

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

### 4.2 Human Resources Procedures

AQ’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

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

- Child Safeguarding Policy
- Child Protection (Non-School) Procedure
- Child Protection (School) Procedure
- Client Safety Management Guidelines
- Incident Management Policy and Procedures

## 4.4 Implementation, Review and Compliance

The Executive Leadership Team (ELT) 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 & 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) Procedure
- Child Protection (School) Procedure
- Child Safeguarding Policy
- Code of Conduct
- Complaints & Feedback Management Policy
- Incident Management Policy and Procedures
- Performance Management Policy and Procedure

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

AQ 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 Safeguarding Policy
- Child Protection (Non-School) Procedure
- Child Protection (School) Procedure
- Code of Conduct
- Performance Management Procedure
- Recruitment and Selection Policy & Procedure
- Visitor Screening Procedures

## 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 Safeguarding Policy
- Child Protection (Non-School) Procedure
- Child Protection (School) Procedure
- Client Safety Management Guidelines
- Community Access and Excursion Policy & Procedure
- Incident Management Policy and Procedures
- Client Health & Medication Policy
- Positive Behaviour Support Policy & Procedure
- Restrictive Practices Policy and Procedure
- Risk Management Policy
- Supervision Procedure

## 4.7 Strategies of Communication and Support

AQ'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](mailto:css@autismqld.com.au) with the request to speak with the Manager Client Safety & Wellbeing 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 (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 At 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

## NDIS Modules and Practice Standards

### Core 1: Rights and Responsibilities

- 10 Violence, Abuse, Neglect, Exploitation and Discrimination

### Core 2: Governance and Operational Management

- 11 Governance and Operational Management
- 12 Risk Management

### Module 3: Early Childhood Supports

- 56 The Child

## Internal

- Child Protection (Non-School) Procedure
- Child Protection (School) Procedure
- Child Safeguarding Policy
- Client Diversity and Inclusion Policy
- Client Health & Medication 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 and Procedures
- Performance Management Policy and Procedure
- Positive Behaviour Support Policy & Procedure
- Privacy Policy
- Recruitment and Selection Policy & Procedure
- Restrictive Practices Policy & Procedure
- Risk Management Policy
- Supervision Procedure
- Visitor Screening Procedures
- Visitor Information – site specific

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