

Frequently Asked Questions regarding the new Risk Assessment Policy as outlined by the CCYPCG and Child Protection and Other Acts Amendment Bill 2010.

For Parents/Carers of students boarding at TKIS.

The school follows a CCYPCG approved Risk Management Policy for Boarding Schools in the State of Queensland which states clearly that 'child accommodation service providers' (i.e. boarding schools) are legally responsible for the well-fare of their boarding students until such time as the student is 'lawfully released' from the school into the care of the child's legal guardian or a 'suitably qualified adult' who accepts full legal responsibility for that child.

This policy is compliant with Child Protection and Other Acts Amendment Bill 2010, Child Protection Act 1999, Commission for Children and Young People and Child Guardian Act 2000, Education Services for Overseas Students (ESOS) Act 2000, Education (Accreditation of Non-State Schools) Act 2001.

According to the policy ...

Q. What needs to be done when you collect your boarding son/daughter from TKIS?

A. (i) You need to notify the school at least 48 hours in advance of your intention to personally collect your child from the school. If the child is a mid-week boarder and you intend to collect the student on Friday afternoons and return them Monday mornings every school week (for example), then this advance notice can be in the form of a 'Permanent Notice' which only has to be provided once.

AND (ii) You need to physically sign the Boarder Sign-Out (Release & Indemnity Agreement) form when you collect your child. Copies of this form are available from staff at the dormitories (if you are collecting your child before or after school) or the admin office (if you are collecting your child during school hours). For legal and safety reasons, this form needs to be signed EVERY time you collect and return your child.

Q. What is the Boarder Sign-Out (Release & Indemnity Agreement) form?

A. It's a simple form, that once completed and signed by you (the legal guardian) satisfies the legal requirements relating to the removal of a student from a boarding school's care. It states that you are releasing the school from its 'duty-of-care' obligations and assuming full legal responsibility for your child until the child is returned and signed-back-in to the school.

Q. Who has authority to Sign-Out or Sign-In a child from a Queensland Boarding School?

A. Only a person who is legally responsible for that child (normally the parent/carer) is permitted to remove that child from a registered child accommodation service provider's care.

Q. What if you can not physically get to the school to sign your child in or out - how do you give permission for your child to be collected from school by someone else?

A. This is difficult because the child protection laws in Queensland will now only permit a 'child accommodation service provider' (i.e. a boarding school) to release a child into the care of a person who is legally responsible for the care of that child AND who has legally accepted that responsibility. This means that even written statements from parents like: *"One of the children boarding at your school is having a party, I give permission for that child's father to pick up my son and take him to the party"* or *"Mary's big sister June and her boyfriend will come and collect Mary after school on Friday"* are no longer acceptable, because in these examples, neither of the people who would be collecting the child is legally responsible for that child and so the school can't release the child into their care.

In other words, just giving someone permission to pick up your child is not acceptable any more. You have to lawfully give them (and they have to lawfully accept) full legal responsibility for your child in writing before the school can release the child into their care.

It's a very complicated procedure, but we have simplified it as best we can by providing a group of forms that need to be completed and signed and forwarded to the school at least 48 hours prior to when you want your child to be collected by this other person. You will of course need to contact this person and advise them that they will be legally responsible for your child. Since this is a legal process, you will also need to know their full name, address and date of birth. (Oh ... and this person must also be either a direct family member over the age of 17 or a 'suitably responsible adult' over the age of 20 who your child knows personally.)

Q. My daughter wants to go to a party being organised by a mid-week boarder or day student of the school this weekend. Can she go?

A. If you personally sign her out of the school on Friday afternoon, then technically what she does over the weekend is none of the school's business or concern and the matter is totally up to you as the parent to decide whether she goes or not. If you can't sign her out however, then you have two options ... find a way for an adult to legally sign her out on your behalf (see the previous question) or leave her in the school and leave it up to the school to decide whether she goes or not. We should point out that while a student is in the school's care, our number one priority is the safety and security of that student. Since we would not be able to accurately assess the risks involved in attending a party at night off campus, then we would have no alternative but to decline permission.

FORM BPT-1

Example of Parental Transfer of Legal Responsibility Forms that collectively would need to be completed: [To be completed and signed by parents/carers who wish to organise for someone else to legally collect and sign their child out of the boarding school for a weekend, overnight, day-trip, end-of-term return home, etc]

To: Principal, TKIS, Ogilvie Place, Kooralbyn, Q 4285. Fax: **5544 6108** Email: admin@tkis.qld.edu.au

From: [Name of Parent/Carer]

I hereby advise that I give authority for my child/ward [Name of student]:
to be collected from The Kooralbyn International School by the suitably responsible adult ('the collector') whose personal details appear below and I further advise that I have advised 'the collector' of their legal obligations in relation to assuming responsibility for my child and I further advise that once my child is collected by 'the Collector' that I release The Kooralbyn International School, its governing body and staff from all their duty-of-care responsibilities in relation to my child (named above).

Full Name of 'The Collector':

Residential Address of 'The Collector':

Date Of Birth of 'The Collector':

Contact Phone Number of 'The Collector':

'The Collector' is A Family Member over the age of 17 or
 A responsible adult over the age of 20 who is known to my child/ward

Day/Date and Time my child/ward will be collected from TKIS:

Day/Date and Time my child/ward will be returned to TKIS:

I intend to provide this authority to 'the collector' every week until further notice or
 on the above date only

Signed [Signature of Parent/Carer]:

Date:

[NOTE: I will be personally contacting the school via telephone on 07 5544 5500 during office hours to confirm this advice at least 48 hours prior to collection and 'the collector' will sign the Boarder Sign-out form on my behalf when collecting my child/ward.]

FORM BPT-2

Example of Acceptance of Legal Responsibility Form: [To be completed and signed by the suitably responsible adult (referred to Form BPT-1 as 'The Collector') who has been legally authorised to collect and sign someone else's child out of the boarding school for a weekend, overnight, day-trip, end-of-term return home, etc]

To: Principal, TKIS, Ogilvie Place, Kooralbyn, Q 4285. Fax: **5544 6108** Email: admin@tkis.qld.edu.au

From: [Full Name of the adult who is assuming responsibility for student]:

Full Address:

Contact Phone Numbers:

I advise that I have authority to collect and accept legal responsibility for [Name of Student]:
and as such I release The Kooralbyn International School, its governing body and staff from their duty-of-care obligations in relation to the above named child until such time as I return the child into the school's care.

I further advise that I have been advised of my legal responsibilities and accept those responsibilities in relation to the child whose name appears above.

Day/Date and Time I intend to return the above name child to the school:

Signed [Signature of adult who is assuming responsibility for the student]:

Date: