



# 2024 St Alban's Wilston Early Childhood Centre CHILD AND YOUTH RISK MANAGEMENT STRATEGY

CONTENTS		
A	ADMINISTRATION OF CYRMS	2
B	STATEMENT OF COMMITMENT	5
C	MANAGING BREACHES	7
D	COMMUNICATION AND SUPPORT	8
E	CODES OF CONDUCT	9
F	RECRUITMENT, SELECTION, TRAINING & MANAGEMENT	12
G	WRITTEN RECORDS OF ENGAGED PERSONS	14
H	RISK MANAGEMENT PLANS	13
I	HANDLING DISCLOSURES OR SUSPICIONS OF HARM	14
J	APPENDICES	15

APPROVAL			
Name	Role	Signature	Date
<b>Led by:</b>			
Anthea Jones	Nominated Supervisor	<i>[Signature]</i>	15 Oct 2024
<b>Endorsed by:</b>			
Anne Maley	Chair of Management Committee, on behalf of the Committee	<i>[Signature]</i>	16 Oct 2024
<b>Approved by:</b>			
Catherine O'Sullivan	A/Executive Director Anglican Schools Commission	<i>[Signature]</i>	17/10/24

## A: ADMINISTRATION OF CYRMS

### PURPOSE

The purpose of a Child and Youth Risk Management Strategy (CYRMS) is to achieve the following **outcome**:

- practices and procedures are implemented to:
  - support the wellbeing of children affected by the service we provide and
  - to protect children from harm.

In doing so, it includes matters prescribed in Schedule 1 of the *Working with Children (Risk Management and Screening) Regulations 2020*. A CYRMS is a requirement of the *Working with Children (Risk Management and Screening) Act 2000* (s171 and 172) therefore the *Working with Children in Anglican Education Policy, Guidelines and Procedures* is the foundation of all sections within this Strategy.

### SCOPE

This Strategy applies to all children, parents, employees, volunteers and visitors of St Alban's Wilston Early Childhood Centre (ECC), in its role as both a regulated business and employer under Schedule 1 of *Working with Children (Risk Management and Screening) Act 2000*.

Note employment in this ECC includes any work - paid/unpaid, full time, part time, casual, individual contract, by formal or informal arrangement.

Please note that for St Alban's the ECC Centre Director is the Nominated Supervisor.

### KEY ROLES AND RESPONSIBILITIES

Role	Responsibility
ECC Nominated Supervisor	<ul style="list-style-type: none"><li>• Meet obligations associated with the ECC as a regulated business and regulated employer of people engaged by the ECC.</li><li>• Lead the development of the CYRMS.</li></ul>
ECC CYRMS Committee	<ul style="list-style-type: none"><li>• Assist the Nominated Supervisor to develop, implement and review the CYRMS.</li></ul>
ECC Management Committee	<ul style="list-style-type: none"><li>• Support the Nominated Supervisor to meet their obligations.</li><li>• Endorse the CYRMS and any changes following review.</li></ul>
Executive Director, Anglican Schools Commission	<ul style="list-style-type: none"><li>• Approve the CYRMS as delegate of the Approved Provider.</li></ul>

## CHILD & YOUTH RISK MANAGEMENT COMMITTEE

The development, implementation, monitoring and review of this CYRMS is assisted by a Child and Youth Risk Management Committee (CYRMC). The CYRMC has a key role in facilitating collaboration with stakeholders and reports to the Management Committee.

<b>Role</b>	<b>Nominees and contact information</b>
Chairperson	Anthea Jones (Nominated Supervisor / ECC Director) contactable at <a href="mailto:Wilston.EarlyLearning@anglicanchurchsq.org.au">Wilston.EarlyLearning@anglicanchurchsq.org.au</a>
Members	Colleen Coetzer (Early Learning Teacher ECC, also contactable at <a href="mailto:Wilston.EarlyLearning@anglicanchurchsq.org.au">Wilston.EarlyLearning@anglicanchurchsq.org.au</a> )  ECC Management Committee Members - <a href="mailto:wilston@anglicanchurchsq.org.au">wilston@anglicanchurchsq.org.au</a> <ul style="list-style-type: none"> <li>• Anne Maley (Chair)</li> <li>• Max Lambourne (Parish Priest, also contactable at <a href="mailto:max.lambourne@anglicanchurchsq.org.au">max.lambourne@anglicanchurchsq.org.au</a>)</li> <li>• Barry Fletcher</li> <li>• Graeme Rush</li> </ul>
ECC staff can also be contacted directly on telephone 33652 7617 and the Management Committee can be contacted through St Alban's Anglican Church by telephoning 3356 0030.	

## MONITORING AND REVIEW

### Monitoring

Child and youth risk management is monitored by the CYRMC who report to the ECC Management Committee at least quarterly.

### Continuous Improvement

This CYRMS will be supported by an Action Plan, the goal of which is to facilitate continuous improvement. The Action Plan is an internal document that will be provided to the Management Committee and the Executive Director along with this CYRMS at the time of endorsement/approval. Proposed changes and updates to the Action Plan will be shared through the quarterly reporting process (discussed above).

### Review

As per the *Working with Children (Risk Management and Screening) Act 2000*, this CYRMS is reviewed annually.

### Feedback

If you would like to provide feedback on child and youth risk management at the Centre, please contact a relevant person as per the CYRMC contact details above.

## ADMINISTRATION OF CYRMS REFERENCE DOCUMENTS

Document	Version	Location
CYRM Strategy Document	2024	Printed copy of CYRMS located at the parent information area and in Child Protection folder (hard copy) and electronically in the ECC Director's Office.
CYRMS Action Plan	2024	Printed copy in Child Protection folder (hard copy) and electronically in the ECC Director's Office.
<i>Working with Children in Anglican Education Policy, Guidelines and Procedures.</i> (Section 2 – Procedures for implementing and reviewing Child and Youth Risk Management Strategies)	V1.1 Effective Date: 1/06/2024	Printed copy of Policy, Procedures and Guidelines at the parent information area, and in a folder in the ECC Director's Office. Electronic copy held on file at the Centre.



## B: STATEMENT OF COMMITMENT

The following ***statement of commitment to the safety and wellbeing of children and the protection of children from harm***, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within the St Alban's Wilston educational community.

*Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.*

*As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.*

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

*Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.*

*Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:*

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

*This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.*

*Source: Working with Children in Anglican Education Policy v1.1*

## STATEMENT OF COMMITMENT: IMPLEMENTATION

St Alban's Wilston ECC currently does the following to communicate to and support people in our community to understand and implement the Statement of Commitment:

<b>Communication and Support</b>	<b>Lead</b>
Every time families/visitors sign into the Centre the <i>Statement of Commitment</i> is on the notice board at the parent sign in.	Nominated Supervisor
The Statement of Commitment is included as an obligation in the letter of offer.	Nominated Supervisor
Child Safety content – which includes the principles within the Statement is promoted each year in September, during Child Protection Week.	Educational Leader
Whenever the ECC Director/ECC Committee is considering actions or decisions that impact upon ECC	Nominated Supervisor/ECC Committee.

operations, the Statement of Commitment is reflected upon and used as a reference.

## STATEMENT OF COMMITMENT: REFERENCE DOCUMENTS

Document	Version	Location
<i>Statement of Commitment</i> poster		Paper copy on the notice board at the parent sign in desk.
Letters of Offer		Signed letters of offer are kept in on the Centre HR files in the ECC Directors office.

## C: MANAGING BREACHES

Implementing a clear breach management strategy is important to ensure accountability and help facilitate any necessary improvements.

### MANAGING BREACHES: IMPLEMENTATION

#### A plan for managing breaches of the CYRMS.

- Throughout relevant sections of this CYRMS, there are specific references to how St Alban’s Wilston ECC will manage action or inaction by a person that does not comply with the policies, procedures and planning detailed within that section.
- In the absence of specific reference, approved complaints and performance management processes will be used where applicable.
- Broader than this, the approval, endorsement, reporting and monitoring of the CYRMS act together to provide assurance that the CYRMS is being implemented. Any changes to the approved CYRMS, including the Action Plan, will be detailed by the CYRMC in their reporting. The Nominated Supervisor and Management Committee will consider these changes and respond as appropriate to the circumstance.

### MANAGING BREACHES: REFERENCE DOCUMENTS

Document	Version	Location
<i>Complaints Management in Anglican Education Policy, Guidelines and Procedures</i>	Version 1.0 Effective 1/06/2023	Policy Handbook in Parent Information Area & Policy folder in the Office of the ECC.
<i>Whistleblowers Policy and Procedures for Anglican Education</i>	Version 1.0 Effective 5/10/2020	Policy Handbook in Parent Information Area & Policy folder in the Office of the ECC.
<ul style="list-style-type: none"> <li>• ACSQ Probation Check in One Month form</li> <li>• ACSQ Probation Check in Three Month form</li> <li>• ACSQ Probation Check in Five Months form</li> <li>• ACSQ Employee Onboarding Procedure</li> </ul>	2024  2024  2024  2024	ECC Director’s Office and Centre HR files.
<ul style="list-style-type: none"> <li>• St Alban’s Wilston ECC - Performance Appraisal Form</li> <li>• St Alban’s Wilston ECC - Appraisal and Career Plan</li> <li>• St Alban’s Wilston ECC – Performance Discussion Note</li> </ul>	January 2024  Effective 08/01/2024  Effective 30/09/2024	ECC Director’s Office and Centre HR files.
<ul style="list-style-type: none"> <li>• CYRMS Quarterly reports</li> <li>• Any relevant minutes from the ECC Management Committee</li> </ul>		ECC Director’s Office  ECC Office Computer

## D: COMMUNICATION AND SUPPORT

Communication and support are key strategies in developing a focused, collaborative and well-informed community which supports a safety culture; and safe environments where children thrive.

### COMMUNICATION AND SUPPORT: IMPLEMENTATION

This CYRMS includes actions for communicating and providing support to relevant persons regarding child and youth risk management.

- Throughout applicable sections of this CYRMS there are specific references to how St Alban's Wilston ECC will provide communication and support to relevant persons as relevant to that section.
- Broader than this, actions undertaken to provide communication and support about the CYRMS to relevant persons, including persons engaged by St Alban's Wilston ECC and parents/carers of children, are:

Action	Lead
CYRMS is available for staff, parents and families and other visitors to view and reference at the sign in desk and in the Nominated Supervisor's Office.	Nominated Supervisor
Approval of the CYRMS and relevant content is communicated to parents and families via the centre's subsequent monthly newsletter.	Nominated Supervisor
Approval of the CYRMS is communicated and discussed with all paid staff, and Management Committee members at the next available Staff Meeting / Management Committee meeting.	Nominated Supervisor
Progress on the CYRMS Action plan is reported to and discussed with the ECC Management Committee at least quarterly and discussed at each staff meeting.	CYRMS Committee

### COMMUNICATION AND SUPPORT: REFERENCE DOCUMENTS

Document	Version	Location
Approval of the current CYRMS will be posted on StoryPark.		StoryPark and printed copy in the Parent Information Area.
Quarterly reports from CYRMC to the ECC Management Committee.		In Child Protection folder in the ECC Director's Office. Electronic Copy held ECC Directors Computer.
Staff Meeting Minutes which reference the approval of the CYRMS.		In the Meetings folder in the ECC Director's Office. Electronic copy held ECC Directors Computer.
ECC Management Committee and CRYMS Committee minutes		ECC Management Committee Minutes are kept electronically in the Parish Office and copy held ECC Directors Computer.



		CYRMS minutes are Child Protection Folder and an electronic copy is kept on ECC Director's computer.
--	--	--

## E: CODES OF CONDUCT FOR INTERACTING WITH CHILDREN

### CODES OF CONDUCT: IMPLEMENTATION

**Communication and support:**

St Alban's Wilston ECC undertakes the following activities to communicate and provide support to relevant persons to understand the expected standard of behaviour for interacting with children:

Relevant persons	Actions taken for this group to understand expected conduct	Action taken for others to understand the expectations of this group	Lead
<p>Employees (including part time and casual staff) and volunteers (including committee members)</p>	<p>Prior to commencement employees and volunteers receive the Our Commitment Code of Conduct booklet &amp; are required to sign an acknowledgment that they have read it and understand the expectations of them whilst interacting with children at the ECC.</p> <p>Employees and volunteers also participate in an induction which includes education about and discussion of the Code of Conduct and its application within the ECC.</p> <p>There is also a dedicated annual staff meeting/management committee meeting at beginning of each year, where the Code of Conduct is discussed,</p>	<p>The Code of Conduct is published on the ECC's website; is referenced in the Parent Handbook; is available at the sign in desk; and is referenced in enrolment information.</p> <p>Employees and volunteers are required to wear a St Alban's name tag/visitors name tag. This indicates to parents that this person has:</p> <ul style="list-style-type: none"> <li>• Participated in the following: <ul style="list-style-type: none"> <li>○ Employee induction</li> <li>○ Agreed to act in accordance with the Code of Contact</li> </ul> </li> <li>• Agreed to attend dedicated meetings where the Code of Conduct is discussed, and expectations are reinforced.</li> </ul>	<p>Nominated Supervisor</p>

	<p>and expectations are reinforced.</p> <p>Employees and volunteers, as relevant to their roles are inducted and agree to comply with any ECC specific policies or procedures relevant to conduct or behavioural expectations in relation to interacting with children. For example, supervision; behavioural management; sleep and rest.</p>		
Agency Staff	<p>Participation in the Agency staff induction processes.</p> <p>Agency staff, as relevant to their roles are inducted and agree to comply with any ECC specific policies or procedures relevant to conduct or behavioural expectations in relation to interacting with children. For example, supervision; behavioural management; sleep and rest.</p>	<p>Agency staff are required to wear a name tag that identifies them as such.</p> <p>The Nominated Supervisor is responsible for briefing permanent staff working with agency staff about the behavioural expectations of agency staff.</p>	Nominated Supervisor
Contractors	<p>Each time a contractor enters the ECC they are expected to sign in and out.</p> <p>The hard copy sign in and out register includes expected behaviours when onsite at the ECC.</p>	Contractors are to be closely supervised by staff during their time at the centre.	Nominated Supervisor
Parents	Parents are provided the <i>Parent Code of</i>	The expectations within the <i>Parent Code of Conduct Policy</i> are discussed with staff at	Nominated supervisor

	<i>Conduct Policy</i> at time of enrolment.	commencement and annually at a dedicated staff meeting.	
--	---	---	--

### Managing breaches:

St Alban Wilston ECC takes breaches to expected conduct seriously. Alleged breaches are managed:

- as per the processes for complaints management and performance management detailed in 'section C: managing breaches'; and
- allegations of harm to children are managed as per the *Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures*.

Concerns about conduct, raised in good faith, will not result in penalty, discrimination or adverse actions towards the person who raises the concern.

## CODES OF CONDUCT: REFERENCE DOCUMENTS

St Alban's Wilston ECC details the expected standards of behaviour for persons who interact with children because of their enrolment at St Alban's Wilston ECC in the following documents:

Document	Version	Location
Our Commitment: Creating environments for children and young people to thrive (A Code of Conduct for Anglican Schools and Education & Care Services)	2019	Printed copy located at the parent information area and in a folder in the ECC Director's Office. Electronic copy held on file at the Centre.
Staff and Agency staff Induction Booklets/ Staff Handbook which include relevant information about the behavioural expectations for interacting with children	2024	In the ECC Director's Office with electronic copy held on file at the Centre.
The sign in / out register includes expected behaviours when onsite at the centre.		Located at the parent information area. Electronic Copy held on file at the Centre.
<i>Parent Code of Conduct Policy</i>	Effective Date: 08/01/2024	Printed copy located at the parent information area and in a folder in the ECC Director's Office. Electronic copy held on file at the Centre.

## F: RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT

### RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: IMPLEMENTATION

Policies and procedures for recruiting, selecting, training and managing persons engaged or proposed to be engaged by the ECC, to the extent that the policies and procedures reflect the commitment to the safety and well-being of children and protecting children from harm.

POLICIES AND PROCEDURES	WHO THEY APPLY TO
<i>Working with Children in Anglican Education Policy, Procedures and Guidelines</i> . Specifically, Section 7 – Policy and Procedures for the recruitment, selecting, training and managing of persons.	All staff and volunteers who are engaged or proposed to be engaged by the ECC.
Section 10.5.1 (e) of the <i>Protecting Children in Anglican Education Policy</i> and section 16 of the <i>Guidelines and Procedures</i> detail relevant expectations on information provision, training and instruction necessary to protect children and young people from risks to their safety, and relevant to this policy, is provided, noting the minimum requirements.	Children, visitors, volunteers, staff, including the Nominated Supervisor and ECC Management Committee.

#### Communication and support:

The following actions are taken to implement the above procedures with relevant persons:

Action	Audience	Lead
The Nominated Supervisor uses the <i>Working with Children in Anglican Education Policy, Procedures and Guidelines</i> when recruiting, selecting, training and managing person (both paid and unpaid) who are engaged or proposed to be engaged by the ECC.	Nominated Supervisor	Manager, Early Years/ASC HR
The Nominated Supervisor uses the <i>Protecting Children and Young People in Anglican Education Policy, Procedures and Guidelines</i> when training and managing persons (both paid and unpaid) who are engaged or proposed to be engaged by the ECC.	Nominated Supervisor	Manager, Early Years/ASC HR

### RECRUITMENT, SELECTION, TRAINING & MANAGEMENT: REFERENCE DOCUMENTS

Document	Version	Location
<i>Working with Children in Anglican Education Policy, Guidelines and Procedures</i>	Policy: Version 1.1 Effective 01/06/2024 Guidelines and Procedures: Version 1.0 18/8/2020	In the ECC Director's Office with electronic copy held on file at the Centre.



<i>Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures</i>	Policy: Version 1.2 Effective 01/06/2024 Guidelines and Procedures: Version 1.2 Effective 01/06/2024	In the ECC Director's Office with electronic copy held on file at the Centre.
---	---	---

## G: WRITTEN RECORDS OF ENGAGED PERSONS

### WRITTEN RECORDS OF ENGAGED PERSONS: IMPLEMENTATION

This CYRMS references the following policies and procedures for compliance with Schedule 1 (6, b) of the *Working with Children (Risk Management and Screening) Regulations 2020* and the keeping of written records of matters about persons or otherwise engaged by St Alban's Wilston ECC.

Prior to commencement, all employees, volunteers including the ECC Management Committee members, and relevant visitors, including contractors and agency staff, are placed on the 'Working With Children' (WWC) register. All staff / volunteers must also be linked to the ECC on the Blue Card database prior commencement of work.

The WWC register is audited on a regular basis (at minimum monthly) by the ECC Director.

The WWC register is available to relevant staff of the Anglican Schools Commission, the Department of Education or members of the Management Committee upon request.

Policy and Procedure	Who they apply to
<i>Working with Children in Anglican Education Guidelines and Procedures</i> Section 8 'Policies and procedures for compliance with the <i>Working with Children (Risk Management and Screening) Act</i> and the keeping written records of matters about each person engaged by the school or service' and Appendix 1 – Advice on Screening requirements in Schools and Services.	All ECC staff (including agency/casual staff), volunteers & Management Committee

These policies and procedures are followed so the ECC keeps written records as required by the Act, including:

- Details of all persons engaged by the ECC and whether the ECC considers that each person is required to apply for a working with children authority.
- Confirmation that the ECC does not consider a person engaged in restricted employment (such as a volunteer parent or a volunteer under 18) to be a restricted person. NOTE – a restricted person must not start or continue to work in restricted employment.
- Whether a person holds a Working with Children Authority (Blue Card or Exemption Card), and if so, the expiry date of the person's authority. NOTE: **No** person may commence prior to their Blue Card or Exemption Card application being approved.

If it is discovered that a person who requires to hold a working with children authority (Blue Card or Exemption) no longer holds such authority (due to expiry, suspension, cancellation) and is required to have one based on their regulated employment, **the person must not be permitted on site when children are being educated and cared for.**

#### Communication and support:

The following actions are taken to implement the above policy and procedures:



<p>once their working with children authority is confirmed; and</p> <ul style="list-style-type: none"> <li>○ If it is assessed that they do not require a working with children authority, that this decision is recorded along with confirmation that the person is not considered a 'restricted person'.</li> <li>● Tinkers Volunteers and Management Committee members Blue Card details are entered on the St Alban's Wilston register and maintained by the St Alban's parish secretary. This information is shared with the ECC Director when any change in status is advised.</li> </ul>		
---	--	--

**Managing breaches:**

If the ECC Director discovers a breach of the *Working with Children Act*, s/he will implement the following actions. This can occur, for example:

- if the ECC engages a person who is required to have a working with children authority and does not
- continues to engage a person whose working with children authority has expired and an application for renewal was not made prior to the expiry
- if the ECC engages a person they reasonably expect or know is a restricted person

Action	Lead
<p>The Executive Director, ASC is immediately notified in writing by the Nominated Supervisor of the reported or identified breach. The following information will be included in the report:</p> <ol style="list-style-type: none"> <li>1. Individual's Details</li> <li>2. Details of the breach</li> <li>3. How the breach was identified</li> <li>4. How the breach occurred</li> <li>5. Actions taken since breach was identified and any planned actions to remedy the matter</li> <li>6. Actions to be taken to prevent a similar breach in the future.</li> </ol>	<p>ECC Director and Manager, Early Years (ASC)</p>
<p>The Service's WWC register will be updated.</p>	<p>Nominated Supervisor (ECC Director)</p>

**WRITTEN RECORDS OF ENGAGED PERSONS: REFERENCE DOCUMENTS**



Document	Version	Location
<p><i>Working with Children in Anglican Education Guidelines and Procedures</i> (Section 8) and Appendix 1 – Advice on Screening requirements in schools and services.</p>	<p>Policy: Version 1.1 Effective 01/06/2024 Guidelines and Procedures: Version 1.0 18/8/2020</p>	
<p>ECC's Working with Children (Blue Card) Register</p>		<p>Hard copy on the cupboard door of the Director's office. Electronic copy of register held on file on the Director's computer. Blue Card Folder in Director's Office contains the photocopies of all Blue Cards entered on the register.</p>

## H: RISK MANAGEMENT PLANS

### RISK MANAGEMENT PLANS: IMPLEMENTATION

The service follows the ASC Risk Management Framework in relation to assessing level of risk.

Incursions or regular programs held on site require an approved Risk Assessment. All risk assessments are developed by the Nominated Supervisor, endorsed by the Management Committee and approved by the Manager, Early Years as the delegate for the Approved Provider.

The following activities or programs occur regularly during the year, therefore, have risk assessments completed annually and reviewed following an incident or a change in staff:

- **Tinkering Program** (The Wilston Men’s Shed Association and 4-year-old enrolled children)
- **Emergency Management and Response Plans** (includes Fire Evacuation Plan, Lockdown Procedures, Communicable Illness, etc.)
- **The Dancing program** (Mini Movers)

#### **Communication and support:**

The following actions are taken to implement the above processes.

Action	Audience	Lead
<p>The need for documented risk assessments which include the risk of child abuse are discussed with staff regularly at both staff meetings and prior and post excursions or regular programs.</p> <p>Members of the Management Committee are reminded of the need to ensure that the risk of child abuse is included in the risk assessments prior to seeking their endorsement from the committee.</p> <p>Staff are aware of their responsibilities in risk assessments by signs, evacuation plans, sleep assessment plans etc being on display throughout the ECC.</p>	<p>All ECC staff and members of the management committee.</p>	<p>Nominated Supervisor/ Responsible Persons</p>

### RISK MANAGEMENT PLANS: REFERENCE DOCUMENTS

Document	Version	Location
<p><i>Working with Children in Anglican Education Guidelines and Procedures</i> – Section 9 Risk management plans for high-risk activities and special events</p>		<p>Printed copy located at the parent information area and in a folder in the ECC Director’s Office. Electronic copy held on file at the Centre.</p>

Tinkering Program Risk Assessment	2024	Risk register folder in office, with electronic copy held on file at the Centre.
Emergency Management Risk Plan	2024	Risk register folder in office, with electronic copy held on file at the Centre.
The Dancing Program Risk Assessment	2024	Risk register folder in office, with electronic copy held on file at the Centre.

## I: HANDLING DISCLOSURES OR SUSPICIONS OF HARM

### HANDLING DISCLOSURES OR SUSPICIONS OF HARM: IMPLEMENTATION

St Alban's Wilston ECC implements the following policies and procedures for the handling of disclosures or suspicions of harm to children:

Policy or Procedure	Audience
<i>Protecting Children and Young People in Anglican Education Policy and Guidelines &amp; Procedures</i>	All staff

#### Communication and support:

The following actions are taken to implement the above policy and procedures:

Action .	Audience	Lead
All permanent staff and volunteers complete the mandatory child safety training modules annually, as provided by the ASC.	All ECC staff and volunteers, including Management Committee	Nominated Supervisor
Induction process for agency staff includes their responsibility to inform the Responsible Person of any disclosures or suspicion of harm immediately during their shift.	Agency Staff	Nominated Supervisor
Child safety information is taught to young children as part of the curriculum, with emphasis in Child Protection week.	Children	Education Leader/ ECT
Information about the processes implemented in the ECC to handle disclosures or suspicion of harm is included in the Parent Handbook.	Families	Nominated Supervisor

### HANDLING DISCLOSURES OR SUSPICIONS OF HARM: REFERENCE DOCUMENTS

Document	Version	Location
<i>Protecting Children in Anglican Education Policy, Procedures and Guidelines.</i>	Version 1.2 Effective 01/06/2024	ECC Directors Office Parent Information Area Parent Handbook