

**STRATEGY:
CHILD RISK MANAGEMENT [CK-STR-0001-02]**

If any person believes a child is at immediate risk of child abuse or harm, telephone 000.

Authorised by:



20/10/2024

(Signature: Board Secretary)

(Date: Board approved)

TABLE OF CONTENTS

Purpose	2
Scope	2
COMMITMENT	2
1. Statement of Commitment	2
2. Code of Conduct	2
CAPABILITY	3
3. Recruitment, Selection, Training and Management Procedures	3
CONCERNS	4
4. Handling Disclosures or Suspicions of Harm	4
5. Managing Breaches of this Child Risk Management Strategy	5
6. Implementing and Reviewing the Child Risk Management Strategy	5
7. Blue Card Policies and Procedures	5
CONSISTENCY	6
8. High Risk Management Plans	6
9. Strategies of Communication and Support	6
Responsibilities	6
Compliance and Monitoring	7
Related Documents	7
Revision History	7

Author	Version	Issue Date	Review Date	Authorised by	Strategy: CHILD RISK MANAGEMENT	
C Puleston	02	10-2024	10-2025	Board	CK-STR-0001-02	p. 1 of 8

Purpose

The purpose of this strategy is to identify potential risks of harm to children and to implement strategies to eliminate and minimise such risks to ensure the safety and wellbeing of all children engaged with commonkind.

Scope

People: all children who receive a service from commonkind and all those who conduct work for commonkind in a paid or unpaid capacity in direct or non-direct child-related roles. This includes (but is not limited to) board members, executive leadership, Staff, volunteers, interns, trainees, contractors and consultants.

Activities: all commonkind activities which involve, result in or relate to interactions with children including:

- a) physical contact;
- b) face to face contact;
- c) contact by post or other written communication;
- d) contact by telephone or other oral communication;
- e) contact by email or other electronic communication (including online video calls and contact through social media).

COMMITMENT

1. Statement of Commitment

commonkind is committed to being a child safe organisation - one that proactively creates a culture, adopts strategies and takes action to promote child safety and wellbeing and prevent harm to children and young people in accordance with *Working with Children (Risk Management and Screening) Act 2000* (Qld)(“the **Act**”).

We have zero tolerance for child abuse and harm.

We promise to create a safer environment for the children of commonkind. They are the heart of what we do.

2. Code of Conduct

At commonkind, we expect all Staff to always behave in ways that promote the safety, welfare and wellbeing of children. Staff must actively seek to prevent harm to children, and to support those who have been harmed. All staff are to read, sign and comply with the Child Protection Code of Conduct.

Specific responsibilities include:

- Staff should avoid situations where they are alone in an enclosed space with a child.
- When physical contact with a child is a necessary part of the teaching/learning experience, Staff must exercise caution to ensure that the contact is appropriate and acceptable. Staff must always advise the child of what they intend doing and seek their consent.
- Staff must not develop a relationship with any child that is, or that can be interpreted as having a personal rather than a professional interest in a child.

Author	Version	Issue Date	Review Date	Authorised by	Strategy: CHILD RISK MANAGEMENT	
C Puleston	02	10-2024	10-2025	Board	CK-STR-0001-02	p. 2 of 8

- Staff must not have a romantic or sexual relationship with a child.

This commitment is evidence of commonkind’s fulfilment of the requirements of Schedule 1 s.2(2) of the Act.

CAPABILITY

3. Recruitment, Selection, Training and Management Procedures

commonkind is committed to recruiting, selecting, training and managing Staff in such a way that limits risks to children.

In particular, commonkind will ensure that its recruitment and selection procedures act to reduce the risk of harm to children from Staff via:

- Accurate position descriptions, whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant.
- Advertising the position with a clear statement about commonkind’s commitment to child-safe and supportive work practices and identifying that candidates will be subject to a Blue Card screening, referee checks, identification verification and the requirement to disclose any information relevant to the candidates’ eligibility to engage in activities with children.
- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
- A probationary period of employment, which allows commonkind to further assess the suitability of the new employee and to act as a check on the selection process.

commonkind also ensures that its training and management procedures act to reduce the risk of harm to children from Staff via:

- Management processes that are consistent, fair and supportive.
- Performance management processes to help Staff to improve their performance in a positive manner.
- Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
- An induction program which thoroughly addresses commonkind’s policies and procedures, particularly its expectations regarding child risk management and to assist Staff to understand their role in providing a safe and supportive environment for children.
- Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - commonkind’s policies and procedures;
 - identifying, assessing and minimising risks to children;
 - handling a disclosure or suspicion of harm to a child.
- Keeping a record of the training provided to Staff.

Author	Version	Issue Date	Review Date	Authorised by	Strategy: CHILD RISK MANAGEMENT	
C Puleston	02	10-2024	10-2025	Board	CK-STR-0001-02	p. 3 of 8

- g) Exit interviews to assist commonkind to identify broader issues of concern that may impact on the safety and wellbeing of children at commonkind.

This commitment is evidence of commonkind's fulfilment of the requirements of Schedule 1 s.2(3) of the Act.

CONCERNS

4. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the commonkind Child Safety and Wellbeing Policy, as follows:

- a) all staff with concerns about abuse/harm or likely abuse/harm or a child sexual offence committed by an adult
- b) all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the Report of Suspected Child in Need of Protection form (CK-FOR-0010). A summary of the process for Reporting Harm is in the table below.

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion of sexual abuse or likely to be sexually abused	CEO to Police immediately	EGPA sections 366 and 366A
All staff	Physical, neglect, psychological, emotional, exploitation	Significant harm & Parent may not be willing and able	CEO to DCSSDS	Accreditation Regulations section 16
All staff	Any	Not a level that is reportable to Child Safety, refer with consent	CEO to Family & Child Connect	CPA Sections 13B and 159M
Any adult	Any	Significant harm & Parent may not be willing and able	Child Safety	CPA section 13A
Any adult	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that (a) a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was – (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

In the case of concerns or allegations against the CEO, the commonkind Board Chair should be notified: chair@commonkind.org

Author	Version	Issue Date	Review Date	Authorised by	Strategy: CHILD RISK MANAGEMENT	
C Puleston	02	10-2024	10-2025	Board	CK-STR-0001-02	p. 4 of 8

- Department of Child Safety, Seniors and Disability Services (DCSSDS):
 - Brisbane and Moreton Bay **1300 682 254**
 - Ipswich **1800 316 855**
 - South East **1300 679 849**
 - South West **1300 683 390**
 - Sunshine Coast and Central **1300 703 762**
 - North Queensland **1300 706 147**
 - Far North Queensland **1300 684 062**
 - **After Hours 1800 177 135 (24 hrs/day, 7 days/week)**
- Family & Child Connect - call 13 32 64
- Police - call 000

This commitment is evidence of commonkind’s fulfilment of the requirements of Schedule 1 s.2(4) of the Act.

5. Managing Breaches of this Child Risk Management Strategy

commonkind is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Safety and Wellbeing Policy, Code of Conduct and Grievance and Complaints Handling Policy.

This commitment is evidence of commonkind’s fulfilment of the requirements of Schedule 1 s.2(5) of the Act.

6. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) of the Act relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state commonkind’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.c(6)(a) of the Act relating to review.

7. Blue Card Policies and Procedures

commonkind is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of Staff in such a way that limits risks to children. In particular, commonkind will:

- a) Require relevant prospective or current Staff, volunteers, board members and others to have working with children authority, and check the validity and appropriateness of any currently held notices, in accordance with commonkind’s position descriptions and the Act prior to the commencement of their engagement.
- b) Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information.
- c) Have all prospective Staff and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form declaring they are not a restricted person prior to commencing their engagement.

Author	Version	Issue Date	Review Date	Authorised by	Strategy: CHILD RISK MANAGEMENT	
C Puleston	02	10-2024	10-2025	Board	CK-STR-0001-02	p. 5 of 8

- d) Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- e) Link and unlink individuals as they commence and conclude their engagement with commonkind.
- f) Assign HR responsibility for managing the working with child screening process and all related documentation and records.
- g) Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- h) Ensure that all information in relation to working with children authority is kept confidential.
- i) Act to remind Staff to keep their working with children authority up to date and apply for a renewal prior to expiry.
- j) Take appropriate action if an employee, volunteer, board member or other fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of commonkind’s fulfilment of the requirements of the Schedule 1 s.2(6)(b).

CONSISTENCY

8. High Risk Management Plans

commonkind is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis. commonkind will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of commonkind’s fulfilment of the requirements of Schedule 1 s.2(7).

9. Strategies of Communication and Support

commonkind’s commitment to making this Child Risk Management Strategy available to children, parents and Staff via its display on commonkind website, as well as to staff members/families via electronic copy, is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

commonkind is committed to training Staff in relation to risks to children and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between the Senior Leadership Team and staff and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

Responsibilities

commonkind is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

Author	Version	Issue Date	Review Date	Authorised by	Strategy: CHILD RISK MANAGEMENT	
C Puleston	02	10-2024	10-2025	Board	CK-STR-0001-02	p. 6 of 8

All Staff at commonkind are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

commonkind is committed to the annual review of this strategy. commonkind will also record, monitor and report to the commonkind Board regarding any breaches of the Strategy.

In addition, commonkind is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

Related Documents

- CK-POL-0001 Child Safety and Wellbeing Policy
- CK-POL-0002 Privacy and Confidentiality Policy
- CK-POL-0003 Grievance and Complaints Handling Policy
- CK-POL-0004 Work Health and Safety Policy
- CK-PRO-0001 Risk Management Procedure
- CK-PRO-0002 Child Safety Reporting Procedure
- CK-FOR-0009 Child Protection Code of Conduct Declaration
- CK-FOR-0010 Report of Suspected Child in Need of Protection
- CK-FOR-0017 Restricted Person Declaration

Helpful Links

- [Blue Card Services](#)
- [Child Protection Act 1999 \(Qld\)](#)
- [Family and Child Commission Act 2014](#)
- [Domestic and Family Violence Act 2012](#)
- [Public Health Act 2005](#)
- [Criminal Code Act 2011](#)
- [Working with Children \(Risk Management and Screening\) Regulations 2020 \(Qld\) Criminal Code Act 1899 \(sections 229BB and 229BC\)](#)
- [Working with Children \(Risk Management and Screening\) Act 2000](#)
- [QLD Child Protection Guide](#)
- [Child Safe Organisations](#)
- [Department of Child Safety, Seniors and Disability Services](#)
- [National Office for Child Safety](#)
- [National Principles for Child Safe Organisations](#)
- [The United Nations Convention on the Rights of the Child](#)

Author	Version	Issue Date	Review Date	Authorised by	Strategy: CHILD RISK MANAGEMENT	
C Puleston	02	10-2024	10-2025	Board	CK-STR-0001-02	p. 7 of 8

Revision History

Revision Date	Summary of revision	Section(s) changed
Oct 2024	<ul style="list-style-type: none">• additional helpful links• fixed paragraph alignment & numbering	Helpful Links CONCERNS