

Edmund Rice Education Australia Colleges Ltd, Queensland

Child and Youth Risk Management Strategy

2023

PART 1: COMMITMENT

Statement of Commitment (*mandatory requirement 1*)

Edmund Rice Education Australia Colleges Ltd (EREA Colleges Ltd) is committed to the safety and wellbeing of all students and children. EREA Colleges Ltd values and respects the preciousness and uniqueness of each student and child. At EREA Colleges Ltd we embrace the Gospel values of freedom, justice, love and respect and the teachings of Jesus and Blessed Edmund Rice. All children are precious in the sight of God who calls all of us to care for children and to take action where those in need may not be able to protect themselves.

Creating and maintaining the school as a place of safety in a supportive, nurturing community is an essential part of the EREA Colleges Ltd ethos and forms the basis of our commitment to the protection of students and children. EREA Colleges Ltd strives to ensure a culture within its schools and entities where all who have the responsibility and care of students and children understand that student and child protection is every person's responsibility. Important to developing this culture is ensuring the implementation of strategies enacted to minimise the risk of harm to students and children. That is, the education of staff and students about personal safety strategies and an acknowledgment by EREA Colleges Ltd schools and entities that the safety and wellbeing of students and children must be at the centre of every preventative and protective action they take.

EREA Colleges Ltd, Queensland Child and Youth Risk Management Strategy has been developed in compliance with our obligations under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020* to promote and protect children and young people.

Codes of Conduct (*mandatory requirement 2*)

Edmund Rice Education Australia (EREA) has developed codes of conduct and standards of behaviour for employees, volunteers (including parents), students and other personnel (including contracted persons and groups) in consultation with relevant parties. These codes of conduct set out EREA Colleges Ltd's requirements in relation to the conduct of employees, volunteers, students and other personnel (including contracted persons and groups).

The EREA Colleges Ltd – Queensland, Student Protection Processes and Guidelines complement the National Catholic Safeguarding Standards developed by Catholic Professional Standards Limited (2019) and reviewed by Australian Catholic Safeguarding Ltd (2022).

EREA Employee/Volunteer Code of Conduct

The EREA *Code of Conduct* details, clarifies and affirms the standards of behaviour required by EREA Colleges Ltd schools and entities in the performance of their employees' duties and volunteers (including parents) in their activities in the school. All employees and volunteers must comply with the *Code of Conduct*. It forms part of the contract of employment for all persons employed by EREA Colleges Ltd, including on a temporary, casual, fixed term or continuing basis and agreement entered into with persons (volunteers) who freely offer their services to EREA Colleges Ltd.

The *Code of Conduct* is implemented to assist employees and volunteers within EREA Colleges Ltd to ensure that in their interactions with students/children they behave professionally at all times and observe appropriate boundaries, behaviour and conduct in accordance with EREA's standards and expectations and does not impact or otherwise harm students/children. In addition the *Code of Conduct* covers the employees'/volunteers' duties in relation to risk management and duty of care obligations to students/children.

EREA has uploaded the *Code of Conduct* to its website. EREA Colleges Ltd requires Principals and delegated persons to conduct *Code of Conduct* training for school employees. The *Code of Conduct* is available to all existing and new employees and volunteers and will be an essential component of the induction of all new employees at the commencement of service for volunteers and at best annually to other personnel. EREA has reviewed its *Code of Conduct*.

The *Code of Conduct* is complemented by policies of EREA, EREA Colleges Ltd and its schools, including child protection processes and child protection legislation. Further, child protection processes and child protection legislation (or other statutes) will apply if there is any inconsistency with the *Code of Conduct*.

The *Code of Conduct* includes obligations of persons who fulfil the definition of Employee or Volunteer.

The *Code of Conduct* also sets out responsibilities of employees and volunteers which:

- govern interactions with students, management of students and physical contact with students
- govern interactions between colleagues
- outline expectations regarding the use of technology
- affirm EREA's position on drugs, alcohol, tobacco, sexual harassment, workplace harassment and discrimination
- establish a process for reports and complaints to be made about breaches of the *Code*.

Student Behaviour Support Plan

EREA Colleges Ltd requires EREA Colleges Ltd schools and entities to develop a Student Behaviour Support Plan for their school/entities, in consultation with all groups in the school/entities community and implement that plan for a whole school/entities approach to support student/child behaviour in the school/entities environment.

The Student Behaviour Support Plan must reflect the shared values and expectations of the school/entities to student/child behaviour support and maintain a supportive catholic school environment in the Edmund Rice Tradition.

A student/child code of behaviour must be included in the Support Plan. EREA Colleges Ltd requires all EREA Colleges Ltd Queensland schools and entities to make the Student Behaviour Support Plan readily accessible to students and parents/caregivers.

EREA Child Safe Code of Conduct

The EREA Child Safe Code of Conduct is designed to assist EREA Colleges Ltd to meet its legal obligation to provide a Code of Conduct for interacting with children and young people. The Child Safe Code of Conduct complements the EREA Code of Conduct. Also, the Code is designed to enhance the requirements of EREA Colleges Ltd in its commitment to the provision of a safe and supportive environment for students and children entrusted to the care of EREA Colleges Ltd, Queensland. This Code of Conduct applies to all EREA Colleges Ltd employees in Queensland schools contracted on a continuing, fixed term or casual basis. Volunteers (including parents) are also required to abide by the Code.

The EREA Child Safe Code of Conduct sets out the expectations of EREA Colleges Ltd, Queensland of its employees and volunteers in their interactions with students and children:

- Appropriate Professional Boundaries
- Appropriate Student Behaviour Management
- Appropriate Physical contact with students/children
- Preventing Sexual Misconduct

EREA Colleges Ltd requires EREA Colleges Ltd ,Queensland schools and entities to ensure that:

- the Child Safe Code of Conduct is implemented in the school and entities community;
- all employees and volunteers have access to a copy of the Code;
- parents are made aware of the Code.

PART 2 - CAPABILITY

Procedures for recruiting, selecting, training and managing staff that enhance the safety and wellbeing of children and young people and the protection of children and young people from harm (mandatory requirement 3)

Recruitment and selection

EREA Colleges Ltd, Queensland's recruitment and selection processes aim to recruit and select teaching staff, other personnel and volunteers that work with students/children in EREA Colleges Ltd, Queensland's schools and entities that are appropriately qualified and suitable for working with children and young people.

EREA Colleges Ltd, Queensland's schools and entities are involved in recruitment, selection, training and management of teaching staff, other personnel and volunteers in partnership with personnel from the EREA Colleges Ltd office.

The Principals/Entities Leaders must comply with EREA and EREA Colleges Ltd's policies and procedures in relation to recruitment, selection, training and managing of teaching staff, other personnel and volunteers. These policies are available on the EREA website.

In advertising new positions in schools and entities, EREA Colleges Ltd, Queensland's advertising template states that *"All applications for this position will be submitted to screening procedures as detailed in the Working with Children (Risk Management and Screening) legislation and the Education (Queensland College of Teachers) Act 2005. These checks are consistent with Edmund Rice Education Australia's commitment to the protection of children and young people in their care."*

EREA Colleges Ltd, Queensland adheres to the requirements of 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 2017 and Regulation 2017*, and the *Education (Queensland College of Teachers) Act 2005* with regards to employment.

All non-teaching personnel and volunteers working in EREA Colleges Ltd, Queensland schools and entities are required to comply with EREA Colleges Ltd, Queensland Blue Card Screening Procedures. EREA Colleges Ltd, Queensland requires all non-teaching personnel, volunteers and trainee students who work with students/children and who require a Blue Card under the *Working with Children (Risk Management and Screening) Act 2000*, to obtain a Blue Card and keep it current. All teachers are required to produce evidence of current teacher registration with the Queensland College of Teachers ("QCT") before they commence work in EREA schools and entities and an Exemption Card if relevant.

Training and Management of Employees

EREA Colleges Ltd, Queensland requires all teaching staff, other personnel and volunteers to complete induction training. Principals and Entities Leaders are required by EREA Colleges Ltd, Queensland to ensure that all teaching staff, other personnel and volunteers are provided with induction training on the school's/entity's processes and procedures, the values and expectations of EREA Colleges Ltd and the standard of behaviour required of by teaching staff, other personnel and volunteers in their interactions with students/children. EREA Colleges Ltd, Queensland provides support to EREA Colleges Ltd schools and entities to provide a safe and supportive environment for students/children. EREA

Colleges Ltd conducts induction training for all new Principals, Entity Leaders and Deputy Principals. This training specifies requirements of the Code of Conduct and EREA and EREA Colleges Ltd's key documents and includes meeting key people in EREA Colleges Ltd who support Principals, Entity Leaders and Deputy Principals.

All teaching staff, other personnel and coaches who work within EREA Colleges Ltd, Queensland schools and entities must complete EREA's mandatory Student Protection Online Training for teaching staff, other personnel and coaches within four weeks of commencing their employment. Volunteers are required to read the EREA Colleges Ltd's, Student Protection Processes and Guidelines and EREA's Code of Conduct on commencement of their volunteer services. Volunteers are required to complete EREA's, Volunteer Online Training at the commencement of their volunteer services. All teaching staff and other personnel are required to attend face to face Student/Child Protection training offered by the school/entity during the course of the school year and mandatory online training annually. Student Protection training covers EREA Colleges Ltd, Queensland's requirements under the EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines in relation to reporting by teaching staff and other personnel of suspicions or allegations of:

- sexual abuse/likely sexual abuse of students/children;
- harm or risk of harm to students/children caused by physical abuse, sexual abuse, emotional abuse or neglect; and
- inappropriate behaviour of staff to students.

This training provides EREA Colleges Ltd, Queensland employees who work with students/children sound skills to effectively identify, respond to and report suspicions or allegations, as required by law and EREA Colleges Ltd, Queensland's Student Protection Processes and Guidelines.

Additional on-going training is provided by EREA and Queensland Catholic Education Commission and employees are encouraged to attend. EREA Colleges Ltd's professional safeguarding staff co-ordinate learning opportunities for EREA Colleges Ltd, Queensland employees to enhance their professional or personal knowledge and skills.

EREA Colleges Ltd, Queensland schools and entities give their employees opportunities to attend courses relating to the wellbeing of students/children e.g. Bullying, Harassment, Behaviour Management of students/children, students with special needs.

Where there is a complaint or allegation in relation to teaching staff, other personnel or volunteer of inappropriate behaviour or misconduct EREA Colleges Ltd takes appropriate management action which includes following the requirements of *Child Protection Act 1999*, *Criminal Code 1889*, *Education (General Provisions) Act 2006*, *Queensland College of Teacher's Act 2005*, the EREA Code of Conduct and EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines.

EREA Colleges Ltd provides the Employee Assistance program to give free and confidential counselling to employees who require support.

Other EREA Colleges Ltd Support for the wellbeing of students/children

EREA Colleges Ltd acknowledges that students learn best in school environments in which they feel safe, physically and emotionally, free from bullying and intimidation. EREA and EREA Colleges Ltd, Queensland schools and entities have developed policies, processes and resources to support the care and wellbeing

of students. Employees are made aware of these policies, processes and resources from time to time at staff meetings, 'in-service' days and staff notices.

These policies and processes may include and address:

- Preventing and Responding to Student Bullying
- Management of Drugs and Other Prohibited Substances incidents in schools
- Management of Police Intervention and Interviews Conducted with Students on School Premises
- Management of Weapons in Schools guidelines
- Suicide Prevention guidelines
- Students with Disabilities
- Student Attendance
- Acceptable Use of Technology
- Public Transport Use
- Administration of Medicine to Students
- Critical Incident Management

Every EREA Colleges Ltd, Queensland school employs school counsellors to work with students, parents and staff and provide pastoral care, personal safety strategies, and support for marginalised students and students who may be at risk of being harmed. Each student in EREA Colleges Ltd, Queensland schools is allocated to a pastoral care group with a pastoral care co-ordinator who provides support and guidance throughout years 4 -12. In Early Learning Centres, educators develop caring relationships with each child to enable them to feel safe, secure and supported.

PART 3 – CONCERNS

Policies and procedures for handling disclosures or suspicions of harm (*mandatory requirement 4*)

Student Protection Processes and Guidelines

EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines provide a process for all teaching staff, other personnel and volunteers who work in EREA schools and entities to recognise, respond and report allegations or suspicions of:

- sexual abuse/likely sexual abuse of students/children;
- harm or risk of harm to students/children caused by physical abuse, sexual abuse, emotional abuse or neglect; and
- inappropriate behaviour of staff/volunteers to students/children.

The document EREA Student Protection Processes and Guidelines has 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 Education (General Provisions) 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, the Education (Queensland College of Teachers) Act 2005 and the Non-State Schools Accreditation Board.

The EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines complement the National Catholic Safeguarding Standards developed by Catholic Professional Standards Limited (2019) and reviewed by Australian Catholic Safeguarding Limited (2022).

In compliance with the law, reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student/child or to the Department responsible for Child Safety for harm/risk of harm to a student/child caused by sexual abuse, physical abuse, emotional abuse or neglect. If a report is made in relation to inappropriate behaviour of a teaching staff member, other personnel, or volunteer towards a student/child that report will be handled by the Principal or Entity Leader, with support from the EREA Colleges Ltd Director of Safeguarding & Professional Standards or Manager of Safeguarding & Professional Standards. When required advice will be sought from relevant external professionals and requirements of the law will be complied with. All teaching staff and other personnel must complete mandatory on-line training annually and EREA Colleges Ltd requires Principals/Entity Leaders at EREA to sign off that the mandatory training has been completed. A register of all employees and volunteers who complete the training is kept at the school/entities and is forwarded to the EREA Colleges Ltd Online Training Administrator. External audits are conducted.

The EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines are readily available for teaching staff, other personnel, volunteers, parents, students and carers and EREA Colleges Ltd requires that all EREA Colleges Ltd, Queensland schools and entities upload the Processes and Guidelines to their school/entity website.

EREA has developed a system to enable central management and monitoring where a Record of Concern about student wellbeing is brought to the notice of Chief Executive Officer, EREA Colleges Ltd, including allegations or suspicions of sexual abuse or likely sexual abuse of a student/child, harm or risk of harm to a student/child or inappropriate behaviour of teaching staff, other personnel or volunteer towards a student/child.

EREA has developed a complaints procedure to enable teaching staff, other personnel, volunteers, parents or students to make a complaint that an EREA Colleges Ltd, Queensland school or entity has not complied with the Student Protection Processes and Guidelines. Teaching staff, other personnel, volunteers, parents or students may make a complaint via the Record of Complaint (Form B) about non-compliance with EREA Colleges Ltd, Queensland's Student Protection Processes and Guidelines. Principals and Entity Leaders are required to handle these complaints in accordance with EREA's Procedure for Handling Complaints about non-compliance with EREA Colleges Ltd, Queensland's Student Protection Processes and Guidelines.

School/Entities based Student/Child Protection Contacts

In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2017* each EREA Colleges Ltd, Queensland school and entity must have two stated staff members to whom a student/child can report behaviour of another staff member that the student/child considers to be inappropriate.

In EREA Colleges Ltd, Queensland schools and entities at least two staff members must be appointed

as a Student/Child Protection Contact. The Principal/Entity Leader can nominate to be a Student/Child Protection Contact. The role of the Student/Child Protection Contact is to assist teaching staff, other personnel, parents, students and volunteers in student/child protection matters and to assist staff to make a report when a complaint or allegation of harm to a student/child is received as outlined in EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines. EREA Colleges Ltd, Queensland requires all EREA Colleges Ltd, Queensland schools and entities to make teaching staff, other personnel, volunteers, parents and students aware of the school/entity Student Protection Contacts, through school/entity newsletters, posters prominently displayed in the school/entity and other ways specific to and chosen by the school/entity e.g. daily student notices.

Information about the Student/Child Protection Contacts and requirements for their appointment is detailed within the EREA Colleges Ltd, Queensland's Student Protection Processes and Guidelines.

Student Protection Officers

EREA Colleges Ltd has appointed a Director of Safeguarding and Professional Standards and a Manager of Safeguarding and Professional Standards who will assist the Chief Executive Officer and provide assistance and support to EREA schools, Indooroopilly Montessori Children's House and Mary Rice Early Learning Centre.

A plan for managing breaches of the Child and Youth Risk Management Strategy (*mandatory requirement 5*)

EREA Colleges Ltd takes any breach of its Child and Youth Risk Management Strategy seriously. Breaches may be dealt with as follows:

- if the alleged breach relates to the actions of an employee, the Principal/Entity Leader in consultation with EREA Colleges Ltd will manage this, as appropriate, in accordance with its Employee Misconduct Process and Unsatisfactory Performance Process;
- if the alleged breach relates to a report of inappropriate behaviour of a staff member, other personnel or volunteer to a student/child, the Principal/Entity Leader in consultation with EREA Colleges Ltd will manage this in accordance with the process set out in the EREA Code of Conduct and the EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines;
- if the breach relates to a complaint made via the Record of Complaint about Non-Compliance with EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines, that complaint will be dealt with in accordance with the Procedure for Handling Complaints about Non-Compliance with EREA Colleges Ltd, Queensland's Student Protection Processes and Guidelines and legislative requirements.
- if the breach relates to the action of a contractor, EREA Colleges Ltd will take appropriate action under the college, entity or EREA Colleges Ltd's contract with the contractor.

A risk management plan for high risk activities and special events (*mandatory requirement 7*)

Risk Management Tools

EREA Colleges Ltd requires all EREA Colleges Ltd, Queensland schools and entities to consider all curriculum and non-curriculum activities in terms of their level of risk. When undertaking all activities or special event (i.e. low, medium or high) EREA Colleges Ltd, Queensland schools and entities undertake responsibility for identifying potential risks and considering the safety and wellbeing of students/children and the risk of harm to students/children.

EREA Colleges Ltd requires EREA Colleges Ltd, Queensland schools and entities to develop and implement a risk management plan to remove or minimise the risk of harm to students/children. The plan includes risk management assessment and risk mitigation which is carried out for activities undertaken within the school/entities and outside the school/entities. Schools are encouraged to access the Queensland Government *Child and Youth Risk Management Strategy Toolkit* and *Blue Card Services Learning Portal – Risk Management* to assist them in relation to risk assessments and risk management plans. EREA Colleges Ltd has support persons to assist EREA Colleges Ltd, Queensland schools and entities with the development and implementation of risk management plans. There are Health and Safety teams and a dedicated Workplace Health and Safety Officer (“WHSO”) at each EREA Colleges Ltd, Queensland school and entity who provides support, if requested, to carry out risk assessments and develop and implement a risk management plan. Internal audits are carried out to ensure that EREA Colleges Ltd, Queensland schools and entities are complying with legislative requirements.

Risk Management for Excursions and other Activities

In EREA Colleges Ltd, Queensland Principals and Entity Leaders are responsible for approving all excursions, retreats, immersion programs and school and outside school activities. EREA Colleges Ltd, Queensland schools and entities have developed parent/carers permission forms and documentation covering excursions (including OH & S standards and Risk Management Plans). A Risk Management Plan and a Risk Assessment Form is used by Principals/Entity Directors to identify, assess and manage risks associated with excursions, school camps, school retreats, immersion programs and outside school activities particular to the school/entities. School/entities staff in carrying out a Risk Assessment and formulating a Risk Management Plan is required to specify on the forms and template used that student protection risks must be assessed and managed.

EREA Colleges Ltd, Queensland schools/entities conduct other outside school activities particular to the school/entities. These activities may include College Productions, Art Festivals, and community support e.g. visits to retirement villages and breakfast vans for the homeless. Risk Management Assessments and Risk Management Plans are carried out for these events and staff responsible for these assessments and plans specify that student protection risks must be assessed and managed.

EREA Colleges Ltd requires the contact details for all students and staff attending Immersion Programs run abroad. The appropriate forms can be found on the EREA Website in the Principals Compendium.

Other Strategies to Minimise Risks of Harm

EREA Colleges Ltd and EREA Colleges Ltd, Queensland schools/entities take seriously their commitment in relation to the safety and protection of students/children and have developed strategies and procedures to manage risks of harm to students/children, for example:

- Supervision – EREA Colleges Ltd, Queensland schools/entities must manage the supervision of students/children appropriately to ensure that there is adequate supervision of students/children as detailed in the EREA Code of Conduct and each schools/entities Position Statement.
- Emergency/Critical Incident situations – EREA Colleges Ltd, Queensland schools/entities have in place procedures to handle emergency situations and critical incidents and are briefed to appropriately handle such situations. These procedures must be sanctioned by EREA Colleges Ltd and the particular EREA Colleges Ltd, Queensland School Advisory Council/Entities Advisory Council.
- Fire/Lockdown – All EREA Colleges Ltd, Queensland schools/entities have procedures to address such situations and must ensure that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school/entities.
- Visitors/Outsiders – EREA Colleges Ltd, Queensland schools and entities must have procedures in place for the management of visitors and other outsiders, including relevant signage and directions together with a visitor sign in register and procedures for signing in and out of the school/entities. These procedures include the wearing of a visitor's pass.
- Media/Communications strategies - EREA Colleges Ltd, Queensland schools and entities must have permission from parents/carers using the forms available for the use of student/child photographs and names in any materials issued to the public in printed or electronic form. Identifying information of students/children must not be used in promotional material without the specific permission of the parents/carers and the students concerned.
- Computer/Internet - All employees and students are required to observe the EREA Acceptable Use Policy and the Consent Form is implemented.
- Travel – Travel guidelines for students/children have been developed by EREA. These guidelines are accessible to staff, parents/carers and students are regularly reminded of these guidelines.

PART 4: CONSISTENCY

Policies and procedures for compliance with Chapter 8 of the *Working with Children (Risk Management and Screening) Act 2000* (which regulates the Blue Card system) (mandatory requirement 6)

Blue Card Requirements and Employee Register

EREA Screening Policy details EREA's requirements in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that the required personnel hold a Blue Card. EREA Colleges Ltd, Queensland's schools/entities and Principals must comply with the requirements of the EREA Screening Policy.

In accordance with legislative requirements EREA Colleges Ltd, Queensland requires all non-teaching staff, other personnel, volunteers, trainee student teachers and school students (e.g. undertaking paid work within schools and Boarding facilities) who work with students/children under 18 years of age to obtain and hold a Blue Card (unless exempt), including:

- all school/entities EREA Colleges Ltd, Queensland employees who are not registered with either the QCT or the Australian Health Practitioner Regulation Agency;
- all employees of EREA Colleges Ltd, Queensland

- volunteers (who are not parents of enrolled children);
- preservice teachers undertaking practical teaching sessions as part of compulsory academic course requirements;
- self-employed people, paid employees other than EREA Colleges Ltd, Queensland employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching or tutoring of a child, individually 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/Entity Advisory Council members (excluding current parents on a board of their own child's school/entity).

EREA Colleges Ltd requires all EREA Colleges Ltd, Queensland schools/entities to maintain a Blue Card Register for all eligible employees, volunteers, trainee student teachers and preservice teachers. Each school/entity has a Screening Contact Person who is appointed by the Principal/Entity Leader. EREA Colleges Ltd requires that the Screening Contact Person is an appropriate Leadership Team Member, Business/Personnel Manager or delegate appointed by the Principal/Entity Leader. The Screening Register and details must be available to the –Chief Executive Officer when requested. The –Chief Executive Officer may request external audits of the school's/entities' Screening Register and other relevant details/information.

All teachers employed by EREA Colleges Ltd, Queensland must be registered with the QCT. Principals/Entities Leaders are required by EREA Colleges Ltd to sight the original certificates of registration and qualifications before employment commences. New non-teaching staff, other personnel and volunteers must have applied for a Blue Card prior to commencing work.

Procedures for reviewing the Child and Youth Management Strategy

To ensure that EREA Colleges Ltd, Queensland's Child and Youth Risk Management Strategy remains current and effective, this strategy will be monitored and reviewed annually. In the event that EREA Colleges Ltd, Queensland identifies concerns, EREA's Child and Youth Risk Management Strategy will be reviewed.

In the review, EREA Colleges Ltd will record the date of the review, where the review took place, who was present and what was discussed. Issues to be considered in the review include:

- whether EREA's and EREA Colleges Ltd's policies and procedures were followed;
- the effectiveness of EREA's and EREA Colleges Ltd's policies and procedures in preventing or minimising harm to students/children;
- the effectiveness of EREA Colleges Ltd's Queensland schools/entities procedures and guidelines in preventing or minimising harm to students/children;
- whether any risk management incidents/issues occurred;
- the process used to manage any incidents/issues;
- the content and frequency of training in relation to EREA Colleges Ltd, Queensland's Child and youth Risk Management Strategy.

On completion of the review, EREA Colleges Ltd, Queensland schools/entities, employees, other personnel, parents and volunteers will be advised of any changes to EREA Colleges Ltd's policies and procedures as a result of the review and where appropriate training will be provided.

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

Student Protection Training

As discussed previously in this document, all EREA Colleges Ltd, Queensland school/entity based teaching staff and other personnel must complete EREA Colleges Ltd, Queensland's mandatory online training on Child Protection. Teaching staff and other personnel must read the EREA Colleges Ltd, Queensland Student Protection Processes and Guidelines. All staff (teaching and non-teaching) is required to complete the on-line training every two years.

EREA requires all EREA Colleges Ltd, Queensland schools/entities to conduct annual in-services/workshops on Student/Child Protection and EREA Colleges Ltd, Queensland's procedures and the process for reporting child abuse incidents. These in-services/workshops include reporting the behaviour of a staff member, other personnel or volunteer that a student/child considers to be inappropriate.

Training on EREA Colleges Ltd, Queensland's Child and Youth Management Strategy

EREA Colleges Ltd requires EREA Colleges Ltd, Queensland schools and entities to have a copy of EREA Colleges Ltd, Queensland's Child and Youth Management Strategy and the school's/entities' Child and Youth Risk Management Strategy Plan uploaded on the school's/entities' website.

Parents will be informed how to access these documents.