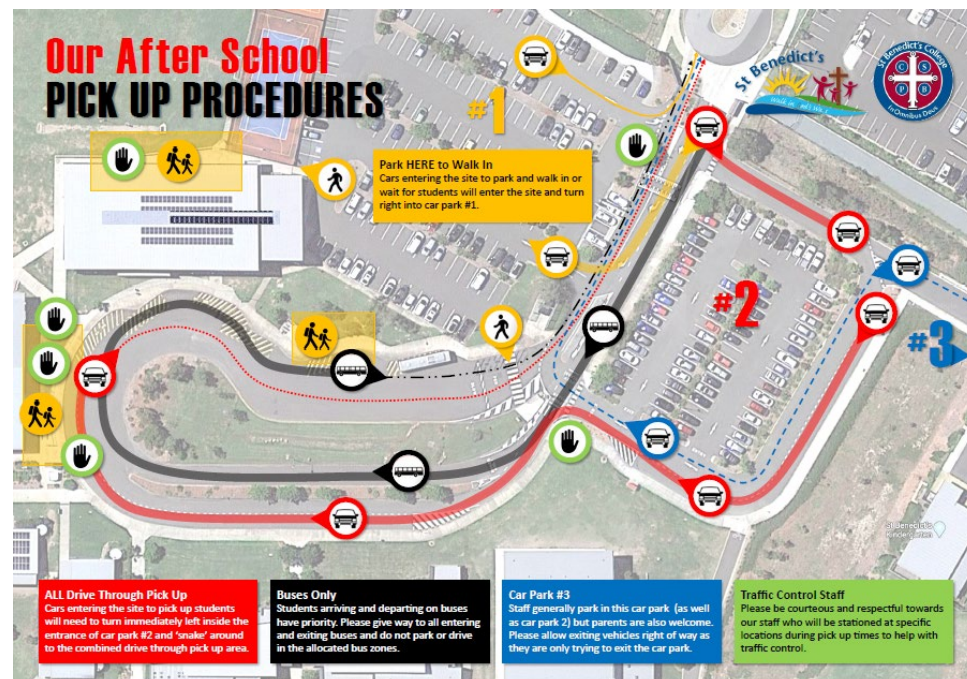
To ensure the safety and security of students and their equipment, students are required to stay within the college boundaries.



Drop Off and Collection of Children

When students arrive at the College in the morning, before school has started, they are required to wait in the following areas – Years 7-9 in the Multipurpose Area, Years 10-12 in the Senior Covered Area. Staff supervision of students in those areas starts at 8.00am, so students should arrive after this and as close as possible to the start of school day. At 8.30am a bell will ring to signal students are to move to their lockers to prepare for the school day and then move to their Pastoral Care class by 8.40am

Primary and Secondary students are collected from the one area in the afternoon. Detailed information about after school pick ups is available from the respective offices.



Primary and Secondary students are all collected from the one area in the afternoon – the Primary School Undercover Area.

The pick up area is strictly enforced as a two-minute loading zone. Parents are not able to park and wait for their child. Cars will be asked to move on if their child is not waiting for collection.

Tuesday, Thursday and Friday pick up	Secondary students from 2:30pm Primary students from 2:50pm
Monday and Wednesday pick up	Primary students from 2:50pm Secondary students from 3:00pm

ALL Drive Through Pick Up
Cars entering the site to pick up students will need to turn immediately left inside the entrance and 'snake' around car park #2 to the combined drive through pick up area. Please refer to the map inside this leaflet.

Park HERE to Walk In
Cars entering the site to park and walk in or wait for students will enter the site and turn right into car park #1.

Buses Only
Students arriving and departing on buses have priority. Please give way to all entering and exiting buses and do not park or drive in the allocated bus zones.

Traffic Control Staff
Please be courteous and respectful towards our staff who will be stationed at specific locations during pick up times to help with traffic control.

Student Waiting Zones
Students have been made aware of these quiet zones where they wait for parents to pick them up or staff to call their name for the drive through or bus.

Our Approach to After School PICK UP PROCEDURES

- Your child/ren know to be at the designated pick up area and wait for instruction from the Traffic Control Staff before they enter the vehicle.
- Be polite and respectful to the Traffic Control Staff (these volunteers will be easily recognisable by their fluoro vests) who are managing the queue.
- Wait in your vehicle in the queue displaying the family name card prominently on the car's sun visor until your child/ren enter the vehicle at the front of the queue.
- Do not leave your vehicle in the drive through pick up area at any time to look for your child/ren.
- Do not arrive at the drive through pick up area before the times above and/or if your child/ren is not waiting for you when you proceed to the front of the queue; you may be asked to move along and re-join the end of the queue.

For the Safety of Families in our School Community

As a response to the continued growth of our school community, both the Primary and Secondary schools regularly work together to adjust our Traffic Management Plans. We have sought guidance and assistance from the Department of Transport and Main Roads for a safer and more streamlined approach to the pick up of children in the afternoon in conjunction with the refinement of our Traffic Management Plans. Please find our procedures listed on the back of this leaflet as well as a map inside.

This is a Program that "Looks Out"

The implication is one of care and concern because the community is looking out for the children. Look Out is a simple Queensland Government sponsored program to assist our school with the flow of traffic in our two minute drive through pick up zone, in an orderly, safe way.

Procedure Followed in the Event a Student is Not Collected - St Benedict's College staff will contact their parent/caregiver, discuss the situation, make the necessary arrangements and wait with the student until they are collected.

Procedure to be Followed in the Event a Person Responsible for the Collection of a Student is Deemed Unable (for example, intoxication) - St Benedict's College staff will not allow the child to leave with the unable adult, and will contact the student's second parent/caregiver, discuss the situation, make the necessary arrangements and wait with the student until they are collected. If there is not a suitable and capable parent/carer available then the police would be contacted.

Emergency – St Benedict's College ensures that all students, employees are briefed to appropriately handle emergency situations and critical incidents in accordance with BCE's Procedures for Responding to Critical Incidents. Please Note: that these details will change several times in the next few months as we complete the final stage of the master plan.



Fire/Lockdown – St Benedict's College ensures that all students, employees and volunteers are made aware of fire evacuation and lockdown procedures at the College. The College has two Lock Down drills and two Evacuation drills each year to ensure the processes work and are understood.



SBC Administration

2021 Fire and Evacuation Drill (Term 2) Wednesday 16 June 10:40AM

CURRENT 09.06.21

NOTE: This Fire and Evacuation Drill will occur at the end of Morning Tea at 10:40AM, rather than during lesson time. This requires additional and different direction regarding: Communication; Procedures; Staff Movement; Student Movement; and Assembly Areas in Designated Zones.

COMMUNICATION

Personnel	Complete by
AP Administration to apprise Aviation Provider of Procedures as Visitors.	Wednesday 9 June
AP Administration to apprise Staff on Morning Tea Yard Duty on Wednesday 16 June of Procedures.	Friday 11 June
Pastoral Leaders and Pastoral Care Teachers provide advance notice of change of routine and explain procedures to students (display map in PC Lessons).	Thursday 10 – Wednesday 16 June
AP Administration provide advance notice of change of routine and explain procedures to students at College Assemblies (10, 11, 12 and 7, 8, 9) on Tuesday 15 June.	Tuesday 15 June

PROCEDURES

When the alarm sounds at the end of Morning Tea break time:

1. Staff on Morning Tea Yard Duties direct students proceed to the Oval through the nearest Access Gate.
2. Students move directly to the Oval through the nearest Access Gate and **do not return to lockers**.
3. Students can take their Morning Tea items (including Lunch Boxes and Water Bottles) with them if unfinished.

STAFF MOVEMENT

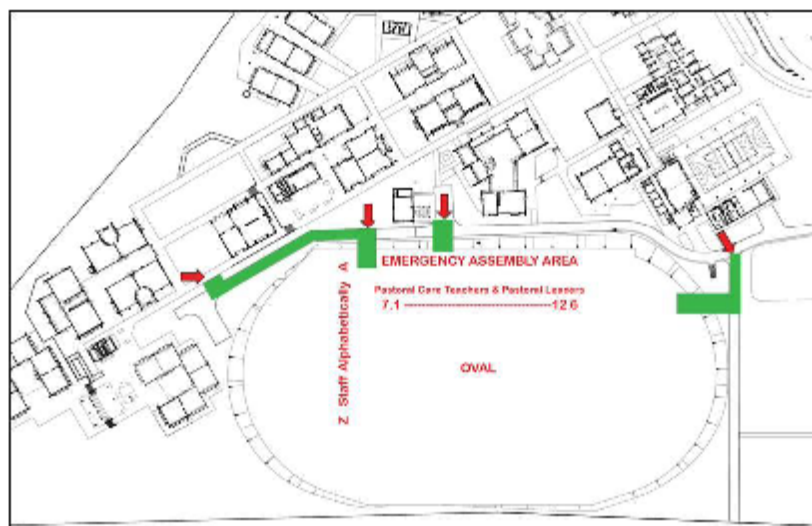
When the alarm sounds at the end of Morning Tea break time:

1. Staff who are not on Morning Tea Yard Duties proceed directly to the oval through the nearest Access Gate.
2. All Staff assist in directing students to their designated Pastoral Care Class line, indicated by numbered PC cone.
3. When arriving at the Assembly Area, Staff follow the Evacuation Procedure specified in the Staff Handbook.

STUDENT MOVEMENT

1. Students move directly to their designated Pastoral Care Class line indicated by numbered PC cone.
2. When arriving at the Assembly Area, students sit in their designated Pastoral Care Class in alphabetical order.
3. Students remain quietly seated whilst rolls are marked and until dismissed.

ASSEMBLY AREA – DESIGNATED ZONES



Visitors/Outsiders – St Benedict's College manages visitors to College premises to ensure the safety of employees, students and visitors, including relevant signage and directions, together with procedures for signing in and out of the College in accordance with the BCE information on visitors to school premises. In the interests of protecting students, only authorised persons are permitted to enter the classrooms or play areas during school hours. In all cases a person entering the College must be registered in the Student Protection Register and must report to the College Office for authorisation. Entry to College areas is only possible after signing the Visitors Log located in the office foyer. This rule applies also to parents. We warmly welcome volunteers at St Benedict's College. Volunteers are required to complete volunteer induction processes, via the Principal, to ensure all processes and student protection measures are undertaken

Media/Communications strategies – St Benedict's College obtains the permission of parents (media consent) for the use of student photographs and names in any materials issued to the public in printed or electronic form as part of the enrolment process and annually thereafter. Identifying information of students is used in promotional material only with the specific permission of the parents and the students concerned. St Benedict's College obtains the specific informed consent of parents for any publication of names and photos of students in the media outside the local College.

Computer/Internet - All employees and students at St Benedict's College are required to observe the Acceptable Use policy. St Benedict's College implements the BCE Acceptable Use of Computer and Internet Resource Consent Form in the College. College employees adhere to BCE's Social Media policy.

Guidance Counselling Service – The Guidance Counsellor at our College 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 employees 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 in accordance with BCE's information on student drivers. St Benedict's College observes the following BCE regulations and guidelines.

It is a parent's responsibility to ensure students attend school, by whatever means is appropriate for their son or daughter. Students licenced to drive may do so to get to and from the College. Due to the limited availability of parking spaces on site, students are unable to park on College grounds. Thus, students will need to park elsewhere if parents allow them to drive to school. It would be appreciated if parents would discuss with their son or daughter the issues of securing their vehicle at all times and in not taking unnecessary risks on the road or while driving a vehicle. Of course, all usual road rules and legal implications associated with driving would apply, as with any other road user.

As with usual procedures, students who leave the campus will need to sign in and out and provide a note of explanation for this. This includes, as per normal, the method by which they will be leaving. Usually, a parent or guardian collects their son or daughter from College Reception. The advent of driving to school therefore, will require an additional bit of information being included in the note sent to school by parents if an occasion for leaving early arises. As part of our Pastoral Care Program for Years 11 and 12, students will complete sessions on Road Safety and Defensive Driving to support this phase of their development. Students participate in RACQ Drive IQ programs in both Year 11 and 12. Students in Year 12 also participate in the RACQ Docudrama in Term 2 which explores the Fatal Five

Bathrooms and Toilets – St Benedict’s College has a range of protocols in place. There should be clear guidelines in relation to the use of bathrooms and toilets by students. These guidelines maintain the privacy of children and young people while allowing for appropriate supervision, e.g. announcing entry to the room and avoiding being alone with a child in these locations.

Managing Injuries, Allergies or Illnesses - St Benedict’s College 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, Spire. Examples include:

- Medication to Students Procedure
- The Five Rights of Medication Administration
- Anaphylaxis Guidelines for School Staff
- Letter for Parents and Carers template
- Authorisation to Contact Medical Practitioner
- Medication Administration Request Form
- Individual Health Care Plan
- Student Medication Register Template
- Anaphylaxis Guidelines for School Staff
- Diabetes Emergency Response Guidelines
- Epilepsy Emergency Response Guidelines
- Asthma Emergency Response Guidelines
- Authority for Administering Paracetamol
- Queensland Health Authority Authorisation to Obtain Possess and Administer an Adrenaline Auto Injector
- Action Plan for Anaphylaxis
- First-Aid Infection Control Guideline
- First-Aid Kits and Facilities Guideline
- Guide to First Aiders in Schools
- Annual School First Aid Assessment
- Designated First Aider Notice
- First-Aid Training Register
- Infection Control and First Aid Health and Safety Checklist
- Managing Head Injuries
- Incident Reporting and Investigation Procedure
- Incident and Injury Reporting Flowchart
- Guide to Incident Investigation
- Incident and Injury Investigation Report
- Incident System Access Request Form
- WSS Incident and Injury Reporting Form
- Notifiable Incidents Poster
- Resources for Anaphylaxis, Asthma and Diabetes can be found in the References section of Student Medications its Related Links in Spire.

Confidential management of student information - College employees 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.

Online safety training is completed by students studying Industrial Design Technology and Hospitality. This safety training assists teachers to ensure that students receive consistent safety training for the use of high-risk equipment in these curriculum areas.

Curriculum Activity Risk Management procedures have been developed to identify risks associated with the delivery of specific teaching activities including Visual Arts safety, Food Technology safety, ITD safety and Science safety.

PART 4 - CONSISTENCY

Policies and procedures for compliance with Chapters 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000* (mandatory requirement 6)

Working with Children Card (Positive Notice blue card) Requirements and Employee and Volunteer Register

St Benedict's College complies with BCE's Working with Children Check (Blue Card Screening) Procedure (The Procedure) which details BCE's requirements in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that required personnel hold a Working with Children Card (Positive Notice blue card).

All non-teaching employees, volunteers (unless exempt) and trainee students who work at St Benedict's College with children under 18 years of age are required by our College to obtain working with children clearance and hold a Working with Children Card (Positive Notice blue card) before an offer of employment is made and prior to working with children. The 'No Card, No Start' provisions apply to:

- all College-based BCE employees who are not registered with either the Queensland College of Teachers or the Australian Health Practitioner Regulation Agency
- volunteers (who are not parents of children attending the College)
- preservice teachers undertaking practical experience 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, 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).

BCE records Working with Children Card (Positive Notice blue card) information for all paid employees. St Benedict's College maintains a register of all employees required to hold a Working with Children Card (Positive Notice blue card) or exemption card and is responsible for linking the employee to the College via the Blue Card Services Organisation Portal.

St Benedict's College maintains a register for all volunteers, including those who are exempt from holding a Working with Children Card (Positive Notice blue card). This will generally be volunteering parents of a child attending the school. Volunteers who require a Working with Children Card (Positive Notice blue card) under the *Working with Children (Risk Management and Screening) Act 2000* must obtain the Working with Children Card (Positive Notice blue card) before commencing volunteer work and need to be linked by the school via the Blue Card Services Organisation Portal.

Procedures for reviewing the Child and Youth Risk Management Strategy

To ensure that St Benedict's College Child and Youth Risk Management Strategy remains current and effective, this strategy is monitored and reviewed annually. Also, in the event that St Benedict's College identifies concerns, particularly following an incident, St Benedict's College's Child and Youth Risk Management Strategy will be reviewed, and any actions documented.

Issues to be considered in the review may include:

- whether BCE and College 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 Benedict's College'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 Benedict's College's Child and Youth Risk Management Strategies.

Following the review, employees, parents and volunteers at St Benedict's College are advised of any significant changes to BCE's or St Benedict's College's policies and procedures as a result of the review and appropriate training will be provided.

Strategies for communication and support (*mandatory requirement 8*)

Accessibility and Training on the Child and Youth Risk Management Strategy

The Principal implements and communicates St Benedict's College's Child and Youth Risk Management Strategy to parents, employees, volunteers and other personnel by:

- placing the College's Child and Youth Risk Management Strategy on the College's website
- providing a printed copy upon request; and
- providing training to the College's employees on St Benedict's College's Child and Youth Risk Management Strategy and BCE's Child and Youth Risk Management Strategy including identifying risks of harm and how to handle disclosures or suspicions of harm.