

Child and Youth Risk Management Strategy

St Benedict's College

Mango Hill, Qld 4509

2025

Introduction

St Benedict's College, Mango Hill is committed to high quality learning and teaching for the students enrolled at our college. We recognise that this is best achieved when children and young people feel safe and respected. We recognise that the protection of children is everyone's responsibility.

Our Child and Youth Risk Management Strategy (CYRMS) complies with the legal requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2020*. The CYRMS also adheres to the National Principles for Child Safe Organisations and the National Catholic Safeguarding Standards.

As a college within the Catholic Archdiocese of Brisbane we honour the Safeguarding Commitment of the Catholic Archdiocese of Brisbane. At this college, our commitment to the safety of students is founded within our belief in Christ. Our college **motto, God In All Things and charisms - Service, Balance, Community, Humility, Stewardship - are** embedded within the CYRMS so it is a living practice for our students and families.

Our college's CYRMS references Brisbane Catholic Education (BCE) system wide policies and procedures which support the safety, protection and wellbeing of students and is contextualised to our school environment. For further information regarding **St Benedict's College's** CYRMS please contact:

Dominique Sinclair (Guidance Counsellor: Dominique.sinclair@bne.catholic.edu.au) or

Bonnie Towers (Guidance Counsellor: btowers@bne.catholic.edu.au) or

Tim Campbell (Deputy Principal: tgcampbell@bne.catholic.edu.au) or

Tameika Grist (Principal: tgrist@bne.catholic.edu.au) or

Phone the College 3385 8888 and ask to speak to one of the contacts listed above.

The CYRMS has been developed in consultation with the students and families at **St Benedict's College**.

If a copy of any of the documents referred to below is required in another language or form for accessibility to a student or parent/carer, please contact the Principal of the college.

1. Statement of Commitment



Alignment with National Catholic Safeguarding Standards:

- Standard 1: Committed Leadership Governance and Culture
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

Our vision and Catholic values call on us to safeguard those vulnerable to abuse and exploitation so they may engage in a successful and positive education and faith experience.

As a BCE school we are committed to the safety and wellbeing of all students and young people within our schools and communities including Aboriginal and Torres Strait Islander children, those from culturally and linguistically diverse backgrounds and children with a disability. BCE respects and values the dignity, self-esteem and integrity of every child and young person, based on our Christian belief that children and young people are entrusted to us by the love of God.

Our approach to safeguarding embodies the National Catholic Safeguarding Standards (NCSS) by operationalising the commitment of BCE as a Catholic Entity to ensure the safety of all who encounter BCE's educational services and Catholic faith community. BCE has zero tolerance to all forms of abuse and exploitation and the safety and wellbeing of students and is paramount. BCE operates under the Catholic Archdiocese of Brisbane *Safeguarding Commitment Statement* which is operationalised through the *Archdiocese of Brisbane Safeguarding Framework* and *BCE Safeguarding Policy*.

Our college's commitment statement is a natural extension of the Archbishop of Brisbane's Safeguarding Commitment Statement for the Archdiocese. St Benedict's College's Statement of Commitment:

St Benedict's College is committed to the safety, development, and wellbeing of all students during their educational experience at our college. St Benedict's College's respect for the dignity, self-esteem and integrity of every child and young person forms part of 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 are committed to promoting an educational environment in which each child is safe, valued for their uniqueness and respected.

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 St Benedict's College who comes into contact, or works, with children seeks to uphold the dignity of all children and commits to establishing safe, supportive, appropriate, and respectful relationships. We listen to the voices of children as we constantly strive to remain vigilant and make improvements.

Anyone who brings forward a concern, suspicion, knowledge or allegation of current or past abuse of a child to St Benedict's College will be responded to sensitively, respectfully, actively and in a timely manner, in line with our lawful obligations and our own Complaints Handling Policy. All staff and volunteers are expected to follow these policies and procedures and contribute to the culture of care and protection of all children. St Benedict's College has documented policies and procedures to prevent risks to children and build a strong culture of safeguarding. 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.

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 St Benedict's College, together with students, volunteers and other personnel at the College and contain specific information on interacting with students.

BCE employees who work at St Benedict's College 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.

2. Code of Conduct



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

BCE's codes of conduct, for employees, students, volunteers and other personnel (including parents/carers, clergy, religious and certain contractors), provides direction on the requirements and expectations on how those persons are to conduct themselves in any activities associated with **St Benedict's College**. This includes particular provisions on what is acceptable or unacceptable behaviour when interacting with students. The school also follows other BCE policies and procedures that support the codes of conduct and are relevant to student safety.

Employees who work at **St Benedict's College** 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. Certain employees must also comply with other professional standards for their profession.

The key documents are set out below.

2.1 BCE Employee Code of Conduct

- a. The *Catholic Education Archdiocese of Brisbane Code of Conduct* (Code of Conduct) sets out the standard of behaviour required of all employees of BCE in the performance of their duties at **St Benedict's College**. All BCE employees must comply with this Code of Conduct.
- b. This Code of Conduct gives particular attention to the requirement for those employees to always act appropriately and professionally in their interactions with students and observe appropriate physical, emotional and online boundaries with children. It further sets out employees' duties in relation to risk management and duty of care obligations to students.
- c. The Code of Conduct is accessible on BCE's Public Website, and Intranet Spire. The Principal at **St Benedict's College** is required to monitor completion of the Code of Conduct training for college employees. For new employees at the college this occurs at the time of induction and for all other employees this takes the form of annual ongoing training.

2.2 Volunteers and Other Personnel Code of Conduct

- a. BCE has a *Volunteer and Other Personnel Code of Conduct* which outlines the standard of behaviour, which is required of volunteers and other personnel, (including parents/carers, clergy, religious and certain contractors). This code of conduct includes the need for volunteers and other personnel to think and act safely and to treat students, employees and other volunteers with respect.
- b. **St Benedict's College** takes the following actions to ensure that the BCE *Volunteer and Other Personnel Code of Conduct* is implemented in the college community:
 - all volunteers and other personnel are able to access a copy of this Code of Conduct on BCE's public website
 - all volunteers and other personnel are required to comply with this 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.
- c. All volunteers and other personnel must complete and sign a Volunteer and Other Personnel Register form. The form requires these persons to declare if they are unable to work with children due to any disqualification, suspension or other restriction regarding their Blue Card, or if they are a disqualified

or restricted person and/or have been charged with a disqualifying offence as set out in the *Working with Children (Risk Management and Screening) Act 2000*.

2.3 Code of Conduct of Conduct for Parents and Visitors

- a. BCE has a *Parent and Visitors Code of Conduct* which clarifies and outlines the standards of behaviour expected of parents and visitors at **St Benedict's College**. It is designed to support the creation of learning and work environments where all people in our college community feel safe and respected.
- b. The *Parent and Visitors Code of Conduct* is accessible on the BCE Public Website.

2.4 Supplier Code of Conduct

- a. BCE has a *Supplier Code of Conduct* which outlines the expectation that our suppliers will act in a manner that is consistent with the principles for socially responsible, sustainable, and ethical business practices and that these principles are adopted throughout their supply chains. The code specifically outlines BCE's commitment to safeguarding and the expectation that supplier and/or their personnel will:
 - promote a culture of safety and comply with BCE safeguarding provisions in relevant Agreements
 - comply with any requirements under the Queensland Blue Card Scheme, including undertaking relevant screening and the development of their own Child and Youth Risk Management Strategy (where applicable)
 - not engage in inappropriate behaviour with a student
 - report concerns relating to students or an adult as soon as practical
- b. The *Supplier Code of Conduct* is accessible on BCE's Public Website.

2.5 Student Behaviour Support Policy

- a. **St Benedict's College** uses Positive Behaviour for Learning (PB4L) – a framework for creating positive, safe and supportive school climates where students can grow and learn. Our college community works together to establish expected safe behaviours and teach them to all students. The framework includes practices that aim to support a student to correct inappropriate or harmful behaviours towards other students, employees, other persons or the school environment. It also celebrates students achieving and demonstrating positive and safe behaviours.
- b. **St Benedict's College** has developed a Student Behaviour Support Plan for the college, known as **Student Behaviour Support Plan** in consultation with all groups in the college community and in accordance with BCE's Student Behaviour Support policy and procedure, Managing Challenging Behaviour procedure and complex case management process. This Support Plan reflects the shared values and expectations of the college regarding student behaviour support and encourages a supportive and safe Catholic college environment for all. 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 **St Benedict's College's** Website.
- c. Our college uses BCE's *Engage Student Support System* to track the behaviour of students and proactively support students' behaviour through data-informed decision making. Our college is required to use the *Engage Student Support System* to document bullying/harassment incidents, alcohol and other drug related incidents, weapons incidents and all suspensions (both in college 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.

3. Recruitment, Selection, Training and Management



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 7: Ongoing Education and Training
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

3.1 Recruitment, selection and management of employees.

- St Benedict's College** 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.
- St Benedict's College** recruits and selects employees who work with students in the school who are appropriately qualified and suitable for working with children and young people. **St Benedict's College** 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 employee recruitment, selection, training and management of employees at the school comply with the relevant BCE policies which are published on the BCE Intranet, Spire and include the *Recruitment, Selection and Appointment Procedure* and the *Pre-employment Checks Procedure*.
- In advertising new positions for the school, the advertisement states that "The Archdiocese of Brisbane has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people and/or vulnerable adults. The organisation is fully committed to child safety and has a zero tolerance to abuse of children or vulnerable adults". It is also subject of positive assessment by robust reference checks and targeted interview questions in respect of child safe practices as relevant to the position.
- Screening is taken seriously which includes (before commencing work or duties at a school):
 - All non-teaching employees working at **St Benedict's College** 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) prior to commencement of work/volunteering at the school 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 **St Benedict's College**.

3.2 Training of Employees

- The *Student Protection Policy* and *Student Protection Training Procedure* provides guidance regarding BCEs approach to safeguarding students through student protection training.
- The Principal is required by BCE to ensure that all new BCE employees at **St Benedict's College** are provided with induction training on the college's processes and procedures, the values and expectations of BCE and the standard of behaviour required of employees in their interactions with students. This induction training is aimed at supporting BCE and **St Benedict's College** to provide an environment that is safe and supportive for students. Further details regarding BCEs approach to safeguarding training is provided below:
 - All employees at **St Benedict's College** must complete Mandatory Student Protection Training. This training provides an overview of BCE's Student Protection Processes and supports

employees to understand requirements for recognizing and reporting student protection concerns relating to:

- risk of harm to students, or suspicions or allegations, involving sexual abuse/likely sexual abuse, physical abuse, emotional abuse or neglect
 - inappropriate behaviour of employees, volunteers and other personnel, and any person in the school community towards students.
- New employees must complete Mandatory Student Protection Training prior to commencing work with students at the school. Relief staff who are not able to complete Mandatory Student Protection Training prior to commencement, receive a student protection briefing session prior to commencing work with students. They are then required to complete the Mandatory Student Protection Training once access to internal systems is activated.
 - In addition to mandatory training, our staff are provided with opportunities to undertake face-to-face student protection refresher training in Terms 2 and 4.
 - Further mandatory training is also offered to Student Protection Contacts at **St Benedict's College**, to support their specialised role in the school. including:
 - induction for newly appointed Student Protection Contacts,
 - refresher training (every 2 years) and
 - advanced skills training (every 4 years).
 - Privacy and Data Breach Awareness training is undertaken by all employees annually as part of a suite of core compliance courses.
 - At BCE, compliance with Mandatory training is monitored and tracked and systems are in place to ensure compliance.
- c. BCE has available policies, processes and resources to support the pastoral care and wellbeing of students at **St Benedict's College**. These are readily accessible to BCE employees on BCE's Intranet, Spire.
- d. The Principal at **St Benedict's College** provides informal training, from time to time, at employee 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
 - Inclusive Education and Student Wellbeing Position Statements
 - Students in out-of-home care
 - Natural Disasters
 - Critical Incidents
 - Catholic Perspectives across the Curriculum
 - Preventing and Responding to Student Bullying and Harassment policy/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
 - Managing Non-suicidal Self-Injury in Students' procedure
 - Students with Disability
 - Student Attendance policy and procedure
 - Management of actual or perceived aggression training
 - Positive Behaviour for Learning
 - Student Behaviour Support policy and procedures
 - Template - School Behaviour Support Plan
 - Guidelines - Informed consent for Guidance Counsellors (GC)
 - GC Management of Confidential Information procedure
 - Transitions – career development P-12
 - Youth Support Coordinator Initiative

- Students with disability processes, guidelines and resources
 - Guidelines and support plan for students who are gender diverse.
 - Privacy policy
 - Managing Challenging Behaviour Health, Safety and Wellbeing Risk Management Procedure
- e. BCE has student wellbeing employees who supports **St Benedict's College** in the pastoral care and wellbeing of students at the school and develops strategies, policies and procedures to assist the school and students. **St Benedict's College** employs a Guidance Counsellor to work with students, parents and employees and provide pastoral care, personal safety strategies, support for students who are vulnerable and support for students who may be at risk of being harmed. Schools are supported by BCEO specialist employees in complex matters.
- f. BCE schools use the Australian Curriculum to address respectful relationships and employees use the resources in the Respectful Relationships Hub developed by the Department of Education (Queensland).

3.3 Management of Employees

- a. The Principal of **St Benedict's College** is responsible for the management of an employee's behaviour in the first instance and with the support of BCE when appropriate. This includes recognising behaviour and work practices that champion student safety and respect as well as responding promptly to any behaviours or practices that do not support student safety or is, or likely to be, harmful or abusive to a student. The process for managing employee's includes annual appraisals, goal setting, recognition and awards, performance enhancement and management, complaint management and disciplinary procedures when relevant.
- b. Where there is a complaint or allegation in relation to an employee of inappropriate behaviour unsatisfactory performance or misconduct involving a student, the Principal will follow the *Staff Complaints Management Procedure* and *Employee Misconduct Procedure* that sets out a clear and consistent process for handling complaints and allegations of misconduct involving employee behaviour towards or with a student.
- c. BCE provides the Employee Assistance program which offers free and confidential counselling to employees at the school who require support.
- d. 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 Procedure*, and the *People Performance Framework*, guide individual performance and development which is undertaken at all levels throughout the organisation. Both the *Catholic Identity Framework* and *Leadership Capability Framework* articulate the requirements for BCE employees to model and promote a culture where student protection is the responsibility of everyone.

3.4 Managing volunteers and other personnel, engaged by the school to provide a service to students, e.g. parent or other volunteers, clergy, religious and certain contractors.

- a. In the life of school activities, it is common for volunteers, parents, carers, clergy, religious, guest speakers and individual contractors (such as swim instruction, music, VET or dance teachers), to support the education of students. Consistent with section 2 of this CYRMS, **St Benedict's College** ensures such persons are appropriately screened, trained, supervised and supported to carry out those roles safely with students and all involved.
- b. To ensure these opportunities and activities are a safe and positive experience for students and all involved the Principal is responsible for ensuring that the requirements under sections 2.2 and 3.1 above in this strategy document are adhered to. This includes ensuring the relevant persons have access, and adhere to, the *Volunteer and Other Personnel Code of Conduct*, receive induction training and relevant screening requirements are completed.

- c. The Principal is further responsible for ensuring that the necessary directions and support are provided to volunteers and other personnel so they may carry out their role. This includes ensuring they are aware that they are expected to report any concerns about student safety or abuse/harm under the *Volunteer and Other Personnel Code of Conduct* and they know who to report these concerns to.
- d. BCE has developed a *Third Parties Guide* to support staff in understanding and implementing relevant safeguarding requirements when engaging with third parties and contractors. A *Contractor Induction Manual* to give contractors information on BCE's Work Health and Safety Contractor Management System at BCE schools, so that contractors working at **St Benedict's College** play their role in maintaining a safe environment for students.
- e. The Principal is responsible for responding to any concerns, allegations or complaints arising from the behaviour of a volunteer or other personnel and reporting any such behaviour, if required, to BCE and/or relevant external authorities.
- f. The student's safety is a paramount concern when responding to a concern, allegation or complaint involving a student.
- g. If a concern/allegation/complaint involves a person from an external organisation, (such as a member of clergy, a religious, an agency contractor), the Principal and BCE will engage with the relevant authority for that person, for example the relevant leader of a Catholic Diocese or Religious Congregation, the Head of another faith entity or a Director of a camp or retreat centre.

4. Reporting Disclosures and Suspicions of Harm



Alignment with National Catholic Safeguarding Standards:

- Standard 2: Children and Adults are Safe, Informed and Participate
- Standard 5: Robust Human Resource Management
- Standard 6: Effective Complaints Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

This section relates to policies and procedures for how the school responds to disclosures, concerns or suspicions of harm to a student.

4.1 The Student Protection Policy and Student Protection Processes

- a. BCE's *Student Protection Policy* and *Student Protection Processes* provide guidance for all employees who work at **St Benedict's College** 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 processes also outline that it is a crime:

- for certain people not to protect a child from a known risk of sexual offending; and/or
 - to fail to report sexual offending against a child in the absence of a reasonable excuse.
- b. Training in relation to how these laws apply in our college and the procedures for responding to any such matters are provided to all employees as set out above in this document.
 - c. The *Student Protection Processes* have been developed in accordance with legislative requirements, satisfy relevant requirements under the *National Catholic Safeguarding Standards* and are underpinned by the *Student Protection Policy (2024)*. 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.

- d. The BCE *Student Protection Processes* are available on the BCE public website and BCE intranet Spire.

4.2 Reporting

- a. The code of conduct for employees provides guidance on expectations, and college employees have received ongoing training, to reinforce that the protection of students and reporting of concerns/allegations is everyone's responsibility.
- b. On receipt of a disclosure or suspicion of harm to a student a decision is made as to whether a State Authority Report is required. If such a report is required, the following will occur:
- reports are made to the department responsible for Child Safety for harm/risk of harm to a child caused by sexual abuse, physical abuse, emotional abuse or neglect where there may not be a parent able and willing to protect the child.
 - reports are made to the Queensland Police Service in relation to allegations or reasonable suspicions of sexual abuse/likely sexual abuse of a student.
 - reports required under the *Criminal Code Act 1899* which are not made under the *Child Protection Act 1999*, or the *Education (General Provisions) Act 2006* 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.
- c. If a disclosure or suspicion of harm relates to inappropriate behaviour of a paid employee, a volunteer or other personnel, at the college towards a student or other child, the matter will be managed by the Principal, with support from BCE's Employee Relations and Student Protection Team, as appropriate in respect to the college environment.
- d. The college provides training for employees on how to respond to disclosures and suspicion of harm. This includes:
- all college-based employees must complete annual mandatory Student Protection Training. The Principal ensures that all employees are compliant with this training.
 - all college-based volunteers and other personnel are informed of how to raise a concern if they hear about, or receive any information in any other form, that may involve a disclosure or suspicion of harm to a student. Further, they are required to complete the Student Protection and Code of Conduct Training for Volunteers and Other Personnel (also refer to section 2.2 above).

4.3 Accessibility of Information

The Principal ensures information is accessible to students, parents, employees, and volunteers and other personnel, to inform them on how to raise a concern, allegation or complaint involving the safety of a student. This includes:

- a. The *Student Protection Processes* are readily available for employees, parents, students and carers and **St Benedict's College** has the link to these processes on our college website. Our college has a local college-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.
- b. BCE has processes to enable employees at **St Benedict's College** to document and report student protection concerns and inappropriate behaviour of employee, volunteer or other personnel towards a student. This is achieved through the development of an electronic system. This system also facilitates electronic submission of State Authority Reports to the relevant state authority.
- c. BCE has a complaints procedure to enable parents or students at **St Benedict's College** to make a complaint that the college 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 and Principals are required to handle these complaints in accordance with BCE's Procedure for Handling Complaints about Non-Compliance with BCE's Student Protection Processes.

4.4 Support for Students and Families

- a. The college has available supports, if required, for students, families, and employees if they are impacted upon by a disclosure or suspicion of harm. It may be appropriate that such supports are provided through the school or BCE resources, or external supports may be required.
- b. A parent/carer student protection information session is provided by the college to support parents and carers to understand the college's *Student Protection Processes and Guidelines*, what to do if they are worried about the safety and/or well-being of a student, who to talk to in the college if they are worried, what happens after a parent/carer tells someone, what they can do to keep their child/ren safe and protected. This is further complemented by a *Student Protection Parent/Carer Toolkit* which is shared to the college community and available on the BCE public website.

4.5 Specific Support Roles

Student Protection Contacts in Schools

- a. In accordance with the Education (Accreditation of Non-State Schools) Regulation 2017, **St Benedict's College** has four stated employees to whom a student can report behaviour of another employee that the student considers is inappropriate. They are known as Student Protection Contacts.
- b. The Principal is a Student Protection Contact at the college. **The other Student Protection Contacts are staff members at the College, (Tim Campbell - Deputy Principal), Dominique Sinclair (Guidance Counsellor) and Bonnie Towers (Guidance Counsellor).** These nominated persons may be contacted through the college office.
- c. The role of the Student Protection Contact is to receive complaints and allegations from employees and students and to make or assist employees to make all reports as outlined in BCE's Student Protection Processes. The identity of the **St Benedict's College** Student Protection Contacts is made known to employees, students, volunteers and parents by publishing their details on the college's website and for example in college newsletters, on posters in the college and at parent information nights.
- d. Information about the Student Protection Contacts and requirements for their appointment is detailed within the BCE's *Student Protection Processes*.

Employee Relations and Student Protection Team

- a. BCE's Employee Relations and Student Protection Team are a support resource for our college and have expertise in the field of risk assessment and risk management, child protection and employee professional standards. This team:
 - assists our college-based employees to identify whether there is a reasonable suspicion of abuse, harm and/or employee other inappropriate behaviour towards a student.
 - offers support and guidance during and after a matter involving student protection and/or staff inappropriate behaviour.
 - assists our college-based employees to appropriately refer families to support services or report to Department of Child Safety or the Queensland Police Service
 - Develop and facilitate professional learning for our college-based employees.

5. Managing Breaches



Alignment with National Catholic Safeguarding Standards:

- Standard 6: Effective Complaints Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

- a. BCE and **St Benedict's College** both have their own CYRMS. BCE and our college take any breach of the CYRMS seriously.
- b. BCE has a *Student, Parent and Guardian Complaints Management Policy and Procedure* which are accessible on the college and BCE websites or by contacting the Principal. Under this process, any breach 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 Employee Misconduct Procedure* or *Managing Employee Unsatisfactory Performance Procedure*.
 - if the alleged breach relates to a report of inappropriate behaviour of an employee 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.
- c. Details regarding management of any breach, including who manages the breach, are contained in the procedures mentioned above. All records about individual concerns or incidents are kept confidentially in BCE business information systems.
- d. 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.

6. Risk Management Plan for High-Risk Activities



Alignment with National Catholic Safeguarding Standards:

- Standard 8: Safe Physical and Online Environments
- Standard 10: Policies and procedures support the safety of children and adults

This section relates to how **St Benedict's College** identifies and manages risks to students through risk management plans and responds to any breach of those plans or the CYRMS.

6.1 Regular Strategies to Minimise Risks of Harm

- a. **St Benedict's College** undertakes regular risk assessments and management strategies as part of our daily education program during school days and activities. In this regard we apply the Qld *How to Manage Work Health and Safety Risks Code of Practice* for risk assessments and our risk assessments are supported by relevant BCE policy and procedures. Further information about the risk assessments is available through the college Principal.

- b. The record of each risk assessment and risk management plan undertaken are kept at the college so they may be properly followed, and are subject of internal BCE checks, and available for Blue Card Services to review/audit if requested.
- c. The college's regular risk assessments include, but not limited to, the following activities:
- Adequate supervision of students
 - Supervision arrangements
 - Playground supervision
 - Drop off and collection of children
 - Procedure followed in the event a child is not collected
 - Procedure to be followed in the event a person responsible for the collection of a child is deemed unable (for example, intoxication)
 - Emergency and critical incidents
 - Fire/Lockdown incidents
 - Engaging with and managing visitors/outside
 - Use of media/communications
 - Use of computer/internet
 - Guidance counselling services
 - Transport of students by staff
 - Transporting of students by students
 - Injuries, allergies or illnesses
 - Behaviour, safety, and wellbeing
 - Engagement of third parties/contractors

Please see the Appendix for details of our risk management approach to the above-mentioned points. The risk assessments are regularly reviewed and updated and are available at the College so they may be applied properly and also available for audit.

- d. In respect of bathrooms and toilets **St Benedict's College** has implemented the following strategies:
- Students and employees have received clear guidelines in relation to student use of bathrooms and toilets.
 - Guidelines and directions ensure the privacy of children and young people while allowing for appropriate supervision, e.g. announcing entry to the room and avoiding being alone with a child in these locations.
 - The BCE code of conduct for employees provides direction on this area and employees are informed of these provisions.
 - Parents and carers have been informed of the above.
- e. In respect of devices used to take photos of students **St Benedict's College** has implemented the following strategies:
- The BCE code of conduct for employees reinforces how employees are to manage how and when photos are taken of students and the use of devices and social media in regard to student photos.
 - Employees are informed of what is acceptable practice and the approved procedures regarding student photos.
 - The Principal has provided a direction to employees that they are not to use a personal device (e.g. personal camera, personal mobile phone, iPad, or personal video recorder, etc.) to take, record, or store any student information (e.g., phone number, email address, etc.) recordings, or images.
 - Confidential management of student information: College 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 for employees.
 - 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. Further information on such procedures is available by contacting the college Principal.

6.2 A risk management plan for high-risk activities and special events

- a. The Principal is responsible for ensuring that risk assessment are undertaken for high-risk activities and special events at **St Benedict's College**.
- b. In developing a high-risk strategy/plan **St Benedict's College** takes into consideration the context of the activity or event including:
 - the nature of the activity and the 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.
- c. When undertaking a more high-risk activity or special event (for example a fete, overnight camp/retreat), our college identifies any specific potential risks relevant to that activity in the risk assessment undertaken and considers and implements controls for the safety and wellbeing of students and the risk of harm to students. This is documented in the risk management plan for each high-risk activity and secured at the college.
- d. **St Benedict's College** refers to information in relation to risk assessments for various activities and risk assessment tools provided on BCE's Intranet, Spire.
- e. If relevant, the following issues are also considered:
 - 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, volunteers and contractors
 - Any risks presented by the physical environment or activity
 - Accommodation and supervision requirements.
- f. The Health, Safety and Wellbeing Team at BCE and a dedicated Workplace Health and Safety Officer ("WHSO") at **St Benedict's College** provides support to our college, if requested, to help us carry out risk assessments and develop and implement a risk management plan.
- g. Information about the risk assessments for high-risk activities are accessible by contacting the Principal.
- h. The college's risk assessments for high-risk activities are kept at the college so they may be properly followed and are subject of internal BCE checks and available for Blue Card Services to review/audit if requested.

6.3 Risk Management for Excursions, Incursions and Fetes as high-risk activities:

- a. The Principal is responsible for approving all excursions and fetes. Key elements include:
 - The Principal has reference to BCE forms and fact sheets to assist in identifying, assessing and managing risks associated with all excursions and incursions (including fetes).
 - The Principal ensures that a risk assessment is completed prior to any excursion or inclusion in the approved form. This form specifies that in carrying out a risk assessment, student protection risks must be assessed and managed.
 - The Principal accesses links to relevant information forms and guidance provided on SPIRE, to assist in the risk assessment and management process.
 - The Principal completes all applicable planning checklists relevant to an excursion or incursions prior to the excursion or incursion taking place.

- b. The Principal uses, so far as reasonably practicable, applicable BCE approved contract templates which include obligations relating to working with children requirements and child safeguarding, to the extent required by law. Where a third party's terms are sought to be relied upon, the Principal seeks advice and support regarding those terms, prior to proceeding.

7. Managing Compliance with the Blue Card System



Alignment with National Catholic Safeguarding Standards:

- Standard 5: Robust Human Resource Management
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

To support our college's safeguarding commitment and practices the college ensures consistent application of its legal requirements under Chapter 7 and 8 of the *Working with Children (Risk Management and Screening) Act 2000*. This includes consistency in our management of the working with children card and ensuring we have strategies in communication and support to members of the college community.

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

- a. **St Benedict's College** complies with BCE's Working with Children Check (Blue Card Screening) Procedure (The Procedure). The Procedure 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).
- b. All non-teaching employees, volunteers (unless exempt) and trainee students who work at **St Benedict's College** with children under 18 years of age are required by our college to obtain working with children clearance and hold a Working with Children Card (Positive Notice blue card or exemption card) before an offer of employment is made and prior to working with children.
- c. The 'No Card, No Start' provisions apply to:
- all college-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 college)
 - 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
 - college board members (excluding current parents on a board at their own child's college as they hold an exemption).
- d. BCE records Working with Children Card (Positive Notice blue card) information for all paid employees. **St Benedict's College** 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.
- e. **St Benedict's College** 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 college. 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 college via the Blue Card Services Organisation Portal.

8. Communication and Support



Alignment with National Catholic Safeguarding Standards:

- Standard 2: Children and Adults are Safe, Informed and Participate
- Standard 3: Partnering with Families, Carers and Communities
- Standard 9: Continuous Improvement
- Standard 10: Policies and Procedures Support the Safety of Children and Adults

- a. To ensure accessibility and supportive information/training on the CYRMS the Principal implements and communicates **St Benedict's College's** CYRMS to employees, parents/carers, volunteers and other personnel. This includes:
- Placing the college's CYRMS on the college's website.
 - Providing a printed copy upon request.
 - Providing training to the college's employees on the College's CYRMS
 - Requesting volunteers and other personnel (including relevant contractors and suppliers) to review the CYRMS
 - Ensuring the mandatory training in respect of student safety as referred to in this document is adhered to.

8.1 Procedures for reviewing the CYRMS

- a. To ensure that **St Benedict's College** CYRMS remains current and effective, this strategy is monitored and reviewed annually. Also, in the event that **St Benedict's College** identifies concerns, particularly following an incident, **St Benedict's College's** CYRMS will be reviewed, and any actions documented. Issues to be considered in the review may include:
- whether BCE and college 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 **St Benedict's College'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 **St Benedict's College's** CYRMS.
- b. Following the review, employees, parents and volunteers at **St Benedict's College** are advised of any significant changes to BCE's or **St Benedict's College's** policies and procedures as a result of the review and appropriate training or information will be provided.

- Ensuring appropriate supervision of children and ratios of adults to children

SUPERVISION AND YARD DUTIES

Overview

- Teachers and School Officers will undertake active supervision of students during timetabled Yard Duty times (Before School, Morning Tea, Lunch and After School) and allocated supervisions.
- A Yard Duty Roster and Supervision Duty Area Maps will be published at the beginning of each term (or as required) indicating days, times, and areas to be supervised.
- Staff must not organise Yard Duty changes with other staff members.
- Any Yard Duty change for excursions, camps, meetings, appointments must be organised with the Assistant Principal - Administration.
- Yard Duty Supervision is an opportunity for positive engagement with students and Pastoral Care.

Duties and Responsibilities

Teachers on duty must:

- Attend their allocated Yard Duty area on time.
- Remain at their allocated Yard Duty area until their replacement arrives (where applicable).
- Provide active supervision, moving around the designated area and engaging with students.
- Wear a hat.
- Wear a high-visibility vest.
- Take your phone and notebook / pen (if possible)
- Model the practice of leaving areas litter-free and tidy by using a pick-up-stick and bucket.
- Ensure students observe the 'Big 5' College Expectations:
 - Respect and Care for Ourselves
 - Respect and Care for our Relationships
 - Respect and Care for our Community
 - Respect and Care for our Learning
 - Respect and Care For our Tradition
- Ensure students always wear a hat when outside (even when they are in the shade).
- Ensure students are not in classrooms during breaks (except when supervised by a teacher).
- Ensure that the College grounds are kept as free of litter as possible at the end of a rostered duty.
- Inform the APA if the staff member replacing you is late or does not arrive.
- Record and report details of any unacceptable behaviour or accidents to:
 - Student Services (Incident Report)
 - the relevant Pastoral Leader and/or APP.

Emergency Response

Contact Student Services directly and send a runner.

Emergency Contacts: Student Services

"Don't wait, call 808!"

| Internal | External |
|----------|----------|
| 808 | 33858808 |

| STAFF TIMETABLE - ST BENEDICT'S COLLEGE 2024 | | | | |
|---|---|---|---|---|
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| ARRIVE AT SBC 7:50 AM STAFF BRIEFING 8:05 AM | ARRIVE AT SBC 8:15 AM | ARRIVE AT SBC 8:15 AM | ARRIVE AT SBC 8:15 AM | ARRIVE AT SBC 8:15 AM |
| BEFORE SCHOOL DUTY 8:00 AM – 8:30 AM | | | | |
| WARNING BELL - 8:30AM | WARNING BELL - 8:30AM | WARNING BELL - 8:30AM | WARNING BELL - 8:30AM | WARNING BELL - 8:30AM |
| PC 8:40 AM-8:48 AM | PC 8:40 AM-8:48 AM | PC 8:40 AM-8:48 AM | PC 8:40 AM-8:48 AM | PC 8:40 AM-8:48 AM |
| PERIOD 1A 8:50 AM – 9:39 AM PERIOD 1B 9:39 AM – 10:28 AM | PERIOD 1A 8:50 AM – 9:39 AM PERIOD 1B 9:39 AM – 10:28 AM | PERIOD 1A 8:50 AM – 9:39 AM PERIOD 1B 9:39 AM – 10:28 AM | PERIOD 1A 8:50 AM – 9:39 AM PERIOD 1B 9:39 AM – 10:28 AM | PERIOD 1A 8:50 AM – 9:39 AM PERIOD 1B 9:39 AM – 10:28 AM |
| FIRST BREAK 10:30 AM-11:00 AM | FIRST BREAK 10:30 AM-11:00 AM | FIRST BREAK 10:30 AM-11:00 AM | FIRST BREAK 10:30 AM-11:00 AM | FIRST BREAK 10:30 AM-11:00 AM |
| WARNING BELL - 10:55 AM | WARNING BELL - 10:55 AM | WARNING BELL - 10:55 AM | WARNING BELL - 10:55 AM | WARNING BELL - 10:55 AM |
| PERIOD 2A 11:00 AM – 11:49 AM PERIOD 2B 11:49 AM – 12:39PM | PERIOD 2A 11:00 AM – 11:49 AM PERIOD 2B 11:49 AM – 12:39PM | PERIOD 2A 11:00 AM – 11:49 AM PERIOD 2B 11:49 AM – 12:39PM | PERIOD 2A 11:00 AM – 11:49 AM PERIOD 2B 11:49 AM – 12:39PM | PERIOD 2A 11:00 AM – 11:49 AM PERIOD 2B 11:49 AM – 12:39PM PASTORAL CARE / ASSEMBLY |
| SECOND BREAK 12:40 PM – 1:10 PM | SECOND BREAK 12:40 PM – 1:10 PM | SECOND BREAK 12:40 PM – 1:10 PM | SECOND BREAK 12:40 PM – 1:10 PM | SECOND BREAK 12:40 PM – 1:10 PM |
| WARNING BELL - 1:05 PM | WARNING BELL - 1:05 PM | WARNING BELL - 1:05 PM | WARNING BELL - 1:05 PM | WARNING BELL - 1:05 PM |
| PERIOD 3A 1:10 PM – 1:59 PM PERIOD 3B 1:59PM – 2:48 PM | PERIOD 3A 1:10 PM – 1:59 PM PERIOD 3B 1:59PM – 2:48 PM | PERIOD 3A 1:10 PM – 1:59 PM PERIOD 3B 1:59PM – 2:48 PM | PERIOD 3A 1:10 PM – 1:59 PM PERIOD 3B 1:59PM – 2:48 PM | PERIOD 3A 1:10 PM – 1:59 PM PERIOD 3B 1:59PM – 2:48 PM |
| AFTER SCHOOL DUTY 2:50 PM – 3:20 PM | | | | |
| MEETINGS 3:00 PM – 4:00 PM | PPCT 2:50 PM – 3:50 PM | MEETINGS 3:00 PM – 4:00 PM | | |

Yr:7 & Yr:8 Rotation Dates – R1 T1/Wk1 25-01– T1/Wk8 15-08, R2 T1/Wk9 18-03– T2/Wk6 24-05, R3 T2/Wk7 27-05– T3/Wk4 02-08, R4 T3/Wk5 05-08– T2/Wk6 24-05, R5 T4/Wk3 14-10– T4/Wk10 06-12

- Ensuring appropriate supervision of volunteers

Emergency/lockdown procedures

EVACUATION PROCEDURE

Context

ALWAYS BE ON ALERT FOR UNFORESEEN DANGERS AND
AVOID WHERE NECESSARY.
NO- ONE IS PERMITTED TO RETURN TO ANY BUILDING UNTIL DIRECTED.

There may be times when an evacuation is necessary. This could be for Fire, Chemical Spill or Hazard etc. In case of such an emergency or incident the following procedure is to be followed.

Procedure

When the evacuation alarm sounds (a single tone with escalating repeating beeps through the PA system) take the following action.

Classroom Teachers

- All books, resources, computers and bags are to be left in classrooms / lockers
- Ensure students do not access mobile phones or electronic devices
- Close and lock doors and windows behind you where practical
- Under teacher guidance, students move (in an orderly fashion) to the designated **ASSEMBLY AREA** using the published route on the evacuation diagram in each room

All Other Staff

- All belongings and bags are to be left in your area
- Close and lock doors and windows where practical
- Move to the designated ASSEMBLY Area using the published route on the evacuation diagram in the room.

At the ASSEMBLY Area (Oval or MPA as directed**)

- ** The College Oval (Opposite Resource Centre) is the first ASSEMBLY Area. If it is inaccessible, the second assembly point will be the Multi-purpose Area



- Students sit in PC groups in alphabetical order. Line up in Year 7 to Year 12 from left to right, behind the PC cone
- Students sit on the ground and remain quiet

PC teachers

- Mark and hand PC roll to Pastoral Leader and advise of any discrepancies
- Remain with the PC Class and keep students seated and calm

Pastoral Leaders:

- Collect Absentee listing from Student Services Officer
- Collect PC rolls from PC teachers and check rolls against Absentee listing for discrepancies with assistance from Administration Officer
- Return rolls to Student Services Officer and advise of any discrepancies
- Other staff and visitors stand in a straight line on grassed area as indicated on the map.
- PA to the Principal with the assistance from Administration Staff to mark roll for all Staff. Attendance matched against sign in/out register for staff and visitors
- Student Services Officer reconcile student attendance with APP. Attendance matched against sign in/out register for students
- Everyone remains in ASSEMBLY Area until advised of the "ALL CLEAR" via a Portable PA System
- Students and teachers return to their class to collect belongings etc.

Notes regarding Evacuation Procedure:

All staff, students and College visitors are to move to the ASSEMBLY Area as quickly as possible.

STAFF EVACUATION ROLES and RESPONSIBILITIES

Please read and ensure you understand your specific role in the event of an evacuation. These roles are assigned to the role, not the specific person. If a staff member is absent the role will always be filled.

ALL STAFF MUST SEE PA TO THE PRINCIPAL ASAP TO BE CHECKED OFF STAFF LISTING

1. **Receptionist – Hi-Vis Vest**
 - Activate the evacuation alarm
 - Inform SBPS [3481 4600](tel:34814600) and Kindergarten [3204 8452](tel:32048452) of the evacuation
 - (Go **IMMEDIATELY** to evacuation assembly area)
 - Upon arrival at evacuation assembly point please provide assistance to the PA to the Principal.
 - Follows up any missing students using Passtab and liaises with PA to the Principal.
2. **PA to the Principal – Hi-Vis Vest**
 - Collect Staff List:
 - (Go **IMMEDIATELY** to evacuation assembly area)
 - Ensure all visitors and staff are accounted for on Staff Lists and Passtab

Once in the Assembly Area:

- Mark off staff and visitors and cross reference with sign in/out register (PASSTAB)
 - Inform Deputy Principal of Staff and Visitors attendance reconciliation outcome.
3. **Student Services Officer – Evacuation Preparation**
 - Print student by PC report with Active, Grid and extra 2 columns, Present and Absent
 - Place report in PC folder on Evacuation Trolley in Archive Room. (Key card required)
 - Update Report as required, i.e. new student or student leaving
 - Daily print student attendance report in year levels after parent SMS
 - Place reports in Pastoral folder on evacuation Trolley in the Archive Room
 - Print attendance receipting report and update through the day
 4. **Student Services Officer – Hi-Vis Vest**
 - Ensure you have key card for archive room
 - Collect Evacuation trolley from Archive Room
 - Take trolley to Oval Evacuation site
 - Place PC lists on relevant PC clipboards
 - Place PC clipboards by relevant PC cones
 - Place Pastoral Sheets on relevant Pastoral clip boards and hand to Pastoral Leaders
 - Liaise with Pastoral Leaders with attendance queries
 - Notify APA/Warden of issues or missing students
 - Inform Principal/Chief Warden when student count is done and correct.
 - (Go **IMMEDIATELY** to evacuation assembly area)
 5. **Enrolments Officer and Finance Officer: Hi-Vis Vest**
 - Assist PA to the Principal to mark Staff Roll and Passtab visitor listing

6. **Office Administration Staff: - Hi-Vis Vest**
 - Students from First Aid Room (bring to College First Aid Officer in Assembly Area)
 - First Aid Kit (hand to College First Aid Officer at Assembly Area)
 - Collect Green Hat and Hi-Vis Vest from evacuation cupboard opposite PA to Principal desk and hand to College First Aid Officer
 - Upon arrival at evacuation assembly point please provide assistance to the Student Services Officer and Pastoral Leaders.
7. **Student Support Services Office Administration Staff: - Hi-Vis Vest**
 - Students from Student Support Services (bring to College First Aid Officer in Assembly Area)
 - Upon arrival at evacuation assembly point please provide assistance to the Student Services Officer and Pastoral Leaders.
8. **College First Aid Officer (Green Hat): - Hi-Vis Vest**
 - Go to Office Administration staff member to attend to any students from First Aid Room
 - Attend to any incidents re First Aid (kit supplied by Office Administration staff member).
9. **Class Teachers:**
 - Escort students to the evacuation area in an orderly fashion using the route outlined on the evacuation diagram in room
 - When PC teacher arrives, go to grass area to right of Year 7 and advise PA to the Principal that you are present
 - Supervise general student body in the Assembly Area.
10. **Pastoral Care Teachers**
 - Mark roll for PC class
 - Immediately return marked roll to your Pastoral Leader and advise of any discrepancies
 - Supervise PC group until all clear is announced.
11. **Pastoral Leaders**
 - Collect Absentee listing from Student Services Officer
 - Collect marked rolls from your PC teachers
 - Reconcile students rolls with absentee list with assistance from Administration Officer
 - Immediately return marked rolls to Student Services Officer and advise of any discrepancies.
12. **Grounds and Maintenance Officers**
 - At Assembly area, if possible, check MPA toilets and advise APA of outcome
 - Under guidance from Business Manager, check College facilities.
13. **Facilities Manager**
Monitor traffic entering College to inform parents and visitors of evacuation procedure and advise them to park in car park or return to their vehicle until the "ALL CLEAR" is given.
14. **Science Laboratory School Officer**
When evacuating to Assembly area, if possible, check C Block toilets and advise APA of outcome.
15. **A7/B7 teacher not scheduled in class**
When evacuating to Assembly area, if possible, check A/B Block toilets and advise APA of outcome.
16. **All Staff (Teaching and Non-Teaching)**
If you have no specific role at the Assembly area, please ensure you line up in alphabetical order adjacent to the Year 7 classes. This will assist greatly with accounting for all staff.
17. **Business Manager – Hi-Vis Vest (White Hat)**
 - Contact appropriate services.
 - Check administration building including staff toilets.
18. **Assistant Principal Administration**
 - Move out to Assembly Area to oversee proceedings.
 - Obtain PC Cones from Student Services and place on Oval.
19. **Assistant Principal Curriculum**
 - Check student rolls with Student Services Officer, advise Deputy Principal of student attendance outcome.
20. **Assistant Principal Religious Education**
Co-ordinate staff assembly at the designated assembly area.
21. **Deputy Principal**
 - Manage evacuation procedure, ensuring all staff and students are accounted for
 - Advise Principal of student, staff, and visitor attendance outcome.
22. **Principal**
 - Manage overall procedure
 - Once evacuation is over, give "ALL CLEAR" via a Portable PA System.

LOCKDOWN PROCEDURE

There may be times when students need to be kept in the classrooms or sent back to classrooms. Examples of incidents that may require **LOCKDOWN** could be: *Dangerous person/s at large, siege situation, external toxic spill/fume danger, bushfire etc.* In the case of such an emergency or incident the following procedure is to be followed when **LOCKDOWN PROCEDURE** is initiated.

When the Lockdown alarm sounds ('railway crossing' sound) through the PA system, take the following action:

Classroom Teachers

- When the alert is sounded students stop and look at the teacher for direction.
- Teachers ensure **all doors and windows** are locked and lights are off. All electronic devices are to be switched off.
- Teachers and students to sit quietly on the floor along walls, under desks or in a workroom where practical (quiet work/reading). Keep down below level of windows in the least visible position possible. Teacher to sit nearest to telephone if practical. **Keep students calm.**
- Teacher ensures that students don't move around or access mobile phones or electronic devices.
- Only use the telephone to warn of danger in your vicinity if safe to do so. Do not use the telephone to gain information on the reason for the lockdown. This will be provided later.

Notes regarding Lockdown Procedure:

- The objective of the Lockdown Procedure is to ensure that every Teacher / Staff Member and Student is locked in a room until the situation is over.
- If a class or student is not in a classroom at the time of Lockdown procedure, they are to proceed to the nearest building and be locked in as per earlier instructions.
- If returning to the College from an outside sporting location or excursion you will be notified by mobile telephone. Proceed immediately to Administration or as directed and report your safe arrival or return to the venue if specifically directed to do so.
- Staff not involved in activities with students (on Planning and Preparation time) are to proceed to nearest occupied area. If in Administration Block proceed to Student Reception area

NO ONE LEAVES THE ROOM FOR ANY REASON. DO NOT LET ANYONE INTO YOUR ROOM WHO APPEARS SUSPICIOUS OR UNAUTHORISED. ONLY FOLLOW DIRECTIONS OR INSTRUCTIONS DURING THIS PROCEDURE FROM POLICE AND/OR FIRE OFFICERS, OR ADMINISTRATION TEAM MEMBER

- The "**ALL CLEAR**" will be advised by a member of Leadership or emergency services personnel.

**ALL PERSONNEL IN THE COLLEGE GROUNDS
MUST ENSURE THAT THEY ARE INSIDE A BUILDING
AND COMPLY WITH THE INSTRUCTIONS ABOVE.**

STAFF LOCKDOWN ROLES and RESPONSIBILITIES

Please read and ensure you understand your specific role in the event of a lockdown. These roles are assigned to the role, not the specific person. If a staff member is absent the role will always be filled.

1 Receptionist

- Activate the Lockdown Alarm.
- Inform SBPS 3481 4600 and Kindergarten 3204 8452 of a Lockdown.
- At the end of Lockdown – under direction of the Principal – inform SBPS and Kindergarten that the Lockdown / situation has ended.

2 Student Services Officer

- Take any students from Sick Bay to centre of Student Services Area.

3 Business Manager

- Contact appropriate services.
- Lock all doors and windows within the Administration Building.

4 Deputy Principal / Assistant Principal Administration/Assistant Principal Curriculum

- Move to Student Services Area.

5 Class Teacher

- Ensure students are in secure area (including locking doors and windows)
- Position students and sit quietly in least conspicuous positions
- Staff sit close to phone if practical
- Ensure students don't access technology (phones or computers).

6 Principal

- Move to Student Services Area.
- Manage overall procedure.
- Once Lockdown / situation is over, give all clear over PA system.

Procedures or processes applying to visitors, volunteers and contractors

For security and safety reasons, visitors to the College need to report to Reception to be signed in via Passtab and obtain a Visitor Lanyard. This lanyard is returned to the Office at the conclusion of the visit. **Visitors/Outsiders** – St Benedict's College manages visitors to college 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 College in accordance with the BCE information on visitors to college premises. In the interests of protecting students, only authorised persons are permitted to enter the college grounds, classrooms or play areas during school hours. In all cases a person entering the college must be registered in the Student Protection Register and must report to the College Office for authorisation. Entry to College areas is only possible after signing the Visitors Log located in the office foyer. This rule applies also to parents. We warmly welcome volunteers at St Benedict's College. Volunteers are required to complete volunteer induction processes, via the Principal, to ensure all processes and student protection measures are undertaken.

Unwelcome visitors or intruders will be given clear direction to leave the College grounds. Failure to leave after being given this instruction could result in a series of options being enacted to ensure the safety of students and staff – shadowing the person while phoning for assistance from college staff, initiating a lockdown, to calling the Police – depending on the level of threat posed by the person. A level of common sense will be used so as to achieve the desired outcome without escalation of the circumstances. Student and staff safety will be the first priority.

A media consent process in relation to photographs

Media/Communications strategies – St Benedict's College 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. St Benedict's College obtains the specific informed consent of parents for any publication of names and photos of students in the media outside the local College.

Computer/Internet - All employees and students at St Benedict's College are required to observe the Acceptable Use policy. St Benedict's College implements the BCE Acceptable Use of Computer and Internet Resource Consent Form in the College. College employees adhere to BCE's Social Media policy.

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

Transportation

Transport of students by staff - Transport by employees will require the prior approval of the principal and the written permission of the parents. Principal approval will necessitate risk management involving, for example, an assessment of driver capability, confirmation of current driver's licence, insurance, road worthiness of vehicle, distance involved, any conflict with formal supervisory role for the teacher, gender mix and number of people travelling etc. This list is not exhaustive just indicative. Depending upon the proposed journey there may be other contextual factors to take into account. Transport in emergency circumstances may be acceptable, however, an attempt should be made to obtain the verbal consent of the principal and/or parent.

Transport of Students by Students - BCE requires BCE schools with secondary students to develop a policy regarding student motor vehicle drivers and passengers in accordance with BCE's information on student drivers. St Benedict's College observes the following BCE regulations and guidelines.

It is a parent's responsibility to ensure students attend school, by whatever means is appropriate for their son or daughter. Students licenced to drive may do so to get to and from the College. Due to the limited availability of parking spaces on site, students are unable to park on College grounds. Thus, students will need to park elsewhere if parents allow them to drive to school. It would be appreciated if parents would discuss with their son or daughter the issues of securing their vehicle at all times and in not taking unnecessary risks on the road or while driving a vehicle. Of course, all usual road rules and legal implications associated with driving would apply, as with any other road user.

As with usual procedures, students who leave the campus will need to sign in and out and provide a note of explanation for this. This includes, as per normal, the method by which they will be leaving. Usually, a parent or guardian collects their son or daughter from College Reception. The advent of driving to school therefore, will require an additional bit of information being included in the note sent to school by parents if an occasion for leaving early arises. As part of our Pastoral Care Program for Years 11 and 12, students will complete sessions on Road Safety and Defensive Driving to support this phase of their development. Students participate in RACQ Drive IQ programs in both Year 11 and 12. Students in Year 12 also participate in the RACQ Docudrama in Term 2 which explores the Fatal Five

Managing medications and allergies

Any student who is unwell or involved in an accident must either be: escorted by a peer / staff member to Student Services or monitored in their current location until a First Aid Officer attends them. If a student needs to go home, parents/guardians will be contacted and asked to collect (and sign them out) from the College Office. **Students are not permitted to phone a parent/guardian to pick them up.** Basic first aid treatment will be administered if required and an ambulance or doctor will be contacted if necessary.

Medication is administered through the office and only after relevant paperwork has been provided by parents/guardians and BCE guidelines can be followed.

The College reserves the right to organise appropriate medical assistance if unable to contact a child's parent/guardian.

Managing illness/injury

St Benedict's College 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
- 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 Infection Control Guideline
- First-Aid Kits and Facilities Guideline
- Guide to First Aiders in Schools
- Annual School First Aid Assessment
- Designated First Aider Notice
- First-Aid Training Register
- Infection Control and First Aid Health and Safety Checklist
- Managing Head Injuries
- Incident Reporting and Investigation Procedure
- Incident and Injury Reporting Flowchart
- Incident and Injury Investigation Report
- Incident System Access Request Form
- WSS Incident and Injury Reporting Form
- Notifiable Incidents Poster

Toileting/change room procedures

In respect of bathrooms and toilets St Benedict's College has implemented the following strategies:

- Students and staff have received clear guidelines in relation to student use of bathrooms and toilets – one student per cubicle, respect the facilities and the privacy of other users, report any problems to a teacher.
- Facilities have been designed and built to provide maximum privacy as well as allow for necessary supervision.
- Guidelines and directions ensure the privacy of children and young people while allowing for appropriate supervision, e.g. knocking loudly, asking if anyone is in there, announcing your intention to enter to the room and stating the reason for entering. Whenever possible avoid being alone with a child in these locations. Having a second staff member with you when the need arises to enter a facility that a child is in would be an extra level of protection for staff.
- The BCE Code of Conduct for employees provides direction on this area and employees are informed of these provisions.
- Parents and carers have been informed of the above.

- There are a total of 46 toilets available for student use. Each block has clearly signed Female/Male/Ambulant toilets available. Staff toilets are separate. Card access to toilets is a way of ensuring that any staff member that has to use a Female/Male/Ambulant toilet (as well as the physical lock inside) does not encounter a student in said facility. Yellow dots on the map below show clearly signed Female/Male/Ambulant toilets available at SBC



