

## Preamble

Holy Spirit, Bray Park is committed to high quality learning and teaching for the students enrolled at our school.

Situated within the Archdiocese of Brisbane, Holy Spirit Bray Park is founded on Christ and Spiritan Charism and is at the service of our students, families, society and the Church. As a system school under the administration of Brisbane Catholic Education (BCE), and, in compliance with the requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*, Holy Spirit Bray Park has developed a Child and Youth Risk Management Strategy (CYRMS) which references Brisbane Catholic Education (BCE) system wide policies and procedures which support the safety, protection and well-being of students and is contextualised to our school environment. For further information regarding Holy Spirit's CYRMS please contact Mr Patrick Dempsey, Principal at Holy Spirit, Ph: 07 3205 3955.

## **PART 1 - COMMITMENT**

### **Statement of Commitment (*mandatory requirement 1*)**

Holy Spirit Bray Park recognises and uphold the dignity and rights of all children. Holy Spirit Bray Park is committed to the safety and wellbeing of all students. Holy Spirit 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.

We encourage open communication whereby families and communities are informed of relevant issues and participate in decisions about the safety of children. It is particularly important to us to look for avenues to empower children to have a say and be listened to. We actively seek to become and remain informed of the causes and signs of child abuse and neglect. When we receive information about concerns or witness any matter relating to abuse of a child, we 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. Every person within Holy Spirit Bray Park who comes into contact, or works, with children seeks to uphold the dignity of all children and commits to establishing safe and supportive relationships.

Holy Spirit Bray Park has documented policies and procedures to prevent risks to children and build a strong culture of safeguarding. All staff and volunteers are expected to follow these policies and procedures and contribute to the culture of care and protection of all children. We plan, organise and review all activities with children, proactively considering potential risks and strive to ensure risks are reduced, and eliminated where possible. Everyone is encouraged to communicate any area of concern or where you think our approach may need improvement. Anyone who brings forward a suspicion, concerns, knowledge or allegation of current or past abuse of a child to Holy Spirit Bray Park will be responded to sensitively, respectfully, actively and in a timely manner, in line with our lawful obligations and our own Complaints Handling Policy. We regularly undertake internal and external auditing of our safeguarding policies and practices to make sure that they always support a culture and practice that puts the safety of children at the centre of our thinking

and action. We listen to the voices of children as we constantly strive to remain vigilant and make improvements.

Holy Spirit School, through its Christian values and Catholic tradition, provides a happy, caring, safe and supportive community in which children will grow to recognise and achieve their full potential.

## **Codes of Conduct** (*mandatory requirement 2*)

BCE has developed codes of conduct and standards of behaviour for employees, students, volunteers (including parents) and other personnel in consultation with relevant parties. These codes of conduct set out BCE's requirements in relation to the conduct of employees who work at Holy Spirit Bray Park, together with students, volunteers and other personnel at the school and contain specific information on interacting with students.

BCE employees who work at Holy Spirit Bray Park 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. Relevant employees must also comply with other professional standards, for example, the Australian Professional Standards for Teachers and the Australian Professional Standards for Principals which describe effective, contemporary practice for teachers and principals.

### **BCE Employee Code of Conduct**

The Catholic Education Archdiocese of Brisbane [Code of Conduct](#) (Code of Conduct) sets out the standard of behaviour required of employees of BCE in the performance of their duties at Holy Spirit Bray Park. All BCE employees must comply with the Code of Conduct, including employees employed on a temporary, casual, fixed term or continuing basis.

The Code of Conduct states that BCE employees must act appropriately and professionally at all times in their interactions with students and observe appropriate boundaries, behaviour and contact with students. In addition, the Code of Conduct covers employees' duties in relation to risk management and duty of care obligations to students.

The Code of Conduct is on BCE's Public Website and Intranet, Spire. The Principal at Holy Spirit Bray Park is required to monitor completion of the online Code of Conduct training for school employees at the time of induction for all new employees and annually for all other employees.

### **Student Behaviour Support Policy**

Holy Spirit Bray Park has developed a Student Behaviour Support Plan for the school, known as Holy Spirit Behaviour Support Plan in consultation with all groups in the school community and in accordance with BCE's Student Behaviour Support policy and procedure. The Student Behaviour Support Plan is based upon a whole school positive behaviour for learning approach to support student behaviour in the school environment.

Holy Spirit's Student Behaviour Support Plan reflects the shared values and expectations of the school regarding student behaviour support and encourages a supportive Catholic school environment. 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 <http://www.holyspiritbraypark.qld.edu.au>

Our school uses BCE's *Engage Student Support System* to track the behaviour of students and proactively support students' behaviour through data-based decision making. Our school is required to use the *Engage Student Support System* to document bullying/harassment incidents, 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.

### **Volunteer and Other Personnel Code of Conduct and Registration**

BCE has developed a Volunteer and Other Personnel Code of Conduct which outlines the standard of behaviour which is required of volunteers (including parents) and other personnel in their activities in the school, including the need to think and act safely and treat students and employees with respect.

Holy Spirit Bray Park 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 the Volunteer and Other Personnel Code of Conduct on BCE's public website;
- all volunteers and other personnel are required to comply with the Volunteer and Other Personnel 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; and
- all volunteers and other personnel complete and sign the Volunteer and Other Personnel Register form. The form requires a volunteer to declare that they are not:
  - A negative notice holder disqualified from holding a blue card under the Working with Children (Risk Management and Screening) Act 2000
  - A person with a current suspended blue card under the provisions of the Working with Children (Risk Management and Screening) Act 2000
  - A disqualified person within the meaning of the Working with Children (Risk Management and Screening) Act 2000
  - A person with a charge for a disqualifying offence within the meaning of Working with Children (Risk Management and Screening) Act 2000.

### **COVID 19 and Alternative Education Provision (AEP)**

Holy Spirit Bray Park responded to the challenges resulting from the global pandemic, implementing government and BCE guidelines and resources to promote the safety and wellbeing of students in relation to both COVID-19 and the implementation of AEP.

The school based Critical Incident Management Team implemented the following local protocols:

- regular handwashing and hand sanitising, particularly before and after eating, and after going to the toilet
- increased cleaning of school classrooms, particularly high frequency touch points including water fountains or bubblers
- regular cleaning of play equipment and materials
- students and staff who are unwell must not attend school
- physical distancing of 1.5 metres is required by all adults
- adults must not gather in and around school grounds, car parks and outside classrooms
- technology such as video conferencing will be used for gatherings, meetings, and assemblies

The Critical Incident Management Team follows the direction and advice from the Queensland Government and Brisbane Catholic Education with regards to COVID-19 guidelines and protocols for Holy Spirit.

Microsoft Teams was established as the platform used to facilitate AEP, including home based learning, and to build collaboration and connection providing alternative facilitation of liturgies, staff meetings, assemblies and school tours.

The following are examples of resources, protocols and management practices developed and implemented at Holy Spirit, Bray Park.

- scripts for newsletters, portals and websites about student, staff and parent well-being
- COVID specific and other mental health resources sent to all schools for distribution to all students and parents/guardians
- BCE *Message of Hope Initiative* implemented throughout Easter
- daily checks with students participating in AEP
- implementing safety guidelines written for use of Microsoft Teams e.g. restrictions regarding 1 on 1 interactions
- following instructions provided on revised protocols for guidance counsellor, specialist teacher and contractor interaction with students during AEP
- revised supervision guidelines
- visitors, parents and contractors to site were restricted access
- new guidelines provided to staff and guidance counsellor in relation to engaging with students and managing disclosures and student protection matters
- vulnerable students invited to attend schools onsite even if not in 'Essential worker' category
- development of a COVID 19 – school critical incident plan including standing up a school based critical incident teams and the development of specific scenario planning and risk management
- international and interstate travel was ceased for camps and excursions
- excursions and camps are required to have site specific and school specific COVID 19 plans.

## **PART 2 - CAPABILITY**

### **Procedures for recruiting, selecting, training and managing employees 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**

Holy Spirit Bray Park recruits and selects employees who work with students in the school who are appropriately qualified and suitable for working with children and young people.

Holy Spirit Bray Park 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 staff recruitment, selection, training and management of employees at the school must comply with the relevant BCE policies which are published on the BCE Intranet, Spire and include:

- Recruitment, Selection and Appointment of Teachers procedure
- Recruitment, Selection and Appointment of Brisbane Catholic Education Office Staff
- Recruitment, Selection and Appointment of Middle Leaders

- Recruitment, Selection and Appointment of Primary Learning Leaders
- Recruitment, Selection and Appointment of Specialist positions – Guidance Counsellors, Speech Pathologists
- Recruitment, Selection and Appointment (Acting Senior Leadership Positions in Schools)
- Recruitment, Selection and Appointment of P – 12 Heads
- Recruitment, Selection and Appointment of DPs, APs and APREs
- Recruitment, Selection and Appointment of Principals.

In advertising new positions for the school, the advertisement states that “This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law”.

Holy Spirit Bray Park 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.

All non-teaching employees working at Holy Spirit Bray Park 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) 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 Holy Spirit Bray Park.

### **Training and Management of Employees**

The Principal is required by BCE to ensure that all new BCE employees at Holy Spirit Bray Park 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, to support BCE and Holy Spirit Bray Park to provide an environment that is safe and supportive for students.

All staff at Holy Spirit Bray Park must complete mandatory online training in BCE’s Student Protection Processes, annually. Student protection training covers BCE’s requirements under the Student Protection Processes in relation to reporting by employees of suspicions or allegations 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.

This training provides employees at Holy Spirit Bray Park with skills to effectively respond to and report suspicions or allegations of abuse or harm, as required by law. New employees must complete this training prior to commencing work with students at the school. In addition, mandatory induction training is provided for the school’s newly appointed Student Protection Contacts and refresher (every 2 years) and advanced skills (every 4 years) training to upskill the Student Protection Contacts in receiving and managing disclosures from students.

Additional on-going training is provided by BCE and employees at the school are encouraged to attend. BCE has a dedicated Organisational Development Team which co-ordinates professional learning opportunities for BCE employees to enable BCE employees to enhance their professional or personal knowledge and skills. Holy Spirit Bray Park encourages its staff to attend professional learning courses. Many of the courses offered to employees relate to the safety and wellbeing of students. For example, courses are offered from time to time on bullying in schools, behaviour management of students, students at risk of harm and students with special needs.

Mandatory Privacy training is undertaken by all employees annually as part of a suite of core compliance courses.

Where there is a complaint or allegation in relation to an employee of inappropriate behaviour, unsatisfactory performance or misconduct, the Principal will take all appropriate management action, which may include requiring employees to undertake additional training or mentoring, reinforcing BCE's and the school's expectations or disciplinary action. The Staff Complaints Management procedure and Staff Misconduct procedure set out a clear and consistent process for handling complaints and allegations of misconduct.

BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the school who require support.

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 policy and Planning and Performance Framework guide individual performance and development which is undertaken at all levels throughout the organisation. The Leadership Capability Framework articulates the requirements for BCE employees to model and promote a culture where student protection is the responsibility of everyone.

### **Other BCE Support for Student Wellbeing**

Holy Spirit Bray Park recognises that students learn best in school environments in which they feel safe, both physically and emotionally. BCE has developed a number of policies, processes and resources to support the pastoral care and wellbeing of students at Holy Spirit Bray Park. These are readily accessible to BCE employees on BCE's Intranet, Spire. The Principal at Holy Spirit Bray Park provides informal training, from time to time, at staff 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
- Pastoral Care and Student Wellbeing Position and statements
- Students in out-of-home-care (OHCC)
- Natural Disasters
- Critical Incidents
- Catholic Perspectives across the Curriculum
- Preventing and Responding to Student Bullying and Harassment policy and 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 and
- Managing Non-suicidal self-injury in students procedure
- Students with Disability
- Student Attendance policy and procedure
- Management of actual or perceived aggression (MAPA)
- Positive Behaviour for Learning (PB4L)

- Social Media policy
- Student Behaviour Support policy and procedures and the template for the School Behaviour Support plan
- Guidelines for informed consent for guidance counsellors
- GC Management of Confidential Information procedure
- Engage Strategy including attendance, family engagement, equitable outcomes, positive behaviour for learning, mental health and wellbeing and engaged learners
- Transitions – career development P-12
- Youth Support Coordinator Initiative (YSCI)
- Students with disability processes, guidelines and resources
- Guidelines and support plan for students who are gender diverse.

BCE has a Student Wellbeing Team which supports Holy Spirit Bray Park in the pastoral care and wellbeing of students at the school and develops strategies, policies and procedures to assist the school and students. Holy Spirit Bray Park employs a School Guidance Counsellor to work with students, parents and employees and provide pastoral care, personal safety strategies, support for marginalised students and support for students who may be at risk of being harmed.

BCE has a number of university partnerships which may provide additional psychological services to students and their families together with professional learning for employees regarding a Catholic perspective on relationships and sexuality education.

### **PART 3 - CONCERNS**

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

##### **Student Protection Processes**

BCE's [Student Protection Processes](#) provide a process for all employees who work at Holy Spirit Bray Park 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 Student Protection Processes have 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 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* and the *Education (Queensland College of Teachers) Act 2005*. 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.

The Student Protection Processes are also underpinned by the Brisbane Catholic Education *Student Protection Policy (2020)*. The Student Protection Processes satisfy relevant requirements under the *National Catholic Safeguarding Standards*. In 2021 the review of the Student Protection Processes included the addition of relevant information regarding failure to protect and failure to report provisions of the Criminal Code Act 1899. A dedicated training module as well as updates to the annual student protection training module were implemented.

Reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student or to the Department of Children, Youth Justice and Multicultural Affairs for harm/risk of harm to a student caused by sexual abuse, physical

abuse, emotional abuse or neglect where a parent is not able and willing to act protectively. Reports required under the *Criminal Code Act 1899* which are not made under mandatory reporting obligations 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. If a report is made in relation to inappropriate behaviour of a staff member towards a student, that report will be handled by the Principal, with support from BCE's Professional Standards and Student Protection Team.

All school-based employees must complete mandatory on-line training on BCE's Student Protection Processes annually. The Principal must ensure that all employees are student protection training compliant.

The Student Protection Processes are readily available for employees, parents, students and carers and Holy Spirit Bray Park has the link to the Student Protection 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.

BCE has processes to enable employees at Holy Spirit Bray Park to complete online a Record of Concern about any student protection concerns, including allegations or suspicions of sexual abuse or likely sexual abuse of a student, harm or risk of harm to a student or inappropriate behaviour of a staff member towards a student, using the BCE Student Protection Case Management System. This system also facilitates electronic submission of student protection reports to the relevant state authority.

BCE has developed a complaints procedure to enable parents or students at Holy Spirit Bray Park 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 provides assistance to handle these complaints in accordance with BCE's Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.

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.

### **School Student Protection Contacts**

In accordance with the *Education (Accreditation of Non-State Schools) Regulation 2017*, Holy Spirit Bray Park has four stated staff members to whom a student can report behaviour of another staff member that the student considers is inappropriate.

The Principal is a Student Protection Contact at the school. The other Student Protection Contact is a staff member at the school. The role of the Student Protection Contact is to receive complaints and allegations from staff and students and to make or assist staff to make all reports as outlined in BCE's Student Protection Processes. The identity of the Holy Spirit Bray Park 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.

Information about the Student Protection Contacts and requirements for their appointment is detailed within the Student Protection Processes.

### **Student Protection Officers**

BCE has a Student Protection Team and Student Protection Officers working in this team are experts in the field of child protection. They all hold a degree in human services (generally social work) and have significant experience working in child protection.



Student Protection Officers assist our school-based employees in assessing sexual abuse and likely sexual abuse and harm caused or at risk of being caused to students by sexual abuse, physical abuse, emotional abuse or neglect. They also offer support and guidance to Holy Spirit Bray Park during and after a student protection intervention, assist with compliance with the Student Protection Processes and develop and facilitate professional learning for employees.

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

BCE and Holy Spirit Bray Park take any breach of the BCE Child and Youth Risk Management Strategy or the Holy Spirit Bray Park Child and Youth Risk Management Strategy seriously. BCE has a Student, Parent and Guardian Complaints Management policy and procedure. Breaches of any aspect 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 Staff Misconduct procedure or Unsatisfactory Performance procedure;
- if the alleged breach relates to a report of inappropriate behaviour of a staff member 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.

The actions or inactions which will constitute a breach of individual elements of the Strategy are detailed in the Code of Conduct and the Student Protection Processes. Details regarding management of any breach, including who manages the breach, are contained in the procedures mentioned above. All records are kept confidentially in BCE business information systems.

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

### **Risk Management Tools**

Holy Spirit Bray Park considers all curriculum activities in terms of their inherent level of risk. When undertaking a medium or high-risk activity or special event, our school is responsible for identifying potential risks and considering the safety and wellbeing of students and the risk of harm to students.

Holy Spirit Bray Park develops and implements an effective risk management plan to remove or minimise the risk of harm to students. The plan includes risk assessments and risk mitigation which are carried out for all medium or higher risk activities undertaken within the school and all activities undertaken outside of the school. Holy Spirit Bray Park refers to information in relation to risk assessments for various activities and risk assessment tools provided on BCE's Intranet, Spire.

The Health and Safety Team at BCE provides support to our school, if requested, to help us carry out risk assessments and develop and implement a risk management plan. In addition, a dedicated Workplace Health and Safety Officer ("WHSO") is employed at Holy Spirit Bray Park (who is required to complete a Certificate 4 in Workplace Health and Safety within 12 months of commencing the role). The WHSO's role is to co-ordinate risk assessments at our school and

support the Principal in carrying out the health and safety responsibilities under legislation. BCE provides training and updates to the WHSO.

BCE has developed a Contractor Induction Manual to give contractors information on BCE's Workplace Health and Safety Contractor Management System at BCE schools, so that contractors working at Holy Spirit Bray Park play their role in maintaining a safe environment for students.

### **Risk Management for Excursions and Fetes**

The Principal is responsible for approving all excursions. The Principal has reference to BCE forms and fact sheets to assist in identifying, assessing and managing risks associated with excursions, for example, the Excursion Safety Procedure, and Excursion and Incursion Risk Assessment Guideline, an OH & S Fact Sheet: Excursions, OH & S Standard - Risk Management Form and the Risk Assessment Template Form. The Principal completes the Risk Assessment Template Form prior to each excursion. This form specifies that in carrying out a risk assessment, student protection risks must be assessed and managed.

In developing a high-risk strategy/plan Holy Spirit Bray Park takes the following into consideration.

- Establishes the context of the activity or event including:
  - the nature of the activity and your 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.
- Addresses the following issues, if relevant:
  - 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
  - Any risks presented by the physical environment
  - Accommodation and supervision requirements.

The Principal utilises BCE's International Travel procedures to assist in planning for the safety of students participating in international travel.

The Principal completes the BCE Fete Safety Planning prior to a fete taking place. This Fete Safety Planning Checklist assists the Principal in managing the health and safety risks of conducting a fete. The Principal accesses links to relevant information provided on BCE's Health and Safety Portal, to assist in the risk assessment and management process, including the Fireworks Checklist, Mobile Amusement Device Checklist, Contractors Workplace Health and Safety Agreement and information on the hygienic handling of food. A Contractor Agreement – School Fete has been implemented which among other things warrants that all the contractors personnel and approved subcontractors who interact with children and young people at the Fete hold a current Positive Notice blue card and it has no knowledge or reason to believe that any of its personnel or approved subcontractors may have acted inappropriately towards children or young people.

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

Holy Spirit Bray Park 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** – Holy Spirit, Bray Park manages the supervision of students appropriately to ensure that there is adequate supervision of students. Holy Spirit, Bray Park 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.

### **Playground Supervision**

Playground supervision is conducted in the following areas during lunch and afternoon tea breaks each day: Prep/Year 1 playground, School Oval, School Hall, Friendship Court, Spirit Place and School Tuckshop Area. Duty times as follows ~

- 8:00am – Staff rostered on duty until 8:25am at drop off zone, Friendship Court and Harmony Way areas. Classroom teachers are in their classrooms from 8:10am.
- On wet days students are taken to the school hall from 8:10am until 8:25am

Teachers are rostered on supervision according to a roster which is issued at the end of each term for the following term. Eating supervision is arranged by class teachers and 10 minutes of supervised eating takes place adjacent to classrooms. Any student who requires more eating time is directed to the Tuckshop Area to eat their remaining food. These students are supervised by the teacher on duty.

### **Playground duty**

To exercise reasonable duty of care, a roster of teachers for playground duty will be maintained by the school. The roster will ensure that a registered Teacher is always in attendance for playground duty. The Principal may also assign a school officer to perform playground duty alongside teachers.

The support adequate supervision of students, all reasonable steps will be taken to ensure the school grounds, premises and equipment are safe for students to use. This includes:

- undertaking a school grounds risk assessment each morning by Cleaners, Groundsperson, Principal
- undertaking a safety assessment of equipment by Groundsperson and Principal (see also Kidsafe information on playground safety)
- ensure that students are informed of the school's safety regulations for playgrounds.

Playground duty includes the following areas by teachers and school officers ~

- Friendship Court
- Junior Sandpit area and tuckshop area
- Oval and Year 3 to 6 Playground
- Spirit Place and Year 2 Playground
- Forrest Area and Prep and Year 1 Playground
- Library
- Friendship Club and Chill Club
- Choices Rooms

Hours of duty for rostered teachers and school officers include

- 8:00 – 8:25
- 10:30 – 11:10
- 1:10 – 1:40
- 2:55 – 3:25

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

Parents/caregivers are notified in the school handbook and reminded in the newsletter throughout the school year that a teacher is not on duty until 8.10am each morning. From 2:55pm children are collected by parents adjacent to classrooms or are directed to car pick up area or bus shelter which is supervised by teachers. If children are not collected by their parents, they are sent to the school office so that parents/carers can be contacted. Parents/caregivers are provided with information on how to use the pickup/drop off zone and school parking.

### **Procedure Followed in the Event a Child is Not Collected**

The teacher on after school duty takes the child/children to the school office. A staff member and a member of the School Leadership Team remain with all children until collected. After 3.30pm, students are taken to the school office and parents are contacted. In the event parents/guardians could not be contacted, other authorised contacts would be used. In the event of no contact being made, Principal or Member of the School Leadership Team would make the decision to contact QPS.

### **Procedure to be Followed in the Event a Person Responsible for the Collection of a Child is Deemed Unable (for example, intoxication)**

In the event a parent or caregiver is demonstrating unsafe behaviour they will be invited to move to the office to discuss appropriate transport arrangements.

Attempt to contact other parent; contact emergency contacts; contact Police/Child safety if required.

Further action required could result in Student Protection Report, Pastoral Care and Support of parents, students and families.

**Emergency** – Holy Spirit, Bray Park ensures that all employees are briefed to appropriately handle emergency situations and critical incidents in accordance with BCE's Procedures for Responding to Critical Incidents.

**Fire/Lockdown** – Holy Spirit, Bray Park ensures that all employees and volunteers are made aware of fire evacuation and lockdown procedures at the school.

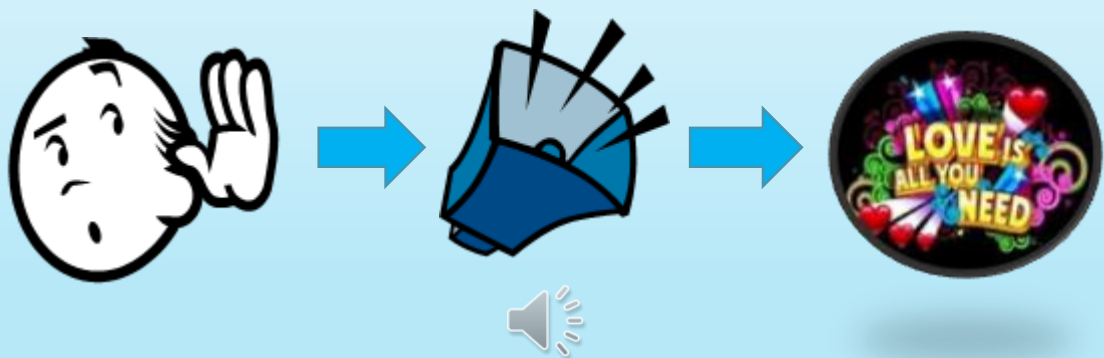
# What is a Lockdown?

If something or someone is making our school unsafe our school will lockdown to keep us safe

When we practice this it is called a *Lockdown Drill*.

We need to learn this drill so we know exactly where to go and what to do if we have a real Lockdown

## If we need to lockdown you will hear



# Lockdown in Class Time

## Procedure:

1. Stop
2. Listen to the teacher's instructions where to go in the room to be safe
3. Curl up in a ball on the floor put my face in my hands
4. Stay very still and quiet
5. DO NOT LEAVE THE CLASSROOM

**If you are on a message and hear this song go into the nearest classroom and wait**

## During Break Time

**DO NOT GO BACK TO YOUR CLASSROOM  
GO TO THE**



**Hall**

**or**



**Library**

**When our school is safe again  
you will hear**



**“All Clear, All Clear”  
over the P.A**

- **Teacher will mark the class roll kept in red Evac folder near door**
- **Wait for office to call classroom**

**If there is a FIRE or we need to  
EVACUATE you will hear this  
siren over the loud speaker**






4. Follow teacher in a line to the oval



5. At the oval I must  in line,  wait and  ten to my teacher marking the roll.

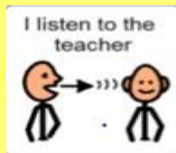
6. This may take a  while to make sure everyone is safe

You must

1. Stop



2. Listen  to the teacher



3. Line up  the classroom



## 7. When “ALL CLEAR, ALL CLEAR” is announced, I listen to my teacher’s instructions for us to return back to class

**Visitors/Outsiders** – Holy Spirit, Bray Park manages visitors to school premises to ensure the safety of employees, students and visitors, including relevant signage and directions, together with procedures for signing in and out of the school in accordance with the BCE information on visitors to school premises.

### **Overview**

BCE values the safety of employees, students and school visitors.

The principal of each school has primary responsibility for regulating the behaviour of school visitors.

From time to time principals may need to seek assistance and direction from their Senior Leader, Operations, the Director – School Services, or the Executive Director.

### **Procedure**

If there is a real and present threat to the safety of any person or property on the school premises, the police should [be contacted](#) straight away. The procedures set out in BCE’s [Critical Incident Management Plan](#) must be followed.

In other situations, where a principal becomes aware that the behaviour of a person (who is not an employee of the school or a student enrolled at the school) is disruptive or inappropriate, an assessment should be made of the situation. Once an assessment has been made, the principal should consider whether it is appropriate to issue the person with one of the directions under the provisions of the Education (General Provisions) Act 1989.

If a decision is made to issue a direction, the principal should take the following action:

1. Ask the person to provide their full name and residential address.
2. If the person refuses to provide their address, inform the person it is an offence to refuse to provide such information. If they continue to fail to provide this information, make a note of the description of the person and their distinctive features for later identification, or take a photograph of the person.
3. If the principal suspects the information provided by the person is false, ask the person to provide evidence of their name and address - e.g. driver's licence.
4. Consider the behaviour of the person and determine what direction is appropriate to be issued in the circumstances. In making such determination have reference to the information outlined in the explanation of the Act above and the circumstances in which each type of direction is intended to be used.
5. Complete the appropriate direction on the pro formas provided – either Direction [346](#) or [348](#). If you require assistance in drafting the document, please contact Brisbane Catholic Education Legal Counsel - Justine Garvin or Catherine Abercrombie, or your Senior Leader, Operations.
6. Make two copies of the direction.
7. If the person remains on school premises while the direction is prepared, hand them the original of the direction. If the person refuses to take the direction, place a copy of the document on the ground in the person's presence, and inform the person of the nature of the document.
8. If the person has refused to take the original of the direction, or the person has left the school premises prior to the direction being prepared, the original direction should be posted by prepaid post to the person at the residential address they provided.
9. A copy of the direction should then be placed on a file entitled "School Safety Directions" which the school should maintain. A note of the incident, including details related to the method of delivery of the direction should also be made and placed with a copy of the direction on the file. A copy of the direction should be forwarded by email to [Justine Garvin](#) and the email copied to the Senior Leader, Operations. This is important as in July every year you will be required to provide data to the Department of Education through the QCEC website as to the number and type of directions issued by the school in the previous financial year.
10. If despite being served with a direction a person disobeys the direction, the Police should then be called.
11. In the event a school principal decides a person's behaviour is of a serious nature and a direction prohibiting a person from entering school premises for up to 1 year days is warranted, the principal should complete the pro forma [Request 350](#) and forward it immediately to their Senior Leader, Operations with a copy to be provided to BCE Legal Counsel - [Justine Garvin](#) & [Catherine Abercrombie](#).

## Legislation

The relevant laws include:

- Education (General Provisions) Act 2006
- Police Powers and Responsibilities Act 2000

### The Education Act

This Act expressly provides principals with powers to deal with visitors to school, particularly where the visitor's behaviour is problematic. These powers are contained within [Chapter 12, Part 6 Division 3 of the Act](#), and in particular Sections 343 to 349.

### Powers given to principals under the Act

These powers apply to visitors whether they are child or adult but only if they are not a student or employee of the school.

1. A principal can **require a person to provide their name and residential address** if the principal intends to issue the person with a direction under the Act. The principal must warn the person that they will commit a punishable offence if they refuse to provide the information, unless the person has a reasonable excuse.

If the principal suspects the person has given a false name or address, the principal can require the person to provide evidence of their real name or address.

2. A principal can issue an enforceable written direction to a person as to their **conduct or movement at the school for up to 30 days**. This power is intended for situations where the principal is reasonably satisfied it is necessary:

- to ensure the safety or wellbeing of others at the school
- to prevent or minimise damage to the premises or property
- to maintain good order at the premises
- for the proper management of the school.

There are specific requirements as to the form and content of the direction, and a pro forma direction has been created and named [Direction 346](#).

3. A principal can issue an enforceable spoken direction to a person to **immediately leave and not re-enter the school premises for up to 24 hours**. This power is intended for situations where the principal reasonably suspects the person:

- has committed, or is about to commit an offence at the premises
- has used or is about to use threatening, abusive or insulting language to another person at the premises
- has engaged, or is about to engage, in threatening or violent behaviour towards another person at the premises
- has otherwise disrupted or is about to disrupt good order at the premises
- does not have a good and lawful reason to be at the premises.

This oral direction must include:

1. the terms of the direction
2. the ground for the direction
3. the time during which the prohibited person may not re-enter the premises.

4. A principal can issue an enforceable written direction to a person requiring the person **not to enter the school's premises for up to 60 days**. This power is intended for situations where the principal is reasonably satisfied that unless the direction is given, the person is likely:

- to cause physical harm to, or apprehension of fear of physical harm in, another person when the other person is at the premises
- to damage the premises or property at the premises
- to disrupt the good order or management of the school.

There are specific requirements as to the form and content of the direction, and a pro forma direction has been created and named [Direction 349](#).

5. A principal may request the Executive Director of BCE to issue a person an enforceable written direction requiring that person to **refrain from entering a school's premises for a period of up to 1 year** from the date of the direction. This power is intended for circumstances where the Executive Director is reasonably satisfied that, unless the direction is given, the person is likely to:

- cause physical harm to, or apprehension or fear of physical harm in, another person when the other person is at the premises
- damages the premises or property at the premises
- disrupt the good order or management of the school.

A pro forma request for principals to complete and forward to their Area Supervisor has been created and named [Request 350](#).

**Media/Communications strategies** – Holy Spirit, Bray Park obtains the permission of parents (media consent) for the use of student photographs and names in any materials issued to the public in printed or electronic form as part of the enrolment process and annually thereafter. Identifying information of students is used in promotional material only with the specific permission of the parents and the students concerned. Holy Spirit, Bray Park obtains the specific informed consent of parents for any publication of names and photos of students in the media outside the local school.

**Computer/Internet** - All employees and students at Holy Spirit, Bray Park are required to observe the Acceptable Use policy. Holy Spirit, Bray Park implements the BCE Acceptable Use of Computer and Internet Resource Consent Form in the school. School employees adhere to BCE's Social Media policy.

**Guidance Counselling Service** – The Guidance Counsellor at our school must obtain Informed Consent from a parent and/or student for participation in any guidance counselling services offered.

**Bathrooms and Toilets** – Holy Spirit, Bray Park has a range of protocols in place. Holy Spirit School has a range of protocols in place. Staff and student toilets are clearly indicated with signage. Teachers being notified of a student requiring support in a toilet will announce that they are entering the space and will ensure another student or teacher is with them. Students in sickbay will access the disabled toilet and support will be provided by administration staff if required. Administration staff will ensure another staff member is with them if a child needs help in the bathroom. Volunteers and visiting adults will be instructed to use staff toilet facilities. Adults have separate toilet facilities. Staff entering a student toilet should be accompanied by another staff member and clearly announce their intention to enter. Staff only enter toilets of the same gender.

Toilets are available and designated for students requiring a gender-neutral bathroom or those with a disability.

**Managing Injuries, Allergies or Illnesses – Holy Spirit Bray Park** accesses and implements a range of procedures, guidelines, forms and resources to assist schools to effectively manage injuries, allergies and illness. All documents are available on the BCE Intranet, Spire. Examples include:

- Medication to Students Procedure
- The Five Rights of Medication Administration
- Anaphylaxis Guidelines for School Staff
- Letter for Parents and Carers template
- Authorisation to Contact Medical Practitioner
- Medication Administration Request Form
- Individual Health Care Plan
- Student Medication Register Template
- Anaphylaxis Guidelines for School Staff
- Diabetes Emergency Response Guidelines
- Epilepsy Emergency Response Guidelines
- Asthma Emergency Response Guidelines
- Authority for Administering Paracetamol
- Queensland Health Authority Authorisation to Obtain Possess and Administer an Adrenaline Auto Injector
- Action Plan for Anaphylaxis
- First aid procedure
- First aid risk assessment
- First aid kit inspection checklist
- Designated First Aider Notice
- Managing Head Injuries
- Incident management and investigation procedure
- Incident and Injury Reporting Flowchart
- Incident Investigation guideline
- Incident and Injury Investigation Report
- Incident System Access Request Form
- WSS Incident and Injury Reporting Form
- Notifiable Incidents Poster
- Manual Handling of Students Procedure
- Resources for Anaphylaxis, Asthma and Diabetes can be found in the References section of Student Medications its Related Links in Spire.

**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.

**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.

## **PART 4 - CONSISTENCY**

### **Policies and procedures for compliance with Chapters 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000* (mandatory requirement 6)**

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

Holy Spirit Bray Park complies with BCE's Working with Children Check (Blue Card Screening) Procedure (The Procedure) which 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).

All non-teaching employees, volunteers (unless exempt) and trainee students who work at Holy Spirit Bray Park 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) before an offer of employment is made and prior to working with children. 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).

BCE records Working with Children Card (Positive Notice blue card) information for all paid employees. Holy Spirit Bray Park 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.

Holy Spirit Bray Park 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.

#### **Procedures for reviewing the Child and Youth Risk Management Strategy**

To ensure that Holy Spirit Bray Park Child and Youth Risk Management Strategy remains current and effective, this strategy is monitored and reviewed annually. Also, in the event that Holy Spirit Bray Park identifies concerns, particularly following an incident, Holy Spirit's Child and Youth Risk Management Strategy 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 Holy Spirit Bray Park'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 Holy Spirit Bray Park's Child and Youth Risk Management Strategies.

Following the review, employees, parents and volunteers at Holy Spirit Bray Park are advised of any significant changes to BCE's or Holy Spirit's policies and procedures as a result of the review and appropriate training will be provided.

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

### **Accessibility and Training on the Child and Youth Risk Management Strategy**

The Principal implements and communicates Holy Spirit's Child and Youth Risk Management Strategy to parents, employees, volunteers and other personnel by:

- placing the school's Child and Youth Risk Management Strategy on the school's website
- providing a printed copy upon request; and
- providing training to the school's employees on Holy Spirit's Child and Youth Risk Management Strategy and BCE's Child and Youth Risk Management Strategy including identifying risks of harm and how to handle disclosures or suspicions of harm.