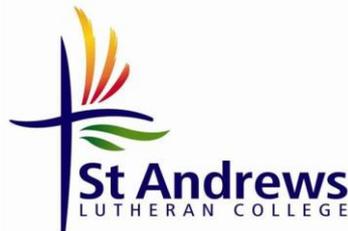




Authorised IB World School
Implementing PYP Program



BUILDING A SAFE AND CARING COMMUNITY

Child Safety and Risk Management Policy

May 2009



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Building a Safe and Caring Community Preamble

Building a Safe and Caring Community (BSCC) is a framework of policies, procedures and guidelines adopted by St Andrews Lutheran College to assist us to reflect the love of God through the way we seek to provide a safe and caring environment for all adults and children involved in our College community. BSCC also assists us to meet our legislative requirements.

Foundational frameworks and legislation

BSCC incorporates:

- *Valuing Safe Communities* (Lutheran Education Australia): a framework of policies relating to the behavior of adults in Lutheran Schools.
- *Safe Place Policy* (Lutheran Church of Australia): a policy relating to the sexual abuse/harassment of people over 18 years of age
- *National Safe Schools Framework* (Australian Government)
- Principles of *Restorative Practices* and *The Round Table Policy* (St Andrews Lutheran College)
- Other relevant state and national legislation including Child Protection Legislation.

Underlying Principles

The Gospel: 'In the Lutheran school the gospel is to inform all programs, relationships and activities (*LCA and Its Schools* statement). The love of God in Jesus Christ is to govern all that is done and, in response to this love, people in the school community are directed to their fellow human beings. When they love others, they love him. Christ's promise is that whatever is done for others is done for him. Informed and transformed by God's creative, redemptive and sanctifying love, God's people are concerned with the total needs of their fellow human beings.' (*Industrial Relations and the Lutheran school*).

Lifelong Learning: The framework, *Lifelong Qualities for Learners*, defines the ethos of Lutheran schools: 'As central to their mission and ministry, Lutheran schools seek to nurture individuals who are aware of their humanity, open to the influence of the Holy Spirit and growing in and living according to a cohesive worldview while living in community and reflecting characteristics of God through core values, especially love, justice, compassion, forgiveness, service, humility, courage, hope, quality, appreciation and restoration'.

Restorative Practices: At St Andrews we use Restorative Practices based on biblical principles (Matthew 18:15-17; 1 Corinthians 6:1-11) to help to create a safe, fair, harmonious and productive learning environment. We also employ Restorative Practices to settle differences, resolve issues and restore relationships whilst also meeting the requirements of the law of the land.

Scope

BSCC relates to:

Staff: all employees, paid workplace participants and volunteers;

All sub-schools and associated entities including out of school hours care and vacation care services,

Students: all children and young people enrolled at or attending the sites defined under *school*.

BSCC includes policies and procedures encompassing the following **for students AND staff:**

- Anti-Bullying and Harassment Policy – Students
- Behaviour / Relational Management Policy – MS/SS
- Child Safety and Risk Management Policy
- Child Protection Policy
- Code of Ethics for Support Staff
- Code of Ethics for Teachers
- Complaints and Conflict Resolution Policy and Procedures
- Critical Incident Management Policy
- Duty of Care Policy
- General Anti-Harassment and Anti-Discrimination Policy and Procedures
- Influencing Behaviour within a Restorative Practices Framework Junior School Policy
- Privacy Policy and Procedures
- Restorative Practices, including Round Table Policy
- Risk Management Procedures
- Special Education Policy
- Volunteer Policy and Procedures
- Workplace Health and Safety Policy

Major References:

Valuing Safe Communities, Lutheran Education Australia, November 2008

Restorative Practices in Schools, Margaret Thorsborne

Section 1: St Andrews Lutheran College Risk Management Policy

* Please note that this Policy is to be read in conjunction with the College Child Protection Policy

1.1 The Commission for Children and Young People and Child Guardian Act 2000

The **Commission for Children and Young People and Child Guardian** (CCYPCG) promotes and protects the rights, interests and wellbeing of children and young people in Queensland, particularly those most vulnerable.

Child protection is a Queensland government priority. Child abuse statistics are too high and the impact on children, their families and communities can be devastating.

Preventative strategies contained in the Commission's new legislation recognise the vital role employers and businesses play in creating safe environments for children and young people.

The *Commission for Children and Young People and Child Guardian Act 2000* requires those carrying on regulated businesses or employing someone in regulated employment (i.e. those categories of businesses and employment in which people require a blue card) to develop and implement an annual risk management strategy.

The purpose of the risk management strategy is to promote the wellbeing of children and young people in contact with regulated businesses or employment and protect them from harm.

The strategy needs to outline screening requirements and take all paid and volunteer employees into account.

An employer or person carrying on a regulated business who fails to put a child protection risk management strategy in place **is committing an offence and may be fined.**

Source: CCYPCG Safe Environments for Young People.

1.2 What is Risk Management?

A risk is anything that can cause harm or loss to a child or young person in an organisation.

The *Child Protection Act 1999* defines harm as 'any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing'.

Harm may be caused by:

- Physical, psychological or emotional abuse or neglect or
- Sexual abuse or exploitation.

Risk Management is identifying and assessing all potential sources of harm and taking steps to decrease the likelihood that harm will occur.

The aim is to prevent things from going wrong, limit the amount of harm possible and reduce an organisation's liability if harm does eventuate.

Research points to three key elements of an environment where consideration of the wellbeing and safety of children and young people needs to be a priority:

- Commitment to a child-safe culture, made explicit in a child protection policy
- Capacity of the people – staff, volunteers, parents and children to prevent harm, and
- Consistent procedures for selecting and managing staff and guiding activities.

Source: CCYPCG Safe Environments for Young People

1.3 Lutheran Church of Australia, Queensland District Policy Statement

The **Lutheran Church of Australia, Queensland District (LCAQD) Child Protection and Safety Risk Management Policy** is based on the principle that those who care for children must act in the best interests of children and take all reasonable steps to ensure the child's safety. We are morally, ethically and legally obliged to act in a way that protects children from harm whether by intent or negligence.

It is essential that we care for the children and young people we encounter. We analyse situations and prepare so that people experience the best we can offer. To not prepare is not to care.

The **LCAQD** is committed to the safety and well being of all children involved in all of its programs. We support the rights of the child and will act to ensure a child safe environment is maintained at all times. We also support the rights and well-being of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants. *Source: LCA ChildSafe 2006*

With the importance of this policy in mind, the **LCAQD** Synod (June 2006) passed two very important resolutions being;

3.14a) Every congregation/agency of the church, including schools develop and implement a risk management system for working with children and young people under the age of eighteen years, in accordance with the new Commission for Children, Young People and Child Guardian legislation.

3.14b) Model policies be provided by the church as they are developed and released at the LCA National level.

This policy document is designed to compliment the national **ChildSafe** Policy (due for release 2007). Queensland congregations and organisations have specific legislative requirements which are not fully covered in the national policy. It is important that both policy documents are considered to compliment the other.

To ensure compliance with this policy a **1.3 Checklist for Self Audit** document has been prepared. This template is the suggested checklist outlined by the **Commission for Children and Young People and Child Guardian**. Each church agency should complete this checklist to provide evidence of how they are meeting each specific criterion.

This **1.3 Checklist for Self Audit** document should be kept on file with the **SALC Child Protection and Child Safety and Risk Management Policy** and its templates. Dates for review should be noted and a new checklist completed annually at the time the policy and procedures are reviewed.

Section 2: Organisational Compliance

2.1 Blue Card Register

The work of the **CCYPCG** is regulated by the *Commission for Children and Young People and Child Guardian Act 2000*. The Act requires people who work with children under eighteen years of age in particular categories of businesses, paid or voluntary employment to be screened – the **Working with Children Check** (otherwise known as the **Blue Card**).

The **Working with Children Check** is a detailed national check of a person's criminal history including any charges or convictions. In addition, information from police investigations into allegations of serious child related sexual offences will be taken into account, even if no charges were laid because the child was unwilling or unable to proceed.

A person whose application is approved is issued with a positive notice (letter) and a blue card. If a person's application is refused, they are issued with a negative notice which prohibits them from working in the categories of employment or carrying on a business defined by the act.

If people do not comply with their obligations under the Act, penalties apply, including fines and terms of imprisonment. *Source: CCYPCG Information Sheet – The Blue Card*

Any organisation working under the **SALC Child Safety and Risk Management Policy** must keep a register of staff and volunteer **Blue Card** status. A copy of this register must also be forwarded to **SALC** Admin office directly to the Safe Place Coordinator.

A copy of the **2.1 Blue Card Register** can be found in *Templates*.

2.2 Reporting Requirements

Principals are to keep a copy of their **Blue Card** Register. This register should list all current and perspective blue card holders, both in volunteer and paid positions within the college.

An updated copy of this should be forwarded to LCAQD office by January 31st each year.

In the planning of an activity or event, a thorough risk management plan must be carried out. A checklist for what should be covered in the planning is provided in **4.4 Activity/Camp/Excursion Checklist**. A format for risk assessments is provided in **4.1 Venue Risk Assessment Form**, **4.2 Activity/Camp/Excursion Risk Assessment Form** and **4.3 Activity/Camp/Excursion Form**. These completed forms should be kept on file indefinitely. Incidents may be reported well after the event and the information contained in these forms may be required. If during the course of an event or activity an incident occurs, the appropriate document either the **5.1 Injury Incident Report** or the **5.2 Non Injury Incident Report Form** must be completed. These forms can be found in *Templates*. It is important that this form is completed as soon as possible after the incident occurs to ensure that all details are recorded accurately.

These registers and forms will be kept in a secure and restricted location at the College.

2.3 Staff Training / Training Register

* See also **St Andrews Volunteers Policy**

All staff, both paid and volunteer must be willing to attend the necessary training before they can be accepted to work with children and young people. This training will vary depending on congregational/organisational requirements. It is necessary to keep accurate up to date records of training completed. These trainings may include first aid training, leadership training and preparation and age specific training.

In addition to specific requirements of the College, it is a Lutheran Church requirement that all employees and volunteers attend the two hour **Safe Place** training. Upon completion of this workshop participants will be given a **Safe Place** workshop certificate which has a date of training attended and an expiry date of certificate. This certificate is valid for three years, upon which the employee must attend one hour **Safe Place** refresher training. A list of completed trainings is also kept by the Safe Place Coordinator.

Upon adoption of the **SALC Child Safety and Risk Management Policy**, the College should ensure that key representatives attend **LCAQD Child Protection and Safety Risk Management** trainings. Any enquiries about training should be directed to LCAQD District Office on (07) 3511 4000 (ext 1).

In addition, it is highly recommended that staff and volunteers working with children and young people have a thorough understanding of child protection requirements.

2.4 Permission to Proceed

Any activity or event has specific risk associated with it. It is essential that everything is done to minimise the risk of injury to participants of the event. Once the necessary pre-planning forms have been completed and all risks identified, the event organiser must seek permission to proceed with the event from the Head of sub-school or Principal. Written documentation of that permission must be recorded. All forms should be kept on file indefinitely to ensure all relevant information is accessible if further action is required.

Section 3: Recruitment, Selection and Screening of Staff

3.1 Lutheran Church of Australia, Queensland District Recruitment Policy Statement for Paid and Volunteer Staff

The first step in identifying risks to children and young people is a thorough recruitment process. Following the steps outlined aids in identifying and minimising potential risks to children and young people. It is essential that the following process be completed in full.

3.2 Blue Card Requirements

Unless a registered teacher, all volunteers and paid employees working with children and young people must be current blue card holders. At St Andrews this also includes parents who have regular direct contact with children e.g.

- Camp helpers
- Traffic safety attendants
- Uniform shop volunteers
- Support-a-reader volunteers

Further information can be found on the website for the **Commission for Children and Young People and Child Guardian**: www.ccypcg.qld.gov.au. There can at times be significant delays in the application process. It is recommended that the applicant complete a **Working With Children Check** application as soon as possible to ensure it is returned before the start of their employment.

If the applicant already has a **Blue Card**, they must complete an **Authorisation Form**. These forms are available online at www.ccypcg.qld.gov.au. This form authorises the organisation to receive notification should a negative notice be issued. This is vital in ensuring that staff and volunteers hold a current positive blue card and in the event that a card is cancelled, the appropriate organisation is notified. Some **Blue Card** holders will authorise several organisations to receive notification of a negative notice.

At present the **Working with Children Check** is free for volunteers. For further details visit the above mentioned website or phone the **Commission for Children and Young People and Child Guardian** on 1800 113 611.

3.3 Recruitment Checklist

This form is to be used as a checklist to ensure that all steps of the recruitment process are followed. This form should be kept on file and used to record the dates training is completed. Essential training for anyone working with children and young people is the **Safe Place** training and **Risk Management** training.

3.4 Application Form

The application form should be completed by all applicants who are interested in working with children and young people. The application should be completed in full with specific church or organisational requirements added as needed. It is essential that both volunteer and paid employees complete the details on this **application form**. This application form should be completed by the applicant themselves, not by a third party or the interviewer. The applicant form can be posted to the applicant or given in person. The applicant must be able to show their current **Blue Card** to verify card number and expiry date as recorded in the **application form**. The application form must be signed and dated by the applicant. (**3.2 Application Form** found in templates)

3.5 Interview Schedule

It is highly recommended that the interview schedule is followed completely. Additional questions may be added as required. The interview can be completed in person or by telephone. Answers should be recorded as accurately as possible, quoting the applicant in their own words rather than interpreting or reframing answers. If a person chooses not to answer a specific question, this should be noted on the **interview schedule**. (**3.3 Interview Schedule** found in templates)

3.6 Referee Schedule

It is recommended that the applicant nominate three referees who can be contacted by telephone to answer questions about the applicant's work history. A minimum of two referees should be contacted. If enough information is not obtained or there are still doubts as to the applicant's suitability, the final referee should be contacted. The referees should be people the applicant has some work history with. It is not advisable to contact family members or close friends if they have been stated as referees. (3.4 **Referee Schedule** found in templates)

3.7 Code of Conduct Form

* **Also note Code of Conduct for Teachers and Performance Indicators All Staff**

Upon successful recruitment of an applicant, the **3.5 Code of Conduct** form must be completed and kept on file with the other recruitment documents. Please ensure that the applicant is aware that specific training must be undertaken, regardless of whether they already have experience and training in the area of working with children. The **code of conduct** form must be signed and dated by the applicant with details of the position for which they have been employed. It must be emphasised that this **code of conduct** must be strictly adhered to and any concerns of the behalf of the applicant to follow these strict guidelines should be taken very seriously. A breach of these **codes of conduct** conditions may result in disciplinary action which could include termination of employment.

3.8 Driver Code of Conduct Form

This **driver code of conduct** form must be completed by anyone who will be driving as part of their work requirements. It is essential that anyone driving their personal vehicle have current and adequate insurance coverage. (3.6 **Driver Code of Conduct Form** found in templates)

Section 4: Activities- Identifying Risks Prior to the Event/Exc/Camp

Schools are morally and legally responsible for the wellbeing of children in their programs. Individual schools may be held liable for failure to take reasonable steps to prevent foreseeable abuse or harm to a child. The school could be negligent if its acts or omissions contribute to the abuse or harm of a child. To minimise the potential for harm, ensure appropriate planning occurs before, during and after the event. To help reduce risks for a planned activity for young people, a thorough checklist needs to be completed before the event takes place. This will include the following areas of pre-planning.

4.1 Pre-activity Preparations – Venue Risk Assessment Form

Visit the venue at least once to help with planning your activities. During your visit, observe all areas of potential risk, (for example: stairs, steep hills, and open fire places) and document them. Add also your plans to reduce the risks. For example "steep hill is out of bounds during camp", or "bring child proof grill to secure fire place". Use the document **4.2 Activity/Excursion/Camp Risk Assessment** to document risks identified and steps taken to reduce harm to participants. (Use the **4.1 Venue Risk Assessment** form if the risks are not covered sufficiently in the Activity/Excursion/Camp Risk Assessment Form.) Ensure the form is referred to during the activities and then the document kept on file indefinitely.

4.2 Leaders

Make sure you have adequate leaders for the number of participants attending. A safe ratio for children under 13 years is 1:3. For 14 to 18 years, a ratio of 1:6 is sufficient (unless high risk activities will be involved). Also make sure there are sufficient female and male leaders for the expected gender break up of the participants. Ensure all leaders and volunteers have a **Blue Card**. This includes cooks and visitors unless they meet one of the exemptions. For details on exceptions, visit www.ccypcg.qld.gov.au. Ensure all leaders have had adequate training for this event. Essential training includes Duty of care, LCA **Safe Place** training and Leadership skills training. It is a requirement to have at least one first-aid officer for every thirty participants at an event.

Note; Parents who are supervisors/assistants at camp must hold a **Blue Card**.

4.3 Activities

Make sure all the activities are inclusive. If they are not, then make sure there are alternatives for those who do not want to be involved in the designated activity. Do a risk assessment of all activities planned. Have these documents with you during the event to refer to during the running of activities. A separate form should be used for each different variety of activity. Check that all activities have the correct supervision and instruction. If an activity requires a trained instructor, make sure one is available. For example, water based activities require a qualified lifesaver to supervise at all times. Lists of the activities for which specific guidelines are necessary are listed below. Strict guidelines cover each of these activities. If you are unsure as to the guidelines you should contact the Youth & Family Ministries Coordinator on (07) 3511 4000 (ext 1). Remember to always check that these activities are covered by insurance before engaging in them.

Abseiling	
Bushwalking	(Day, Multi-day, Multi-day and remote)
Canoeing	(Open canoes, Flat water, swift water)
Caving	(Horizontal caving, Vertical caving)
Canyoning	(Horizontal canyoning, Vertical canyoning)
Cycling	(Mountain biking, Touring)
Initiative Activities	
Four Wheel Driving	
Horse Riding	
Kayaking	(Flat water, Swift water, Inshore ocean)
Orienteering	
Rafting	(Flat water, Swift water)
Rock Climbing	(Top Rope, Bouldering)
Ropes Courses	
Sailing	
Snorkelling	
Snow Skiing	(Alpine, Snowboarding)
Snow Skiing	(Cross Country – Day, Multi-day, Multi-day and remote)
Surfing	(Surf Board, Body Board, Body Surfing)
Tobogganing	
Waterskiing	
Windsurfing	(Sail boarding)

The following activities are considered beyond the capacity of schools to deliver safely: Scuba Diving, Sky Diving (parachuting), Lead Rock Climbing, Ice Climbing, Offshore Ocean Kayaking.

4.4 Consent and Indemnity Forms

Make sure your Head of Sub- School or Principal is aware of the event or activity you are planning, and that they have given their approval in writing. This is a requirement for coverage through the **LCA Insurance Fund**. Before any participant can attend your event/activity, make sure that parents have signed a **Consent and Indemnity Form** and provided medical information about their child attending through the **Activity/Excursion/Camp** form.

You must provide to the parent/s of the child attending your event a letter describing the events that will be occurring, location of the event, times, dates and emergency phone numbers. This should include the Director's mobile number in addition to the event location phone number. This gives parent/s a clear idea of what is happening at the event and gives them the reassurance they can reach their child at any stage.

4.5 Medical Form

A completed medical form (Under 18 year olds) must be received by the organisation before a child or young person can participate in an event. It is essential that this form be completed in full. Upon receiving the form ensure each question has been answered and if not return the form to the parent to complete in full.

Section 5: Dealing with Incidents

5.1 Harm/Abuse (Refer to the College Child Protection Policy)

Note: It is mandatory for staff members of a school to report in writing to their Principal if they reasonably suspect harm (emotional, physical, sexual) has been done to a child.

5.2 Supervision and Giving Instructions

Before giving instructions for an activity, ensure that all participants and leaders are attentive. Clearly explain the rules and instructions needed for the activity to run smoothly. If necessary, have the group repeat back parts of your instructions so that you know that the group has understood what you have just told them. Make sure that all risks that you are aware of have been identified to the group and that they understand what the consequences may be from those risks. Don't be afraid to stop an activity to clarify instructions, or to give more *instructions* if new risks have been identified.

Have a number of people not involved in the activity to help supervise and identify people not following the instructions. This will help to eliminate any possible incidents occurring. It also allows you to concentrate on running the activity. Instruct these people before the activity so that they know of the rules and instructions and of the risk you have previously identified.

5.3 Injury Incident Report Forms

Injury Incident Report Forms contain valuable data for monitoring risk management procedures and policies. They also alert us to issues that require ongoing attention or that place the school 'at risk'. The **5.1 Injury Incident Report Form** must be completed when an injury occurs during a school activity. It is essential to complete this form as soon as possible after an incident has occurred. This will ensure information collected is as accurate as possible. Information collected includes names and contact details of witnesses. It is important to ensure that these witnesses remain after an incident occurs in order to collect this information immediately. The information on this form needs to be as detailed as possible. It is essential that in the event of serious injury, the **LCA Insurance Fund** is notified. They can be contacted on (08) 8360 7200.

5.4 Non Injury Incident Report Form (See Child Protection Policy for further information).

The **5.2 Non-Injury Incident Report Form** must be completed when an incident occurs during an event yet no injury was reported. This could include incidences of bullying, sexual abuse or disclosure. A copy of this form should be forwarded to the Head of Sub-School. **Please note, staff members are REQUIRED to use this form if they believe harm has been sustained by a child. Students are also ENCOURAGED to use this form to report an incident or a situation that is concerning them.**

A major motivation for collating **Injury and Non-Injury Incident Report** forms is to look for trends. To have a certain type of accident once may be unavoidable, but if particular types of accidents are occurring with some frequency, then further investigation is required. It may be that further accidents can be avoided by changing a policy or altering our teams to a trend in certain types of accidents. *Source: ChildSafe, Scripture Union Australia, Version 1.1*

5.5 Media Enquiries

The media have a role to play in reporting items of interest to the public. Representatives from the media may make contact with staff to gather details of the incidents of abuse or injury. It is essential to inform all staff, volunteers and paid, that a **SALC** media policy exists. This policy states that at no times should employees of the school other than the Principal make statements to the media. If a representative from the media makes contact, it is important to make no comment, but instead ask for details of their name, organisation and phone number. The representative should be informed that the school will make contact with them as soon as possible. The contact details of the media representative must be forwarded to the Principal's office immediately for their action.

Section 6: Review Process – After the Event

6.1 Follow up of Incident / Disclosure

The **SALC Child Safety and Risk Management Policy** and **Child Protection Policy** are designed to identify and minimise the risk of harm to children and young people. When the procedures outlined are followed, we are taking all reasonable steps to ensure the safety of participants. Even when all steps are taken, accidents and unforeseen incidents may occur. When this unfortunately happens, it is important to learn from these incidents. When **Injury Incident or Non-Injury Incident report forms** are forwarded to **SALC**, a review of procedures will determine what may need to occur in future events to minimise risk of a repeat incident.

6.2 Complaints Process

When an incident occurs, it is important that all relevant information is gathered to allow a review to occur. This information may be contained within a complaint. A complaint process is the avenue that allows participants, parents, volunteers or paid staff to discuss with the authorising body their concerns. A complaint form can be found in the templates section. This form should be completed by the complainant or by the person hearing the complaint for the first time. This form should be kept on file for future review. It is important to take contact details of the complainant to ensure a follow up is able to take place if requested. It is difficult to follow up on an anonymous complaint, therefore we would encourage anyone wishing to make a statement of complaint to give their name and contact details.

6.3 Exit Interviews for Children and Parents

Sometimes a participant may exit an event or the school unexpectedly. Sometimes they may give a reason for doing so. It is also their choice to not give a reason. Sometimes when abuse has occurred, a person will leave a programme or the school. The person leaves often without telling anyone the reason why. It is important to know when abuse has occurred to ensure that future risk to children and young people can be identified. If there is concern or suspicion that there is a serious reason behind their exit, it would be appropriate to hold an exit interview. The **6.2 Exit Interview for Children and Parents Form** can be found in *templates* section. This form can act as a guide in seeking information around any areas of concern. Further specific questions can be added to this form. Any exit interview carried out with children, should be done with the permission and in the presence of their parents.

6.4 Exit Interviews for Staff (Paid and Volunteer)

For similar reasons staff, both paid and volunteer may leave a school or an activity without ever giving a reason why. It would be inappropriate to question a staff member if they choose to keep this reason to themselves. If they wish to discuss the reasons around their departure from the school it would be appropriate to follow the questions set out in form **6.4 Exit Interview for Staff and Volunteers**. The information contained in their answers may assist in further developing and improving services to children and young people.

6.5 Reviewing the Process

When an incident occurs during a planned event, the department organising the event should meet to discuss compliance with the policy.

6.6 Annual Review of Risk Management Policy

The policy and procedures outlined in this document must be followed as closely as possible. Feedback on the policy is always welcome. It is with this feedback and suggestions that we aim to review the policy annually. When changes are made to the policy document itself, details of the changes will be forwarded to staff.

The **LCAQD Child Protection and Safety Risk Management Policy** is available online at the **LCAQD** website: <http://www.lutheran.edu.au/>. Feedback and suggestions should be forwarded at any time to:

LCAQD Safe Place Coordinator
PO Box 1535
Milton Qld 4064
Phone: (07) 3376 3853
Email: renwick.kellie@qld.lca.org.au

Or

Youth and Family Ministry Coordinator
PO Box 1535
Milton Qld 4064
Phone: (07) 3511 4000 (ext 1)
Email: emma.graetz@lca.org.au

Section 7: Templates – found on Common drive/Teacher/College forms/forms

Numbering in the following list relates the forms to the categories 1-6 above:

- 1.1 Checklist for Self Audit
- 2.1 Blue Card Register
- 3.1 Recruitment Checklist
- 3.2 Application Form
- 3.3 Interview Schedule
- 3.4 Referee Schedule
- 3.5 Code of Conduct Form
- 3.6 Driver Code of Conduct
- 3.7 Code of Conduct for Teachers
- 3.8 Performance Indicators for All Staff
- 4.1 Venue Risk Assessment
- 4.2 Activity/Camp/Excursion Risk Assessment Form
- 4.3 Activity/Camp Excursion Form (incl. Consent Form)
- 4.4 Activity/Camp Excursion Checklist
- 5.1 Injury Incident Report
- 5.2 Non-Physical Injury Report
- 6.1 Complaint Form
- 6.2 Exit Interview Children & Parents
- 6.3 Volunteer Details Form
- 6.4 Volunteer Agreement Form