

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Kyabra's Child and Youth Risk Management Strategy has been developed in compliance with the obligations under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* to promote and protect children and young people. Kyabra will review this strategy annually to ensure it reflects current legislative requirements.

Statement of Commitment

Kyabra believes that the welfare and best interests of a child are paramount so is committed to act in ways that will ensure the safety and well-being of all children and young people. Kyabra will achieve this by providing a safe and supportive environment for those engaging and accessing Kyabra services.

In order to support this commitment, Kyabra is dedicated to this Child and Youth Risk Management Strategy and relevant policies and procedures which are in place to effectively address the safety and wellbeing of children and young people

All employees, students, and volunteers must comply with this strategy and the processes as outlined in this strategy at all times.

Code of Conduct

Kyabra has developed a compulsory *Code of Conduct* for all staff, volunteers and Executive Board members to sign at commencement of employment. There is also a *Child Protection Policy* to provide further guidance for all employees.

Recruitment, Selection, Training and Management of Staff

Kyabra ensures that only appropriately qualified and suitable individuals are employed (including students and volunteers). These processes are monitored by Kyabra's Human Resources and Administration Coordinator. Group Work and Training (GW&T) team will oversee that all staff attend any mandatory training requirements

Kyabra outlines specific processes in the following documents:

- *Recruitment and Employment Policy*
- *Training and Professional Development Policy and Procedures*
- *Performance Review and Learning Plan*
- *Induction checklist*
- *Suspension from Active Duty Policy and Procedures*

Handling Disclosures or Suspicious of Harm of Children

Kyabra has clear processes in place for staff included in the following documents:

- *Child Protection Policy and*
- *Incident Reporting Policy and Procedure*

Managing Breaches of Risk Management Strategy

Kyabra takes seriously any breach of the Child and Youth Risk Management Strategy. There are multiple avenues of reporting and managing a breach in this strategy depending on the nature of the breach. Employees, Service Users and stakeholders should raise their concerns with the relevant Coordinator at Kyabra who will guide them through the relevant process:

- *Complaints and Feedback Policy and Procedure*
- *Incident Reporting Policy and Procedure*
- *Suspension from Active Duty Policy and Procedure*

Compliance with Blue Card System

Kyabra has a *Personal Criminal History Checks Policy and Procedure* which outlines the process to ensure all suitable staff/volunteers have and maintain a current Blue Card.

High-Risk Activities and Special Events

Kyabra has a *Risk Management Policy and Procedure*, *Risk Register Template* and a *Risk Management Plan for High Risk Activity Template* that is followed as required.

Strategies for Communication and Support

All clients/community members will receive information when they start engaging services from Kyabra and will be notified that this strategy is also available publicly on Kyabra's website.

Kyabra staff, volunteers and Executive Board members are provided with information upon their induction and offered support around identifying risks of harm and how to handle disclosures or suspicions of harm. Kyabra will also provide any extra or ongoing support as required in order.

Relevant Legislation:

- *Working with Children (Risk Management and Screening) Act 2000*
- *Working with Children (Risk Management and Screening) Regulation 2011*
- *Child Protection Act 1999*

Relevant Documents:

- *Kyabra's Essence Statement*
- *Kyabra's Code of Conduct – Staff and Volunteers*
- *Kyabra's Code of Conduct – Executive Board*
- *Kyabra's Recruitment and Employment Policy and Procedure*
- *Kyabra's Incident Reporting Policy and Procedure*
- *Kyabra's Risk Management Policy*
- *Kyabra's Risk Management Plan for High Risk Activity*
- *Kyabra's Personal Criminal History Checks Policy and Procedure*
- *Child and Youth Risk Management Strategy Toolkit -*
<https://www.bluecard.qld.gov.au/pdf/rmst/201610-Child-and-youth-risk-management-strategy-toolkit.pdf>
- *National Principles for Child Safe Organisations -*
<https://www.humanrights.gov.au/sites/default/files/National%20Principles%20for%20Child%20Safe%20Organisations.pdf>