

1.0 PURPOSE

The purpose of the Child and Youth Risk Management Strategy is to eliminate and minimise risk and to ensure the safety and wellbeing of all Autism Queensland (AQ) clients, including school students.

2.0 SCOPE

This document applies to all employees of AQ. A reference to “employees” or “staff” includes permanent, fixed-term, temporary and casual employees, as well as directors, contractors, volunteers, people undertaking work experience or vocational placements at the AQ School and other representatives acting on behalf of AQ in any capacity.

This document also applies to all AQ clients including school students up to the age of 18.

3.0 PRINCIPLES

Autism Queensland is committed to the safety and wellbeing of all children and young people and has made a public commitment statement to be a [Child Safe Organisation](#) abiding by the ten National Principles:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

4.0 IMPLEMENTATION

All policies and procedures which relate to the Child and Youth Risk Management Strategy are accessible from the staff intranet and managers ensure implementation at all levels. Autism Queensland’s commitment to acting in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure the safety and wellbeing of children and young people, means AQ will implement this Strategy as outlined below.

4.1 Code of Conduct

The AQ [Code of Conduct](#) applies to all AQ employees (see [2.0](#)), outlining and promoting the standard of behaviour expected of all employees.

4.2 Human Resources Procedures

Autism Queensland’s Human Resources policies, procedures, employment contracts and Employee Agreement support and reflect AQ’s commitment to child and youth risk management and safety.

4.3 Handling Disclosures or Suspicions of Harm

Autism Queensland has implemented policies and procedures which includes steps to take when handling disclosures of suspicions of harm, including:

- Child Protection (Non-School) Policy
- Child Protection (School) Policy
- Client Safety Management Guidelines

4.4 Implementation, Review and Compliance

The Executive Leadership Team and Board are responsible for ensuring implementation and review of the Child and Youth Risk Management Strategy and are supported in this by the Client Safety and Wellbeing Working Group, led by a dedicated Client Safety and Wellbeing Manager. Breaches of the Strategy are managed in accordance with other relevant policies (listed below) and are recorded and reported to the Board by the CEO.

- Client Safety and Wellbeing Working Group Terms of Reference
- Client Safety Management Guidelines
- Client Diversity and Inclusion Policy
- Clients' Rights Policy
- Child Protection (Non-School) Policy & Procedure
- Child Protection (School) Policy & Procedure
- Code of Conduct
- Complaints & Feedback Management Policy
- Incident Management Policy & Procedure
- Performance Management Policy
- Performance Management Procedure

4.5 Policies and Procedures for Managing Compliance with the Blue Card System

Autism Queensland requires all employees, volunteers and contractors to hold a Working With Children Check (Blue Card), or a combined Blue Card and NDIS Worker Screening Clearance prior to and during employment , in line with the *Working with Children (Risk Management and Screening) Act 2000*, NDIS Quality and Safeguards Commission's NDIS Worker Screening Database (NWSDB), and Child Safe Organisation principles and requirements.

- Child Protection (Non-School) Policy & Procedure
- Child Protection (School) Policy & Procedure
- Code of Conduct
- Recruitment and Selection Policy & Procedure
- Performance Management Procedure

4.6 High Risk Management Plans

Autism Queensland is committed to identifying and assessing risk, as well as eliminating, minimising and monitoring risks to the safety of children on an ongoing basis. Autism Queensland utilises various risk management tools and stores appropriate records of decisions along with actions taken in relation to risk. Policies and procedure include:

- Child Protection (Non-School) Policy & Procedure
- Child Protection (School) Policy & Procedure

- Client Safety Management Guidelines
- Community Access and Excursion Policy & Procedure
- Incident Management Policy & Procedure
- Managing Mental Health Policy & Procedure
- Positive Behaviour Support Policy & Procedure
- Restrictive Practices Policy and Procedure
- Risk Management Policy
- School Supervision Policy & Procedure

4.7 Strategies of Communication and Support

Autism Queensland's commitment to being a child safe organisation and policies relating to child protection and complaints management are public on the AQ website: [Autism Queensland Policies](#).

This strategy also links to several internal AQ policies which are not available on our website. If you have any questions, please contact css@autismqld.com.au with the request to speak with the Client Safety and Wellbeing Manager relating to the Child and Youth Risk Management Strategy.

5.0 RELATED DOCUMENTS

Legislation

- Anti-Discrimination Act 1991 (Qld)*
- Child Protection Act 1999 (Qld)*
- Criminal Code Act 1899 (Qld)*
- Disability Services Act 2006 (Qld)*
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- Education (General Provisions) Act 2006 (Qld)*
- Education (Queensland College of Teachers) Act 2005 (Qld)*
- Education and Care Services National Law (Queensland) Act 2011 (Qld)*
- Education and Care Services National Law (Queensland)*
- National Disability Insurance Scheme Act 2013 (Cth)*
- Privacy Act 1988 (Cth)*
- Public Guardian Act 2014 (Qld)*
- Public Trustee Act 1978 (Qld)*
- Working with Children (Risk Management and Screening) Act 2000 (Qld)*

Standards and Principles

- Australian Privacy Principles
- National Disability Standards (Cth)
- NDIS Quality and Safeguarding Framework

Autism Queensland Quality Assurance

- Child Protection (Non-School) Policy & Procedure
- Child Protection (School) Policy & Procedure
- Client Diversity and Inclusion Policy
- Client Safety and Wellbeing Working Group Terms of Reference
- Client Safety Management Guidelines

- Clients’ Rights Policy
- Code of Conduct
- Complaints & Feedback Management Policy
- Community Access and Excursion Policy and Procedure
- Incident Management Policy & Procedure
- Managing Mental Health Policy and Procedure
- Performance Management Policy
- Performance Management Procedure
- Positive Behaviour Support Policy and Procedure
- Privacy Policy
- Recruitment and Selection Policy & Procedure
- Restrictive Practices Policy and Procedure
- Risk Management Policy
- School Supervision Policy & Procedure

| | | | | | |
|-------------------|--|----------------|---------------|------------------|-----------|
| Document Name | Child and Youth Risk Management Strategy | | Document Type | Guideline | |
| Document Approver | Chief Executive Officer | | Version | V2.1 | |
| Date Created | September 2018 | Date Published | June 2022 | Next Review Date | June 2024 |