

Preamble

St Benedict's College, Mango Hill is committed to high quality learning and teaching for the students enrolled at our College. We recognise that this is best achieved when children and young people feel safe and respected. We recognise that the protection of children is everyone's responsibility.

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.

Our Child and Youth Risk Management Strategy (CYRMS) complies with the legal requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*. The CYRMS also adheres to the National Principles for Child Safe Organisations and the Catholic National Safeguarding Standards.

As a College within the Catholic Archdiocese of Brisbane we honour the Safeguarding Commitment of the Catholic Archdiocese of Brisbane. At this College, our commitment to the safety of students is founded within our belief in Christ. Our College charisms, of Service, Balance, and Community along with our College motto of 'God In All Things', is embedded within the CYRMS so it is a living practice for our students and families.

Our College's CYRMS 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:

Linda Cassell (Guidance Counsellor: lcassell@bne.catholic.edu.au) or
Louise Forbes (Guidance Counsellor: louise.forbes@bne.catholic.edu.au) or
Tim Campbell (Assistant Principal Pastoral: tcampbell@bne.catholic.edu.au) or
Alison Gilbert (Deputy Principal: agilbert@bne.catholic.edu.au) or
Claire McLaren (Principal: cmclaren@bne.catholic.edu.au) or
Phone the College 3385 8888 and ask to speak to one of the contacts listed above.

The CYRMS has been developed in consultation with the students and families at St Benedict's College.

If a copy of any of the documents referred to below is required in another language or form for accessibility to a student or parent/carer, please contact the Principal of the College.

PART 1 – COMMITMENT, POLICIES AND PROCEDURES

This section relates to the College's statement of commitment, policies and procedures for employees and volunteers and other personnel, that demonstrate our commitment to risk management for children and young people. The following outlines what St Benedict's College has in place to meet the CYRMS mandatory requirements 1,2, 3 and 6 and aligns with the Catholic National Safeguarding Standards 1, 5 and 10.

1.1 Statement of Commitment

- i. Our College's commitment statement is a natural extension of the Archbishop of Brisbane's Safeguarding Commitment Statement for the Archdiocese.
- ii. St Benedict's College's Statement of Commitment:

St Benedict's College is committed to the safety, development, and wellbeing of all students during their educational experience at our College. St Benedict's College's respect for the dignity, self-esteem and integrity of every child and young person forms part of 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 are committed to promoting an educational environment in which each child is safe, valued for their uniqueness and respected.

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. We listen to the voices of children as we constantly strive to remain vigilant and make improvements.

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.

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.

1.2 Codes of Conduct and Policies

- i. BCE's codes of conduct, for employees, students, volunteers and other personnel (including parents/carers, clergy, religious and certain contractors), provides direction on the requirements and expectations on how those persons are to conduct themselves in any activities associated with St Benedict's College. This includes particular provisions on what is acceptable or unacceptable behaviour when interacting with students. These Code of Conduct's reflect the principle that child protection is everyone's responsibility.
- ii. The College also follows other BCE policies and procedures that support the codes of conduct and are relevant to student safety.
- iii. 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. Certain 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.

- iv. The key documents are set out below.

1.2.1 BCE Employee Code of Conduct

- i. The Catholic Education Archdiocese of Brisbane Code of Conduct (Code of Conduct) sets out the standard of behaviour required of all employees of BCE in the performance of their duties at St Benedict's College. All BCE employees must comply with this Code of Conduct, including employees employed on a temporary, casual, fixed term or continuing basis.
- ii. This Code of Conduct gives particular attention to the requirement for those employees to act appropriately and professionally at all times in their interactions with students and observe appropriate physical, emotional and online boundaries with children. It further sets out employees' duties in relation to risk management and duty of care obligations to students.
- iii. The Code of Conduct is accessible on BCE's Public Website and Intranet, Spire. The Principal at St Benedict's College is required to monitor completion of the Code of Conduct training for College employees. For new employees at the College this occurs at the time of induction and for all other employees this takes the form of annual ongoing training.

1.2.2 Student Behaviour Support Policy

- iv. 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 school Positive Behaviour for Learning approach to support student behaviour in the College environment.
- v. 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 safe behaviours and teach them to all students. The framework includes practices that aim to support a student to correct inappropriate or harmful behaviours towards other students, staff, other persons, or the College environment. It also celebrates students achieving and demonstrating positive behaviours and safe behaviours.
- vi. 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 and safe Catholic school environment for all. The Student Behaviour Support Plan includes a student code of behaviour (The Big 5 College Expectations) 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 - Mango Hill \(stbenedictscollege.qld.edu.au\)](https://stbenedictscollege.qld.edu.au)
- vii. 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.

1.2.3 Volunteer and Other Personnel Code of Conduct and Registration

- i. All volunteers and other personnel must complete and sign a Volunteer and Other Personnel Register form. The form requires these persons to declare if they are unable to work with children due to any disqualification, suspension or other restriction in regard to their Blue Card as set out in the Working with Children (Risk Management and Screening) Act 2000.

- ii. BCE has a Volunteer and Other Personnel Code of Conduct which outlines the standard of behaviour, which is required of volunteers and other personnel, (including parents/carers, clergy, religious and certain contractors). This code of conduct includes the need for volunteers and other personnel to think and act safely and to treat students, employees and other volunteers with respect.
- iii. 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.

PART 2 - CAPABILITY

This section relates to 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. It also outlines arrangements for the registering and management of volunteers and other personnel in our College.

The following outlines what St Benedict's College has in place to demonstrate how it satisfies the CYRMS mandatory requirement 3 and aligns with Catholic National Safeguarding Standards 5 and 10.

2.1 Recruitment, selection and management of employees.

- i. 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. The BCE policies and procedures in regard to recruitment and selection of employees also adheres to the Catholic National Safeguarding Standard number 5.
- ii. St Benedict's College recruits and selects employees who work with students in the school who are appropriately qualified and suitable for working with children and young people.
- iii. 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.
- iv. Principals and employees involved in staff recruitment, selection, training and management of employees at the College 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.
- v. 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". It is also subject

of positive assessment by robust reference checks and targeted interview questions in respect of child safe practices as relevant to the position.

- vi. Screening is taken seriously which includes (before commencing work or duties at a school):
- 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.

2.2 Training of Employees

2.2.1 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. This induction training is aimed at supporting BCE and St Benedict's College to provide an environment that is safe and supportive for students. The training provided includes, but is not limited to:

- i. All staff at St Benedict's College must complete annual mandatory online and face to face training in BCE's Student Protection Processes. This training covers BCE's requirements under the Student Protection Processes in relation to reporting by employees of risk of harm to students, or suspicions or allegations, involving sexual abuse/likely sexual abuse, physical abuse, emotional abuse or neglect, as well as other inappropriate behaviour of staff, volunteers and other personnel towards students. New employees must complete this training prior to commencing work with students at the College.
- ii. 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), to upskill the Student Protection Contacts in receiving and managing disclosures of harm/abuse from students.
- iii. Privacy and Data Breach Awareness training undertaken by all employees annually as part of a suite of core compliance courses.

2.2.2 Further development of employees to Enhance Student Wellbeing and Safety

- i. BCE has available 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-homecare (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
 - Template for the School Behaviour Support plan
 - Guidelines for informed consent for guidance counsellors
 - GC Management of Confidential Information procedure
 - Engage Strategy
 - 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.
- ii. 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 School Guidance Counsellors 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.
- iii. 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.

2.3 Management of Employees

- i. The Principal of St Benedict's College is responsible for the management of an employee's behaviour in the first instance and with the support of BCE when appropriate. This includes recognising behaviour and work practices that champion student safety and respect as well as responding promptly to any behaviours or practices that do not support student safety or is, or likely to be, harmful or abusive to a student. The process for the managing or employee's includes annual appraisals, goal setting, recognition and awards, performance enhancement and management, complaint management and disciplinary procedures when relevant.
- ii. Where there is a complaint or allegation in relation to an employee of inappropriate behaviour, unsatisfactory performance or misconduct involving a student, the Principal will follow the Staff Complaints Management procedure and Staff Misconduct procedure that sets out a clear and consistent process for handling complaints and allegations of misconduct involving employee behaviour towards or with a student.
- iii. BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the College who require support.
- iv. 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 the 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.

2.4 Managing volunteers and other personnel, engaged by the College to provide a service to students, e.g.: parent or other volunteers, clergy, religious and certain contractors.

- i. In the life of College activities, it is common for volunteers, parents, carers, clergy, religious, guest speakers and individual contractors such as swim instruction, music or dance teachers, to support the education of students by the College engaging such persons in College activities with students. Consistent with PART 1 of this CYRMS St Benedict's College ensures such persons are appropriately screened, trained, supervised, and supported to carry out those roles safely with students and all involved.
- ii. To ensure these opportunities and activities are a safe and positive experience for students and all involved the Principal is responsible for ensuring that the requirements under 1.2.3 above in this strategy document are adhered to. This includes ensuring the relevant persons have access, and adhere to, the Volunteer and Other Personnel Code of Conduct, receive induction training and relevant screening requirements are completed.
- iii. The Principal is further responsible for ensuring that the necessary directions and support are provided to volunteers and other personnel so they may carry out their role. This includes ensuring they are aware that they are expected to report any concerns about student safety or abuse/harm under the Volunteer and Other Personnel Code of Conduct and they know who to report this to.
- iv. 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.
- v. The Principal is responsible for responding to any concerns, allegations or complaints arising from the behaviour of a volunteer or other personnel and reporting any such behaviour, if required, to BCE and/or relevant external authorities.
- vi. The student's safety is a paramount concern when responding to a concern, allegation or complaint involving a student.
- vii. If a concern/allegation/complaint involves a person from an external organisation, (such as a member of clergy, a religious, an agency contractor), the Principal and BCE will engage with the relevant authority for that person; for example the relevant leader of a Catholic Diocese or Religious Congregation, the Head of another faith entity or a Director of a camp or retreat centre.

PART 3 – CONCERNS, DISCLOSURES OR SUSPICIONS OF HARM

This part relates to policies and procedures for how the College responds to disclosures, concerns or suspicions of harm to a student. The following outlines the strategies St Benedict's College has in place to meet the CYRMS mandatory requirements and aligns with the Catholic National Safeguarding Standards 2, 5,6 and 10.

3.1 Student Protection Processes

- i. 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.
- ii. Employees are also informed that it is a crime:
 - for certain people not to protect a child from a known risk of sexual offending; and/or
 - to fail to report sexual offending against a child in the absence of a reasonable excuse.

- iii. Training in relation to how these laws apply in our College and the procedures for responding to any such matter are provided to all employees as set out above in this document.
- iv. 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.
- v. 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.

3.2 School Student Protection Contacts

- i. In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2017*, St Benedict's College has five stated staff members to whom a student can report behaviour of another staff member that the student considers is inappropriate. They are known as Student Protection Contacts.
- ii. The Principal (**Claire McLaren**) is a Student Protection Contact at the College. The other Student Protection Contacts are staff members at the College, (**Alison Gilbert (Deputy Principal)**, **Tim Campbell (Assistant Principal Pastoral)**, **Linda Cassell (Guidance Counsellor)** and **Louise Forbes (Guidance Counsellor)**). These nominated persons may be contacted through the College office (3385 8888). 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.
- iii. Information about the Student Protection Contacts and requirements for their appointment is detailed within the BCE's Student Protection Processes.

3.3 Employee Relations and Student Protection Team

- i. BCE's Employee Relations and Student Protection Team are a support resource for our College and have expertise in the field of risk assessment and risk management, child protection and staff professional standards.
- ii. The Advisors and Officers of the Employee Relations and Student Protection Team:
 - Assist our College-based employees to identify whether there is a reasonable suspicion of abuse, harm and/or staff other inappropriate behaviour towards a student.
 - Offer support and guidance during and after a matter involving student protection and/or staff inappropriate behaviour.
 - Assist our College-based employees to appropriately report or refer families to Department of Child Safety or other service providers, and
 - Develop and facilitate professional learning for our College-based employees.

3.4 Supports

The College has available supports, if required, for students, families and staff if they are impacted upon by a disclosure or suspicion of harm. It may be appropriate that such supports are provided through the College or BCE resources, or external supports may be required.

3.5 Reporting

- i. The Code of Conduct for Employees has been updated, and College employees have received ongoing training, to reinforce that the protection of students and reporting of concerns/allegations is everyone's responsibility.
- ii. On receipt of a disclosure or suspicion of harm to a student an assessment is made as to whether a State Authority Report is required. If such a report is required, the following will occur:
 - Reports are made 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 are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student.
 - 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.
- iii. If a disclosure or suspicion of harm relates to inappropriate behaviour of a paid employee, a volunteer or other personnel, at the College towards a student, the matter will be managed by the Principal, with support from BCE's Employee Relations and Student Protection Team, as appropriate in respect to the College environment.
- iv. The College provides training for employees on how to respond to disclosures and suspicion of harm. This includes:
 - All College-based employees must complete annual mandatory Student Protection Training. The Principal ensures that all employees are compliant with this training.
 - All College-based volunteers and other personnel are informed of how to raise a concern if they hear about, or receive any information in any other form, that may involve a disclosure or suspicion of harm to a student. Further, they are required to complete the Student Protection and Code of Conduct Training for Volunteers and Other Personnel (also refer to section 1.2.3 above).

3.6 Accessibility of Information

The College ensures information is accessible to students, parents, employees, and volunteers and other personnel, to inform them on how to raise a concern, allegation or complaint involving the safety of a student. This includes:

- i. 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 - [St Benedict's College - Mango Hill \(stbenedictsCollege.qld.edu.au\)](http://StBenedictsCollege-MangoHill.stbenedictsCollege.qld.edu.au) 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.

How do I identify, respond to and report concerns?

In general term the process for responding to and reporting student protection concerns is as follows



- ii. BCE has processes to enable employees at St Benedict's College to document and report student protection concerns and inappropriate behaviour of staff member, volunteer, or other personnel towards a student. This is achieved through the Brisbane Catholic Education Student Case Management System (SPCMS). This SPCMS also facilitates electronic submission of State Authority Reports to the relevant state authority.
- iii. BCE has 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 and Principals are required to handle these complaints in accordance with BCE's Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.

3.7 Review of policy breaches

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.

PART 4. – RISK MANAGEMENT

This part relates to how St Benedict's College identifies and manages risks to students through risk management plans and responds to any breach of those plans or the CYRMS. This demonstrates the College's strategies to meet the mandatory CYRMS requirements 5 and 7 and aligns with the Catholic National Safeguarding Standards as 1, 5, 6 and 10.

4.1 Regular Strategies to Minimise Risks of Harm

- i. Our College undertakes regular risk assessments and management strategies as part of our daily education program during school days and activities. In this regard we apply the Australian standards for risk assessments and our risk assessments are supported by relevant BCE Policy and Procedures. Further information about the risk assessments is available through the College principal.
- ii. The record of each risk assessment and risk management plan undertaken are kept at the College so they may be properly followed, and are subject of internal BCE checks, and available for Blue Card Services to review/audit if requested.
- iii. The College's regular risk assessments include, but not limited to, the following activities:
 - Adequate supervision of students
 - Supervision arrangements
 - Playground supervision
 - Drop Off and collection of children
 - Procedure followed in the event a child is not collected

- Procedure to be followed in the event a person responsible for the collection of a child is deemed unable (for example, intoxication)
- Emergency and critical incidents
- Fire/Lockdown incidents
- Engaging with and managing Visitors/Outsiders
- Use of Media/Communications
- Use of Computer/Internet
- Guidance Counselling Services
- Transport of students by staff
- Transporting of students by students
- Injuries, allergies or illnesses

Other Strategies to Minimise Risks of Harm

St Benedict's College takes seriously its commitment in relation to the safety and protection of students. Principals have a duty of care to provide students with adequate supervision by a registered teacher.

Supervision of students is undertaken to:

- ensure the quality of student learning
- ensure the safety of students
- maintain good order and behaviour
- fulfil BCE's duty of care responsibilities
- ensure the correct use of school resources i.e., equipment, tools, infrastructure.

The employee's duty of care includes:

- exercising appropriate supervision of students at all times
- assessing the risks of any activity and taking preventative measures to remove or minimise foreseeable risks
- providing appropriate medical assistance to students or seeking assistance from a medically trained person to care for the student who is injured or ill
- taking all reasonable care in planning and conducting activities.

The Principal will inform parents and guardians e.g. in the College handbook, of the College's hours of supervision, recognising that a duty of care exists as soon as students are on the College grounds.

Employees' duty of care legal responsibilities for excursions include:

- ensuring parents and guardians of students traveling have completed a consent form, which includes permission for the College to call a doctor to treat an injured student
- informing parents and guardians of travel plans including activities, transportation, supervision departure and return dates.

The degree of supervision required is to be determined carefully by the Principal and the Teacher, with consideration given to student age and type of activity. 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 undertake active supervision of students during timetabled Yard Duty times and allocated supervisions.
- A Yard Duty Roster and Supervision Duty Area Maps will be published at the beginning of each term (or as required) indicating days, times, and areas to be supervised.
- Staff must not organise Yard Duty changes with other staff members.

- Any Yard Duty change for excursions, camps, meetings, appointments must be organised with the APA.
- Yard Duty Supervision is an opportunity for positive engagement with students and Pastoral Care.

Responsibilities

Teachers on duty must:

- Attend their allocated Yard Duty area on time.
- Remain at their allocated Yard Duty area until their replacement arrives (where applicable).
- Provide active supervision, moving around the designated area and engaging with students.
- Wear a hat.
- Wear a high-visibility vest.
- Take your phone and notebook / pen (if possible)
- Model the practice of leaving areas litter-free and tidy by using a pick-up-stick and bucket.
- Ensure students observe the 'Big 5' College Expectations:
 - Respect and Care for Ourselves
 - Respect and Care for our Relationships
 - Respect and Care for our Community
 - Respect and Care for our Learning
 - Respect and Care for our Tradition
- Ensure students always wear a hat when outside (even when they are in the shade).
- Ensure students are not in classrooms during breaks (except when supervised by a teacher).
- Ensure that the College grounds are kept as free of litter as possible at the end of a rostered duty.
- Inform the APA if the staff member replacing you is late or does not arrive.
- Record and report details of any unacceptable behaviour or accidents to:
 - Student Services (Incident Report)
 - the relevant Pastoral Leader and/or APP.

Emergency Contacts: Student Services

"Don't wait! Call 808!"

Internal	External
808	33858808

Contact Student Services directly and send a runner.

STAFF TIMETABLE - ST BENEDICT'S COLLEGE 2023				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BEFORE SCHOOL DUTY 8.00 AM – 8.30 AM				
ARRIVE AT SBC 7.55 AM STAFF BRIEFING 8.05 AM	ARRIVE AT SBC 8.20 AM	ARRIVE AT SBC 8.20 AM	ARRIVE AT SBC 8.20 AM	ARRIVE AT SBC 8.20 AM
WARNING BELL 8.30AM	WARNING BELL 8.30AM	WARNING BELL 8.30AM	WARNING BELL 8.30AM	WARNING BELL 8.30AM
PC	PC	PC	PC	PC
8.40 AM-8.48 AM	8.40 AM-8.48 AM	8.40 AM-8.48 AM	8.40 AM-8.48 AM	8.40 AM-8.48 AM
PERIOD 1A 8.50 AM – 9.39 AM PERIOD 1B 9.39 AM – 10.28 AM	PERIOD 1A 8.50 AM – 9.39 AM PERIOD 1B 9.39 AM – 10.28 AM	PERIOD 1A 8.50 AM – 9.39 AM PERIOD 1B 9.39 AM – 10.28 AM	PERIOD 1A 8.50 AM – 9.39 AM PERIOD 1B 9.39 AM – 10.28 AM	PERIOD 1A 8.50 AM – 9.39 AM PERIOD 1B 9.39 AM – 10.28 AM
MORNING TEA 10.30 AM-11.00 AM	MORNING TEA 10.30 AM-11.00 AM	MORNING TEA 10.30 AM-11.00 AM	MORNING TEA 10.30 AM-11.00 AM	MORNING TEA 10.30 AM-11.00 AM
WARNING BELL 10.55 AM	WARNING BELL 10.55 AM	WARNING BELL 10.55 AM	WARNING BELL 10.55 AM	WARNING BELL 10.55 AM
PERIOD 2A 11.00 AM – 11.49 AM PERIOD 2B 11.49 AM – 12.39PM	PERIOD 2A 11.00 AM – 11.49 AM PERIOD 2B 11.49 AM – 12.39PM	PERIOD 2A 11.00 AM – 11.49 AM PERIOD 2B 11.49 AM – 12.39PM	PERIOD 2A 11.00 AM – 11.49 AM PERIOD 2B 11.49 AM – 12.39PM	PERIOD 2A 11.00 AM – 11.49 AM PERIOD 2B 11.49 AM – 12.39PM PASTORAL CARE ASSEMBLY
LUNCH 12.40 PM – 1.10 PM	LUNCH 12.40 PM – 1.10 PM	LUNCH 12.40 PM – 1.10 PM	LUNCH 12.40 PM – 1.10 PM	LUNCH 12.40 PM – 1.10 PM
WARNING BELL 1.05 PM	WARNING BELL 1.05 PM	WARNING BELL 1.05 PM	WARNING BELL 1.05 PM	WARNING BELL 1.05 PM
PERIOD 3A 1.10 PM – 1.59 PM PERIOD 3B 1.59PM – 2.48 PM	PERIOD 3A 1.10 PM – 1.59 PM PERIOD 3B 1.59PM – 2.48 PM	PERIOD 3A 1.10 PM – 1.59 PM PERIOD 3B 1.59PM – 2.48 PM	PERIOD 3A 1.10 PM – 1.59 PM PERIOD 3B 1.59PM – 2.48 PM	PERIOD 3A 1.10 PM – 1.59 PM PERIOD 3B 1.59PM – 2.48 PM
AFTER SCHOOL DUTY 2.50 PM – 3.20 PM				
MEETINGS 3.00 PM – 4.00 PM	MEETINGS 3.00 PM – 4.00 PM	PPCT 2.50 PM – 3.50 PM		

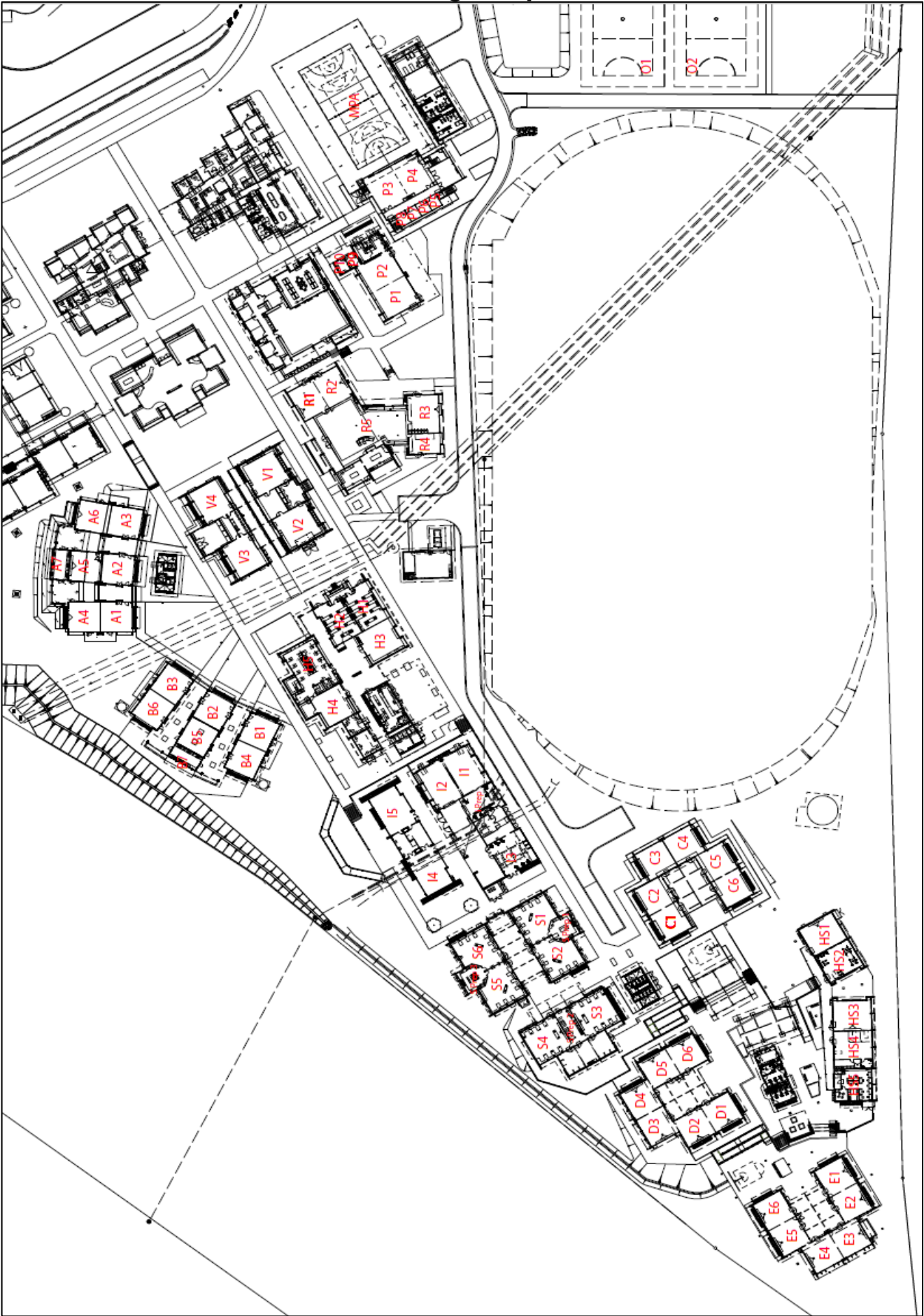
Each week: SECA compensation time of 18 minutes (Principal Discretionary time)

<https://mybceatholic.edu.sharepoint.com/Sites/Sp-Stbenedictscollege/Staff/Forms/QUILTS/ORIGINALS/SBC Timetable 2023 - Staff Version.Docx>, 20/01/2023

Yard Duty Areas

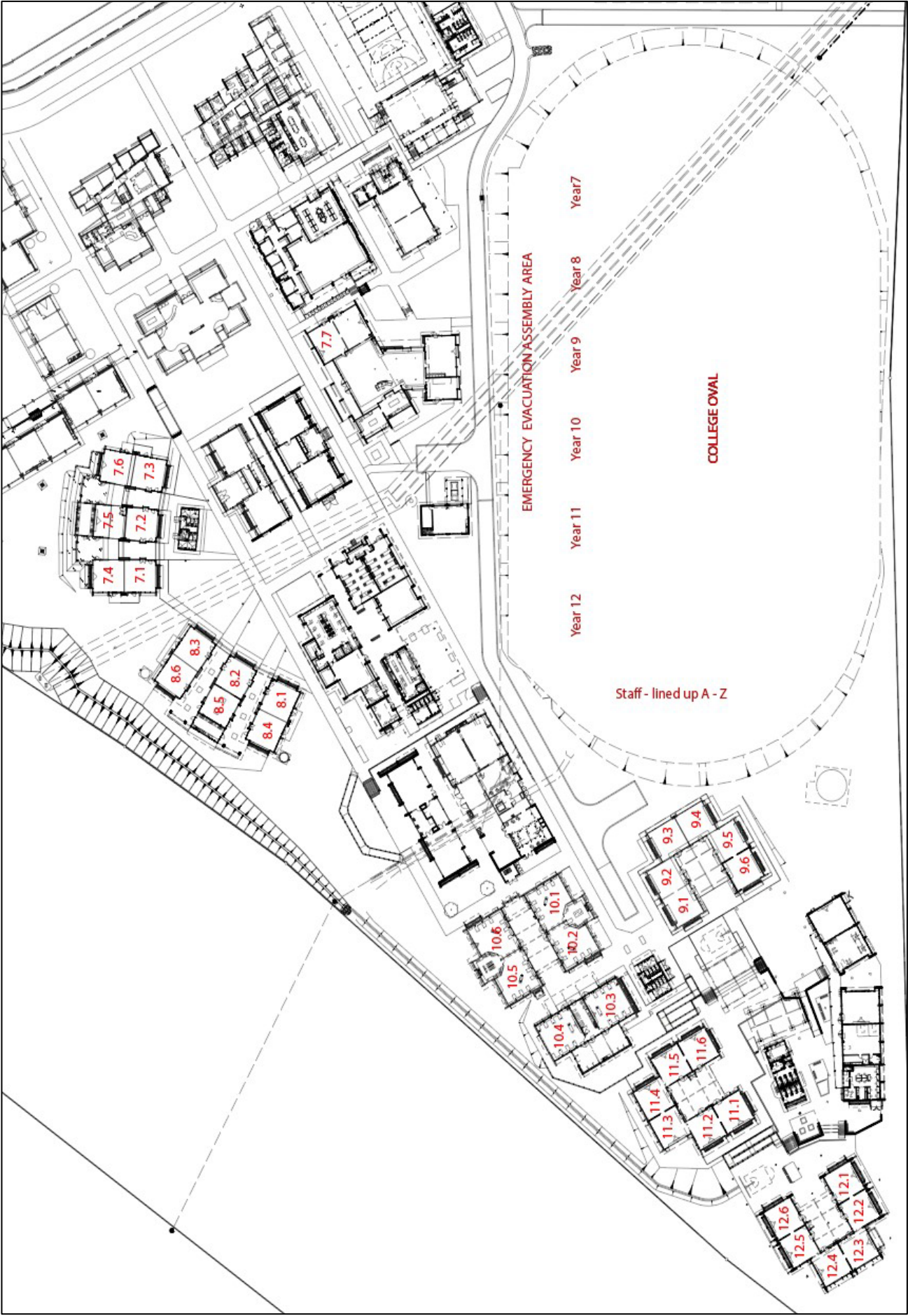
Code	Name	Time	Duration
BC	Before School - Canteen and H Block	8:00 – 8:30AM	30 minutes
BM	Before School - MPA	8:00 – 8:30AM	30 minutes
BR	Before School - Resource Centre	8:00 – 8:30AM	30 minutes
BD	Before School - C/D Block and Senior Undercover Area	8:00 – 8:30AM	30 minutes
BE	Before School - HS/D/E/Cafe Area	8:00 – 8:30AM	30 minutes
1A	First Break - A and B Block	10:30 – 11:00AM	30 minutes
1H	First Break - H Block	10:30 – 11:00AM	30 minutes
1V	First Break - V Block	10:30 – 11:00AM	30 minutes
1E	First Break - HS/D/E Blocks	10:30 – 11:00AM	30 minutes
1C	First Break - Canteen (line up and inside)	10:30 – 11:00AM	30 minutes
1S	First Break - C/S Block	10:30 – 11:00AM	30 minutes
1D	First Break - Cafe & Senior Covered Area and Courts	10:30 – 11:00AM	30 minutes
1I	First Break - I Block	10:30 – 11:00AM	30 minutes
2C	Second Break - Canteen (line up and inside)	12:40 – 1:10PM	30 minutes
2H	Second Break - H Block	12:40 – 1:10PM	30 minutes
2V	Second Break - V Block	12:40 – 1:10PM	30 minutes
R1	Second Break - Resource Centre 1	12:40 – 1:10PM	30 minutes
R2	Second Break - Resource Centre 2	12:40 – 1:10PM	30 minutes
2M	Second Break - MPA	12:40 – 1:10PM	30 minutes
ON	Second Break - Oval North	12:40 – 1:10PM	30 minutes
OS	Second Break - Oval South	12:40 – 1:10PM	30 minutes
2S	Second Break - C/S Block	12:40 – 1:10PM	30 minutes
2D	Second Break - Cafe & Senior Covered Area and Courts	12:40 – 1:10PM	30 minutes
2I	Second Break - I Block	12:40 – 1:10PM	30 minutes
2A	Second Break - A and B block	12:40 – 1:10PM	30 minutes
2E	Second Break - HS/D/E Blocks	12:40 – 1:10PM	30 minutes
2P	Second Break - P Block	12:40 – 1:10PM	30 minutes
AB	After School - Bus Duty	2:50 – 3:20PM	30 minutes
AC	After School - Crossing Duty/Carpark 2	2:50 – 3:20PM	30 minutes
AP	After School - Parent Pick Up	2:50 – 3:20PM	30 minutes
AG	After School - Train Gate/MPA	2:50 – 3:20PM	30 minutes

College Map

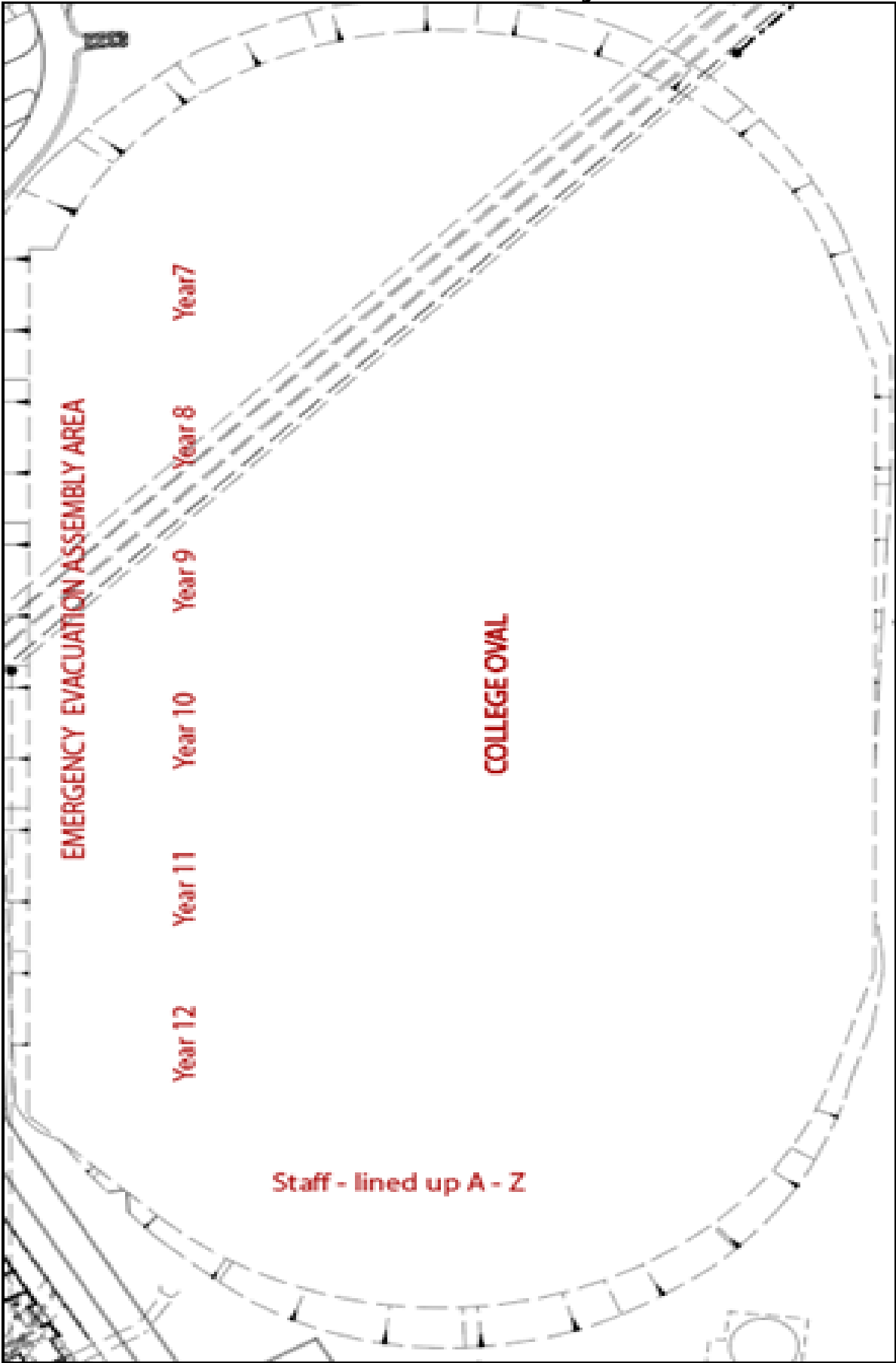




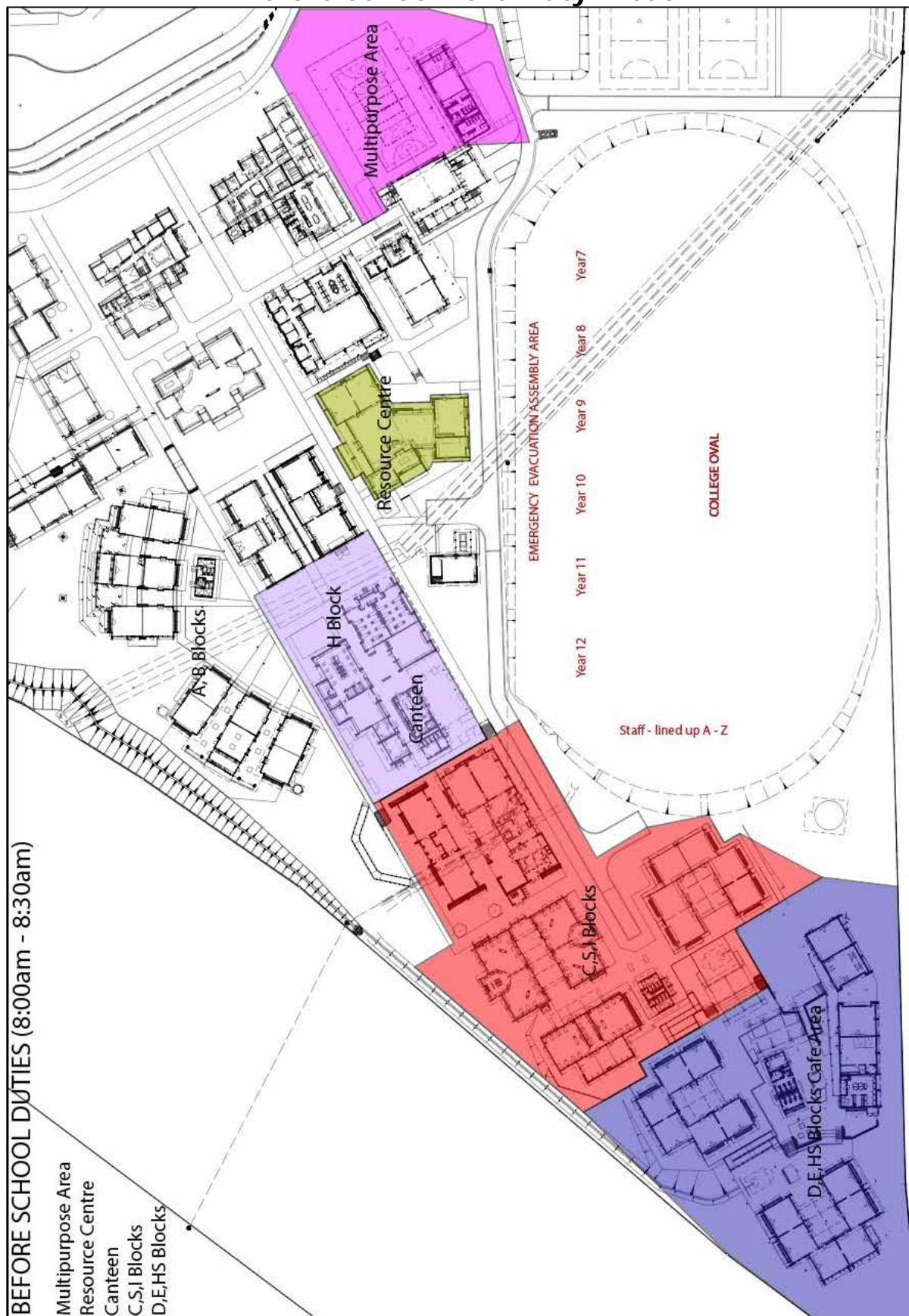
Pastoral Care Classrooms



Fire / Evacuation Assembly Areas

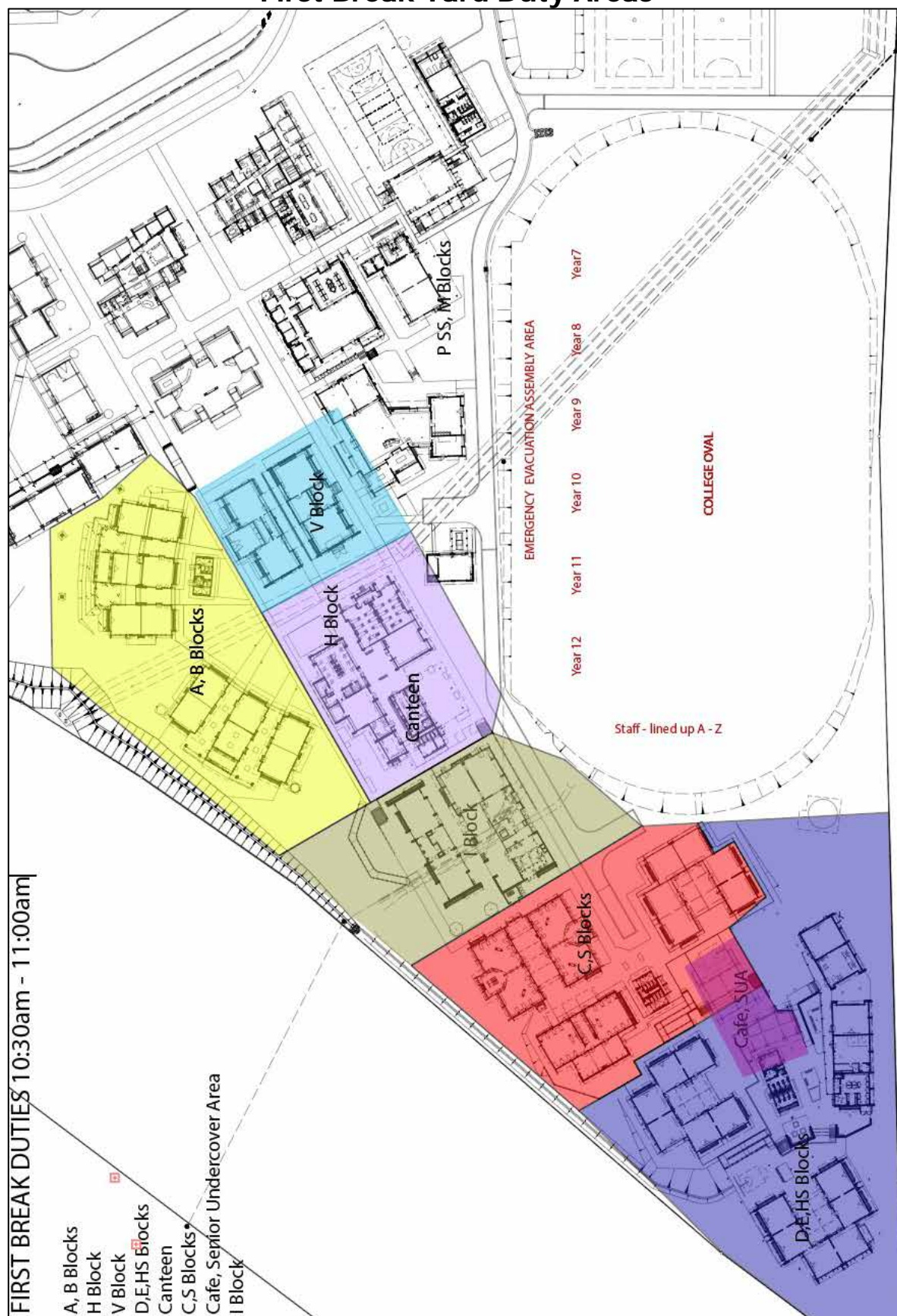


Before School Yard Duty Areas



DUTY CODE	DUTY NAME	DURATION	DUTY REQUIREMENTS
BC	Before School Canteen and H Block	30	<ul style="list-style-type: none"> Actively Supervise students accessing the Canteen (8:00AM – 8:20AM). Supervise H-Block lockers (NOTE: No students to access lockers). Supervise the area along the Access Road adjacent to the Canteen. Direct students to tables at the Canteen to eat. Canteen will close at 8:20AM. Direct Years 7, 8, 9 students to return to MPA. Direct Years 10, 11, 12 students to return to C/D/S Blocks and Senior Undercover Area.
BM	Before School MPA	30	<ul style="list-style-type: none"> No ball games. No contact sport / games / activities. Actively supervise Years 7, 8, and 9 students as they arrive at College. Monitor all student activities. Check each group regularly. Students wait in the MPA until 8:30AM. At 8:30AM direct students to move to their lockers. Students may go to the College Resource Centre to work on schoolwork only (no gaming) from 8:00AM, Tuesday - Friday. Students may also access the Canteen between 8:00AM - 8:20AM. Coaches and Teams must finish all training activities at 8:15.
BR	Before School Resource Centre	30	<ul style="list-style-type: none"> Students must not enter before 8:00AM. Actively supervise the students as they access the College Resource Centre and organised activities in that space. Teacher to move around the designated area making sure the students are behaving in an appropriate manner.
BD	Before School C/D Block and Senior Undercover Area (SUA)	30	<ul style="list-style-type: none"> No ball games. No contact sport / games / activities. Actively supervise Years 10, 11, and 12 students as they arrive at College. Monitor all student activities. Check each group regularly. At 8:30AM direct them to move to their lockers. Students may go to the College Resource Centre to work on schoolwork only (no gaming) from 8:00AM, Tuesday - Friday. Students may also access the Canteen between 8:00AM - 8:20AM.
BE	Before School HS/D/E/Cafe Area	30	<ul style="list-style-type: none"> No ball games. No contact sport / games / activities. Actively supervise Years 10, 11, and 12 students as they arrive at College. Actively supervise the students as they line up to access the Cafe. Monitor student at tables at Café and SUA. Monitor all student activities. Students may go to the College Resource Centre to work on schoolwork only (no gaming) from 8:00AM, Tuesday - Friday. Students may also access the Canteen between 8:00AM - 8:20AM. At 8:30AM direct them to move to their lockers. Check each group regularly. Check litter regularly.

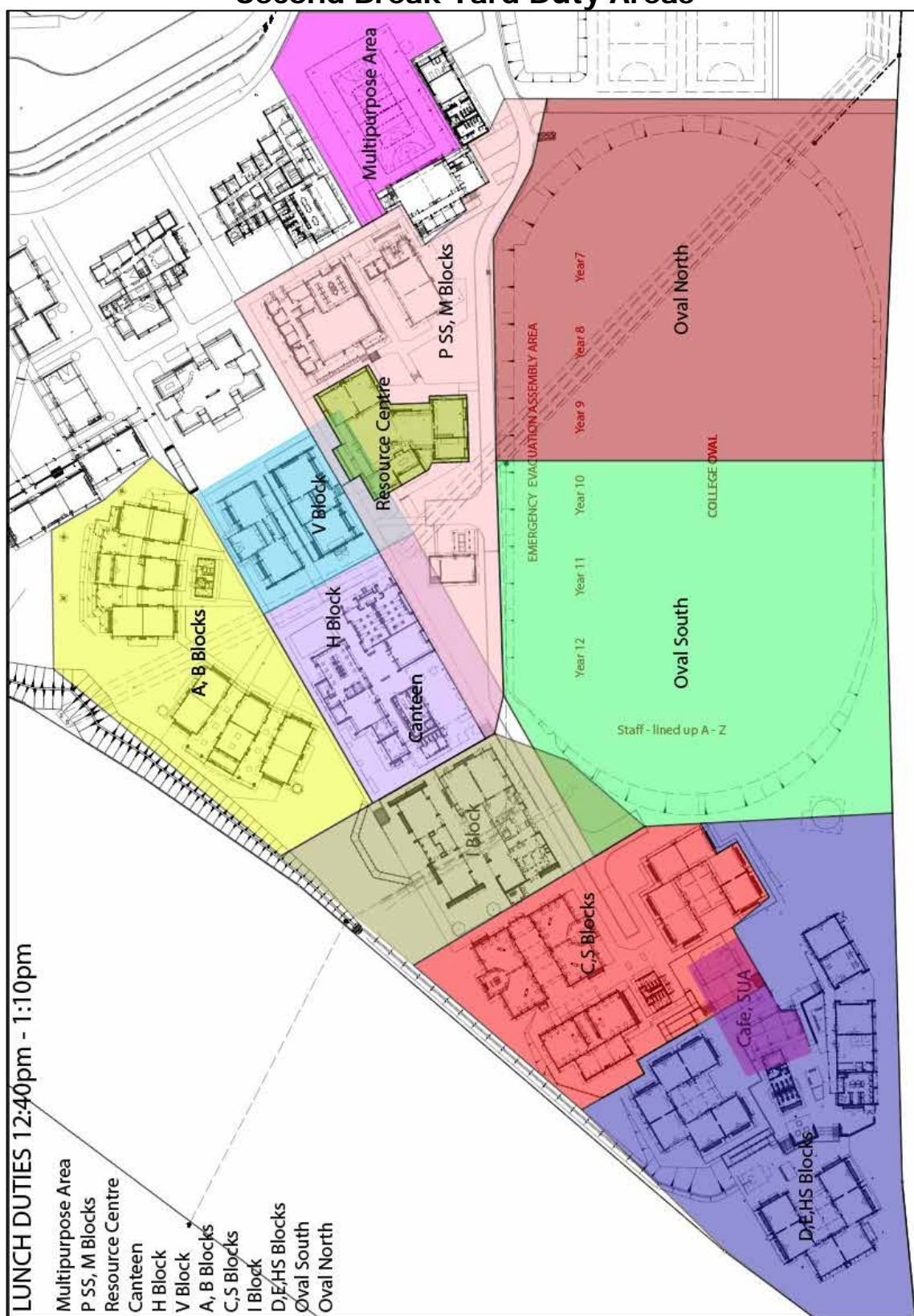
First Break Yard Duty Areas



DUTY CODE	DUTY NAME	DURATION	DUTY REQUIREMENTS
1A	First Break A / B Blocks	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in rooms unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Direct students to the designated eating areas. • Students not eating may sit on the grass in front of A / B Blocks, in the breezeways and access the amenities block in front of A Block. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
1H	First Break H Block	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in rooms unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
1V	First Break V Block	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in work rooms unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
1E	First Break HS / D / E Blocks	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in rooms or Gym unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Check the area between HS and C Block whenever possible. • Check the area behind E Block whenever possible. • Check the area between D and E Block whenever possible. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
1C	First Break Canteen (Line up and Inside)	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • Actively supervise the students as they line up to access the Canteen. • Monitor and regulate the number of students in the Canteen (NOTE: No more than eight (8) at a time). • Monitor student at tables. • Check litter regularly. • Check litter regularly.
1S	First Break C / S Blocks	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in rooms or labs unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Check the area between HS and C Block whenever possible. • Check the area behind S and D Block whenever possible. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.

DUTY CODE	DUTY NAME	DURATION	DUTY REQUIREMENTS
1D	First Break Senior Café / Senior Covered Area (SUA) / Court	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • Actively supervise the students as they line up to access the Café. • Monitor student at tables at Café and SUA. • Check litter regularly. • Check litter regularly.
1I	First Break I Block	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in work rooms unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.

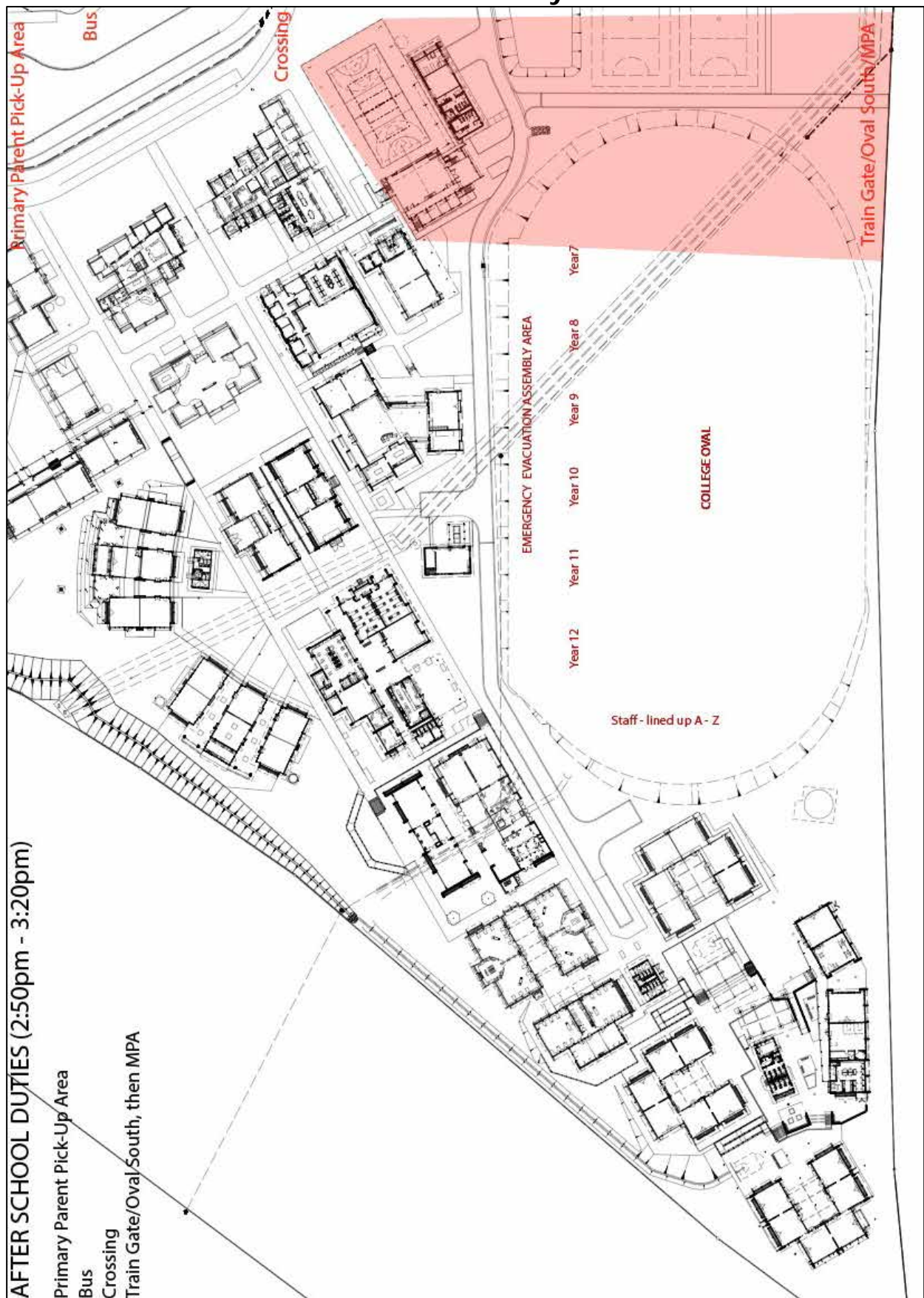
Second Break Yard Duty Areas



DUTY CODE	DUTY NAME	DURATION	DUTY REQUIREMENTS
2C	Second Break Canteen (Line up and Inside)	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • Actively supervise the students as they line up to access the Canteen. • Monitor and regulate the number of students in the Canteen (NOTE: No more than eight (8) at a time). • Monitor student at tables. • Check litter regularly. • Check litter regularly.
2H	Second Break H Block	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in rooms unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
2V	Second Break V Block	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in work rooms unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
R1	Second Break Resource Centre 1	30	<ul style="list-style-type: none"> • Liaise with Resource Centre staff to assess areas requiring supervision. • Actively supervise student activities • Check each group regularly.
R2	Second Break Resource Centre 2	30	
2M	Second Break MPA	30	<ul style="list-style-type: none"> • No kicking of balls or contact sport / games / activities. • Do not loan the students sports equipment. • Lower the basketball backboards if necessary. • Actively supervise the students. • Monitor all student games / activities. • Check the rear of the MPA and P Block regularly. • Raise the basketball backboards at the Warning Bell.
ON	Second Break Oval North	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • Students must wear hats / caps. • No students can sit in the Bench Sheds. • Actively supervise students. • Monitor all student games / activities. • Ensure that students do not bring food or drinks (other than water) to the Oval. Students must return to the designated eating area. • Spectators to sit on oval edges at C block or Resource Centre side only.
OS	Second Break Oval South	30	
2S	Second Break C / S Block	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • Actively supervise students at lockers and eating lunch. • Check the area between HS and C Block whenever possible. • Check the area behind S and D Block whenever possible. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.

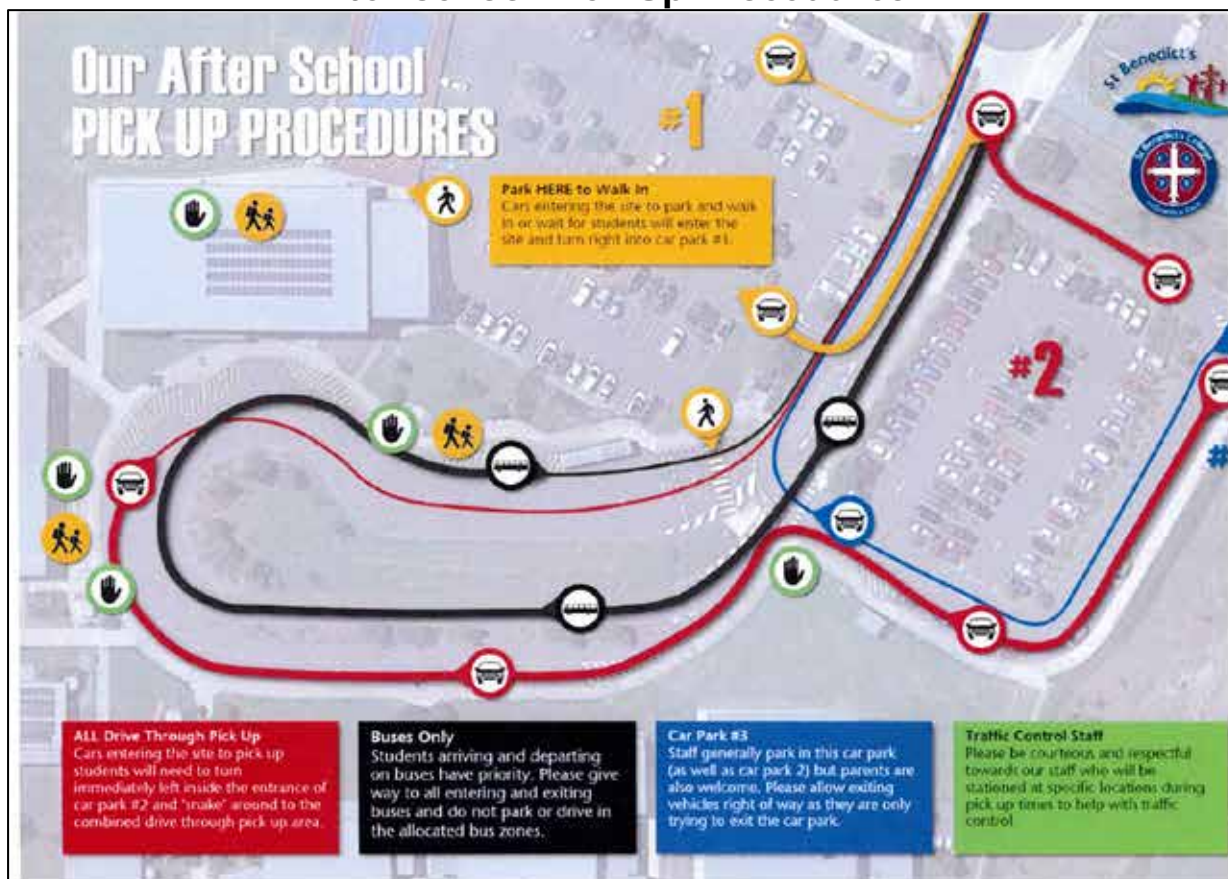
DUTY CODE	DUTY NAME	DURATION	DUTY REQUIREMENTS
2D	Second Break Senior Café / Senior Covered Area (SUA) / Court	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • Handball and Basketball are allowed. • Actively supervise the students as they line up to access the Café. • Monitor and regulate the number of students in the Café (NOTE: No more than eight (8) at a time). • Monitor student at tables at Café and SUA. • Check litter regularly. • Check litter regularly.
2I	Second Break I Block	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in work rooms unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
2A	Second Break A / B Blocks	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in rooms unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Direct students to the designated eating areas. • Students not eating may sit on the grass in front of A / B Blocks, in the breezeways and access the amenities block in front of A Block. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
2E	Second Break HS / D / E Blocks	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in rooms or Gym unless supervised by a teacher. • Actively supervise students at lockers and eating lunch. • Check the area between HS and C Block whenever possible. • Check the area behind E Block whenever possible. • Check the area between D and E Block whenever possible. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.
2P	Second Break P Block	30	<ul style="list-style-type: none"> • No contact sport / games / activities. • No ball games. • No students in rooms unless supervised by a teacher. • Actively supervise students. • Check the area between P and R Block whenever possible. • Direct students to the designated eating areas and tables. • Monitor all student activities. • Check each group regularly. • Check litter regularly.

After School Yard Duty Areas



DUTY CODE	DUTY NAME	DURATION	DUTY REQUIREMENTS
AB	After School Bus Duty	30	<p>Movement to St Benedict's Primary MPA Ensure the safe and ordered exit of students from the College.</p> <ul style="list-style-type: none"> Actively supervise students as they move to the St Benedict's Primary MPA seats to wait for their parents to pick them up from pre-arranged pick-up point or to wait for the bus. Coordinate with St Benedict's Primary staff to follow SBC/SBCPS procedures. Check that SBC students are seated and that they are wearing the uniform correctly and behaving in an appropriate way. <p>Movement to Bus Zone</p> <ul style="list-style-type: none"> As the first bus enters St Benedict's Close the teacher on duty will direct students to move to the bus stop and board the bus in an orderly fashion. Students who catch the later bus must wait in the St Benedict's Primary MPA until such time as the bus is in St Benedict's Close at which time they are to walk to the bus and board the bus in an orderly fashion. Check that students are wearing the uniform correctly and behaving in an appropriate way.
AC	After School Crossing / Carpark 2	30	<p>Ensure the safe and ordered exit of students from the College.</p> <ul style="list-style-type: none"> Students must not be picked up at the Waiting Lane, Crossing, or in Carpark 2. Actively supervise students as they move across the Crossings to wait for the bus or to exit the College. Check that students are wearing the uniform correctly and behaving in an appropriate way. Check students on bikes and scooters have helmets and walk across the crossings. Remind parents to follow SBC/SBCPS procedures.
AP	After School St Benedict's Primary Parent Pick Up	30	<p>Movement to St Benedict's Primary MPA Ensure the safe and ordered exit of students from the College.</p> <ul style="list-style-type: none"> Actively supervise students as they move to the St Benedict's Primary MPA to wait for their parents to pick them up from pre-arranged pick-up point. Coordinate with St Benedict's Primary staff to follow following SBC/SBCPS procedures. Check that students are wearing the uniform correctly and behaving in an appropriate way.
AG	After School Train Gate / MPA	30	<p>Ensure the safe and ordered exit of students from the College.</p> <ul style="list-style-type: none"> Actively supervise the students as they exit the College through the 'Train Gate' at the end of Oval North to access the Mango Hill East train station. Check that students are wearing the uniform correctly and behaving in an appropriate way. Actively supervise any students in the MPA until the end of the duty.

After School Pick Up Procedures



Our After School PICK UP PROCEDURES

As a response to the continual 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.

Easy & Safe

- Our drive through pick up procedures are based on a simple QLD Government sponsored program, called *Look Out*. The goal is to assist our school with the flow of traffic in our two minute, drive through, pick up zone, in an orderly, safe way.
- When you start school at St Benedict's you will be supplied with a **family name card** to display on your passenger sun visor when picking up your children via the drive through (it is suggested that you use rubber bands to attach the name card to your visor).
- If you lose your **name card** please contact either school who will provide you with another one.
- If you do not wish to use the drive through when collecting your children it is asked that you use other parking options in the afternoons.
- Follow this [link](#) for a visual tour of our drive through procedures.
- Follow the guidelines shown on the attached map.

Don't Forget

- Ensure you child/ren know to be at the designated pick up area where they will 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 your **family name card** prominently on the car's sun visor until your children 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 below times. If you do arrive before the designated time, be aware that you may be asked to move along and re-join the queue.
- Be aware that if your children are not waiting for you when you proceed to the front of the queue, you will be asked to move along and re-join the end of the queue.

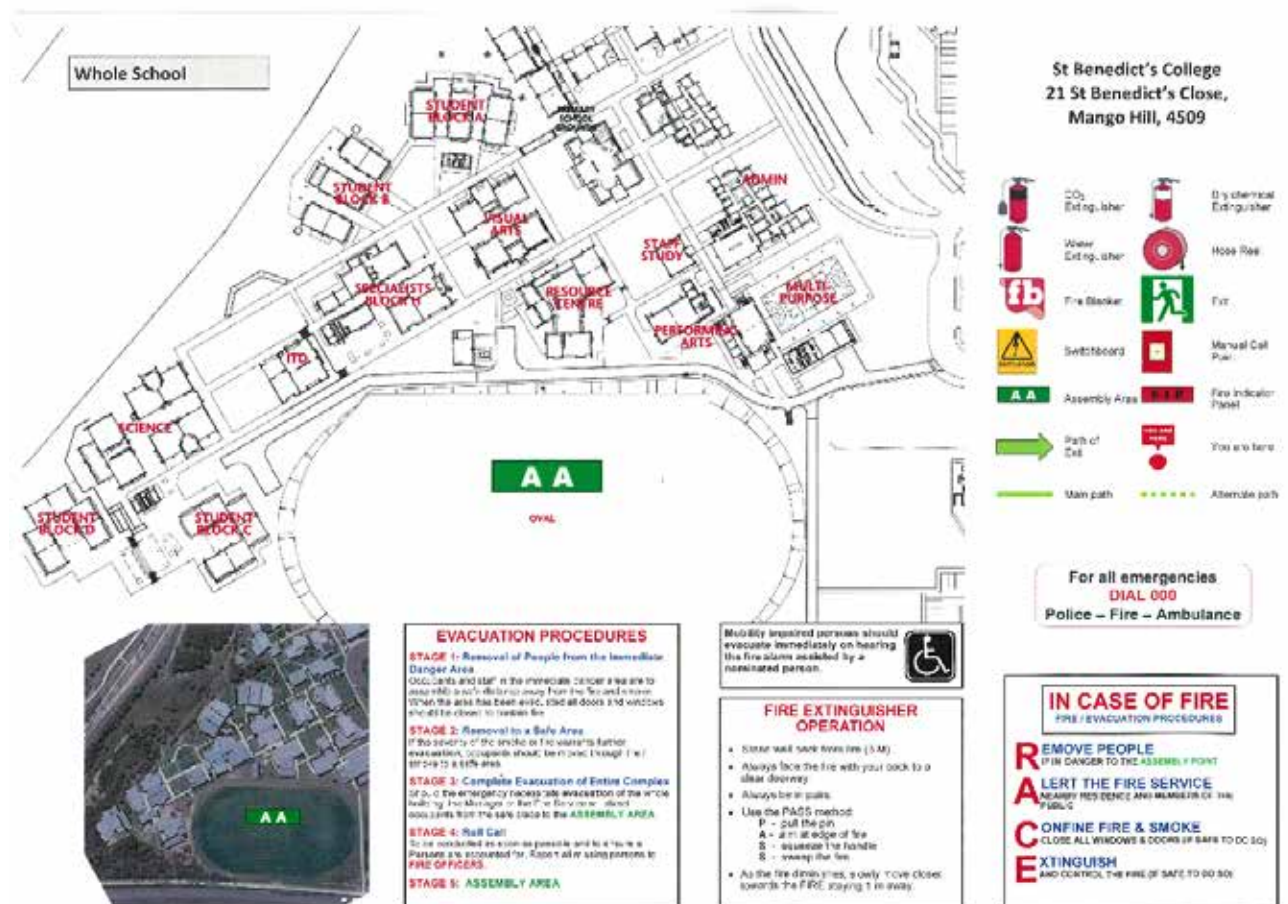
Pick Up Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Primary	2:50pm	2:50pm	2:50pm	2:50pm	2:50pm
Secondary	2:30pm	2:30pm	3pm	3pm	2:30pm



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. Police, Ambulance or Child Services will be contacted (5:00pm and 6:00pm) if a suitable collection time cannot be arranged or parents are unwilling to collect their student.

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 Police, Ambulance or Child Services 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.



EVACUATION PROCEDURE

Context

There may be times when an evacuation is necessary. This could be for Fire, Chemical Spill or Hazard etc. In case of such an emergency or incident the following procedure is to be followed.

**ALWAYS BE ON ALERT FOR UNFORESEEN DANGERS AND
AVOID WHERE NECESSARY.**

NO- ONE IS PERMITTED TO RETURN TO ANY BUILDING UNTIL DIRECTED.

Procedure

When the evacuation alarm sounds (a single tone with escalating repeating beeps through the PA system) take the following action.

Classroom Teachers

- All books, resources, computers and bags are to be left in classrooms / lockers
- Ensure students do not access mobile phones or electronic devices
- Close and lock doors and windows behind you where practical
- Under teacher guidance, students move (in an orderly fashion) to the designated **ASSEMBLY AREA** using the published route on the evacuation diagram in each room

All Other Staff

- All belongings and bags are to be left in your area
- Close and lock doors and windows where practical
- Move to the designated ASSEMBLY Area using the published route on the evacuation diagram in the room.

At the ASSEMBLY Area (Oval or MPA as directed**)

- ** The College Oval (Opposite Resource Centre) is the first ASSEMBLY Area. If it is inaccessible, the second assembly point will be the Multi-purpose Area
- Students sit in PC groups in alphabetical order. Line up in Year 7 to Year 12 from left-to-right, behind the PC cone
- Students sit on the ground and remain quiet

PC teachers

- Mark and hand PC roll to Pastoral Leader and advise of any discrepancies
- Remain with the PC Class and keep students seated and calm

Pastoral Leaders:

- Collect Absentee listing from Student Services Officer
- Collect PC rolls from PC teachers and check rolls against Absentee listing for discrepancies with assistance from Administration Officer
- Return rolls to Student Services Officer and advise of any discrepancies
- Other staff and visitors stand on grassed area to right of Year 12 classes

- PA to the Principal with the assistance from Administration Staff to mark roll for all Staff. Attendance matched against sign in/out register for staff and visitors
- Student Services Officer reconcile student attendance with APP. Attendance matched against sign in/out register for students
- Everyone remains in ASSEMBLY Area until advised of the "ALL CLEAR" via a Portable PA System
- Students and teachers return to their class to collect belongings etc.

Notes regarding Evacuation Procedure:

All staff, students and College visitors are to move to the ASSEMBLY Area as quickly as possible.

EVACUATION – STAFF ROLES and RESPONSIBILITIES

Please read and ensure you understand your specific role in the event of an evacuation. These roles are assigned to the role, not the specific person. If a staff member is absent the role will always be filled.

ALL STAFF MUST SEE PA TO THE PRINCIPAL ASAP TO BE CHECKED OFF STAFF LISTING

1. Receptionist – Hi-Vis Vest

- Activate the evacuation alarm
- Inform SBPS 3481 4600 and Kindergarten 3204 8452 of the evacuation
Ø (Go **IMMEDIATELY** to evacuation assembly area)
- Upon arrival at evacuation assembly point please provide assistance to the Pastoral Leaders

2. PA to the Principal – Hi-Vis Vest

- Collect Staff List:
Ø (Go **IMMEDIATELY** to evacuation assembly area)
- Ensure all visitors and staff are accounted for on Staff Lists and Passtab

Once in the Assembly Area:

- Mark off staff and visitors and cross reference with sign in/out register (PASSTAB)
- Inform Deputy Principal of Staff and Visitors attendance reconciliation outcome.

3. Student Services Officer – Evacuation Preparation

- Print student by PC report with Active, Grid and extra 2 columns, Present and Absent
- Place report in PC folder on Evacuation Trolley in Archive Room. (Key card required)
- Update Report as required, i.e. new student or student leaving
- Daily print student attendance report in year levels after parent SMS
- Place reports in Pastoral folder on evacuation Trolley in the Archive Room
- Print attendance receipting report and update through the day

Student Services Officer – Hi-Vis Vest

- Ensure you have key card for archive room
- Collect Evacuation trolley from Archive Room
- Take trolley to Oval Evacuation site
- Place PC lists on relevant PC clipboards
- Place PC clipboards by relevant PC cones

- Place Pastoral Sheets on relevant Pastoral clip boards and hand to Pastoral Leaders
- Liaise with Pastoral Leaders with attendance queries
- Notify APA/Warden of issues or missing students
- Inform Principal/Chief Warden when student count is done and correct.

Ø (Go **IMMEDIATELY** to evacuation assembly area)

4. Enrolments Officer and Finance Officer: Hi-Vis Vest

- Assist PA to the Principal to mark Staff Roll and Passtab visitor listing

5. Office Administration Staff: - Hi-Vis Vest

- Students from First Aid Room (bring to College First Aid Officer in Assembly Area)
- First Aid Kit (hand to College First Aid Officer at Assembly Area)
- Collect Green Hat and Hi-Vis Vest from evacuation cupboard opposite PA to Principal desk and hand to College First Aid Officer
- Upon arrival at evacuation assembly point please provide assistance to the Student Services Officer and Pastoral Leaders.

6. College First Aid Officer (Green Hat): - Hi-Vis Vest

- Go to Office Administration staff member to attend to any students from First Aid Room
- Attend to any incidents re First Aid (kit supplied by Office Administration staff member).

7. Class Teachers:

- Escort students to the evacuation area in an orderly fashion using the route outlined on the evacuation diagram in room
- When PC teacher arrives, go to grass area to right of Year 7 and advise PA to the Principal that you are present
- Supervise general student body in the Assembly Area.

8. Pastoral Care Teachers

- Mark roll for PC class
- Immediately return marked roll to your Pastoral Leader and advise of any discrepancies
- Supervise PC group until all clear is announced.

9. Pastoral Leaders

- Collect Absentee listing from Student Services Officer
- Collect marked rolls from your PC teachers
- Reconcile students rolls with absentee list with assistance from Administration Officer
- Immediately return marked rolls to Student Services Officer and advise of any discrepancies.

10. Grounds and Maintenance Officers

- At Assembly area, if possible, check MPA toilets and advise APA of outcome
- Under guidance from Business Manager, check College facilities.

11. Science Laboratory School Officer

When evacuating to Assembly area, if possible, check C Block toilets and advise APP of outcome.

12. Pathways Leader/ Senior School program Leader

When evacuating to Assembly area, if possible, check H Block toilets and advise APP of outcome.

13. A7/B7 teacher not scheduled in class

When evacuating to Assembly area, if possible, check A/B Block toilets and advise APP of outcome.

14. All Staff (Teaching and Non-Teaching)

If you have no specific role at the Assembly area, please ensure you line up in alphabetical order adjacent to the Year 7 classes. This will assist greatly with accounting for all staff.

15. Business Manager – Hi-Vis Vest (White Hat)

- Contact appropriate services.
- Check administration building including staff toilets.
- Systematic check of College facilities to ascertain risk/issues.

16. Assistant Principal Administration

- Move out to Assembly Area to oversee proceedings.
- Obtain PC Cones from Student Services and place on Oval.

17. Assistant Principal Pastoral

- Check student rolls with Student Services Officer, advise Deputy Principal of student attendance outcome.

18. Assistant Principal Religious Education

- Monitor traffic entering College to inform parents and visitors of evacuation procedure and advise them to park in car park or return to their vehicle until the **"ALL CLEAR"** is given.

19. Deputy Principal

- Manage evacuation procedure, ensuring all staff and students are accounted for
- Advise Principal of student, staff, and visitor attendance outcome.

20. Principal

- Manage overall procedure
- Once evacuation is over, give **"ALL CLEAR"** via a Portable PA System.

LOCKDOWN PROCEDURE

There may be times when students need to be kept in the classrooms or sent back to classrooms. Examples of incidents that may require **LOCKDOWN** could be: *Dangerous person/s at large, siege situation, external toxic spill/fume danger, bushfire etc.* In the case of such an emergency or incident the following procedure is to be followed when **LOCKDOWN PROCEDURE** is initiated.

When the Lockdown alarm sounds ('railway crossing' sound) through the PA system, take the following action:

Classroom Teachers

- When the alert is sounded students stop and look at the teacher for direction.
- Teachers ensure **all doors and windows** are locked and lights are off. All electronic devices are to be switched off.
- Teachers and students to sit quietly on the floor along walls, under desks or in a workroom where practical (quiet work/reading). Keep down below level of windows in the least visible position possible. Teacher to sit nearest to telephone if practical. **Keep students calm.**
- Teacher ensures that students don't move around or access mobile phones or electronic devices.
- Only use the telephone to warn of danger in your vicinity if safe to do so. Do not use the telephone to gain information on the reason for the lockdown. This will be provided later.

Notes regarding Lockdown Procedure:

- The objective of the Lockdown Procedure is to ensure that every Teacher / Staff Member and Student is locked in a room until the situation is over.
- If a class or student is not in a classroom at the time of Lockdown procedure, they are to proceed to the nearest building and be locked in as per earlier instructions.
- If returning to the College from an outside sporting location or excursion you will be notified by mobile telephone. Proceed immediately to Administration or as directed and report your safe arrival or return to the venue if specifically directed to do so.
- Staff not involved in activities with students (on Planning and Preparation time) are to proceed to nearest occupied area. If in Administration Block proceed to Student Reception area

NO ONE LEAVES THE ROOM FOR ANY REASON – DO NOT LET ANYONE INTO YOUR ROOM WHO APPEARS SUSPICIOUS OR UNAUTHORISED.

ONLY FOLLOW DIRECTIONS OR INSTRUCTIONS DURING THIS PROCEDURE FROM POLICE AND/OR FIRE OFFICERS, OR ADMINISTRATION TEAM MEMBER

- The **"ALL CLEAR"** will be advised by a member of Leadership or emergency services personnel.

**ALL PERSONNEL IN THE COLLEGE GROUNDS
MUST ENSURE THAT THEY ARE INSIDE A BUILDING
AND COMPLY WITH THE INSTRUCTIONS ABOVE.**

LOCKDOWN – STAFF ROLES and RESPONSIBILITIES

Please read and ensure you understand your specific role in the event of a lockdown. These roles are assigned to the role, not the specific person. If a staff member is absent the role will always be filled.

1 Receptionist

- Activate the Lockdown Alarm.
- Inform SBPS 3481 4600 and Kindergarten 3204 8452 of a Lockdown.
- At the end of Lockdown – under direction of the Principal – inform SBPS and Kindergarten that the Lockdown / situation has ended.

2 Student Services Officer

- Take any students from Sick Bay to centre of Student Services Area.

3 Business Manager

- Contact appropriate services.
- Lock all doors and windows within the Administration Building.

4 Deputy Principal / Assistant Principal Administration/Assistant Principal Pastoral

- Move to Student Services Area.

5 Class Teacher

- Ensure students are in secure area (including locking doors and windows)
- Position students and sit quietly in least conspicuous positions
- Staff sit close to phone if practical
- Ensure students don't access technology (phones or computers).

6 Principal

- Move to Student Services Area.
- Manage overall procedure.
- Once Lockdown / situation is over, give all clear over PA system.

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 College grounds, 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.

Unwelcome visitors or intruders will be given clear direction to leave the College grounds. Failure to leave after being given this instruction could result in a series of options being enacted to ensure the safety of students and staff – shadowing the person while phoning for assistance from College staff to calling the Police – depending on the level of threat posed by the person. A level of common sense will be used so as to achieve the desired outcome without escalation of the circumstances. Student and staff safety will be the first priority.

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

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 Industry Skills, Design Technology Materials and Design Technology Food/Hospitality, Art, and Science. 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 Industry Skills safety, Design Technology Materials safety, Design Technology Food/Hospitality safety, Visual Art safety, and Science safety, Physical Education

In respect of Bathrooms and Toilets.

St Benedict's College has implemented the following strategies:

- a. Facilities have been designed and built to provide maximin privacy as well as allow for necessary supervision.
- b. Students and staff have received clear guidelines in relation to student use of bathrooms and toilets – one student per cubicle, respect the facilities and the privacy of other users, report any problems to a teacher.
- c. Guidelines and directions ensure the privacy of children and young people while allowing for appropriate supervision, e.g. knocking loudly, asking if anyone is in there, announcing your intention to enter to the room and stating the reason for entering. Whenever possible avoid being alone with a child in these locations. Having a second staff member with you when the need arises to enter a facility that a child is in would be an extra level of protection for staff.

- d. The BCE Code of Conduct for employees provides direction on this area and employees are informed of these provisions.
- e. Parents and carers have been informed of the above.
- f. There are a total of 46 toilets available for student use. Each block has clearly signed Female/Male/Ambulant toilets available.
- g. Staff toilets are separate. Card access to toilets is a way of ensuring that any staff member that has to use a Female/Male/Ambulant toilet (as well as the physical lock inside) does not encounter a student in said facility.

Yellow dots show clearly signed Female/Male/Ambulant toilets available at SBC



In respect of devices used to take photos of students.

St Benedict's College has implemented the following strategies:

- a. The BCE Code of Conduct reinforces how staff are to manage how and when photos are taken of students and the use of devices and social media in regard to student photos.
- b. Staff are informed of what is acceptable practice and the approved procedures regarding student photos.
- c. The Principal has provided a direction to staff that they are not to use personal devices for taking photos of students unless authorised by the Principal and the photo must be removed from the personal device onto the College device as soon as practical. Parents and carers have been informed of the above.
- iv. 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.
- v. 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.

- vi. Curriculum Activity Risk Management procedures
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. Further information on such procedures is available by contacting the Principal
- vii. Alternative Education Provision (AEP) - To ensure a safe school environment when managing interruptions to on site learning, for example during the COVID 19 pandemic, the St Benedict's College will implement government and BCE guidelines and resources. In such situations the College based Critical Incident Management Team will implement local: protocols, for example but not limited to -modification to arrangements for College drop off and pick up or playground usage, home based learning and adjustments to assemblies, liturgies, College excursions. Microsoft Teams are 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.

4.2 A risk management plan for high-risk activities and special events

- i. When undertaking a more high-risk activity or special event (for example a fete, overnight camp/retreat), our College identifies any specific potential risks relevant to that activity in the risk assessment undertaken and considers mitigating strategies for the safety and wellbeing of students and the risk of harm to students. This is documented in the risk management plan for each high-risk activity and secured at the College.
- ii. St Benedict's College refers to information in relation to risk assessments for various activities and risk assessment tools provided on BCE's Intranet, Spire.
- iii. Information about the risk assessments for high-risk activities are accessible by contacting the Principal.
- iv. 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 school and support the Principal in carrying out the health and safety responsibilities under legislation. BCE provides training and updates to the WHSO.
- v. In developing a high-risk strategy/plan St Benedict's College takes into consideration the context of the activity or event including:
 - the nature of the activity and the 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.
- vi. If relevant, the following issues are also considered:
 - 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.
- vii. The College's risk assessments for high-risk activities are kept at the College so they may be properly followed and are subject of internal BCE checks and available for Blue Card Services to review/audit if requested.

4.2.1 Risk Management for Excursions and Fetes as high-risk activities:

- i. The Principal is responsible for approving all excursions and fetes. Key elements include:
- 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.
 - The Principal utilises BCE's International Travel procedures to assist in planning for the safety of students participating in international travel.
 - The Principal completes the BCE Fete Safety Planning 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.
 - The Principal uses a Contractor Agreement – College Fete which among other things warrants that all the contractor's 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.

4.3 A plan for managing breaches of the Child and Youth Risk Management

- i. BCE and St Benedict's College both have their own CYRMS. BCE and our College take any breach of the CYRMS seriously.
- ii. BCE has a Student, Parent and Guardian Complaints Management Policy and Procedure which is accessible on the College and BCE website or by contacting the Principal. Under this process, any breach 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.
- iii. Details regarding management of any breach, including who manages the breach, are contained in the procedures mentioned above. All records about individual concerns or incidents are kept confidentially in BCE business information systems.

PART 5 - CONSISTENCY

To support our College's safeguarding commitment and practices the College ensures consistent application of its legal requirements under Chapter 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000*. This includes consistency in our management of the working with children card and ensuring we have strategies in communication and support to members of the College community. The following outlines the College's application of this CYRMS mandatory requirement 6 and aligns with the Catholic National Standards 1, 2, 3, 4 and 10.

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

- i. 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).
- ii. 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.
- iii. 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 College).
- iv. 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.
- v. 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 College. 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 College via the Blue Card Services Organisation Portal.

5.2 Procedures for reviewing the CYRMS

- i. To ensure that St Benedict's College CYRMS 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 CYRMS 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 CYRMS.
- ii. 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.

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

- i. To ensure accessibility and supportive information/training on the CYRMS the Principal implements and communicates St Benedict's College's CYRMS to employees, parents/carers, volunteers and other personnel. This includes:
 - Placing the College's CYRMS on the College's website;
 - Providing a printed copy upon request;
 - Providing training to the College's employees on the College's CYRMS
 - Requesting volunteers and other personnel to review the CYRMS; and
 - Ensuring the mandatory training in respect of student safety as referred to in this document is adhered to.