



# THE KOORALBYN INTERNATIONAL SCHOOL

## Child Risk Management Strategy

<b>Purpose:</b>	The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.	
<b>Scope:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
<b>Status:</b>	Approved	<b>Supersedes:</b> Previous Policy
<b>Authorised by:</b>	School Governing Body	<b>Date of Authorisation:</b> October 2025
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Working with Children Check Act 2000</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</a></li> <li>• <a href="#">Child Protection Act 1999 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Act 2006 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Regulation 2017 (Qld)</a></li> <li>• <a href="#">Education Services for Overseas Students (ESOS) Act 2000 (Cth)</a></li> <li>• <a href="#">Education (Overseas Students) Regulation 2018 (Qld)</a></li> <li>• <a href="#">Education (Queensland College of Teachers) Act 2005 (Qld)</a></li> <li>• <a href="#">Education and Care Services National Law (Queensland)</a></li> <li>• <a href="#">Criminal Code Act 1899 (Qld)</a></li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> October 2026
<b>Policy Owner:</b>	School Governing Body	

## 1. Statement of Commitment

The Kooralbyn International School (TKIS) is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm.<sup>1</sup> In practice, TKIS is committed to acting in accordance to the *Working with Children (Risk Management and Screening) Act 2000* (Qld) (“the Act”) to promote the safety and wellbeing of students means that it will implement the measures outlined below in points.

## 2. Code of Conduct

TKIS’ Employee Code of Conduct is evidence of fulfilment of the requirements of Schedule 1 s.2(2) of the *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)* sch 1 (“Schedule 1”).

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

TKIS is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, TKIS will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), 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 students, and the experience and qualifications required by the successful applicant.
  - Advertising the position with a clear statement about the school’s commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates’ eligibility to engage in activities including 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 the school to further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help employees 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 the school’s policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.

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<sup>1</sup> *Working with Children (Risk Management and Screening) Regulation 2020* (Qld) sch 1 s.2(1)

- Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
  - the school's policies and procedures
  - identifying, assessing and minimising risks to students
  - handling a disclosure or suspicion of harm to a child.
- Keeping a record of the training provided to employees.
- Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

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

#### **4. Handling Disclosures or Suspicions of Harm**

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

- all staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by an adult
- teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.

This information is set out in more detail in The Mandatory Reporting Schedule, Appendix 1 of this document.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form, Appendix 2 of this document. The form should be provided to the principal who will report to Child Safety. If the harm is not at a level that is otherwise reportable to Child Safety, the matter should be referred to the principal, who may then refer the matter to Family and Child Connect.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, TKIS Principal will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

Any report made under this section or under TKIS Child Protection Policy will fulfill the reporting obligations of all adults under the *Criminal Code Act 1899*. An 'adult' includes students 18 years and over, parents/guardians and volunteers.

This commitment is evidence of TKIS' fulfilment of the requirements of Schedule 1 s.2(4).

#### **5. Managing Breaches of this Child Risk Management Strategy**

TKIS 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 Protection Policy, Employee Code of Conduct, Complaints Policy and Procedures (Students, Parents/Carers and Staff), and this is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

#### **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) relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state The Kooralbyn International School commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

### **7. Blue Card Policies and Procedures**

TKIS Blue Card Policy and Register are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(b).

### **8. High Risk Management Plans**

TKIS is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis.

TKIS 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 TKIS’ fulfilment of the requirements of Schedule 1 s.2(7).

### **9. Strategies of Communication and Support**

TKIS’ commitment to making this Child Risk Management Strategy available to students, parents and employees via its enrolment package, employee handbook, school management system and website is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(a).

TKIS is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

## **Responsibilities**

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

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

## **Compliance and Monitoring**

TKIS is committed to the annual review of this Strategy. TKIS will also record, monitor and report to the School Board and the Senior Executive Team and others as appropriate regarding any breaches of the Strategy.

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

## **Related Documents**

- TKIS Blue Card Policy
- TKIS Blue Card Register
- TKIS School Child Protection Policy
- TKIS Complaints Handing Policy
- TKIS Employee Code of Conduct

- TKIS Recruitment Policy
- TKIS Risk Management Policy

### **Helpful Links**

- [Independent Schools Queensland's Child Protection Decision Support Trees](#)
- Department of Families, Seniors and Disability Services and Child Safety [Child Protection Guide](#) resource
- [Blue Card Services resources](#)

### **Appendices**

- Appendix 1 - TKIS Mandatory Reporting Schedule
- Appendix 2 - Report of Suspected Harm or Sexual Abuse Form

# Appendix 1



## TKIS MANDATORY REPORTING SCHEDULE

*Education Act 2006 (EGPA) — Sections 366(2) & (4) and 366A(2) & (4)*

(a guide for TKIS staff)

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### 1. PURPOSE

This Mandatory Reporting Schedule sets out the **immediate written reporting obligations** of staff, principals, and governing body directors of a **non-State school** when abuse, suspected abuse, or a reasonable suspicion of abuse of a child becomes known.

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### 2. LEGISLATIVE BASIS

This Schedule is made pursuant to:

- **Section 366(2) and (4)** of the *Education Act 2006 (EGPA)*; and
  - **Section 366A(2) and (4)** of the *Education Act 2006 (EGPA)*.
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### 3. DEFINITIONS (FOR THIS SCHEDULE)

#### **Abuse / Suspected Abuse / Suspicion**

Includes any information that causes a person to reasonably suspect that a child has been, is being, or is at risk of being abused.

#### **First Person**

The staff member or Principal who first becomes aware of the abuse, suspected abuse, or suspicion.

#### **Adult**

For the purposes of this Schedule, an **adult includes:**

- A student **18 years of age or over**
- A parent or guardian
- A volunteer
- A staff member
- Any other adult person

## Written Report

A written record describing the abuse, suspected abuse, or suspicion, including relevant facts and observations.

### 4. MANDATORY REPORTING SCHEDULE

**Table 1 — Mandatory Reporting Requirements**

Trigger Event	Who is the First Person?	Mandatory Action	Recipient of Report	Timeframe
<b>Awareness of abuse, suspected abuse, or a reasonable suspicion of abuse involving a child</b>	Staff member (not the Principal)	Prepare a <b>written report</b>	School Principal or Director of the School's Governing Body	<b>Immediately</b>
<b>Written report received from staff member</b>	School Principal	Give a <b>copy of the written report</b>	Police Officer	<b>Immediately</b>
<b>Written report received from staff member</b>	Director of the School's Governing Body	Give a <b>copy of the written report</b>	Police Officer	<b>Immediately</b>
<b>Awareness of abuse, suspected abuse, or suspicion</b>	School Principal (as first person)	Prepare a <b>written report</b>	Police Officer	<b>Immediately</b>
<b>Written report made by Principal</b>	School Principal	Give a <b>copy of the written report</b>	Director of the School's Governing Body and Police Officer	<b>Immediately</b>
<b>Child is in immediate danger</b>	Any person	Contact emergency services	Emergency Services (000)	<b>Immediately</b>

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## 5. EMERGENCY SITUATIONS

Where a child is in **immediate danger**, **Emergency Services (000)** must be contacted immediately.

This obligation **does not remove or delay** the requirement to comply with written reporting obligations under this Schedule.

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## 6. RECORD KEEPING AND CONFIDENTIALITY

- All actions taken under this Schedule must be documented.
  - Reports must be handled confidentially and shared only on a **need-to-know basis**.
  - Staff must not investigate the matter themselves.
  - Ongoing monitoring and appropriate support must be provided to the child.
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## 7. PROTECTION AND COMPLIANCE

- Reporting in good faith is protected under the *Education Act 2006 (EGPA)*.
  - Failure to comply with this Schedule may constitute a breach of legislative obligations.
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## 8. STATUS OF THIS SCHEDULE

This Mandatory Reporting Schedule forms part of the **TKIS Child Protection Policy** and must be read in conjunction with that Policy.

## Private and Confidential

THE KOORALBYN INTERNATIONAL SCHOOL | Ph 5544 5500 | [www.tkis.qld.edu.au](http://www.tkis.qld.edu.au) | [admin@tkis.qld.edu.au](mailto:admin@tkis.qld.edu.au)



## Report of Suspected Harm or Sexual Abuse [Form]

Date the information was received:

**Details of student/child harmed or at risk of Harm/Abuse:**

Legal Name of child reported to be at risk:  Preferred Name:  Child DOB:

Primary Language Spoken:  Child's Residential Address:

Gender:  Year Level:  Does the child have a disability?: YES  NO  UNSURE

Disability Category:

Child's Phone:  Child's Personal Mobile:

Aboriginal  Torres Strait Islander  Both

**Family Details:**

Parent/Caregiver 1 Name:  Residential Address if different from student's:

Parent/Caregiver 2 Name:  Residential Address 2 if different from student's:

Phone (Home):  Phone (Work):  Phone (Mobile):

Phone 2 (Home):  Phone 2 (Work):  Phone 2 (Mobile):

Relationship to child:

Is the student in out-of-home care?: YES  NO  UNSURE

Are there any Family Court or Domestic Violence order in place? YES  NO  UNSURE

**Person alleged to have caused the harm or abuse:**

Adult family member  Child family member  Student/Other child  Other Adult  Unknown

Name of suspected person(s) if known:

**Details of any harm and/or sexual abuse to the student:** Time and Date of the incident; location of the incident; source of information; details of harm alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by the student; any previous incidents of suspected harm; behavioral indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child, etc. PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (attach extra pages if necessary).

Please indicate the identity of anyone who may have information about the harm or abuse (include their relationship to student/child and contact details if known):

Any Attachments?: YES  NO

**Staff Member making this report, if not the principal:**

Name of reporter:  Position of reporter:  Name of Principal:  Email of Principal:

Response requested by school?: YES  NO

**Checklist of Actions Taken:** (Please indicate which agencies this Report of Suspected Harm or Sexual Abuse form was sent to)

OLD Police Service QPS  Child Safety Services  Family and Children Connect  Principal

PoliceLink Ph: 131 444 or Beaudesert: 5542 1155 <https://secure.comunities.qld.gov.au/engage/engine.aspx> and <https://familysupportreferral.org.au/> Ph: 13 32 64 or <https://familysupportreferral.org.au/> Professional Conduct Unit @ qct.edu.au

Child Safety Regional Intake Service: 1300 679 849

School Board  OQT Ph: 3377 4777 or

Signed:  Dated:  Case No:

WARNING: The CLEAR button will permanently delete all data on this form. Click SAVE AS button first and save the file under the child's name and date, before clicking CLEAR

**SAVE AS** **PRINT** V24.5