

# Child and Youth Risk Management Strategy

**Guardian Angels' School, Wynnum**

**2025**

## Introduction

**Guardian Angels' School, Wynnum** is committed to high quality learning and teaching for the students enrolled at our school. We recognise that this is best achieved when children and young people feel safe and respected. We recognise that the protection of children is everyone's responsibility.

Our Child and Youth Risk Management Strategy (CYRMS) complies with the legal requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*. The CYRMS also adheres to the National Principles for Child Safe Organisations and the National Catholic Safeguarding Standards.

As a school within the Catholic Archdiocese of Brisbane we honour the Safeguarding Commitment of the Catholic Archdiocese of Brisbane. At this school, our commitment to the safety of students is founded within our belief in Christ. Our school charism, based on our Mercy Story and Franciscan traditions, is embedded within the CYRMS so it is a living practice for our students and families.

Our school's CYRMS references Brisbane Catholic Education (BCE) system wide policies and procedures which support the safety, protection and wellbeing of students and is contextualised to our school environment. For further information regarding **Guardian Angels' School, Wynnum** CYRMS please contact Veronica Tomerini-Smith, Principal, (07) 3396 4486.

The CYRMS has been developed in consultation with the students and families at Guardian Angels' School, Wynnum.

If a copy of any of the documents referred to below is required in another language or form for accessibility to a student or parent/carer, please contact the Principal of the school.

## 1. Statement of Commitment



Alignment with National Catholic Safeguarding Standards:

- Standard 1: Committed Leadership Governance and Culture
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

Our vision and Catholic values call on us to safeguard those vulnerable to abuse and exploitation so they may engage in a successful and positive education and faith experience.

As a BCE school we are committed to the safety and wellbeing of all students and young people within our schools and communities including Aboriginal and Torres Strait Islander children, those from culturally and linguistically diverse backgrounds and children with a disability. BCE respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that children and young people are entrusted to us by the love of God.

Our approach to safeguarding embodies the National Catholic Safeguarding Standards (NCSS) by operationalising the commitment of BCE as a Catholic Entity to ensure the safety of all who encounter BCE's educational services and Catholic faith community. BCE has zero tolerance to all forms of abuse and exploitation and the safety and wellbeing of students and is paramount. BCE operates under the Catholic Archdiocese of Brisbane *Safeguarding Commitment Statement* which is operationalised through the *Archdiocese of Brisbane Safeguarding Framework* and *BCE Safeguarding Policy*.

### **Guardian Angels' Schools' Statement of Commitment**

- i. Our school's commitment statement is a natural extension of the Archbishop of Brisbane's Safeguarding Commitment Statement for the Archdiocese.

- ii. Guardian Angels' School is committed to the safety and wellbeing of all students. Guardian Angels' School respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that every person is made in the image of God and children and young people are entrusted to us by the love of God.
- iii. The community of Guardian Angels' School espouses the core values of Belonging, Excellence, Courage, Respect and Hope and actively works to embody these values across all relationships and learning. This includes but is not restricted to the school's commitment to the safety, protection and wellbeing of all students in our care at Guardian Angels.
- iv. Guardian Angels' School is committed to developing and maintaining communities of practice in which the safeguarding and protection of students is at its fundamental core through recognising and upholding the dignity and rights of all children. We encourage open and honest communication whereby families (and wider communities if necessary) are informed of any/all relevant issues and are invited to participate in fundamental decisions about the safety of children.
- v. The community of Guardian Angels' School works to consistently empower the students in our care to find their voice, understand those to whom they can speak with if the need arises, and communicate openly with the belief that they will be heard and that those others will always advocate for the students' safety and protection.
- vi. Through ongoing Professional Learning and professional dialogue, the community of Guardian Angels' School actively seek to become and remain informed of the causes and signs of child abuse and neglect. On the occasions where information is received about concerns or witness any matter relating to abuse of a child, the Guardian Angels' School community respond appropriately and report any such concerns to the appropriate authority. This includes contacting the police immediately where there may be immediate risk of harm to any person, especially a child, and liaising with the relevant BCEO staff who work to support the school's response to situations that may compromise the safety, health and/or wellbeing of the students in our care ie BCE Legal, BCE Student Protection, BCE Workplace Health and Safety.
- vii. Every person within the Guardian Angels' School community who comes into contact, or works, with children seeks to uphold the dignity of all children and commits to establishing safe and supportive relationships.
- viii. Guardian Angels' School has documented policies and procedures to prevent risks to children and build a strong culture of safeguarding. These policies and procedures are organised under the titles Health & Safety, Learning & Wellbeing and Staff Conduct. All priests, brothers, sisters, staff and volunteers are expected to follow these policies and procedures and contribute to the culture of care and protection of all children.
- ix. The staff of Guardian Angels' School plan, organise and review all activities with children, proactively considering potential risks and strive to ensure risks are reduced, and eliminated where possible. This is primarily achieved through the school's extension and archived Risk Assessment procedures, along with our committed action to both Lockdown and Evacuation practices. Everyone is encouraged to communicate, through feedback, any area of concern or where our approach may need improvement.
- x. Any person who brings forward a suspicion, concern, knowledge or allegation of current or past abuse of a child at Guardian Angels' School will be responded to sensitively, respectfully, actively and in a timely manner, in line with our lawful obligations and our own and BCE's Complaints Handling Policy.
- xi. The community of Guardian Angels' School regularly undertake internal and external auditing of our safeguarding policies and practices to ensure we supported culture and practices that put the safety of children at the centre of thinking and action. The staff of Guardian Angels' School listen to the voices of children, families, staff members and

others as necessary as we constantly strive to remain vigilant and make improvements that adhere to the fundamental requirements of child safety and protection.

## 2. Code of Conduct



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

BCE's codes of conduct, for employees, students, volunteers and other personnel (including parents/carers, clergy, religious and certain contractors), provides direction on the requirements and expectations on how those persons are to conduct themselves in any activities associated with Guardian Angels' School, Wynnum. This includes particular provisions on what is acceptable or unacceptable behaviour when interacting with students. The school also follows other BCE policies and procedures that support the codes of conduct and are relevant to student safety.

Employees who work at Guardian Angels' School, Wynnum are also bound to comply with BCE's Statement of Principles for Employment in Catholic Schools or the Statement of Principles for Employment in Catholic Education. Certain employees must also comply with other professional standards for their profession.

The key documents are set out below.

### 2.1 BCE Employee Code of Conduct

- a. The *Catholic Education Archdiocese of Brisbane Code of Conduct* (Code of Conduct) sets out the standard of behaviour required of all employees of BCE in the performance of their duties at Guardian Angels' School, Wynnum. All BCE employees must comply with this Code of Conduct.
- b. This Code of Conduct gives particular attention to the requirement for those employees to always act appropriately and professionally in their interactions with students and observe appropriate physical, emotional and online boundaries with children. It further sets out employees' duties in relation to risk management and duty of care obligations to students.
- c. The Code of Conduct is accessible on BCE's Public Website, and Intranet Spire. The Principal at Guardian Angels' School, Wynnum is required to monitor completion of the Code of Conduct training for school employees. For new employees at the school this occurs at the time of induction and for all other employees this takes the form of annual ongoing training.

### 2.2 Volunteers and Other Personnel Code of Conduct

- a. BCE has a *Volunteer and Other Personnel Code of Conduct* which outlines the standard of behaviour, which is required of volunteers and other personnel, (including parents/carers, clergy, religious and certain contractors). This code of conduct includes the need for volunteers and other personnel to think and act safely and to treat students, employees and other volunteers with respect.
- b. Guardian Angels' School, Wynnum takes the following actions to ensure that the BCE *Volunteer and Other Personnel Code of Conduct* is implemented in the school community:
  - all volunteers and other personnel are able to access a copy of this Code of Conduct on BCE's public website
  - all volunteers and other personnel are required to comply with this Code of Conduct to continue their voluntary/professional engagement at the school

- all volunteers and other personnel have completed Student Protection and Code of Conduct Training for Volunteers and Other Personnel via the online training module Volunteers/Other Personnel Training located on the BCE public website.
- c. All volunteers and other personnel must complete and sign a Volunteer and Other Personnel Register form. The form requires these persons to declare if they are unable to work with children due to any disqualification, suspension or other restriction regarding their Blue Card, or if they are a disqualified or restricted person and/or have been charged with a disqualifying offence as set out in the *Working with Children (Risk Management and Screening) Act 2000*.

### 2.3 Code of Conduct of Conduct for Parents and Visitors

- a. BCE has a *Parent and Visitors Code of Conduct* which clarifies and outlines the standards of behaviour expected of parents and visitors at Guardian Angels' School, Wynnum. It is designed to support the creation of learning and work environments where all people in our school community feel safe and respected.
- b. The *Parent and Visitors Code of Conduct* is accessible on the BCE Public Website.

### 2.4 Supplier Code of Conduct

- a. BCE has a *Supplier Code of Conduct* which outlines the expectation that our suppliers will act in a manner that is consistent with the principles for socially responsible, sustainable, and ethical business practices and that these principles are adopted throughout their supply chains. The code specifically outlines BCE's commitment to safeguarding and the expectation that supplier and/or their personnel will:
- promote a culture of safety and comply with BCE safeguarding provisions in relevant Agreements
  - comply with any requirements under the Queensland Blue Card Scheme, including undertaking relevant screening and the development of their own Child and Youth Risk Management Strategy (where applicable)
  - not engage in inappropriate behaviour with a student
  - report concerns relating to students or an adult as soon as practical
- b. The *Supplier Code of Conduct* is accessible on BCE's Public Website.

### 2.5 Student Behaviour Support Policy

- a. Guardian Angels' School, Wynnum uses Positive Behaviour for Learning (PB4L) – a framework for creating positive, safe and supportive school climates where students can grow and learn. Our school community works together to establish expected safe behaviours and teach them to all students. The framework includes practices that aim to support a student to correct inappropriate or harmful behaviours towards other students, employees, other persons or the school environment. It also celebrates students achieving and demonstrating positive and safe behaviours.
- b. Guardian Angels' School, Wynnum has developed a Student Behaviour Support Plan for the school, known as Guardian Angels' Student Behaviour Support Plan in consultation with all groups in the school community and in accordance with BCE's Student Behaviour Support policy and procedure, Managing Challenging Behaviour procedure and complex case management process. This Support Plan reflects the shared values and expectations of the school regarding student behaviour support and encourages a supportive and safe Catholic school environment for all. The Student Behaviour Support Plan includes a student code of behaviour and information on formal sanctions and prevention and responding to bullying and harassment, guided by BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is readily accessible to students and parents and is uploaded on the Guardian Angels' School, Wynnum's Website via [Guardian Angels School Wynnum](#)

- c. Our school uses BCE's *Engage Student Support System* to track the behaviour of students and proactively support students' behaviour through data-informed decision making. Our school is required to use the *Engage Student Support System* to document bullying/harassment incidents, alcohol and other drug related incidents, weapons incidents and all suspensions (both in school and out) for a period of one day or more. Schools are required to note a part time suspension on the student's school file.

### 3. Recruitment, Selection, Training and Management



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 7: Ongoing Education and Training
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

#### 3.1 Recruitment, selection and management of employees.

- a. Guardian Angels' School, Wynnum adheres to the requirements of BCE's policies and procedures in relation to employment which are contained in 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 and Regulation 2017*, and the *Education (Queensland College of Teachers) Act 2005* when engaging employees.
- b. Guardian Angels' School, Wynnum recruits and selects employees who work with students in the school who are appropriately qualified and suitable for working with children and young people. Guardian Angels' School, Wynnum is responsible for employee recruitment, selection, training and management of employees in the school in partnership with personnel from the BCE office. Principals and employees involved in employee recruitment, selection, training and management of employees at the school comply with the relevant BCE policies which are published on the BCE Intranet, Spire and include the *Recruitment, Selection and Appointment Procedure* and the *Pre-employment Checks Procedure*.
- c. In advertising new positions for the school, the advertisement states that "The Archdiocese of Brisbane has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people and/or vulnerable adults. The organisation is fully committed to child safety and has a zero tolerance to abuse of children or vulnerable adults". It is also subject of positive assessment by robust reference checks and targeted interview questions in respect of child safe practices as relevant to the position.
- d. Screening is taken seriously which includes (before commencing work or duties at a school):
  - All non-teaching employees working at Guardian Angels' School, Wynnum are required to comply with the *BCE Working with Children Check (Blue Card Screening) Procedure*.
  - All non-teaching employees, volunteers and trainee students who work with students and who require a Working with Children Card (Positive Notice blue card) under the *Working with Children (Risk Management and Screening) Act 2000*, are required to obtain a Working with Children Card (Positive Notice blue card) prior to commencement of work/volunteering at the school and keep it current.
  - All teachers must produce evidence of current teacher registration with the Queensland College of Teachers (QCT) before they commence work at Guardian Angels' School, Wynnum

#### 3.2 Training of Employees

- a. The *Student Protection Policy* and *Student Protection Training Procedure* provides guidance regarding BCEs approach to safeguarding students through student protection training.

- b. The Principal is required by BCE to ensure that all new BCE employees at [*insert school*] are provided with induction training on the school's processes and procedures, the values and expectations of BCE and the standard of behaviour required of employees in their interactions with students. This induction training is aimed at supporting BCE and Guardian Angels' School, Wynnnum to provide an environment that is safe and supportive for students. Further details regarding BCE's approach to safeguarding training is provided below:
- All employees at Guardian Angels' School, Wynnnum must complete Mandatory Student Protection Training. This training provides an overview of BCE's Student Protection Processes and supports employees to understand requirements for recognizing and reporting student protection concerns relating to:
    - risk of harm to students, or suspicions or allegations, involving sexual abuse/likely sexual abuse, physical abuse, emotional abuse or neglect
    - inappropriate behaviour of employees, volunteers and other personnel, and any person in the school community towards students.
  - New employees must complete Mandatory Student Protection Training prior to commencing work with students at the school. Relief staff who are not able to complete Mandatory Student Protection Training prior to commencement, receive a student protection briefing session prior to commencing work with students. They are then required to complete the Mandatory Student Protection Training once access to internal systems is activated.
  - In addition to mandatory training, our staff are provided with opportunities to undertake face-to-face student protection refresher training in Terms 2 and 4.
  - Further mandatory training is also offered to Student Protection Contacts at Guardian Angels' School, Wynnnum to support their specialised role in the school. including:
    - induction for newly appointed Student Protection Contacts,
    - refresher training (every 2 years) and
    - advanced skills training (every 4 years).
  - Privacy and Data Breach Awareness training is undertaken by all employees annually as part of a suite of core compliance courses.
  - At BCE, compliance with Mandatory training is monitored and tracked and systems are in place to ensure compliance.
- c. BCE has available policies, processes and resources to support the pastoral care and wellbeing of students at Guardian Angels' School, Wynnnum These are readily accessible to BCE employees on BCE's Intranet, Spire.
- d. The Principal at Guardian Angels' School, Wynnnum provides informal training, from time to time, at employee meetings and 'in service' days, so that employees at the school are aware of these policies. Example policies and processes include:
- Student Wellbeing policy
  - Student Diversity and Inclusion policy
  - School Uniform policy
  - Inclusive Education and Student Wellbeing Position Statements
  - Students in out-of-home care
  - Natural Disasters
  - Critical Incidents
  - Catholic Perspectives across the Curriculum
  - Preventing and Responding to Student Bullying and Harassment policy/procedure
  - Alcohol and other Drug related incidents procedure
  - Exclusion procedure
  - Detention procedure
  - Suspension procedure
  - Negotiated change of school procedure
  - Physical Interventions procedure
  - Police Interventions in Schools procedure
  - Weapons in Schools procedure
  - Manual Handling of Students procedure
  - Suicide Intervention Prevention

- Managing Non-suicidal Self-Injury in Students' procedure
  - Students with Disability
  - Student Attendance policy and procedure
  - Management of actual or perceived aggression training
  - Positive Behaviour for Learning
  - Student Behaviour Support policy and procedures
  - Template - School Behaviour Support Plan
  - Guidelines - Informed consent for Guidance Counsellors (GC)
  - GC Management of Confidential Information procedure
  - Transitions – career development P-12
  - Youth Support Coordinator Initiative
  - Students with disability processes, guidelines and resources
  - Guidelines and support plan for students who are gender diverse.
  - Privacy policy
  - Managing Challenging Behaviour Health, Safety and Wellbeing Risk Management Procedure
- e. BCE has student wellbeing employees who supports Guardian Angels' School, Wynnum in the pastoral care and wellbeing of students at the school and develops strategies, policies and procedures to assist the school and students. Guardian Angels' School, Wynnum employs a Guidance Counsellor to work with students, parents and employees and provide pastoral care, personal safety strategies, support for students who are vulnerable and support for students who may be at risk of being harmed. Schools are supported by BCEO specialist employees in complex matters.
- f. BCE schools use the Australian Curriculum to address respectful relationships and employees use the resources in the Respectful Relationships Hub developed by the Department of Education (Queensland).

### 3.3 Management of Employees

- a. The Principal of Guardian Angels' School, Wynnum is responsible for the management of an employee's behaviour in the first instance and with the support of BCE when appropriate. This includes recognising behaviour and work practices that champion student safety and respect as well as responding promptly to any behaviours or practices that do not support student safety or is, or likely to be, harmful or abusive to a student. The process for managing employee's includes annual appraisals, goal setting, recognition and awards, performance enhancement and management, complaint management and disciplinary procedures when relevant.
- b. Where there is a complaint or allegation in relation to an employee of inappropriate behaviour unsatisfactory performance or misconduct involving a student, the Principal will follow the *Staff Complaints Management Procedure* and *Employee Misconduct Procedure* that sets out a clear and consistent process for handling complaints and allegations of misconduct involving employee behaviour towards or with a student.
- c. BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the school who require support.
- d. BCE promotes the capacity of employees to contribute to the mission of our organisation through ongoing professional development and professional learning. The BCE *Performance and Development Procedure*, and the *People Performance Framework*, guide individual performance and development which is undertaken at all levels throughout the organisation. Both the *Catholic Identity Framework* and *Leadership Capability Framework* articulate the requirements for BCE employees to model and promote a culture where student protection is the responsibility of everyone.

### 3.4 Managing volunteers and other personnel, engaged by the school to provide a service to students, e.g. parent or other volunteers, clergy, religious and certain contractors.

- a. In the life of school activities, it is common for volunteers, parents, carers, clergy, religious, guest speakers and individual contractors (such as swim instruction, music, VET or dance teachers), to support the education of students. Consistent with section 2 of this CYRMS, Guardian Angels' School,



Wynnum ensures such persons are appropriately screened, trained, supervised and supported to carry out those roles safely with students and all involved.

- b. To ensure these opportunities and activities are a safe and positive experience for students and all involved the Principal is responsible for ensuring that the requirements under sections 2.2 and 3.1 above in this strategy document are adhered to. This includes ensuring the relevant persons have access, and adhere to, the *Volunteer and Other Personnel Code of Conduct*, receive induction training and relevant screening requirements are completed.
- c. The Principal is further responsible for ensuring that the necessary directions and support are provided to volunteers and other personnel so they may carry out their role. This includes ensuring they are aware that they are expected to report any concerns about student safety or abuse/harm under the *Volunteer and Other Personnel Code of Conduct* and they know who to report these concerns to.
- d. BCE has developed a *Third Parties Guide* to support staff in understanding and implementing relevant safeguarding requirements when engaging with third parties and contractors. A *Contractor Induction Manual* to give contractors information on BCE's Work Health and Safety Contractor Management System at BCE schools, so that contractors working at Guardian Angels' School, Wynnum play their role in maintaining a safe environment for students.
- e. The Principal is responsible for responding to any concerns, allegations or complaints arising from the behaviour of a volunteer or other personnel and reporting any such behaviour, if required, to BCE and/or relevant external authorities.
- f. The student's safety is a paramount concern when responding to a concern, allegation or complaint involving a student.
- g. If a concern/allegation/complaint involves a person from an external organisation, (such as a member of clergy, a religious, an agency contractor), the Principal and BCE will engage with the relevant authority for that person, for example the relevant leader of a Catholic Diocese or Religious Congregation, the Head of another faith entity or a Director of a camp or retreat centre.

## 4. Reporting Disclosures and Suspicions of Harm



Alignment with National Catholic Safeguarding Standards:

- Standard 2: Children and Adults are Safe, Informed and Participate
- Standard 5: Robust Human Resource Management
- Standard 6: Effective Complaints Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

This section relates to policies and procedures for how the school responds to disclosures, concerns or suspicions of harm to a student.

### 4.1 The Student Protection Policy and Student Protection Processes

- a. BCE's *Student Protection Policy* and *Student Protection Processes* provide guidance for all employees who work at Guardian Angels' School, Wynnum to recognise, respond and report allegations or suspicions of:
  - sexual abuse/likely sexual abuse of students.
  - harm or risk of harm to students caused by physical abuse, sexual abuse, emotional abuse or neglect; and
  - inappropriate behaviour of staff towards students.

The processes also outline that it is a crime:

- for certain people not to protect a child from a known risk of sexual offending; and/or
- to fail to report sexual offending against a child in the absence of a reasonable excuse.

- b. Training in relation to how these laws apply in our school and the procedures for responding to any such matters are provided to all employees as set out above in this document.
- c. The *Student Protection Processes* have been developed in accordance with legislative requirements, satisfy relevant requirements under the *National Catholic Safeguarding Standards* and are underpinned by the *Student Protection Policy (2024)*. The *Student Protection Processes and Guidelines Catholic Education Archdiocese of Brisbane* document is reviewed and republished in keeping with the Queensland Catholic Education Commission template that was developed in collaboration with BCE and other Catholic employing authorities. The BCE processes are approved by the Non-State Schools Accreditation Board.
- d. The BCE *Student Protection Processes* are available on the BCE public website and BCE intranet Spire.

## 4.2 Reporting

- a. The code of conduct for employees provides guidance on expectations, and school employees have received ongoing training, to reinforce that the protection of students and reporting of concerns/allegations is everyone's responsibility.
- b. On receipt of a disclosure or suspicion of harm to a student a decision is made as to whether a State Authority Report is required. If such a report is required, the following will occur:
  - reports are made to the department responsible for Child Safety for harm/risk of harm to a child caused by sexual abuse, physical abuse, emotional abuse or neglect where there may not be a parent able and willing to protect the child.
  - reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student.
  - reports required under the *Criminal Code Act 1899* which are not made under the *Child Protection Act 1999*, or the *Education (General Provisions) Act 2006* are made to the Queensland Police Service. A dedicated form has been developed to assist adults to meet their responsibility to report a child sexual offence.
- c. If a disclosure or suspicion of harm relates to inappropriate behaviour of a paid employee, a volunteer or other personnel, at the school towards a student or other child, the matter will be managed by the Principal, with support from BCE's Employee Relations and Student Protection Team, as appropriate in respect to the school environment.
- d. The school provides training for employees on how to respond to disclosures and suspicion of harm. This includes:
  - all school-based employees must complete annual mandatory Student Protection Training. The Principal ensures that all employees are compliant with this training.
  - all school-based volunteers and other personnel are informed of how to raise a concern if they hear about, or receive any information in any other form, that may involve a disclosure or suspicion of harm to a student. Further, they are required to complete the Student Protection and Code of Conduct Training for Volunteers and Other Personnel (also refer to section 2.2 above).

## 4.3 Accessibility of Information

The Principal ensures information is accessible to students, parents, employees, and volunteers and other personnel, to inform them on how to raise a concern, allegation or complaint involving the safety of a student. This includes:

- a. The *Student Protection Processes* are readily available for employees, parents, students and carers and Guardian Angels' School, Wynnum] has the link to these processes on our school website. Our school has a local school-based flowchart to ensure all employees understand how a student protection concern is to be communicated and managed in accordance with the Student Protection Processes.
- b. BCE has processes to enable employees at Guardian Angels' School, Wynnum to document and report student protection concerns and inappropriate behaviour of employee, volunteer or other personnel

towards a student. This is achieved through the development of an electronic system. This system also facilitates electronic submission of State Authority Reports to the relevant state authority.

- c. BCE has a complaints procedure to enable parents or students at Guardian Angels' School, Wynnum to make a complaint that the school has not complied with the Student Protection Processes. Parents or students may make a complaint via the *Record of Complaint about Non-Compliance with BCE's Student Protection Processes* located on BCE's public website. BCE and Principals are required to handle these complaints in accordance with BCE's Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.

#### 4.4 Support for Students and Families

- a. The school has available supports, if required, for students, families, and employees if they are impacted upon by a disclosure or suspicion of harm. It may be appropriate that such supports are provided through the school or BCE resources, or external supports may be required.
- b. A parent/carer student protection information session is provided by the school to support parents and carers to understand the school's *Student Protection Processes and Guidelines*, what to do if they are worried about the safety and/or well-being of a student, who to talk to in the school if they are worried, what happens after a parent/carer tells someone, what they can do to keep their child/ren safe and protected. This is further complemented by a *Student Protection Parent/Carer Toolkit* which is shared to the school community and available on the BCE public website.

#### 4.5 Specific Support Roles

##### Student Protection Contacts in Schools

- a. In accordance with the Education (Accreditation of Non-State Schools) Regulation 2017, Guardian Angels' School, Wynnum has three stated employees to whom a student can report behaviour of another employee that the student considers is inappropriate. They are known as Student Protection Contacts.
- b. The Principal is a Student Protection Contact at the school. The other Student Protection Contact are/is an employee at the school, Nicole Waller (Assistant Principal Administration) and Renae Haggitt (Guidance Counsellor). These nominated persons may be contacted through the school office.
- c. The role of the Student Protection Contact is to receive complaints and allegations from employees and students and to make or assist employees to make all reports as outlined in BCE's Student Protection Processes. The identity of the Guardian Angels' School, Wynnum Student Protection Contacts is made known to employees, students, volunteers and parents by publishing their details on the school's website and for example in school newsletters, on posters in the school and at parent information nights.
- d. Information about the Student Protection Contacts and requirements for their appointment is detailed within the BCE's *Student Protection Processes*.

##### Employee Relations and Student Protection Team

- a. BCE's Employee Relations and Student Protection Team are a support resource for our school and have expertise in the field of risk assessment and risk management, child protection and employee professional standards. This team:
  - assists our school-based employees to identify whether there is a reasonable suspicion of abuse, harm and/or employee other inappropriate behaviour towards a student.
  - offers support and guidance during and after a matter involving student protection and/or staff inappropriate behaviour.
  - assists our school-based employees to appropriately refer families to support services or report to Department of Child Safety or the Queensland Police Service
  - Develop and facilitate professional learning for our school-based employees.



## 5. Managing Breaches



Alignment with National Catholic Safeguarding Standards:

- Standard 6: Effective Complaints Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

- a. BCE and Guardian Angels' School, Wynnnum both have their own CYRMS. BCE and our school take any breach of the CYRMS seriously.
- b. BCE has a *Student, Parent and Guardian Complaints Management Policy and Procedure* which are accessible on the school and BCE websites or by contacting the Principal. Under this process, any breach of the Strategy may be dealt with as follows:
  - if the alleged breach relates to the actions of an employee, this will be managed, as appropriate, in accordance with the *BCE Staff Complaints Management procedure*, the *BCE Employee Misconduct Procedure* or *Managing Employee Unsatisfactory Performance Procedure*.
  - if the alleged breach relates to a report of inappropriate behaviour of an employee towards a student, this will be managed in accordance with the process set out in the *Student Protection Processes*.
  - if the breach relates to a complaint made via the Record of Complaint about Non-Compliance with BCE's *Student Protection Processes*, that complaint will be dealt with in accordance with the Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.
  - if the breach relates to the actions of a volunteer or other personnel, it will be dealt with similarly to the procedures set out in the *Student Protection Processes* or complaints procedures, as appropriate; and
  - if the breach relates to the action of a contractor this will be managed in accordance with BCE's contract with the contractor.
- c. Details regarding management of any breach, including who manages the breach, are contained in the procedures mentioned above. All records about individual concerns or incidents are kept confidentially in BCE business information systems.
- d. BCE undertakes a system review for serious breaches of policy, including to identify any system improvement to policy, procedure or training and address any additional training requirements for individuals.

## 6. Risk Management Plan for High-Risk Activities



Alignment with National Catholic Safeguarding Standards:

- Standard 8: Safe Physical and Online Environments
- Standard 10: Policies and procedures support the safety of children and adults

This section relates to how Guardian Angels' School, Wynnnum identifies and manages risks to students through risk management plans and responds to any breach of those plans or the CYRMS.

### 6.1 Regular Strategies to Minimise Risks of Harm

- a. Guardian Angels' School, Wynnnum undertakes regular risk assessments and management strategies as part of our daily education program during school days and activities. In this regard we apply the Qld *How to Manage Work Health and Safety Risks Code of Practice* for risk assessments and our risk assessments are supported by relevant BCE policy and procedures. Further information about the risk assessments is available through the school Principal.

- b. The record of each risk assessment and risk management plan undertaken are kept at the school so they may be properly followed, and are subject of internal BCE checks, and available for Blue Card Services to review/audit if requested.
- c. The school's regular risk assessments include, but not limited to, the following activities:
  - Adequate supervision of students
  - Supervision arrangements
  - Playground supervision
  - Drop off and collection of children
  - Procedure followed in the event a child is not collected
  - Procedure to be followed in the event a person responsible for the collection of a child is deemed unable (for example, intoxication)
  - Emergency and critical incidents
  - Fire/Lockdown incidents
  - Engaging with and managing visitors/outsideers
  - Use of media/communications
  - Use of computer/internet
  - Guidance counselling services
  - Transport of students by staff
  - Transporting of students by students
  - Injuries, allergies or illnesses
  - Behaviour, safety, and wellbeing
  - Engagement of third parties/contractors

### **Other Strategies to Minimise Risks of Harm**

Guardian Angels' School takes seriously its commitment in relation to the safety and protection of students. BCE has developed policies and procedures to manage risks of harm to students, which our school complies with, for example:

**Supervision** – Guardian Angels' School manages the supervision of students appropriately to ensure that there is adequate supervision of students. Guardian Angels' School follows the BCE information on supervision of students procedure and has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

**Supervision Arrangements** - At Guardian Angels' School, supervision commences at 8:05am and concludes at 3:20pm. Supporting the safety and wellbeing of all children is a priority and we offer an Out of Hours School Care service on site for parents requiring supervision of their children outside of these times.

#### **BEFORE SCHOOL SUPERVISION 8:05-8:25am**

1. GA Drop Off Zone – Akonna Street
2. Bay Terrace Traffic Lights
3. GA Campus (Playground)
4. MC Campus (Shed/Drop Off)

#### **FIRST LUNCH SUPERVISION 10:30-10:50**

1. GA Sails (Prep & Year 1 students eating)
2. Bay Terrace (Year 2 playing)
3. MC Shed (weekly rotated roster of Years 3-6 eating)
4. Chestnut Street (weekly rotated roster of Years 3-6 eating)
5. MC Chill Out Zone
6. MC Games Club (for Year 2 students Tuesday and Friday only)

#### **SECOND LUNCH SUPERVISION 10:50-11:10**

1. MC Office (First Aid support 11:00-11:20)
2. GA Office (First Aid support)
3. GA Sails & Grass (Prep and Year 1 playing)

4. GA Games Club (Prep and Year 1)
5. MC Amphitheatre (Year 2 eating)
6. MC Shed (weekly rotated roster of Years 3-6 playing)
7. MC Bay Terrace Grass (weekly rotated roster of Years 3-6 playing)
8. Chestnut Street (weekly rotated roster of Years 3-6 playing)
9. MC Games Club (Years 3-6)
10. MC Library (Years 3-6)

### **SNACK SUPERVISION 1:15-1:35**

1. GA Sails (eat) then Grass (play) (Prep and Year 1 eat then play)
2. GA Grass (play) then Sails (eat) (Year 2 play then eat)
3. MC Shed (weekly rotated roster of Years 3&6 together, then Years 4&5 together)
4. 4. MC Amphitheatre (eat) then Bay Tce Grass (play) (weekly rotated roster of Years 4&5 together, then Years 3&6 together)

### **AFTER SCHOOL SUPERVISION 3:00-3:20**

1. GA Pick Up Zone – Akonna Street
2. Bay Terrace Traffic Lights
3. MC Pick Up Zone – Pine Street

Before and After School Supervision: At Guardian Angels' School, supervision commences at 8:05am and concludes at 3:20pm. Supporting the safety and wellbeing of all children is a priority and we offer an Out of Hours School Care service on site for parents requiring supervision of their children outside of these times.

Pick-up and Drop-off: Our before and after school routines and procedures are for all students and families and your support is appreciated to support the safety and well-being of your children.

Supervision commences on both campuses at 8:05am.

Upon arrival at school, all children are to place their bags outside their learning area and move immediately to the designated before school supervision area as outlined below:

- Prep – Year 2 (GA Campus Playground)
- Years 3 - 6 (MC Campus Shed and/or Bay Terrace)

No student/s are to be at school prior to 8:05am: Parents are encouraged to gather and enjoy the opportunity before school to speak with teachers and other parents, however, your support is required in observing expectations for supervision with your child/ren directed to the relevant play areas.

When the bell rings at 8:05am, students are to line up in their year level, in their class group, with their class teacher. These areas are supervised as below:

- Prep – Year 2 (Sails area) • Years 3 - 6 (Shed)

Supervision commences from 8:05am each school day. Upon arrival, children are expected to place their bags outside their learning area, prior to moving directly to the relevant play area, with their hats. Before school play areas include:

### **GA Playground (P – 2)**

- MC Shed and MC Bay Tce Playground (Years 3-6)  
No student should be playing in any area other than the GA Playground, MC Shed or MC Bay Tce Playground, waiting outside learning areas or in any other area before school other than those outlined above.

Any student/s at school prior to 08:05am must be supervised by their parent/guardian and are to remain seated with them until such time as duty commences at 8:05am

OR

Should student/s require care prior to 8:05am, this can occur by accessing the GA Before School Care service. This is a wonderful service and is offered to support families to ensure that your child/ren are supervised.

**Playground Supervision:** Playground supervision occurs during daily break times including lunch and 'snack' (afternoon tea) in the areas outlined in daily routines above.

- Playground supervision at Guardian Angels' School is timetabled within daily routines and staff are rostered for specific duties. Supervision by staff imposes a duty of care to all students to provide adequate supervision, and to provide safe and suitable premises and equipment.
- Routines and responsibilities regarding playground supervision are included within our school's staff professional learning cycle with regular reviews in response to Engage Behaviour Data and WHS requirements.
- Specific areas for play are identified within the school grounds with expectations outlined to students in regard to movement to and from these areas.
- Additionally, the Guardian Angels' Behaviour Matrix categorizes expectations for safe and positive play in supervision areas.

**Drop Off and Collection of Children:** Guardian Angels' School has two designated pick-up and drop-off zones located on each campus.

- MC Campus (Pine Street) and GA Campus (Akonna St):
  - o These STOP DROP and GO zones are supervised and available for use for student drop off and pick up from 8:05am to 8:25am each morning and 3:00pm to 3:20pm each afternoon.
- Please note the signage and do not park and leave your vehicle unattended in these spaces during these times. During the designated times, you must remain in your vehicle.

**To support the pick-up zone to operate efficiently and safely, please note that:**

- All students are required to sit quietly in the designated waiting areas whilst they are waiting to be picked up.
- Students must come directly to the area to avoid congestion in the zone.
- Each pick-up area does become congested for a short time each afternoon.
- Technology devices (e.g. iPad) and eating are not permitted in the pick up areas.
- All parents/carers are asked to monitor their speed when entering and exiting the car park/drop off and be patient as we work to ensure that all our students safely access their vehicles.
- students' safety and ease of drop-off and pick-up we have some rules that must be adhered
- Parents do not get out of their cars during pick up and drop off. If your child is not at the pick-up area, you will be sent to do the loop.
  
- Vehicles are not permitted to park in the Flinders Building car park.
- Parents delivering or collecting children should use the drop-off/pick-up zones in Akonna Street (GA Campus) and Pine Street (MC Campus).
- No pick up or drop off is permitted in the Church carpark.
- Please be respectful to our neighbours by not parking across driveways.

### **After School Supervision**

- Students are to move directly to either the GA or MC pick-up areas for supervision and wait for collection. Car pick-up areas are the only supervised area after 3pm until 3:20pm.
- No student/s are to be playing in the grounds or other areas when waiting for parents to collect them.
- No student/s are to wait for pick up at other entrances eg Chestnut Street as these are not areas of supervisions.



- Supervision after school is in the pick up areas from 3pm until 3.20 pm. From time to time, IT it is recognised that you may be slightly delayed, if you know that you will be arriving after this time, please call the school office as a courtesy to advise of this.
- If arriving after 3:20pm is a frequent occurrence, you are asked to access Outside Hours School Care. Parents will need to sign their child/ren out from the relevant campus office if collected after 3:20pm

It is recognised that some parents collect their children in the school grounds. However, please remind your child, that if you have been delayed and are not in the normal area where you wait for them, then they are to move to the pick-up area on the campus near them immediately This supports us to ensure that your child is safe.

### **Drop Off and Collection of Children**

**Late Arrival / Early Departure** - Students arriving to school late must present at the relevant office on either campus (ie GA or MC), with their parent, where they will be signed in by office staff. When a student leaves early, the parent is asked to go into the relevant campus office to sign the student out. The office will phone the students learning area and ask for them to make their way to the office for collection. Parents do not collect their children from their classroom.

**Procedure Followed in the Event a Child is Not Collected** - In the event that a student is not collected by 3:20pm, staff at Guardian Angel's School will attempt to contact the parent or emergency contact. A member of the Leadership Team will remain with the student until collection by parent or emergency contact. Should a reasonable explanation not be provided, the routines for student collection will be outlined to the parent or emergency contact. In the event that a parent or emergency contact cannot be contacted, then a Leadership Team member may be required to contact authorities.

**Procedure to be Followed in the Event a Person Responsible for the Collection of a Child is Deemed Unable (for example, intoxication)** - The safety of the student/s is a priority. Should school staff hold any safety concerns for the student/s being released into the care of the adult responsible for their collection, then they will make alternative arrangements to supervise the student/s and notify a member of the Leadership Team. The student/s will be supervised until such times as an alternative collection arrangement is identified with an alternative parent or emergency contact. Should the student/s be assessed as being at risk of harm, then the necessary contact will be made with a State Authority. The school will assess and provide Pastoral support as needed which may include the School's Guidance Officer or community networks.

**Emergency** – Guardian Angels' School ensures that all employees are briefed to appropriately handle emergency situations and critical incidents in accordance with BCE's Procedures for Emergency Management and Responding to Critical Incidents.

**Fire/Lockdown** – Guardian Angels' School ensures that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school and that practice drills occur each term. Emergency Evacuation and Lockdown folder containing task cards are located in every classroom and other key spaces (e.g. admin office, shed etc). All staff are required to familiarise themselves with the Emergency Evacuation Procedure and Lockdown Procedure. These procedures are updated at the commencement of each school year, and as part of new staff induction routines. Regular drills are conducted throughout the year in accordance with BCE WHS requirements.

**In respect of bathrooms and toilets** Guardian Angel's School, Wynnum has implemented the following strategies in place:

- The toilet blocks on the school grounds are signed for STUDENT USE ONLY. No Parents, Siblings or other family members are to use student toilets.

- The student's toilets are located;
    - MC Campus: Jnr and Snr toilets at either end of the Shed • GA Campus: Under the Hall
  - Parents, siblings and family member are only to use the disabled toilets in each of the campus office areas.
  - Any children other than GA students are always supervised by a parent in the disabled toilet. Should a staff member be required to enter student toilet areas at any time, they are to announce that they are entering the space to ensure student/s are aware, and they are to have another staff member present, with a clear line of site, outside of the toilet area
  - Students and employees have received clear guidelines in relation to student use of bathrooms and toilets.
  - Guidelines and directions ensure the privacy of children and young people while allowing for appropriate supervision, e.g. announcing entry to the room and avoiding being alone with a child in these locations.
  - The BCE code of conduct for employees provides direction on this area and employees are informed of these provisions.
  - Parents and carers have been informed of the above.
- d. In respect of devices used to take photos of students Guardian Angels' School, Wynnum has implemented the following strategies:
- The BCE code of conduct for employees reinforces how employees are to manage how and when photos are taken of students and the use of devices and social media in regard to student photos.
  - Employees are informed of what is acceptable practice and the approved procedures regarding student photos.
  - The Principal has provided a direction to employees that they are not to use a personal device (e.g. personal camera, personal mobile phone, iPad, or personal video recorder, etc.) to take, record, or store any student information (e.g., phone number, email address, etc.) recordings, or images.
  - Confidential management of student information: School employees are required to handle private and confidential information in relation to students and parents/guardians in accordance with the BCE *Privacy Policy* and BCE code of conduct for employees.
  - Online safety training is completed by students studying Industrial Design Technology and Hospitality. This safety training assists teachers to ensure that students receive consistent safety training for the use of high-risk equipment in these curriculum areas.
  - Curriculum Activity Risk Management: Procedures have been developed to identify risks associated with the delivery of specific teaching activities including Visual Arts safety, Food Technology safety, ITD safety and Science safety. Further information on such procedures is available by contacting the Principal.

## 6.2 A risk management plan for high-risk activities and special events

- a. The Principal is responsible for ensuring that risk assessment are undertaken for high-risk activities and special events at Guardian Angel's School, Wynnum.
- b. In developing a high-risk strategy/plan *Guardian Angels' School, Wynnum* takes into consideration the context of the activity or event including:
  - the nature of the activity and the objectives in conducting it
  - the environment or location of the activity
  - the stakeholders involved in the activity including children and young people
  - identify the specific risks and identify the control measures that are already in place and whether additional controls are required.
- c. When undertaking a more high-risk activity or special event (for example a fete, overnight camp/retreat), our school identifies any specific potential risks relevant to that activity in the risk assessment undertaken and considers and implements controls for the safety and wellbeing of students and the risk of harm to students. This is documented in the risk management plan for each high-risk activity and secured at the school.

- d. *Guardian Angels' School, Wynnum* refers to information in relation to risk assessments for various activities and risk assessment tools provided on BCE's Intranet, Spire.
- e. If relevant, the following issues are also considered:
  - Transportation
  - Toileting/change room procedures
  - Ensuring appropriate supervision of children and ratios of adults to children
  - Ensuring appropriate supervision of volunteers
  - A media consent process in relation to photographs
  - Managing medications and allergies
  - Managing illness/injury
  - Emergency/lockdown procedures
  - Relevant consent forms, including emergency contact details
  - Procedures or processes applying to visitors, volunteers and contractors
  - Any risks presented by the physical environment or activity
  - Accommodation and supervision requirements.
- f. The Health, Safety and Wellbeing Team at BCE and a dedicated Workplace Health and Safety Officer ("WHSO") at *Guardian Angels' School, Wynnum* provides support to our school, if requested, to help us carry out risk assessments and develop and implement a risk management plan.
- g. Information about the risk assessments for high-risk activities are accessible by contacting the Principal.
- h. The school's risk assessments for high-risk activities are kept at the school so they may be properly followed and are subject of internal BCE checks and available for Blue Card Services to review/audit if requested.

### 6.3 Risk Management for Excursions, Incursions and Fetes as high-risk activities:

- a. The Principal is responsible for approving all excursions and fetes. Key elements include:
  - The Principal has reference to BCE forms and fact sheets to assist in identifying, assessing and managing risks associated with all excursions and incursions (including fetes),
  - The Principal ensures that a risk assessment is completed prior to any excursion or inclusion in the approved form. This form specifies that in carrying out a risk assessment, student protection risks must be assessed and managed.
  - The Principal accesses links to relevant information forms and guidance provided on SPIRE, to assist in the risk assessment and management process.
  - The Principal completes all applicable planning checklists relevant to an excursion or incursions prior to the excursion or incursion taking place.
- b. The Principal uses, so far as reasonably practicable, applicable BCE approved contract templates which include obligations relating to working with children requirements and child safeguarding, to the extent required by law. Where a third party's terms are sought to be relied upon, the Principal seeks advice and support regarding those terms, prior to proceeding.

## 7. Managing Compliance with the Blue Card System



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

To support our school's safeguarding commitment and practices the school ensures consistent application of its legal requirements under Chapter 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000*. This includes consistency in our management of the working with children card and ensuring we have strategies in communication and support to members of the school community.

## 7.1 Working with Children Card (Positive Notice blue card) Requirements and Employee and Volunteer Register

- a. *Guardian Angels' School, Wynnum* complies with BCE's Working with Children Check (Blue Card Screening) Procedure (The Procedure). The Procedure details BCE's requirements in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that required personnel hold a Working with Children Card (Positive Notice Blue Card).
- b. All non-teaching employees, volunteers (unless exempt) and trainee students who work at *Guardian Angels' School, Wynnum* with children under 18 years of age are required by our school to obtain working with children clearance and hold a Working with Children Card (Positive Notice blue card or exemption card) before an offer of employment is made and prior to working with children.
- c. The 'No Card, No Start' provisions apply to:
  - all school-based BCE employees who are not registered with either the Queensland College of Teachers or the Australian Health Practitioner Regulation Agency
  - volunteers (who are not parents of children attending the school)
  - preservice teachers undertaking practical experience as part of compulsory academic course requirements
  - self-employed people, paid employees and volunteers whose usual duties include, or are likely to include, the teaching, coaching or tutoring of a child, 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 board members (excluding current parents on a board at their own child's school as they hold an exemption).
- d. BCE records Working with Children Card (Positive Notice blue card) information for all paid employees. *Guardian Angels' School, Wynnum* maintains a register of all employees required to hold a Working with Children Card (Positive Notice blue card) or exemption card and is responsible for linking the employee to the school via the Blue Card Services Organisation Portal.
- e. *Guardian Angels' School, Wynnum* maintains a register for all volunteers, including those who are exempt from holding a Working with Children Card (Positive Notice blue card). This will generally be volunteering parents of a child attending the school. Volunteers who require a Working with Children Card (Positive Notice blue card) under the *Working with Children (Risk Management and Screening) Act 2000* must obtain the Working with Children Card (Positive Notice blue card) before commencing volunteer work and need to be linked by the school via the Blue Card Services Organisation Portal.

## 8. Communication and Support



Alignment with National Catholic Safeguarding Standards:

- Standard 2: Children and Adults are Safe, Informed and Participate
- Standard 3: Partnering with Families, Carers and Communities
- Standard 9: Continuous Improvement
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

- a. To ensure accessibility and supportive information/training on the CYRMS the Principal implements and communicates *Guardian Angels' School, Wynnum's* CYRMS to employees, parents/carers, volunteers and other personnel. This includes:
  - Placing the school's CYRMS on the school's website.
  - Providing a printed copy upon request.
  - Providing training to the school's employees on the School's CYRMS

- Requesting volunteers and other personnel (including relevant contractors and suppliers) to review the CYRMS
- Ensuring the mandatory training in respect of student safety as referred to in this document is adhered to.

### 8.1 Procedures for reviewing the CYRMS

- a. To ensure that Guardian Angels' School, Wynnum CYRMS remains current and effective, this strategy is monitored and reviewed annually. Also, in the event that Guardian *Angels' School, Wynnum* identifies concerns, particularly following an incident, Guardian Angels' School, Wynnum's CYRMS will be reviewed, and any actions documented. Issues to be considered in the review may include:
  - whether BCE and school policies and procedures were followed
  - whether any incidents/concerns relating to risk management regarding children and young people occurred
  - the effectiveness of the process used to manage any incidents
  - the effectiveness of BCE's and Guardian Angels' School, Wynnum's policies and procedures in preventing or minimising harm to children and young people; and
  - the content and frequency of training in relation to BCE's or Guardian Angels' School, Wynnum's CYRMS.
- b. Following the review, employees, parents and volunteers at *Guardian Angels' School, Wynnum* are advised of any significant changes to BCE's or *Guardian Angels' School, Wynnum's* policies and procedures as a result of the review and appropriate training or information will be provided.

