



THE KOORALBYN INTERNATIONAL SCHOOL

Child Risk Management Strategy

Purpose:	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Status:	Approved	Supersedes: Previous Policy
Authorised by:	School Governing Body	Date of Authorisation: October 2025
References:	<ul style="list-style-type: none">• <u>Working with Children (Risk Management and Screening) Act 2000 (Qld)</u>• <u>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</u>• <u>Child Protection Act 1999 (Qld)</u>• <u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u>• <u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u>• <u>Education (General Provisions) Act 2006 (Qld)</u>• <u>Education (General Provisions) Regulation 2017 (Qld)</u>• <u>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</u>• <u>Education (Overseas Students) Regulation 2018 (Qld)</u>• <u>Education (Queensland College of Teachers) Act 2005 (Qld)</u>• <u>Education and Care Services National Law (Queensland)</u>• <u>Criminal Code Act 1899 (Qld)</u>• Blue Card Services <u>Child and Youth Risk Management Strategy Toolkit</u>• <u>Restricted Person Declaration Form</u>	
Review Date:	Annually	Next Review Date: October 2026
Policy Owner:	School Governing Body	

1. Statement of Commitment

The Kooralbyn International School (TKIS) is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm.¹ In practice, TKIS is committed to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* ("the **Act**") to promote the safety and wellbeing of students means that it will implement the measures outlined below in points.

2. Code of Conduct

TKIS' Employee Code of Conduct is evidence of fulfilment of the requirements of Schedule 1 s.2(2) of the *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)* sch 1 ("Schedule 1").

3. Recruitment, Selection, Training and Management Procedures

TKIS is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, TKIS will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
 - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
 - A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
 - Management processes that are consistent, fair and supportive.
 - Performance management processes to help employees to improve their performance in a positive manner.
 - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
 - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.

¹ *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)* sch 1 s.2(1)

- Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the school's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm to a child.
- Keeping a record of the training provided to employees.
- Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of TKIS' fulfilment of the requirements of Schedule 1 s.2(3).

4. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under TKIS Child Protection Policy and the Child Protection Procedure, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.

This information is set out in more detail in The Mandatory Reporting Schedule, Appendix 1 of this document.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form, Appendix 2 of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, TKIS Principal will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

Any report made under this section or under TKIS Child Protection Policy will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899*. An 'adult' includes students 18 years and over, parents/guardians and volunteers.

This commitment is evidence of TKIS' fulfilment of the requirements of Schedule 1 s.2(4).

5. Managing Breaches of this Child Risk Management Strategy

TKIS is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employee Code of Conduct, Complaints Policy and Procedures (Students, Parents/Carers and Staff), and this is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

6. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state The Kooralbyn International School commitment to reviewing the Strategy

annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

7. Blue Card Policies and Procedures

TKIS Blue Card Policy and Register are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(b).

8. High Risk Management Plans

TKIS is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis.

TKIS will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of TKIS' fulfilment of the requirements of Schedule 1 s.2(7).

9. Strategies of Communication and Support

TKIS' commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee handbook, school management system and website is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

TKIS is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

Responsibilities

TKIS is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

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

Compliance and Monitoring

TKIS is committed to the annual review of this Strategy. TKIS will also record, monitor and report to the School Board and the Senior Executive Team and others as appropriate regarding any breaches of the Strategy.

In addition, TKIS is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- The Kooralbyn International School Blue Card Policy
- The Kooralbyn International School Blue Card Register
- The Kooralbyn International School Child Protection Policy
- The Kooralbyn International School Child Protection Procedures
- The Kooralbyn International School Complaints Handling Policy
- The Kooralbyn International School Complaints Handling Procedures
- The Kooralbyn International School Employee Code of Conduct

- The Kooralbyn International School Performance Management System
- The Kooralbyn International School Professional Learning Policy
- The Kooralbyn International School Recruitment Policy
- The Kooralbyn International School Restricted Person Declaration Form
- The Kooralbyn International School Risk Management Framework

Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Child Safety, Seniors and Disability Services [Child Protection Guide](#) resource
- [Blue Card Services resources](#)

Appendices

- Appendix 1 - The Mandatory Reporting Schedule
- Appendix 2 - Report of Suspected Harm or Sexual Abuse Form

Appendix 1

Mandatory Reporting Schedule

Trigger Event	Who is the First Person?	Mandatory Action	Recipient of Report	Timeframe
Awareness of abuse, suspected abuse, or a reasonable suspicion of abuse involving a child	Staff member (not the Principal)	Prepare a written report	School Principal OR Director of the School's Governing Body	Immediately
Written report received from staff member	Non-State School Principal	Give a copy of the written report	Police Officer	Immediately
Written report received from staff member	Director of the School's Governing Body	Give a copy of the written report	Police Officer	Immediately
Awareness of abuse, suspected abuse, or suspicion	School Principal (as first person)	Prepare a written report	Police Officer	Immediately
Written report made by Principal	School Principal	Give a copy of the written report	Director of the School's Governing Body	Immediately
Child is in immediate danger	Any person	Contact emergency services	Emergency Services (000)	Immediately

Appendix 2

Private and Confidential

Date the information was received: _____

THE KOORALBYN INTERNATIONAL SCHOOL | Ph 5544 5500 | www.tkis.qld.edu.au | admin@tkis.qld.edu.au



Report of Suspected Harm or Sexual Abuse [Form]

Details of student/child harmed or at risk of Harm/Abuse:

Legal Name or child reported to be at risk: _____ Preferred Name: _____

Primary Language Spoken: _____

Child's Residential Address: _____

Child DOB: _____

Gender: _____

Year Level: _____

Does the child have a disability?: _____

Disability Category: _____

Child's Phone: _____

Child's Personal Mobile: _____

Aboriginal: Torres Strait Islander: Both:

Family Details:

Parent/Caregiver 1 Name: _____

Residential Address if different from student's: _____

Phone (Home): _____

Phone (Mobile): _____

Relationship to child: _____

Parent/Caregiver 2 Name: _____

Residential Address 2 if different from student's: _____

Phone 2 (Home): _____

Phone 2 (Mobile): _____

Relationship to child: _____

Person alleged to have caused the harm or abuse:

Adult family member: Child family member: Student/Other child: Other Adult: Unknown:

Name of suspected person(s) if known: _____

Any Attachments?: YES: NO:

Please indicate the identity of anyone who may have information about the harm or abuse (include their relationship to student/child and contact details if known): _____

YES: NO:

Staff Member making this report, if not the principal:

Name of reporter: _____ Position of reporter: _____ Name of Principal: _____ Email of Principal: _____

Response requested by school?: YES: NO:

Any Attachments?: YES: NO:

Checklist of Actions Taken:

(Please indicate which agencies this Report of Suspected Harm or Sexual Abuse form was sent to)

QLD Police Service Ops:

Child Safety Services:

Child Safety Regional Intake Service: 1300 679 849

Ph: 13 32 64 or <https://family.support.referral.org.au/>

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