



Child and Youth Risk Management Strategy

Statement of Commitment *(mandatory requirement 1)*

Roseberry Qld's (Roseberry) vision of a Strong, Vibrant, and Compassionate community, and mission of assisting people through providing homes, strengthening families and providing supportive pathways for young people, reflects Roseberry's unwavering commitment to clients, community and staff.

Roseberry is committed to acting at all times in the best interests of the children, young people and vulnerable adults to whom it provides a service. Our organisation supports the rights of children and young people and is steadfast in providing a safe and supportive service environment directed at ensuring their safety and well-being.

In order to support this commitment, we are dedicated to our Child and Youth Risk Management Strategy, developed in accordance with Working with Children (Risk Management and Screening) Act 2000 and the Working with Children Regulation 2011, which has policies and procedures in place, to effectively address the safety and well-being of children and young people in our care, and who use our services.

Our Commitment to Children and Young People

Roseberry will focus in on:

Providing clean and safe facilities

- Employing caring and competent staff
- Meeting your needs through our services
- Ensuring innovative and relevant programs
- Having an environment welcoming of individual differences
- Welcoming diversity
- Ensuring inclusion
- Ensuring cultural safety of Indigenous Australian children and children from culturally and linguistically diverse backgrounds
- Ensuring participation and empowerment of children with a disability, Indigenous Australian children and children from culturally and linguistically diverse backgrounds.

Our commitment to staff and volunteers

- Roseberry is committed to ensuring staff, volunteers and contractors, depending on the nature of their role, understand that child safety is everyone's responsibility.
- Roseberry will ensure staff and volunteers are provided with the necessary support to fulfil their obligations in relation to child safety.
- Roseberry will ensure staff and volunteers are educated in child safety, including abuse risks and how to interact and behave with children.



- All employees of Roseberry, including work placement students, volunteers and independent contractors whilst located at Roseberry sites, must abide by our Code of Conduct, which specifies the standard of conduct required when working with children.
- Expectations in relation to behaviour are outlined in Roseberry's Code of Conduct.

Code of Conduct (*mandatory requirement 2*)

Roseberry Qld has developed a Code of Conduct and standards of behaviour for employees, students, volunteers and services users. This Code of Conduct sets out Roseberry Qld's requirements in relation to the conduct of employees who work at Roseberry Qld, together with volunteers, services users and other personnel engaged with Roseberry Qld. It forms part of the contract of employment for all persons employed by Roseberry Qld, whether on a temporary, casual, fixed term or continuing basis.

Roseberry Qld's Code of Conduct covers 5 ethics principals

1. Respect for the Law
2. Respect for Persons
3. Integrity
4. Diligence
5. Economy and Efficiency

The Code of Conduct states that Roseberry Qld employees must behave professionally at all times in their interactions with colleagues and service users; and observe appropriate boundaries, behaviour and contact with service users. In addition, the Code of Conduct and associated policies, cover employee duties in relation to risk management and duty of care obligations to service users and funding bodies.

Capability (*mandatory requirement 3*)

Roseberry Qld seeks to ensure that the most suitable person is recommended and selected for vacant positions by using a merit based system as the basis for the selection of new staff. Roseberry Qld is committed to providing every staff member equal opportunity when applying for positions within the organisation and ensuring that all employment processes are free from discrimination.

Roseberry Qld has Policy and Procedures in place to provide a transparent and consistent staff selection and appointment process and to ensure that staff are employed based on merit and equal opportunity and free from discrimination.

Staff Recruitment, Selection and Appointment Policy outlines the following key elements including detailed procedures and is developed in accordance with Working with Children Check (Blue Card) – Commission for Children and Young People and Child Guardian.

- Recruiting from within Roseberry Qld
- Employing Relatives
- Advertising Vacant Positions
- Information Provided to Prospective Applicants



- Position Descriptions and Selection Criteria
- Suitability Checks
- Selection/Interview Panel
- Position Applications Folder
- Short Listing of Applicants
- Interviewing Applicants
- Reference Checks
- Successful Applicants and Making Recommendations
- Unsuccessful Applicants
- Appointing Staff
- Maintaining Suitability Checks.

Roseberry Qld ensure all new and existing employees understand the importance of protecting children from harm. This is supported through induction, ongoing training and professional development for all employees and volunteers (where appropriate).

Roseberry Qld has Policy and Procedures in place to guide employee's professional development, management of risks, reporting of harm, reporting of critical incidents, management of breaches associated with misconduct and risk, workplace bullying and harassment, ethical decision making and employment conditions and systems.

Concerns (*mandatory requirement 4, 5, 6*)

Roseberry Qld provides employees, volunteers and other RQ associated persons with Policies and Procedures to assist in recognising, responding and reporting allegations or suspicions of harm.

The Policies and Procedures have been developed in accordance with Child Protection Act 1999, Working with Children (Risk Management and Screening) Act 2000, and the Working with Children (Risk Management and Screening) Regulation 2020.

Reporting Policies

- All allegations and concerns in relation to children's safety will be taken seriously and will be investigated fairly and appropriately.
- Roseberry supports and encourages our employees to proactively report any behaviour deemed to be endangering the safety of children.
- Reportable incidents and complaints are notified to the relevant authority (Department of Child Safety or police).

Roseberry Qld Policies and Procedures for identifying harm and reporting are included in following;

- Reporting Practices Policy
- Department of Child Safety Policy
- Parents and Guardians Policy
- Child Protection Policy
- Safety Policy
- Critical Incidents Policy

- Harm Prevention and Response Policy
- Risk Assessment Policy
- Management of Traumatic Work Event Policy
- Risk Management Policy

Managing Breaches

Roseberry Qld takes any breach of the Child and Youth Risk Management Strategy seriously. Roseberry Qld have policies in place for managing any action or inaction by a person who fails to comply with any of these Policies and Procedures.

These Policies and Procedures extend to all employees, volunteers and contractors of Roseberry Qld and include management and board members. All breaches will be managed in a fair, unbiased and supportive manner.

Roseberry Qld's management of breaches is guided by the following Roseberry Qld Policies and Procedures;

- Code of Conduct
- 02.17 Complaints, Appeals and Disputes Policy
- 03.11 Maintaining Professional Boundaries – Relationships within Service Delivery Practices Policy
- Child Protection Policy
- Department of Child Safety Policy
- 05.11 Staff Discipline and Termination Policy
- 01.16 Risk Management Policy
- 06.01 Workplace Health and Safety Policy
- 03.04 Privacy and Confidentiality of Information Policy
- 01.13 Notifiable Events Policy
- 05.04 Staff Recruitment, Selection and Appointment Policy
- 05.08 Staff and Volunteer Induction Policy

Risk Management Plans for High Risk Activities and Special Events

Roseberry Qld ensures that appropriate control measures are in place and implemented to manage identified risks.

Forward planning to identify risks and implement strategies, assists to reduce the possibility of students being harmed. Roseberry Qld ensure that employees and volunteers are instructed in the risk assessment process as part of their induction with Roseberry Qld.

Employees and volunteers are familiarised with Policies, Procedures and documentation for assessing risk and management of risk, these documents include:

- Risk Assessment Policy
- Risk Analysis Matrix
- 01.16 Risk Management Policy



- RQ Risk Management Plan
- RQ Risk Register
- Risk Assessment Activities and Excursions Form

Consistency (mandatory requirement 7, 8)

Compliance

Roseberry Qld complies with Blue Card Screening Procedure which details Roseberry's requirements in accordance with the Working with Children (Risk Management and Screening) Act 2000 to ensure that the required personnel hold a Blue Card.

All employees, volunteers and trainee students who work with, or come into contact with, children/young people at Roseberry Qld are required to obtain and hold a current Blue Card before commencing engagement in their position at Roseberry Qld.

A centralised register of Blue Card information for all employees and trainees is maintained by Roseberry management team.

Roseberry Qld 05.04 **Staff Recruitment, Selection and Appointment Policy** outlines procedures for maintaining Blue Card register and all employee and volunteer suitability checks.

Communication and Support

All employees, volunteers and trainees of Roseberry Qld are required to complete a compulsory induction upon commencement of their role. Roseberry Qld communicates the Child and Youth Risk Management Strategy to all employees, volunteers and trainees alike, on employment and during induction. Policies and Procedures, documentation, operational and risk management plans, are reviewed regularly and communicated to employees through meetings, training and professional development.

Roseberry Qld Child and Youth Risk Management strategy is communicated to all stakeholders, services users and community members via Roseberry Qld's website.

Review

This statement will be reviewed bi-annually for implementation by management team, and/or following any changes to legislation or policy.

Policy Review and Version Tracking				
Review	Reviewed Date	Policy Amended: Yes/No	Approved By	Date Approved
1	-	-	RQ Board	04/06/2018
2	16/03/2020	Yes	RQ Board	27/06/2020
3	21/12/2020	Yes	RQ Board	06/01/2021



4	03/02/2022	Yes		
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