

1.0 PURPOSE

The purpose of the Child and Youth Risk Management Strategy (CYRMS) is to demonstrate Autism Queensland's (AQ) approach to minimising risk of abuse or harm to children and young people.

2.0 SCOPE

This strategy applies to all people in the AQ community, including employees, clients, students, volunteers, contractors, external providers, parents/carers and other family members and visitors. This strategy applies in all AQ environments, physical, on-line and off site (e.g. Community Access or excursions).

The protections included in this strategy apply to all children and young people under 18 years of age on AQ premises, accessing services provided by AQ at other locations, and children unconnected with AQ if AQ employees, in the course of their AQ role, become aware of or reasonably suspect harm.

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

3.0 COMMITMENT

AQ 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 CYRMS are accessible from the staff intranet (AQ Home). Managers support in ensuring implementation of the strategy at all levels. AQ'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, mean 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 Recruitment Selection, Training and Management

AQ's Employee Agreement, Human Resource policies, procedures, employment contracts support and reflect AQ's commitment to child and youth risk management and safety. Policies include:

- Learning & Development Policy
- Performance Management Procedure
- Recruitment and Selection Policy & Procedure

4.3 Reporting Disclosures or Suspicions of Harm

AQ policies and procedures explain steps to take when handling disclosures of or suspicions of harm, including:

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

4.4 Managing Breaches, Review and Compliance

The Executive Leadership Team (ELT) and Board are responsible for ensuring compliance with and review of the CYRMS 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.

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

4.5 Managing Compliance with the Blue Card System

AQ may require 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 (NWSD), and Child Safe Organisation principles and requirements.

- Code of Conduct
- Child Protection (Non-School) Procedure
- Child Protection (School) Procedure

- Child Safeguarding Policy
- Performance Management Procedure
- Recruitment and Selection Policy & Procedure
- Visitor Screening Procedures
- Volunteer & Student Procedures

4.6 High Risk Management Plans

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

- Acceptable Use of Technology Policy
- Bring Your Own Device Guidelines
- Child Protection (Non-School) Procedure
- Child Protection (School) Procedure
- Child Safeguarding Policy
- Client Health & Medication Policy
- Client Safety Management Guidelines
- Community Access and Excursion Policy & Procedure
- Incident Management Policy and Procedures
- Positive Behaviour Support Policy & Procedure
- Restrictive Practices Policy and Procedure
- Risk Management Policy and Framework
- Supervision Procedure

4.7 Communication and Support

AQ's Child Safe Organisation Commitment Statement, policies and procedures relating to child safeguarding, 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 Manager Client Safety & Wellbeing relating to CYRMS.

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

- Acceptable Use of Technology Policy
- Bring Your Own Device Guidelines
- Child Protection (Non-School) Procedure
- Child Protection (School) Procedure
- Child Safety Code of Conduct
- 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
- Client Supervision Procedure
- Clients’ Rights Policy
- Code of Conduct
- Complaints & Feedback Management Policy
- Community Access and Excursion Policy and Procedure
- Incident Management Policy and Procedures
- Learning & Development Policy
- Performance Management Policy and Procedure
- Positive Behaviour Support Policy & Procedure
- Privacy Policy
- Recruitment and Selection Policy & Procedure
- Restrictive Practices Policy & Procedure
- Risk Management Policy and Framework
- Visitor Screening Procedures
- Visitor Information – site specific
- Volunteer and Student Placement Procedure

Document Name	Child and Youth Risk Management Strategy		Document Type	Guideline
Document Approver	Chief Executive Officer		Version	V2.2
Date Created	September 2018	Date Published	March 2024	Next Review Date
				March 2026