

## CHILD AND YOUTH RISK MANAGEMENT STRATEGY

### 1 Statement of Commitment

Anglicare Central Queensland (AnglicareCQ) supports the rights of children and young people by providing a supportive environment in which their safety and wellbeing is assured. AnglicareCQ responds assertively to observations and reports of treatment of children and young people, which is suspected of being violent, abusive, negligent, exploitative, or discriminatory.

AnglicareCQ responds to observations, suspicions, and allegations of such treatment according to best practice, legislative and regulatory requirements, and provisions of service and other agreements with funding bodies and other partners.

#### 1.1 Purpose

The Child and Youth Risk Management Strategy (the Strategy) outlines the elements, documentation and processes AnglicareCQ relies on to manage risk of harm to children and youth within its operations.

#### 1.2 Review

The Strategy is subject to review at least annually and will be reviewed more frequently depending on triggers such as legislative and regulatory changes, licensing conditions, and internal process changes.

#### 1.3 Resources

- Child Protection [Policy](#)
- Prevention and Response to Harm [Policy](#)
- Prevention and Reporting of Harm [Guidelines](#)

### 2 Code of Conduct

AnglicareCQ's Code of Conduct requires all paid and unpaid staff and contractors to observe at all times the standard of behaviours expected when working with AnglicareCQ. Directors and staff are required to sign the Code of Conduct on acceptance of employment and to review it at least annually.

#### 2.1 Resources

- [Code of Conduct](#)
- [Board Members' Code of Conduct](#)

### 3 Recruitment, selection, training, and management of staff

AnglicareCQ recruits, selects and inducts staff according to organisational policies, best practice, legislative and regulatory requirements. References are checked and documented. Reasons for selection are documented. All staff must hold a valid *Working with Children* Blue Card prior to appointment.

Staff appointed are trained according to the Learning and Development Planner for their position. Planners are individualised for each role's specific needs.

Each person on staff, either paid or unpaid, is supervised by one specific person who is responsible for managing their performance.

### 3.1 Resources

- Position Descriptions
- Recruitment and Screening [Policy](#) and Procedure
- Selection Report
- Induction and On-boarding Policy
- Supervision Policy and Procedure
- [Working with Children Declaration](#)
- Training Policy and Procedure
- Individual Learning and Development Plans
- Program-specific Training Planners
- Performance Review and Development Policy
- Staff Performance Review Procedure

## 4 Prevention and response to harm

AnglicareCQ has in place policies and procedures for identifying, responding and reporting observations, disclosures or suspicions of harm. These support a culture of reporting free from retribution and their implementation respects and safeguards the rights, dignity and needs of children and young people involved.

### 4.1 Resources

- Child Protection [Policy](#)
- Prevention and Response to Harm [Policy](#) and [Guidelines](#)
- Incidents [Policy](#), Procedure and [Guidelines](#)
- [Feedback and Complaints Management Policy](#), Procedure, Acknowledgement and Form

## 5 Management of breaches of the Strategy

All staff paid and unpaid, Directors and contractors must comply with all aspects of the Strategy. AnglicareCQ considers any action or inaction that fails to comply with any part of this Strategy and/or that results or could result in harm to a child or young person to be a breach of this Strategy.

Breaches of the Strategy will be documented, reported, investigated, and managed according to the Incident Management process.

Staff found to have breached the Strategy will be subject to disciplinary action. Where criminal activity is observed, suspected or alleged, Queensland Police Service will be notified.

Acknowledging the vulnerability of children who have been harmed, AnglicareCQ ensures appropriate action is taken in cooperation with the Department of Children, Youth Justice and Multicultural Affairs and the Queensland Police Service to assess and investigate allegations of harm. We care for and work with young people in a way that understands and responds to trauma and is therapeutic in approach.

## 5.1 Resources

- Incidents [Policy](#), Procedure and [Guidelines](#)
- Prevention and Response to Harm [Policy](#) and [Guidelines](#)
- Disciplinary Action [Policy](#) and Procedure
- Managing Poor Performance, Misconduct, and Serious Misconduct Procedure

## 6 Risk management planning for high-risk activities

AnglicareCQ recognises that some activities and circumstances pose a higher risk to the safety of children and young people than others. Activities rated as a risk of medium and above are subject to a risk management planning procedure to ensure risks are identified and managed appropriately.

### 6.1 Resources

- Risk Management [Policy and Framework](#)
- Risk Reporting Procedure

## 7 Compliance with the Blue Card system

AnglicareCQ complies with conditions of the Blue Card system. All Directors and all staff are required to hold a valid Blue Card prior to appointment to AnglicareCQ as staff or Board Directors.

### 7.1 Resources

- Recruitment and Screening [Policy](#) and Procedure

## 8 Communication and support

The Strategy is communicated through the following means:

- To existing staff, via upload to intranet SharePoint;
- To new staff, during induction; and
- To participants and the public, via the AnglicareCQ website.

The Strategy will be a focal point for review and development of policies and other corporate documentation and processes.

This Strategy must be reviewed at least annually.