

Aware. Protective. Safe.

Child and Youth Risk Management Strategy (CYRMS)

Safe service environments don't just happen, they require ongoing planning, commitment and maintenance.

The Queensland Department of Education, as an organisation regulated by the blue card system, must develop, implement, and maintain a child and youth risk management strategy that addresses eight mandatory requirements.

Why? To help to identify potential risks of harm to children and young people, and to implement strategies to minimise those risks.



effective from 27 January 2021

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure> to ensure you have the most current version of this document.

Mandatory requirements: what you need to know

Principals and Regional/Central Office Managers are required to implement the department's CYRMS by ensuring their school/work area is aware of, and complies with each of the listed policies and procedures.

Mandatory requirement	Resources to assist compliance
<p>1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm</p>	<ul style="list-style-type: none"> ■ Our statement of commitment The Queensland Department of Education is committed to: <ul style="list-style-type: none"> – Ensuring the safety and wellbeing of all Queensland children and young people; – Providing safe, supportive and disciplined environments for all children and young people across Queensland; – Responding promptly to allegations of harm or risk of harm to children and young people in our care; and – Providing a child safe environment through implementation of the national principles for child safe organisations. ■ This commitment is reinforced by the department's Aware. Protective. Safe. Strategy and the department's Enterprise risk management framework. ■ The National Principles for Child Safe Organisations (NPCSO) Schools Checklist and Action Plan provides detailed identification of relevant policies and procedures, and is also noted as a complimentary tool to support organisational cultures and practices that further child safety and wellbeing, beyond mandatory requirements.
<p>2. A code of conduct for interacting with children and young people</p>	<ul style="list-style-type: none"> ■ The Code of Conduct for the Queensland Public Service (the Code) applies to all employees of the department and any volunteer, student, contractor, consultant or anyone who works in any other capacity for the department. The Code applies at all times when performing official duties or representing the department at certain events. ■ Further, the department's Standard of Practice provides guidance on the application of the four ethics principles prescribed by the Code of Conduct to daily work in the department. ■ The department's Policy Management Framework and resulting policy instruments contained within the Policy and Procedure Register prescribe further obligations and responsibilities when working in the department.
<p>3. Written procedures for recruiting, selecting, training and managing staff and volunteers</p>	<ul style="list-style-type: none"> ■ The management of staff and volunteers is governed, in part, by the Code of Conduct for the Queensland Public Service, Standard of Practice and all policy instruments within the Policy and Procedure Register referred to above. The department's Policy and Procedure Register and intranet site OnePortal (DoE employees only) provide extensive information to support staff in recruitment, selection, training and management of staff and volunteers. Of particular reference are the following: <ul style="list-style-type: none"> – Commission Chief Executive Directive: Recruitment and Selection Directive No. 12/20 – Public Service Commission Directive No. 7/11 Employment Screening – Recruitment and selection policy – Recruitment of classified teacher positions (school leaders and heads of program) procedure – Working with children authority procedure – Criminal history check procedure – Management and completion of mandatory all-staff training procedure – Induction Strategy – Resources and information for Central and Regional Office employees – Resources and information for Queensland State School employees – Employee performance, professional development and recognition policy – Student protection procedure

Mandatory requirement	Resources to assist compliance
<p>4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines</p>	<ul style="list-style-type: none"> ■ The department's Policy and Procedure Register and intranet site OnePortal (DoE employees only) provide extensive information to support staff in handling disclosures or suspicions of harm, including reporting guidelines. ■ Of particular reference are the following: <ul style="list-style-type: none"> – Student protection procedure – Allegations against employees in the area of student protection procedure – OnePortal Student protection information and resources (DoE employees only).
<p>5. A plan for managing breaches of the risk management strategy</p>	<ul style="list-style-type: none"> ■ Employee breaches of the CRYMS will be managed in accordance with existing departmental processes associated with breaches of the Code and the Standard of Practice. ■ A breach of departmental policies or procedures may result in directions being issued about the conduct or movement of the person at premises of state instructional institutions in accordance with the Education (General Provisions) Act 2006 (Qld). ■ For persons other than departmental employees, breaches will be managed by the Principal at the local level.
<p>6. Policies and procedures for managing compliance with the blue card system</p>	<ul style="list-style-type: none"> ■ The department's Working with children authority procedure and Working with children authority guidelines prescribe the procedure and requirements for managing compliance with the blue card system. ■ Further information is available on the department's intranet site OnePortal (DoE employees only) and Blue Card Services website.
<p>7. Risk management plans for high risk activities and special events</p>	<ul style="list-style-type: none"> ■ The department's Policy and Procedure Register and intranet site OnePortal (DoE employees only) provide extensive information to support staff in risk management planning for high risk activities and special events. Of particular reference are the following: <ul style="list-style-type: none"> – Enterprise Risk Management Framework – Enterprise risk management policy – Enterprise risk management procedure – Working with children authority procedure – School excursions and international school study tours procedure – Managing risks in school curriculum activities procedure – Curriculum Activity Risk Assessment (CARA) process guidelines – DEi Recruit and on-board homestay procedure – DEi Student homestay placement procedure – DEi Homestay provider management procedure – eSafety (DoE employees only).

Mandatory requirement	Resources to assist compliance
<p>8. Strategies for communication and support</p>	<ul style="list-style-type: none"> ■ The department's Policy and Procedure Register, including all departmental policy instruments, is available for all members of the public to access. ■ The department's Working with children authority procedure and Working with children authority guidelines, including this CRYMS, is available on the department's Policy and Procedure Register. ■ The department's statement of commitment (see 1) is reinforced through staff induction programs and mandatory staff training programs. ■ Compliance with the Code of Conduct for the Queensland Public Service, the department's Standard of Practice and the department's policies and procedures forms part of the induction and mandatory training programs. ■ All staff are required to complete annual refresher training to ensure they are trained in any new and updated information and to reinforce key messages contained within the mandatory all-staff training program. ■ The department's intranet site OnePortal (DoE employees only) provides key updates to staff regarding compliance with the blue card system.

The department's CYRMS outlined above, is a supporting document to the [Working with children Authority Procedure](#) and lists the policies and procedures that demonstrate the department's compliance with each of the mandatory requirements contained in the *Working with Children (Risk Management and Screening) Regulation 2020* (Qld) (Schedule 1).