

CHILD AND YOUTH RISK MANAGEMENT STRATEGY



OSHC

Outside School Hours Care

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

[Updated March 2025]

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SERVICE DETAILS							
NAME OF SERVICE	Mueller College OSHC						
ADDRESS	75 Morris Rd, Rothwell Q 4022						
EMAIL ADDRESS	r.rose@mueller.qld.edu.au						
APPROVED PROVIDER	Mueller Community Church		PHONE NUMBER		(07) 3897 2754		
SERVICE SE NUMBER	SE 00000955		PROVIDER NUMBER		19006757A		
OPERATING DETAILS							
Days of operation	MON	TUE	WED	THUR	FRI	SAT	SUN
Hours of Operation	Term: 6am-9am 3pm-6pm Holidays: 6am-6pm	Term: 6am-9am 3pm-6pm Holidays: 6am-6pm	Term: 6am-9am 3pm-6pm Holidays: 6am-6pm	Term: 6am-9am 3pm-6pm Holidays: 6am-6pm	Term: 6am-9am 3pm-6pm Holidays: 6am-6pm		
	120	120	120	120	120		
	13	13	13	13	13		

PURPOSE

This Child and Youth Risk Management Strategy has been developed in consultation with children, families, educators, management, approved provider and relevant stakeholders to demonstrate the organisation's aim and willingness to keep children and young people safe. Our Child and Youth Risk Management Strategy ensures our service complies with legislative requirements, including the *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2020*.

RELEVANT LEGISLATION

- Child Protection Act 1999 (QLD)
- Working with Children (Risk Management and Screening) Act 2000 (QLD)
- Working with Children (Risk Management and Screening) Regulation 2020 (QLD)
- Working with Children (Risk Management and Screening) and Other Legislation Amendment Act 2020 (QLD)
- Human Rights Act 2019 (QLD)
- Criminal Code Act 1899
- Child Protection Regulation 2023

SCOPE

This Child and Youth Risk Management Strategy applies to management, the approved provider, nominated supervisor, practicum students, staff, families, visitors (including contractors) and children of the Service.

NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

Our Child and Youth Risk Management Strategy aligns with the National Principles for Child Safe Organisations. The National Principles for a child safe organisation are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes for complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

COMMITMENT

STATEMENT OF COMMITMENT

The Mueller College Outside School Hours Care Service regards as of utmost importance its role in the protection of students in its care. This includes the Service's moral and legal duties to care for students associated with the Service whilst not in the care of their parents or other primary carers. Such a policy includes a statement of commitment to the safety and wellbeing of students whilst attending the Mueller College OSHC Service.

Mueller College OSHC educators and management will be committed to providing an environment that is safe and promotes the wellbeing of all students at all times by:

- ensuring children's rights are upheld and protected through education, support and respectful interactions.
- directing educators to ensure that, when setting up for all activities, there is a safe physical environment as far as reasonably foreseeable.
- actively supervised by at least 2 educators at all times. Educators over 18 years of age, may be alone in a specified area with one group while another is with others attending a different location on campus. A ratio of 1:15 will be maintained in both groups any time the groups are not in close proximity in accordance with the Education and Care Services National Regulations. At all times a minimum ratio of 1:15 will be maintained at the Service. This ensures that they are protected from harm caused by:
 - physical injury; or
 - harassment and other non-physical harm to the student, whether caused by other students, educators, parents of other students or any other person.
- ensuring educators are not alone at the Service with a single student, except in an emergency.
- ensuring educators supervise all areas available to students in accordance with the Service supervision plan.
- ensuring parents are aware and agree to have photos of their child taken at the Service for the use of observation, record keeping, displays, use on Xplor playground or other similar online reporting programs and advertising if permission is granted.
- instructing students to inform educators when they wish to go to the toilet. Educators will follow toileting policies at all times. Students will have direct access to the main Service toilets whenever required. When using other parts of the school students will go in groups of two, along with an educator escort to ensure safety.
- ensuring Licensee's, Nominated supervisor, educators and volunteers comply with legal requirements to apply for, and hold, a current positive suitability notice under the Commission for Children and Young People Act, 2000, Child Care Act, 2002. Educators with Teacher qualifications may also hold an exemption card due to teacher registration.
- committing to taking any failure to act in accordance with the Service Policies and Procedures pertaining to child safety to the Management committee for discussion and deliberation on the appropriate outcomes for those involved.

Educators will:

- Ensure they maintain Service technology policies and refer to guardian permissions before using photos of students in documentation, records, displays and promotions.
- Complete all necessary operational checklist to ensure safety, including workplace health and safety, playground and cleaning checks.

- Comply with Workplace Health and Safety advice and refer to Child Protection documents and training to inform practice.
- Supervise all areas as directed in the supervision plan.
- Diligently apply for and update blue card information as necessary.
- Follow all policy and procedure to promote the safety and wellbeing of children.

Nominated Supervisors and Approved Providers will:

- Support educators in fulfilling the daily duties and systems to promote the safety and wellbeing of children as outlined above.
- Ensure all educators have access to annual Workplace Health and Safety and Child Protection training.
- keep a copy of all relevant suitability notices referred to above.
- Ensure all potential employees are checked against the NQAITs prohibited Person's Register before engaging in any work at the Service.
- Will work with management to ensure that the Service and its educators are aware of all legislative requirements and changes relating to the protection of children, including under the Child Care Act and other relevant legislation.

CODE OF CONDUCT

Code of Conduct Guidelines are located throughout the following Service policies: Employee Code of Conduct, Child Safety Code of Conduct, Family Code of Conduct, Respect for Children & Young People Policy, Interactions with Children & Young People Policy, Child Protection & Reporting Policy, Behaviour Guidance Policy, Anti-Bias Policy, Children & Young People Technology Policy, Photographic Images & Video Policy, Providing a Child Safe Environment Policy, Providing a Drug, Alcohol & Smoke Free Environment Policy, Toileting Policy, Children & Young People Requiring Toileting Assistance Policy, Workplace Health and Safety Policy, Risk Management Policy, Shared Facilities Policy, Role & Expectation of staff Policy, Volunteer & Practicum Student Policy, Relief & Vacation Care Support Staff Policy, Staff Technology & Personal Device Policy, Community Engagement Policy, Visitor Policy, Privacy and Confidentiality Policy, Record Keeping Policy, Notifications & Reporting Policy and Suitability Notice & Prohibited Persons Policy.

COMMITMENT

	AVAILABLE	LOCATION	ACTIONS REQUIRED
Statement of Commitment	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Code of Conduct	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Supervision Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Behaviour Guidance Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Interactions with Children Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Safe Transportation Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Incident, Injury, Trauma & Illness Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Nappy Change and Toileting Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Practicum student and Volunteer Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Photograph Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Cyber Safety Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Tobacco Drug Alcohol Free Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Health and Safety Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025

Privacy and Confidentiality Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
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CAPABILITY

RECRUITMENT

Our Service aims to implement a robust, well-planned recruitment process to ensure we select the best person for the position and the needs of our Service.

A Recruitment Plan has been developed as part of the Recruitment, Employment Policy to provide guidance and processes to follow during the recruitment stages.

Our Recruitment, Employment and Probation Period Policy provides guidance to ensure we select the best person for the position. The recruitment and screening processes play a vital role in protecting children from harm.

Position Descriptions outline expectations and objectives to ensure staff provide a safe and supportive environment for children and are reviewed regularly to ensure currency. Job Descriptions describe qualifications, experience and skills required for the position.

Job advertisements include qualification, skills, experience and WWCC requirements.

An Employment Application Form is completed for each potential applicant. The form includes details regarding WWCC, Child protection training, qualifications, references, prohibition notice declaration

A Practicum student /Volunteer Application Form is completed for all practicum students and volunteers prior to engagement with the service. The form includes details regarding WWCC.

The Interview Guide and Questionnaire provides guidance regarding interview questions, including questions relating to child safety and child protection

Reference Checks are conducted and recorded for all potential employees including confirmation of employment, concerns during previous employment, concerns regarding their ability to work directly with children and commitments to ensuring child safety.

Our Probation and Orientation & Induction Policy ensures new employees are aware of their roles and responsibilities to enable effective performance within their employment.

A formal induction and orientation program, including *New Employee Induction Checklist and Practicum student/Volunteer Induction Checklist* provides an opportunity for new employees to have an understanding of the values and organisational culture within our Service.

A Staff Handbook is available to all staff, practicum students and volunteers as a reference point for key policies, procedures and practices including valuable information on providing a child safe environment.

An Employee Exit Survey is offered to employees who have left the service to assist the service to identify possible areas of improvements.

PROFESSIONAL DEVELOPMENT TRAINING

Our Professional Development Policy outlines procedures for identifying areas in which our educators and staff can enhance skills and knowledge in the early childhood industry through relevant and effective professional development and training.

Ongoing mentoring for educators allows detail and guided professional development to be delivered to ensure deeper growth and understanding of critical legislation, Policies and Procedures.

Individual Professional Development Plans are developed based on performance appraisals detecting strengths, interests, and goals.

A Professional Development Record is completed for each educator once training has been undertaken to ensure a record is kept. Educators seeking accreditation can use this record as evidence of professional learning.

PERFORMANCE MANAGEMENT

Our Performance Monitoring Policy provides guidance for employers and management on how to monitor performance, plan and review work objectives and understand staff achievements.

Performance Review Forms are used to document and record the performance review process which assists staff to develop an understanding and expectation of their role, reflect on achievements and challenges and plan goals that may assist in accomplishing performance outcomes and expectations in the future.

CAPABILITY

	AVAILABLE	LOCATION	ACTIONS REQUIRED
Recruitment Plan	☐ Yes ☐ No	Service Policy	Reviewed Dec 2024
Recruitment Policy	☐ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Position Descriptions	☐ Yes ☐ No	Dropbox, induction information	Reviewed Mar 2025
Employment Application Form	☐ Yes ☐ No	Dropbox, induction information	Reviewed Oct 2024
Practicum student /Volunteer Application Form	☐ Yes ☐ No	Dropbox, induction information	Reviewed Oct 2024
Interview Guide and Questionnaire	☐ Yes ☐ No	Dropbox, induction information	Reviewed Oct 2024
Reference Checks	☐ Yes ☐ No	Staff files	Per staff
Probation and Induction Orientation Policy	☐ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Employee Induction Checklist	☐ Yes ☐ No	Dropbox, staff files	For both casual and permanent
Practicum student/Volunteer Induction Checklist	☐ Yes ☐ No	Dropbox, induction information	Reviewed Oct 2024
Staff (Volunteer / Practicum student) Handbook	☐ Yes ☐ No	Dropbox, induction information	Reviewed Oct 2024
Employee Exit Survey	☐ Yes ☐ No	Dropbox, induction information	Reviewed Oct 2024
Professional Development Policy	☐ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Professional Development Plans	☐ Yes ☐ No	Dropbox, staff files	Reviewed Jan 2025
Professional Development Record	☐ Yes ☐ No	Dropbox, staff files	Reviewed Feb 2025
Performance Management Policy	☐ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024
Performance Review Forms	☐ Yes ☐ No	Dropbox, staff files	Reviewed Dec 2024

CONCERNS
CHILD PROTECTION
Our Child Protection Policy aims to ensure all management, educators, practicum students and volunteers understand the meaning, importance and benefits of providing a child safe environment and critically, understand their obligations and requirements under Mandatory Reporting Guidelines. The Child Protection Policy outlines indicators of harm and helps educators and staff know who to identify if a child or young person is, or may be, at risk and how to respond appropriately. Further the policy outlines what actions are required if there is a reasonable belief or an allegation is received, that physical or sexual abuse of a child or children has occurred or is occurring while the child is or children are being educated and cared for by the service. Our Child Protection Policy is reviewed every 12 months
Child Protection Notification Procedure and Child Protection Report Form supports staff to understand their obligations and requirements as mandatory reporters
As per our Quality Compliance Policy our Service Policies are reviewed every 12 months in consultation with families, children, staff and management.
Our Child Protection Policy provides details regarding management of breaches in Child Protection Policy.
Risk Assessments are completed for high-risk activities and special events, including a Child Safe Risk Assessment, Excursions and Transportation

CONCERNS			
	AVAILABLE	LOCATION	ACTIONS REQUIRED
Child Protection Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Child Protection Notification Procedure	☒ Yes ☐ No	Policy, Service, Dropbox	Reviewed Mar 2025
Child Protection Report Form	☒ Yes ☐ No	Policy, Dropbox	Reviewed Mar 2025
Quality Compliance Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Child Safe Risk Assessment	☒ Yes ☐ No	Dropbox, General RAs and Vac RAs	Reviewed Mar 2025
Child Education Program Risk Assessments	☒ Yes ☐ No	Dropbox, General RAs and Vac RAs	Reviewed Mar 2025
Other Risk Assessments as required, example Excursions/Transportation	☒ Yes ☐ No	Dropbox, General RAs and Vac RAs	Reviewed Mar 2025

CONSISTENCY
COMPLIANCE OF BLUE CARD SYSTEM
Our Child Safe Environment Policy outlines procedures to ensure compliance with the Blue Card screening requirements, including outlining the management is responsible for the review and maintenance of Working with Children Checks.
Our Child Protection Policy provides procedures regarding ensuring a Working with Children Check/Blue Card is validated BEFORE an employee/ volunteer or practicum student begins working with children, Management will ensure new employees are linked with the service at the start of employment.
A Team Register has been established and is updated regularly to record employees Working with Children Check information

COMMUNICATION OF CHILD AND YOUTH RISK MANAGEMENT STRATEGY
Our Child and Youth Risk Management Strategy will be developed in consultation with families, staff and volunteers, the Strategy will be available at all times for staff, families, volunteers and practicum students.
Our Child Protection Policy ensures all educators and staff are aware of their commitment to the Child and Youth Risk Management Strategy.
Our Complaints Handling Policy provides procedures for staff, families and volunteers regarding concerns and issues. The policy provides details on how to support staff to resolve issues or concerns within the service.

CONSISTENCY			
	AVAILABLE	LOCATION	ACTIONS REQUIRED
Child Safe Environment Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Child Protection Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Mar 2025
Team Register	☒ Yes ☐ No	Staff files, Dropbox	Reviewed Mar 2025
Dealing with Complaints Policy	☒ Yes ☐ No	Web link, Service, Dropbox	Reviewed Dec 2024

The Child and Youth Risk Management Strategy has been developed in consultation with management of the Service			
STRATEGY PREPARED BY			
Full Name	Rachel Rose	Role/ Position	OSHC Director
Signature		Date	26.10.2023
STRATEGY PREPARED IN CONSULTATION WITH			
Full Name	Lily Satchell	Role/ Position	OSHC Educational Leader
Signature		Date	
APPROVED PROVIDER AUTHORITY			
Full Name	Fin Hatch		
Signature		Date	
STRATEGY REVIEWED	22.10.2024	NEXT REVIEW DATE	2025
MODIFICATIONS	Completed self-assessment and added more about student rights and technology policy updates		

STRATEGY REVIEWED	14.03.2025	NEXT REVIEW DATE	2026
MODIFICATIONS	Review of associated Policies		