



Child and Youth Risk Management Strategy

Under the requirements as set out by the 'Working with Children' agency in each Australian State/Territory.

What is the Child and Youth Risk Management Strategy?

The Child and Youth Risk Management Strategy forms part of the Blue Card prevention and monitoring system administered by each state/territory 'Working with Children' agency, which aims to create safe and supportive service environments for children and young people. In Queensland, this agency is Blue Card Services – Public Safety Business Agency (PSBA).

Under the provisions of the *Working with Children (Risk Management and Screening) Act 2000* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011*, the Commission requires regulated organisations to develop and implement risk management strategies to identify and minimise the risk of harm to children and young people in their service environment. Binnacle Training is a regulated organisation under the legislation.

What are the requirements of the Child and Youth Risk Management Strategy?

To meet our legislative obligations, the Child and Youth Risk Management Strategy includes eight (8) minimum requirements. These requirements are as follows:

COMMITMENT

1. **A statement of commitment to the safety and wellbeing of children and the protection of children from harm, and**
2. **A code of conduct for interacting with children.**

CAPABILITY

3. **Written procedures for recruiting, selecting, training and managing staff and volunteers.**

CONCERNS

4. **Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.**
5. **A plan for managing breaches of your risk management strategy, and**
6. **Risk management plans for high risk activities and special events.**

CONSISTENCY

7. **Policies and procedures for managing compliance with the Blue Card system, and**
8. **Strategies for communication and support.**



Binnacle Training Child and Youth Risk Management

Binnacle Training meets these eight requirements through policies, procedures and practices across a number of key areas, including:

- Our Code of Practice (including Code of Conduct)
- Our Risk Management, Work Health and Safety, and Complaints Policy
- Our Learning Management System (Binnacle Lounge)

MANDATORY REQUIREMENT #1

A statement of commitment to the principles of safe and supportive service environments.

Binnacle Training is committed to the safety and wellbeing of all children and young people, including those who undertake our programs and course offerings via our partner schools. Binnacle Training expects our employees and partner schools to treat children and young people with respect and understanding and address their concerns at all times. Binnacle Training will endeavour to provide a safe and supportive service environment for children and young people.

In order to support this commitment, we are dedicated to our child and youth risk management strategy which has policies and procedures in place to effectively address the safety and wellbeing of children and young people accessing our programs. The values that reflect the culture we are committed to promoting within our organisation are listed in Section 32.3 of our Policy Manual.

MANDATORY REQUIREMENT #2

A code of conduct for interacting with children.

Section '32.0 Staff Code of Conduct' within our Policy Manual applies to all staff members and persons engaged by Binnacle Training (including partner schools) pursuant to our Third Party Agreement.

MANDATORY REQUIREMENT #3

Written procedures for recruiting, selecting, training and managing staff and volunteers.

Recruitment and induction processes at Binnacle Training are detailed within Section '14.0 Staff Recruitment and Induction' of our Policy Manual. This policy ensures a comprehensive and consistent practice is adopted when employing new staff and engaging partner school program deliverers.

Employment screening procedures include:

- Assessment of application for appropriateness of qualification and industry experience.
- Referee checks (including specific questions regarding suitability to work with children)
- Signed employment contract declaration, including acknowledgement and adherence to Binnacle's Policies and Procedures.



Partner School Program Deliverers

Additionally, all teachers engaged via our Third Party Agreement with each school are required to adhere to the guidelines outline in Table 2 and Table 3 titled 'Partner School Responsibilities'. In the event a deliverer is replaced, another suitably qualified deliverer must take his/her place. The new deliverer must be confirmed with Binnacle Training prior to engagement. Responsibilities include:

- Ensuring the human resource requirements specific to each nominated program are met (and if applicable, a summary of action(s) to be taken are outlined and actioned prior to program commencement).
- Consulting Binnacle Training in the appointment of new teachers to ensure they are accepted and inducted as a Binnacle Program Deliverer prior to delivering the training program.
- Ensuring each Program Deliverer(s) accepted by Binnacle Training to deliver the training program will:
 - Engage with a professional development program as overseen by Binnacle Training (i.e. web based, seminars, face-to-face assessments or projects as required). Engagement and evidence supplied must meet the needs for professional development on an annual basis in accordance with their 'Staff Profile'. This profile (located via our Learning Management System (Binnacle Lounge)) must demonstrate evidence of:
 - a. Current industry skills;
 - b. Industry currency;
 - c. Developing VET knowledge; and
 - d. Skills and trainer/assessor competence.
- **For Certificate III in Fitness and Certificate III/II in Sport and Recreation programs:** Ensuring each student obtains a 'Working with Children' Student Blue Card (Binnacle assists with facilitating this application process) - a mandatory add-on to the enrolment process.

Binnacle must adhere to those guidelines outlined in Table 1 'Binnacle Training Responsibilities', including:

- Ensuring the Program Deliverer is qualified through formal training qualifications (evidenced by a verified copy) and industry and VET experience (evidenced by verifiable details supplied on each deliverers 'Staff Profile').

Binnacle Program Management Staff

All Binnacle Program Management staff have been issued with a Blue Card by the Commission, in accordance with the *Commission for Children and Young People and Child Guardian Act 2000*, unless an exemption applies. Binnacle maintains a register of these Blue Card details, including number and renewal date. New Program Management employees must have *applied* for a Blue Card prior to the commencement of work and may present the receipt received from the Commission as proof of their application.

Induction

All new staff members are provided with an induction upon commencement of duties. For partner school program deliverers, this process is undertaken through the guidance of a Binnacle Program Manager and via our annual 'VET in Schools Conference' – a one-day professional development event which includes a break-out session specific to new schools entering an agreement with Binnacle for the upcoming year.



MANDATORY REQUIREMENT #4

Policies and procedures for handling disclosures and suspicions of harm, including reporting guidelines.

Documenting disclosures or suspicion of harm

Suspicious of harm. If any Binnacle Training employees have concerns about the safety of a child, they will record their in a non-judgmental and accurate manner as soon as possible, and following the reporting procedures outlined below.

If an employee of Binnacle Training witnesses unsafe or harmful actions towards a child participating in a Binnacle program, the employee will intervene immediately, provided it is safe to do so. Otherwise, the employee will call the police.

On receiving a **disclosure of harm**, Binnacle Training employees are to complete an incident report recording the details as soon as possible so that they are accurately captured, including:

- the time, date and place of the disclosure;
- 'word for word' what happened and what was said, including anything you said and any actions that have been taken; and
- date of the report and signature.

Reporting disclosures or suspicions of harm

Binnacle Training will not conduct its own enquiries in relation to any disclosure or suspicion of harm and will not attempt to mediate an outcome between the parties involved.

If a Binnacle Training employee receives a disclosure or suspects harm they are to report this immediately to the CEO of Binnacle Training, Aaron Bulow. If a disclosure is made on a school's premises, the matter will also be referred to the principal or nominated Binnacle Program Manager of the facility.

All disclosures or suspicions of harm will then be reported to the:

- Department of Communities (Child Safety Services) on free call 1800 811 810, or
- Queensland Police Service (to the relevant local station)

Actions following a disclosure of harm

- Support and counselling will be offered to all parties involved.
- The child involved should be offered appropriate counselling and support in the environment where the disclosure was reported. For example, if a disclosure was made on school grounds, this should be sought through appropriate school support processes.
- Details of the parties who made the report and who are involved in the matter will be kept completely confidential.
- Any Binnacle Training employee who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics.
- If the person who is alleged to have committed the harm to child is an employee of Binnacle Training, their duties will be reviewed and any further interaction with children via their day-to-day work will be suspended.



until the matter is resolved. Appropriate disciplinary action which could include termination of employment will be taken by Binnacle Training management in response to any subsequent policy investigation.

In addition to our Policy Manual, sections titled 'Grievances and Complaints' and 'Student Misconduct and Disciplinary Procedures' are both contained in Binnacle's Participant Manual. Students are inducted into this Participant Manual (and acknowledge that they have read and understood its contents) upon enrolment into a Binnacle course. This Manual also contains a link to Binnacle's 'Complaints Form' located on our website:

http://www.binnacletraining.com.au/library/rto/Binnacle_Training_Complaints_Form.pdf

MANDATORY REQUIREMENT #5

Plan for managing breaches of your risk management strategy.

For the purposes of this strategy, a breach is any action or inaction by a staff member within Binnacle Training that fails to comply with any part of the Child and Youth Risk Management Strategy. Allegations of breaches of the Child and Youth Management Strategy are managed under the principles of procedural fairness and natural justice. The following will occur:

- All people concerned will be advised of the process and be able to provide their version of events.
- All details of the breach, including the versions of all parties and the outcome will be recorded.
- Matters discussed in relation to the breach will be kept confidential.

Depending on the nature of the breach, outcomes may include:

- Emphasising the relevant component of the child and youth risk management strategy, for example, the Code of Conduct.
- Providing closer supervision.
- Further education and training.
- Mediation between those involved in the incident (where appropriate).
- Disciplinary procedures (if necessary).
- Termination of employment or partner school agreement.
- Reviewing current policies and procedures and developing new policies and procedures (if necessary).

MANDATORY REQUIREMENT #6

Risk management plans for high risk activities and special events.

Each partner school is subject to Table 2 clause 3(a) within their Third Party Agreement. This clause states that each program deliverer(s) accepted by Binnacle Training to deliver the training program will *'deliver and assess the program in accordance with Binnacle's Training and Assessment Strategy, assessment process, and Assessment Manual.'* All these documents are provided via our website and Learning Management System (Binnacle Lounge).

Any high risk activities conducted within the auspices of a Binnacle Training program (and in addition to those specified within the Teacher Manual) are to be:

- negotiated with the school's nominated Binnacle Program Manager; and
- conducted using the Department of Education and Training's Curriculum Activity Risk Assessment. The Program Manager and/or Program Deliverer is responsible for the completion and implementation of these risk



assessments.

MANDATORY REQUIREMENT #7

Policies and procedures for managing compliance with the Blue Card system.

All Binnacle students undertaking one of the following Binnacle courses – identified as being subject to ‘child-regulated employment/activities’ – are required to obtain a Student Blue Card in order to finalise their enrolment.

- Certificate III in Fitness
- Certificate III in Sport and Recreation
- Certificate II in Sport and Recreation

Per Table 3 ‘Partner School Responsibilities’ within our Third Party Agreement, it is a requirement for partner school’s to ensure each student obtains a ‘Working with Children’ Student Blue Card (Binnacle assists with facilitating this application process) - **a mandatory add-on to the enrolment process.*** A student’s enrolment is unable to be finalised until their Student Blue Card has been issued.

** For Certificate III in Fitness and Certificate III/II in Sport and Recreation programs.*

As per the requirements with the *Commission for Child and Young People and Child Guardian Act*, Student Blue Cards are monitored through a comprehensive Blue Card Register kept by Binnacle Training. Monitoring of Blue Card status is ongoing, with communication between Binnacle Training and our partner schools to ensure the appropriate renewal and application processes are followed.

Binnacle employs a dedicated Blue Card professional to manage this process. This process also incorporates internal operating procedures for Binnacle’s Blue Card administrative staff to follow when processing a) Blue Card applications received from partner schools; and b) documentation received from Blue Card services regarding positive notices and/or suspension or cancellation of positive notices. These internal operating procedures are reviewed and updated on an annual, as a minimum, basis. Administrative staff, including new staff, are inducted into these procedures to ensure a uniform approach to processing Student Blue Cards.

MANDATORY REQUIREMENT #8

Strategies for communication and support.

Binnacle Training utilises a number of mechanisms to ensure awareness for staff, partner schools, students and parents around student protection and the Child and Youth Risk Management Strategy, including:

- Provision of a publically available Policy Manual, Participant Handbook, and Child and Youth Risk Management Policy on the [Binnacle Training](#) website.
- Student Blue Card requirement in subject selection information, including Program Disclosure Statement, for students/parents.
- Annual (at minimum) communication with Blue Card Services regarding compliance requirement for students studying within our different Vocational Education and Training (VET) offerings.
- Training and Professional Development for staff, including but not limited to the Code of Conduct and Policy Manual. These resources and strategies are continually implemented and reviewed to ensure optimal communication and awareness.