



Child Protection Risk Management Strategy

Major changes to this document: Rebrand.

Purpose

This document outlines how Multicultural Australia aims to prevent foreseeable harm to children and young people who access its services and/or premises, as prescribed in the Working with Children (Risk Management and Screening) Regulation 2011, the Working with Children (Risk Management and Screening) Act 2000 and the Commission for Children and Young People and Child Guardian Act 2000 (Qld).

All our employees, Board of Directors, student placements and volunteers (hereinafter referred to as employees) are responsible for complying with this strategy and the policies and procedures listed in it.

1. Commitment

We are committed to ensuring the safety and well-being of children and young people who access its services and/or premises. Full details of this commitment are in the [Child Protection Policy](#).

2. Code of Conduct for Interacting with Children and Young People

The [Code of Ethics and Conduct](#), which everyone working for us is required to comply with, specifically includes children and young people.

The Standards of Behaviour when Working with Children and Young People fact sheet (Appendix A) provides guidance on specific behaviours required of our employees and volunteers.

3. Recruitment, Training, and Management of Staff and Volunteers

We implement appropriate recruitment, selection, screening, induction, monitoring, and management of employees who work with children and young people. Procedures for recruiting and selecting employees include relation to the safety and wellbeing of children and the protection of children from harm. Details are in the [Recruitment and Selection Policy](#), [Recruitment and Selection Procedure](#) and [Multicultural Australia Volunteer Handbook](#).

We provide child protection training to employees who work directly with children at induction, and as part of professional development. Supervision, performance appraisal, and (where required) performance management systems are in place to ensure continuing compliance with regulatory requirements.

4. Compliance with Blue Card Legislation

We comply with Blue Card legislation: see [Probity Procedure](#) and associated documents. Relevant records are kept on our HR database and managed by the HR team.

5. High Risk Activities and Special Events

Employees have less control over events and activities which are conducted away from our premises. All employees must therefore ensure that participating in off-site events or activities will

not compromise our commitment to providing a safe environment for children and young people by:

- Ensuring that parents or carers understand their responsibilities to look after their children at “family” events / activities.
- Evaluating any risks involved for children and young people attending an event or activity, whether or not parents / carers will also be attending, including supervision requirements (where applicable) as per our Risk Assessment Plans.
- Developing procedures to minimise those risks.
- Documenting these in relevant program records and in our Risk Register.

6. Strategies for Communication and Support

A copy of this strategy will be provided to parents on request. We also provide information on child protection to clients as part of Orientation and Lifeskills sessions for newly arrived refugees, and all clients receive a copy of the [Client Service Charter](#). In addition, parental consent must be obtained before taking and using photographs of children for our social media and promotional materials.

This strategy is part of induction, and is available to all employees through the Intranet / volunteers’ portal on the website. Support is provided through line managers, supervision and training, both mandatory initial training and on-going practice development.

7. Handling Disclosures and Suspicions of Harm

When employees are presented with disclosures of harm or suspect harm to children and young people, they will respond professionally and in the best interests of the child or young person subjected to the alleged harm. Complaints will be dealt with promptly, seriously, sensitively, and confidentially. For details see [Receiving and Reporting Disclosures of Harm to Children and Young People Procedure](#).

8. Managing Breaches of this Risk Management Strategy

We take any allegation of breach very seriously and will do everything in our power to ensure all appropriate actions are taken. The relevant Executive Manager will review any allegations of breaches of this framework, in conjunction with the relevant authorities. We will take all necessary steps to mitigate the risk of any further breaches. Non-compliance with the Commission for Children and Young People and Child Guardian Act 2000 (Qld), the Working with Children (Risk Management and Screening) Regulation 2011 and the Working with Children (Risk Management and Screening) Act 2000 results in penalties imposed under those Acts.

Review

This framework will be reviewed annually, in accordance with the Act, by the Senior Manager, Youth Services, and the Governance, Quality and Risk Team.

All line managers are responsible for ensuring employees under their line management understand and comply with its requirements.

Appendix A: Standards of Behaviour fact sheet

The following table includes some specific standards of behaviour in relation to working closely with children or young people in any situation.

Language	
Do	<ul style="list-style-type: none"> Communicate, both verbally and non-verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all children and young people. Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities. Ensure your verbal and non verbal communication are non-abusive or bullying.
Don't	<ul style="list-style-type: none"> Use language that could be offensive to another. Become involved in inappropriate conversations of a sexual nature or make personal / sexually suggestive comments. Personally correspond (including email, social media and/or mobile phone) with a child or young person about your (or their) personal or sexual feelings.
Relationships with children and young people	
Do	<ul style="list-style-type: none"> Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all children and young people. Dress appropriately while working with children and young people, in a way that models respect for the children and young people. Make sure another adult is in sight (where possible) when working one-on-one with a child or young person. Maintain professional boundaries.
Don't	<ul style="list-style-type: none"> Spend inappropriate time with a child or young person - the purpose of contact with children/young people needs to occur within the context of a case management plan (service delivery objectives) and be clearly documented (e.g. event planning, case note etc.) Inappropriately give gifts to a child or young person, or show special favours to a child or young person. Expose a child or young person to sexual behaviour of others including displays of pornography Persuade a child or young person that a 'special' relationship exists. Invite or encourage children to your home or have any contact with a child or young person alone and out of the context of your work at Multicultural Australia.
Physical contact	
Do	<ul style="list-style-type: none"> Respect the personal space of a child or young person and limit physical contact generally. Be careful about which part of your body and how much of it is in contact with a child's body. For example, if the child or young person hugs you, change from a frontal hug to arm around the shoulder. If inappropriate touch by any of our personnel is witnessed or if you have suspicions this is to be reported immediately. If a young person discloses that they have been inappropriately touched by any of our personnel this is to be reported immediately.
Don't	<ul style="list-style-type: none"> Hit, kick, slap or push a child or young person. Touch parts of a child or young person's body usually covered by a swimming costume. Change nappies or help with toileting, unless that is a specific part of your role.