

# CHILD SAFE: RISK MANAGEMENT STRATEGY

<b>Purpose:</b>	The purpose of this strategy is to eliminate and minimise risk to student safety and ensure the safety and wellbeing of all students.		
<b>Scope:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Men of Business Academy		
<b>Status:</b>	<input type="checkbox"/> Draft <input checked="" type="checkbox"/> Approved	<b>Version Control:</b>	v1
<b>Approved by:</b>	Board Director Jason Sessarago	<b>Date Approved:</b>	26/11/2025
<b>References:</b>	<ul style="list-style-type: none"> <li>• <u>Child Protection Act 1999 (Old)</u></li> <li>• <u>Education (General Provisions) Act 2006 (Old)</u></li> <li>• <u>Education (General Provisions) Regulation 2017 (Old)</u></li> <li>• <u>Education (Accreditation of Non-State Schools) Act 2017 (Old)</u></li> <li>• <u>Education (Accreditation of Non-State Schools) Regulation 2017 (Old)</u></li> <li>• <u>Working with Children (Risk Management and Screening) Act 2000 (Old)</u></li> <li>• <u>Working with Children (Risk Management and Screening) Regulations 2020 (Old)</u></li> <li>• <u>Criminal Code Act 1899 (sections 229BB and 229BC)</u></li> <li>• <u>Education (Queensland College of Teachers) Act 2005 (OLD)</u></li> <li>• <u>Education and Care Services National Law (Queensland)</u></li> <li>• <u>Blue Card Services Child and Youth Risk Management Strategy Toolkit</u></li> <li>• Men of Business Academy Complaints Handling Policy</li> <li>• Men of Business Academy Child Protection Policy</li> <li>• Men of Business Academy Blue Card Register</li> <li>• Men of Business Academy Restricted Person Declaration Register</li> <li>• Men of Business Academy Risk Register</li> <li>• Men of Business Academy Code of Conduct</li> </ul>		
<b>Review Cycle:</b>	Annual	<b>Next Review Date:</b>	19/06/2026
<b>Policy Owner:</b>	MOB Australia Ltd trading as Men of business Academy – Board of Directors		

## STATEMENT OF COMMITMENT TO STUDENT SAFETY AND WELLBEING

As an accredited Special Assistance School, Men of Business Academy is required by law to publish a statement of commitment to student safety and wellbeing.

The Board Chair of Men of Business Academy's Board of Directors, has endorsed the publication of the following statement:

On behalf of Men of Business Academy, we would like to pay our respects to the victims and survivors of child abuse and maltreatment. We are forever grateful to those who share their stories. Your experiences, your strength and your courage enables us as a community to come together, learn how we can better protect our children and together stand up and make a difference. Your contributions will have an everlasting positive impact on the future health, safety and wellbeing of both children and families in our community for generations to come. We thank you.

In accordance with relevant law and guided by our five core values and our vision of "Building Better Men." Men of Business Academy is committed to establishing, promoting and maintaining a child safe culture that maintains a zero-tolerance policy regarding child abuse, neglect or exploitation in any form. We strive to ensure as far as reasonably practicable, every young man feels heard, valued, respected, supported and safe.

As a special assistance school designed specifically for adolescent boys aged 12 -18 who have become disengaged or at significant risk of becoming disengaged, we understand that the leading underlying causes for disengagement are trauma, abuse, underlying undiagnosed disabilities, domestic and family violence. Men of Business Academy acknowledges that it works with a unique group of young men who in most cases, are considered more vulnerable than their engaged counterparts. We recognise and understand the significance of this responsibility, and the vital role we play in protecting the health, safety and wellbeing of our young men. The health, safety and wellbeing of our young men, research, evidence-based best practice, underpins every decision we make, and why child safety and wellbeing is embedded in our organisation through leadership, governance and culture.

Men of Business Academy is committed to taking all reasonable steps to promote the health, safety and wellbeing of students enrolled at the school and as far as reasonably practicable, protect them from foreseeable harm<sup>1</sup>. In practice, Men of Business Academy is committed to acting in accordance with both the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* and *Child Safe Organisations Act (2024)*.

Accordingly, staff and volunteers regularly engage in Child Safe training to ensure everyone has a very clear understanding of:

- the current and evolving legislation, organisation and compliance obligations that govern us

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<sup>1</sup> *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)* sch 1 s.2(1)

- what the current and evolving legislation, organisation and compliance obligations look like in practice in our specific context
- their legislative, organisational and compliance obligations in relation to child protection, child risk management and mandatory reporting, including associated decision making and reporting processes
- the duty of care they owe to students
- the importance of our code of conduct being upheld
- the importance of maintaining a high standard of professional practice and what this looks like in our specific context

Men of Business Academy's Child Risk Management Strategy in conjunction with our Child Protection Policy and Code of Conduct, demonstrates our continued commitment and compliance with our evolving legislative obligations under the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* and *Child Safe Organisations Act (2024)*.

In 2026 Men of Business Academy will continue to further strengthen our compliance with the evolving legislation that governs us. A recent review of our child protection and child risk management strategy, policies, processes and practices in conjunction with our risk planning and continuous improvement framework, led us to identify the following Child Safe initiatives for 2026:

- Review and update Men of Business Academy's Child Protection Policy and Child Risk Management Strategy against evolving legislative requirements
- Review our employment and induction processes to add more rigour, structure and guidance in relation to child safe checks, child protection and risk management policies and processes, including mandatory reporting obligations and code of conduct
- Ensure Child Safe clauses are included in:
  - Board governance: board charters, board induction materials and decision-making frameworks
  - Staff processes: recruitment materials, job advertisements, position descriptions, interview questions, reference checks, induction programs, professional learning, staff code of conduct and performance management processes
  - Student-facing documents: prospectus, enrolment policy, student handbook, behaviour management policies, student code of conduct and ICT acceptable use agreements
- Improve staff and volunteer awareness and access to Men of Business Academy's child protection and risk management policies and processes including mandatory reporting obligations and code of conduct guidelines
- Provide regular, purposeful and context specific training that is differentiated to cater for the diverse learning styles of staff and volunteers to ensure all staff and volunteers have a clear understanding of their legislative, organisational and compliance obligations

- Setup and implement the new compliance system and associated processes for the specific purpose of improving:
  - the integrity of all compliance related data and training records
  - workflow efficiencies through automated notifications, alerts and escalation
  - the organisations confidence in knowing it is meeting all legislative, organisational and compliance obligations, and that at any moment the status of any compliance related data and training records is at hand
- Communicate and make readily available, the following revisions to students, families and the boarder school community, Men of Business Academy's:
  - Child Protection Policy
  - Child Risk Management Strategy (includes our State of Commitment to Student Safety and Wellbeing)
  - Code of Conduct: Staff and Volunteers
  - Code of Conduct: Duty of Care
  - Code of Conduct: Social Media & Professional Boundaries
  - Code of Conduct: ICT Acceptable Use
  - Student Code of Conduct
  - Student Code of Conduct: Social Media and Professional Boundaries
  - Student Code of Conduct: ICT Acceptable Use
  - Complaints Handling Policy
- Prepare for and role out the mandated Reportable Conduct Scheme designed to ensure organisations respond appropriately to allegations of harm or misconduct
- All levels of management take accountability for, and commit to working together as a united team to support, promote and ensure all child safe, child protection and child risk management related polices, processes and the organisations code of conduct, are adhered to and upheld to a high standard

Dean McPhee

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Board Chair Name



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Board Chair Signature

26/11/2026

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Date

## **CHILD SAFE UNIVERSAL PRINCIPLE AND 10 NATIONAL STANDARDS IN PRACTICE**

The *Child Safe Organisations Act (2024)* identifies a universal principle 'Cultural Safety,' and ten national standards. Together, the universal principle and national standards are intended to add additional protections that further prevent harm to children and ensure organisations who work with children create safe environments that:

- prioritises the health, safety and wellbeing of children
- promote and uphold the right to cultural safety of Aboriginal and Torres Strait Island children
- ensure Aboriginal and Torres Strait Islander people feel welcome, safe, valued, included and respected

### **STANDARD 1: STUDENT SAFETY AND WELLBEING IS EMBEDDED IN LEADERSHIP, GOVERNANCE AND CULTURE**

Men of Business Academy:

- publicly commits to and prioritises student health, safety and wellbeing
- leaders champion a student safe culture, it is imbedded in our policies, processes and practice
- implements an array of risk management strategies that focus on preventing, identifying and mitigating risks to students
- staff and volunteers work in accordance with our code of conduct that sets clear behavioural standards towards students
- staff and volunteers understand their obligations on:
  - information sharing and recordkeeping
  - the duty of care owed to students
  - their legislative, organisational and compliance obligations

### **STANDARD 2: STUDENTS ARE INFORMED ABOUT THEIR RIGHTS, PARTICIPATE IN DECISIONS AFFECTING THEM AND ARE TAKEN SERIOUSLY**

At Men of Business Academy:

- a welcoming, calm and inclusive environment has been purposefully created to assist students to feel welcome, safe and supported, encouraging them to be their authentic self and express their thoughts, feelings and opinions openly and honestly
- two of our five core values are family and respect, our young men are supported to develop the necessary life skills that enable them to connect with their peers and develop strong, meaningful relationships built on mutual respect and understanding and encouraged to share, eat, cry, laugh and be there for each other helping them to feel a sense of belonging, safe and less isolated

- students are supported and encouraged to advocate for themselves and be actively engaged in decisions that impact them
- students have direct access to a multitude of support services at absolutely cost to them or their families including psychologists, social workers and information and services including but not limited to social and emotional wellbeing programs, sexual abuse, anger management and emotional regulation
- all staff and volunteers are educated and attuned to signs of harm and how to effectively facilitate child-friendly ways for students to communicate and raise their concerns

**STANDARD 3: FAMILIES AND COMMUNITIES ARE INFORMED AND INVOLVED IN PROMOTING STUDENT SAFETY AND WELLBEING**

At Men of Business Academy:

- families hold the primary responsibility for the upbringing and development of their young man and are actively involved in decisions that affect their young man
- we work in partnership with families, students and where appropriate external stakeholders collaboratively and openly communicate our student health, safety and wellbeing approach, as well as access to associated provide access to associated programs, information and services
- as a school built by the community, for the community, we work in collaboration with families and our broader school community who are encourage to share their thoughts, feedback and ideas about school programs, policies and practices
- information regarding the school's operations and governance is communicated to families and the broader school community via a number of avenues:
  - emails/sms
  - parent lounge/MOB app
  - school website/social media platforms

**STANDARD 4: EQUITY IS UPHELD AND DIVERSE NEEDS RESPECTED IN POLICY AND PRACTICE**

At Men of Business Academy:

- a special assistance school designed specifically for boys who have become disengaged or at significant risk of becoming disengaged, Men of Business Academy has purposefully created learning spaces that are conducive of learning and caters for the diverse needs of our students
- our staff and volunteers are carefully selected, they are more than experts in their field, they are passionate about our mission, embody our five core values and possess the creativity to think outside the box and the agility to make adjustments as required to ensure the diverse needs of students are met
- access to information, support and complaint processes is easily available to students, via our school website, noticeboards, sharepoint and staff

- underpinned by our five core values, respect, passion, ownership, gratitude and family, a highly inclusive environment that encourages students to stand tall, be proud of what makes them who they are, their culture, struggles, experiences, superpowers and passions has been created
- staff work in partnership with students and their families to identify the specific needs of each student, set goals that are meaningful and achievable, and a shared understanding of the specific supports to be implemented
- particular attention is paid to needs of Aboriginal and Torres Strait Islander students, students with disability, and students from culturally and linguistically diverse backgrounds to ensure they are effectively supported with an equal opportunity of success

**STANDARD 5: PEOPLE WORKING WITH STUDENTS ARE SUITABLE AND SUPPORTED TO REFLECT STUDENT SAFETY AND WELLBEING VALUES IN PRACTICE**

At Men of Business Academy:

- recruitment, including advertising and screening, emphasises student health, safety and wellbeing
- relevant staff and volunteers have Working with Children Checks
- all staff and volunteers receive an appropriate induction and have a clear understanding of:
  - the expected standards of conduct and their responsibilities in relation to student health, safety and wellbeing, including reporting obligations
  - the duty of care owed to students and the importance of maintaining a student safety focus in relation to supervision and people management

**STANDARD 6: PROCESSES TO RESPOND TO COMPLAINTS AND CONCERNS ARE CHILD-FOCUSED**

Men of Business Academy:

- has developed a student-focused complaint handling system that is easily understood by students, staff, volunteers, families and the broader community
- has developed an effective complaint handling policy and process which clearly outlines:
  - the roles and responsibilities of each party throughout the complaints process
  - the process for different types of complaints and the obligations to act and report
- takes all complaints seriously and treats each one with the respect and due diligence it requires, complaints are responded to promptly and thoroughly, with all reporting, privacy and employment law obligations met

**STANDARD 7: STAFF AND VOLUNTEERS OF THE SCHOOL ARE EQUIPPED WITH THE KNOWLEDGE, SKILLS AND AWARENESS TO KEEP STUDENTS SAFE THROUGH ONGOING EDUCATION AND TRAINING**

At Men of Business Academy:

- staff and volunteers engage in regular training specific to the school's child safe, child protection, child risk management strategy, duty of care and code of conduct
- Relevant staff and volunteers:
  - receive training on the nature and indicators of child maltreatment, particularly institutional child sexual abuse
  - are supported to develop practical skills in protecting students and responding to disclosures

**STANDARD 8: PHYSICAL AND ONLINE ENVIRONMENTS PROMOTE SAFETY AND WELLBEING TO MINIMISE THE OPPORTUNITY FOR STUDENTS TO BE HARMED**

Men of Business Academy takes every reasonable precaution possible to identify potential risks to students in both online and physical environments and effectively mitigated these potential risks without compromising a student's right to privacy or their development. The online environment is used in accordance with the following code of conduct policies:

- Code of Conduct: Staff and Volunteers
- Code of Conduct: Duty of Care
- Code of Conduct: Social Media & Professional Boundaries
- Code of Conduct: ICT Acceptable Use
- Student Code of Conduct
- Student Code of Conduct: Social Media and Professional Boundaries
- Student Code of Conduct: ICT Acceptable Use

**STANDARD 9: IMPLEMENTATION OF THE CHILD SAFE STANDARDS IS CONTINUOUSLY REVIEWED AND IMPROVED**

Men of Business Academy:

- regularly reviews our child safe standards, child protection and child risk management policies, processes and practice, engages in research and evidence-based best practice and inform continuous improvement
- analyses complaints to identify causes and systemic failures and inform continuous improvement

**STANDARD 10: POLICIES AND PROCEDURES DOCUMENT HOW THE SCHOOL IS STUDENT SAFE**

Men of Business Academy's policies and procedures:

- addresses all Child Safe Standards and associated legislative and compliance obligations

- demonstrate what the Child Safe Standards looks like in practice in our specific context
- are easily accessible and easy to understand
- implements best practice models, and stakeholder consultation informs the development of policies and procedures
- are the responsibility of all staff
- championed by all levels of management who ensure they are effectively implemented and upheld to a high standard and imbedded into our daily practice and maintaining a positive child safe culture

## CODE OF CONDUCT

At Men of Business Academy, we expect our employees and volunteers to conduct themselves as follows:

Employees and volunteers are expected to always behave in ways that promote the safety, welfare and wellbeing of our students. Employees and volunteers must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Employees and volunteers should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees and volunteers must exercise caution to ensure that the contact is appropriate and acceptable. Employees and volunteers must always advise the student of what they intend doing and seek their consent.
- Employees and volunteers must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees and volunteers must not have a romantic or sexual relationship with a student.

This commitment is evidence of Men of Business Academy's fulfilment of the requirements of Schedule 1 s.2(2).

## RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT PROCEDURES

Men of Business Academy is committed to recruiting, selecting, training and managing employees and volunteers in such a way that limits risks to students. In particular, Men of Business Academy will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to students from employees via:

- Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
- Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check including if an Apprehended Violence Order exist, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children.
- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description.
- A probationary period of employment, which allows the school the further assess the suitability of the new employee and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from employees and volunteers via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help employees improve their performance in a positive manner.
  - Supportive processes for staff and volunteers when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
  - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectation regarding student's risk management, and to assist employees and volunteers to understand their role in providing a safe and supportive environment for students.
  - Training new and existing staff and volunteers on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
    - The school's policies and procedures
    - Identifying, assessing and minimising risks to students
    - Handling a disclosure or suspicion of harm to a child.
  - Keeping a record of the training provided to employees and volunteers.
  - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

This commitment is evidence of Men of business Academy's fulfilment of the requirements of Schedule 1 x. 2(3)

## HANDLING DISCLOSURES OR SUSPICIONS OF HARM

Any of the types of concerns or reports below must be reported and managed under the Men of Business Academy's Child Protection Policy, as follows:

- Any staff with concerns about sexual abuse, or likely sexual abuse, or a child sexual offence committed by an adult
- Teachers, nurses and early childhood education and care professionals with concerns of sexual or physical abuse
- Any staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should refer to Men of Business Academy's Child Protection Policy, complete its Mandatory Reporting Form in line with the relevant mandatory reporting process.

Furthermore, and in accordance with section 76 of the Education (Queensland College of Teachers) Act 2005, the principal of Men of Business Academy will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

Any report made under this section, or the Men of Business Academy Child Protection Policy will fulfill the reporting obligations of all adults under the Criminal Code Act 1899.

This commitment is evidence of Men of Business Academy's fulfilment of the requirements of Schedule 1 s.2(4).

## MANAGING BREACHES OF THE CHILD RISK MANAGEMENT STRATEGY

Men of Business Academy is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Code of Conduct, Complaints Handling Policy and Enterprise Bargaining Agreement or equivalent, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(5).

## IMPLEMENTING AND REVIEWING THE CHILD RISK MANAGEMENT STRATEGY

This strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Men of Business Academy's commitment to reviewing the strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

## BLUE CARD POLICIES AND PROCEDURES

Men of Business Academy is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, Men of Business Academy will:

- Require relevant prospective or current employees, volunteers, trainee students and directors of the Men of Business Academy Board of Directors to have working with children authority and check the validity and appropriateness of any currently held notices, in accordance with Men of Business Academy's position descriptions and the Act prior to the commencement of their engagement.
- Not allow a person to continue to work with children if their working with child authority is cancelled or suspended or a negative notice is received after a change of police information.
- Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign a Restricted Person Declaration Form (see appendix) declaring they are not a restricted person prior to commencing their engagement.
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person.
- Link and unlink individuals as they commence and conclude their engagement with the school.
- Appoint a school contact person who will be responsible for managing the working with child screening process and all related documentation and records.
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority.
- Ensure that all information in relation to working with children authority is kept confidential.
- Act to remind employees to keep their working with children authority up to date and apply for a renewal prior to expiry.
- Take appropriate action if an employee, volunteer, trainee student or director of the Men of Business Academy Board of Directors fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of Men of Business Academy's fulfilment of the requirements of Schedule 1 s.2(6)(b).

## HIGH RISK MANAGEMENT

Men of Business Academy is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. All staff are required to familiarise themselves with the Men of Business Academy's Code of Conduct. Additionally, Men of Business Academy will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children. This commitment is evidence of Men of Business Academy's fulfilment of the requirements of Schedule 1 x.2(7).

## **STRATEGIES OF COMMUNICATION AND SUPPORT**

Men of Business Academy's commitment to making this Child Risk Management Strategy available to students, parents/guardians and staff via its enrolment information package, student orientation, staff induction training, staff handbook and school website, is evidence of our fulfilment of the requirements of Schedule 1s.2(8)(a).

Men of Business Academy is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training events, informal updates at whole school meetings and regular discussions between the principal and employees, and this is evidence of fulfilment of the requirements of Schedule 1 s.2(8)(b).

## **COMPLIANCE AND MONITORING**

Men of Business Academy is committed to the annual review of this strategy. Men of Business Academy will also record, monitor and report to the Men of Business Academy Board of Directors regarding any breaches of the strategy. In addition, the Men of Business Academy is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

## **COMMUNICATION & ACCESSIBILITY**

This policy forms part of the onboarding process for all new employees and volunteers. This policy and any other related policies and/or processes are easily accessible by staff and volunteers via our Compliance and HR Information Management System. Staff and volunteers are required both on commencement, and then on an ongoing basis to familiarise themselves with this policy and any other related policies and/or processes and comply with the requirements outlined as amended, introduced or replaced.

Policies and any other related processes when relevant and required, are communicated to students and their parents/guardians as part of the enrolment process and easily accessible via the school website.

## **POLICY MANAGEMENT**

Men of Business Academy is responsible for developing and implementing this Child Risk Manage Strategy and related policies and procedures to ensure it fulfils its legal and compliance obligations. This policy is regularly reviewed by the Compliance and HR Department to ensure it remains compliant with Men of Business Academy's evolving legislative, regulation, accreditation obligations and best practice. Any items amended, introduced or replaced within this policy, will be communicated to staff and volunteers via email, staff meetings and/or staff training sessions and when relevant and/or required, communicated to students via class check-ins and parents/guardians via email.

This policy is to be read in conjunction with all other related school policies.

- Members of Management have a specific responsibility for operating within the boundaries of this policy, monitoring and managing the expectations of staff and volunteers, addressing any concerns with staff and volunteers and escalate concerns to senior management or HR when necessary to ensure Men of Business Academy's compliance with relevant laws and regulations.
- All staff are responsible for the success of this policy and Men of Business Academy's compliance with its legislative, regulation and accreditation obligations, and in mitigating risks to the health, safety and wellbeing of students, staff, volunteers.
- All staff and volunteers should ensure that they take the time to read and understand their responsibilities, duty of care obligations and seek clarification if unsure.
- All staff and volunteers are required to report breaches, concerns, or incidents through the appropriate channels.

## **BREACH OF POLICY**

Breaches of this policy:

- are not acceptable;
- will be responded to promptly; and
- may result in disciplinary action being taken, up to and including termination of employment, with or without notice.

**APPENDIX**

**CONFIDENTIAL RESTRICTED PERSON DECLARATION**

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This form is for persons requiring access to MOB Academy who are **not** an employee of the school.

Please place a tick in **one** of the boxes below.

I declare that I **do not** have any convictions, circumstances or reasons that might preclude my working with or near children.

I declare that I **do have** a conviction/s, circumstances or reasons that might preclude my working with or near children.

*I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.*

**Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Drivers Licence Details:** \_\_\_\_\_

**Student's Name (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

## **RESTRICTED PERSON AND RESTRICTED EMPLOYMENT LAWS**

As of the 31<sup>st</sup> August 2020, Blue Card Services have introduced 2 new terms - 'restricted person' and 'restricted employment' - as well as new offences, which mean certain individuals are no longer able to rely on the current exemptions to work or volunteer with children.<sup>2</sup>

### **DEFINITIONS**

#### **Restricted person**

A restricted person is a person who:

- Has been issued a negative notice, or
- Has a suspended blue card, or
- Is a disqualified person, or
- Has been charged with a disqualifying offence which has not been finalized.

#### **Restricted employment**

Restricted employment applies to:

- A volunteer parent;
- A volunteer who is under 18;
- Paid or unpaid staff who work in child regulated employment for not more than 7 days in a calendar year; or
- A consumer at a child-related service outlet where they also carry out work at the outlet.

\* A child-related service outlet means a place at which disability services are provided to children.

### **OFFENCES**

It is an offence for a restricted person to start or continue working or volunteering in restricted employment. The maximum penalty will be \$66,725 (500 penalty unit) or 5 years in prison.

It is also an offence for an employer to employ or continue to employ a restricted person in restricted employment if they know (or should reasonably know) that they are a restricted person. The maximum penalty is \$26,690 (200 penalty units) or 2 years in prison.

### **SCHOOL OBLIGATIONS**

- Ensure that all individuals currently working or volunteering with children in restricted employment, are not a restricted person.
- Ensure anyone who commences work or volunteering in restricted employment is not a restricted person, before that person begins working or volunteering with children.
- If someone currently engaged is a restricted person or becomes a restricted person, ensure they do not continue in child related work.
- Legislation in Queensland does not require parents of children attending the school to have a valid Blue Card. That said, it is highly recommended that all parents participating in a volunteering capacity who are not employed by the school complete a Restricted Person Declaration.

### **ACTIONS FOR IMPLEMENTATION**

- Relevant current employees and volunteers and new employees and volunteers acknowledge the new laws and sign a Restricted Person Declaration Form declaring they are not a restricted person.
- Men of Business Academy's Child Risk Management Strategy and relevant complimentary policies and procedures have been updated to include the Restricted Person Declaration Form.

<sup>2</sup> Working with Children (Risk Management and Screening) Act 2000 s176(H-J)