

## **Risk Management Strategy for P&Cs**

This document has been compiled by P&Cs Qld with reference to Department of Education and Training (DET) policies and procedures to assist P&C Associations to comply with the legislative requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* for all organisations and associations.

A Risk Management Strategy allows an organisation to identify and assess possible sources of harm, and take steps to decrease or prevent that harm from occurring. The Strategy must include evidence of procedures, processes and documents, which show an organisation's commitment to maintaining the safety and wellbeing of children and young people.

As a P&C Association operates in the name of a State school facility it is essential that the strategy for P&C Associations be linked closely with the Code of Conduct for the Qld Public Service and the DET Student Protection Procedure and Guidelines.

While it is a guide only and should not be considered legal advice or a legal document this Strategy outlines the requirements and expectations of volunteers and P&C employees, as members of a school community, with regard to the protection of students from harm. The Strategy should not to be altered except where the P&C needs to personalise it in the name of their own Association, as indicated in the shaded areas. The templates are also provided as a guide and reflect the intent of the Strategy.

**This Strategy MUST be reviewed and updated annually as a requirement of the Working with Children legislation. This needs to be endorsed at the P&C AGM annually as part of general business and the checklist signed as confirmation of requirements being met by the P&C.**

This document and User's Guide is located on the P&Cs Qld website [www.pandcsqld.com.au](http://www.pandcsqld.com.au) so an electronic copy is available to all P&Cs. Please contact P&Cs Qld on 3352 3900 if you have any queries.

For specific questions on risk management please contact Blue Card Services on 1800 688 275 or 3247 5525 and <http://www.bluecard.qld.gov.au>

### **The Risk Management Strategy document**

This document is based on a number of policies and legislation as outlined in the Strategy and as such should not be altered. This Strategy identifies the role and obligations of volunteers and P&C employees while conducting business within a school.

Ensure that the strategy is easily accessible – the school website could be one form of ensuring accessibility and place information in the Volunteer Registers.

Change the shaded areas only and contact the P&Cs Qld office on 3352 3900 to discuss any issues you may have.

### **Templates**

#### **Student Protection Risk Management Annual Checklist**

This is a guide for the Executive Committee and the principal to ensure that this strategy is being implemented and processes and procedures outlined in the Strategy are practised and reviewed.

The checklist is to be completed before the AGM of the P&C ready for endorsement at the AGM under General Business.

A copy of the completed checklist must be provided to the principal. This will assist in ensuring that the policy is up to date and members are aware of the requirements.

#### **Flowcharts: Volunteer or P&C employee response to suspicion of harm to students**

This is a visual process of reporting suspicions for volunteers and P&C employees and is to be placed in a prominent position in P&C operational areas; tuckshop, OSHC, uniform shop and in the Volunteer Register for easy access.

#### **Standards of Behaviour Fact Sheet**

This can be provided to assist or remind volunteers and P&C employees of the standards of behaviour expected under the Code of Conduct and should be displayed in prominent areas.

#### **Student Protection Fact Sheet**

This is the minimal training required of all volunteers and P&C employees as per the Department of Education and Training's Student Protection guidelines. The principal may choose this as minimal training and have it accessible to all volunteers before they volunteer.

#### **Blue Card P&C President change of contact proforma**

- Copy this form onto P&C Association letterhead
- Blue card application forms for P&C employees should be processed by the authorised officer determined by the P&C President
- The contact person in part B of a blue card application form MUST be the P&C President
- The declaration in Part E of a blue card business application form must be completed by either a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer
- The contact address of the person processing the Blue card applications must be the address of the school.
- Blue Card Services must be notified if the person in the role of President changes

- Use this proforma to notify Blue Card Services as soon as there is a change in the person holding the position of president. This ensures that confidential information is only discussed with the person in charge of looking after these documents.

### **Blue Card Register**

Due to the confidential nature of the information, ensure that the principal has identified a single contact person who will sign and process Blue Card applications for the school and volunteers and collate all Blue Card information.

The P&C president must be the contact person for applications for Blue Cards for P&C employees and will pass a copy of this information on to the authorised person for filing.

A person who already has a Blue Card must supply a copy of the information to the authorised officer for entering in the Blue Card register and for filing.

### **Volunteer Register**

All volunteers within the school and P&C activities, whether they are P&C Association members or not, MUST sign in and out for each activity at which they volunteer.

A designated person should collect the registers at the end of each term to update files and check that requirements are met.

The volunteer register ensures a number of requirements can be met at once:

- Blue Card compliance,
- Access to and acknowledgement of the Student Protection Fact Sheet as part of training,
- Requirements for insurance purposes and
- It provides a list of volunteers for expressions of appreciation.

The Volunteer Register could be a folder, which may contain:

- A number of copies of the Student Protection Fact Sheet
- A copy of the P&C Student Protection Risk Management Strategy
- A copy of the Standards of Behaviour Fact Sheet
- A number of copies of Volunteer Register sign on template
- A number of copies of current Volunteer Blue Card application forms available from <http://www.bluecard.qld.gov.au/applications/applications.html> with the appropriate contact person detail in Part A already completed.
- A copy of the Flowcharts: Volunteer or P&C employee response to suspicion of harm to child or young person
- A pen

Ensure there is a designated person to look after the Volunteer Register and the information within.

### **Activity Risk Management Plans**

These should be completed for each activity to be conducted by the P&C Association where students are involved. It is recommended that this be completed before the activity is endorsed at a P&C meeting, high-risk activities discussed with the principal and measures put in place to ensure the risk is minimised.

These Plans need to be filed appropriately for easy reference or referral by the P&C president or principal and those involved in the activity.