

CHILD RISK MANAGEMENT STRATEGIES



PURPOSE

The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students.

SCOPE

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.

REFERENCE

- Child Safe Organisations Regulation 2025 (Qld)
- Child Safe Organisations Act 2024 (Qld)
- [Working with Children Check Act 2000 \(Qld\)](#)
- Working with Children (Risk Management and Screening) Regulation 2020 (QLD)
- [Child Protection Act 1999 \(Qld\)](#)
- [Education \(Accreditation of Non-State Schools\) Act 2017 \(Qld\)](#)
- [Education \(Accreditation of Non-State Schools\) Regulation 2017 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000 \(Cth\)](#)
- [Education \(Overseas Students\) Regulation 2014 \(Qld\)](#)
- [Education \(Queensland College of Teachers\) Act 2005 \(Qld\)](#)
- Criminal Code Act 1899 (Qld) (sections 229BB and 229BC)
- [Education and Care Services National Law \(Queensland\)](#)
- [Education and Care Services National Regulations](#)
- Queensland Family and Child Commission – Child Safe Standards guidance and Reportable Conduct Scheme guidance
- Australian International Islamic College Child Handling Policy
- Australian International Islamic College Employee Code of Conduct

Approved By: College Board
Contact: College Principal
Date Approved: September 2026

Status: Approved
Reviewed: Annually
Next Review: September 2027

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

Policy Statement and a Statement about Commitment

Australian International Islamic College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm.¹

Child Safe Standards and the Universal Principle

The Child Safe Organisations Act 2024 (Qld) replaced the child and youth risk management strategy requirement that previously applied under the blue card legislation. The Act commenced on 1 October 2025 and applies to the College from 1 January 2026. It establishes ten Child Safe Standards and a Universal Principle for the cultural safety of Aboriginal and Torres Strait Islander children, overseen by the Queensland Family and Child Commission (QFCC) and within the health and safety accreditation criterion in section 15 of the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld).

This Strategy is the College's primary record of how each Child Safe Standard and the Universal Principle is implemented, monitored, reviewed and evidenced across the Durack, Carrara, Buranda and Logan campuses. Where this Strategy previously recorded compliance against section 3(1) of the former blue card regulation, it now records compliance against the corresponding Child Safe Standard.

Universal Principle – Aboriginal and Torres Strait Islander children and young people have a right to be culturally safe. The College recognises and respects the cultural identity and the connection to family, community and Country of Aboriginal and Torres Strait Islander students. The Report of Suspected Harm or Sexual Abuse Form at Appendix 2 records whether a child identifies as Aboriginal and/or Torres Strait Islander so that culturally appropriate support can be arranged, and so that the College can meet its obligations when engaging with Child Safety and the Queensland Police Service.

Implementation

In practice, Australian International Islamic College's commitment to promoting the safety and wellbeing of students means that it will implement the measures outlined below. Those measures give effect to the Child Safe Standards and the Universal Principle under the Child Safe Organisations Act 2024 (Qld), and to the College's screening obligations under the Working with Children Check Act 2000 (Qld).

1. Code of Conduct

At Australian International Islamic College, we expect our employees to conduct themselves as follows:

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

Specific responsibilities include:

- Employees 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 must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees 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 must not have a romantic or sexual relationship with a student.

This commitment is evidence of Australian International Islamic College fulfilment of Child Safe Standard 1 (child safety and wellbeing embedded in leadership, governance and culture) and Child Safe Standard 5 (people working with children are suitable and supported).

2. Recruitment, Selection, Training and Management Procedures

Australian International Islamic College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, Australian International Islamic College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children 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, 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 to 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 via:
 - Management processes that are consistent, fair and supportive.
 - Performance management processes to help employees to improve their performance in a positive manner.
 - Supportive processes for staff 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 expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
 - Training new and existing staff 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.
 - 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 Australian International Islamic College fulfilment of Child Safe Standard 5 (people working with children are suitable and supported) and Child Safe Standard 7 (staff and volunteers are equipped through ongoing education and training).

3. Handling Disclosures or Suspicions of Harm

Any of the types of concerns or reports below should be reported and managed under the Australian International Islamic College Child Protection Policy:

- all staff with concerns about sexual abuse or likely sexual abuse
- teachers with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.
- To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this document.
- Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of Australian International Islamic College 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.
- This commitment is evidence of Australian International Islamic College fulfilment of Child Safe Standard 6 (processes to respond to complaints and concerns are child focused).

Reportable Conduct Scheme

From 1 July 2026 the College is subject to the Reportable Conduct Scheme established under the Child Safe Organisations Act 2024 (Qld) and administered by the QFCC. The scheme applies to allegations of reportable conduct by a College worker, which includes employees, contractors, volunteers, consultants, board and governing body members, and people undertaking work experience or a vocational placement, whether paid or unpaid. Reportable conduct comprises: a child sexual offence; sexual misconduct in relation to, or in the presence of, a child; ill-treatment of a child; significant neglect of a child; physical violence committed in relation to, or in the presence of, a child; and behaviour that causes significant emotional or psychological harm to a child. The separate offences under sections 229BB and 229BC of the Criminal Code Act 1899 (Qld) are not reportable conduct categories, but conduct amounting to reportable conduct may also give rise to those offences. The head of the entity for the purposes of the scheme is the Chairperson of the School Governing Body. The College must notify the QFCC within 3 business days of becoming aware of a reportable allegation or conviction, provide an interim report within 30 business days, and provide a final report as soon as practicable after the investigation is finalised. The College must also take reasonable steps to protect the child while the matter is being dealt with, and must record in writing any decision to stand down, redeploy or supervise a worker during an investigation.

Reporting under the Reportable Conduct Scheme is in addition to, and does not delay, the College's obligations to report to the Queensland Police Service and to the Department of Child Safety. Those reports must be made first and immediately. The Principal must also consider the separate obligation under section 76 of the Education (Queensland College of Teachers) Act 2005 to report to the Queensland College of Teachers.

Reportable Conduct Officer: Aftab Shepherd, Principal, 07 33721400, principal@aiic.qld.edu.au.

This commitment is evidence of Australian International Islamic College fulfilment of Child Safe Standard 6 (child focused complaint and concern processes) and Child Safe Standard 1 (child safety embedded in leadership, governance and culture).

4. Managing Breaches of this Child Risk Management Strategy

- Australian International Islamic College 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, Employee Code of Conduct, Complaints Handling Policy and Procedures and Enterprise Bargaining Agreement, and this is evidence of fulfilment of Child Safe Standard 6 (child focused complaint and concern processes) and Child Safe Standard 9 (implementation is regularly reviewed and improved).

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 Child Safe Standard 10 (policies and procedures document how the entity is safe for children) relating to implementation.
- The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state Australian International Islamic College commitment to reviewing the Strategy annually and are evidence of fulfilment of Child Safe Standard 9 (implementation is regularly reviewed and improved) relating to review.

6. Blue Card Policies and Procedures

- Australian International Islamic College is committed to acting in accordance with chapter 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, Australian International Islamic College will:
- Require relevant prospective or current employees, volunteers, trainee students and school board members to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with Australian International Islamic College’s position descriptions and the Act
- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a *Change in police notification* form when notified by employee that such a change has occurred
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information
- Submit a *No longer with organisation* form when appropriate
- Appoint a school contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

This commitment is evidence of Australian International Islamic College's fulfilment of Child Safe Standard 5 (people working with children and young people are suitable and supported), and of the College's screening obligations under the Working with Children Check Act 2000 (Qld).

7. High Risk Management Plans

Australian International Islamic College 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. Australian International Islamic College 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 Australian International Islamic College's fulfilment of Child Safe Standard 8 (physical and online environments promote safety and wellbeing while minimising the opportunity for children to be harmed).

8. Strategies of Communication and Support

Australian International Islamic College's commitment to making this Child Risk Management Strategy available to students, parents and employees via its the enrolment package, the employee handbook, the College website, the College app and the staff intranet is evidence of fulfilment of Child Safe Standard 3 (families and communities are informed and involved) and Child Safe Standard 10 (policies and procedures document how the entity is safe for children).

Australian International Islamic College's is committed to training employees in relation to risks to students and will conduct this training regularly via annual formal training at induction and thereafter each year, updates at staff meetings, and regular discussions between managers and their staff, with attendance recorded on the College training register, and this is evidence of fulfilment of Child Safe Standard 7 (staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training).

Responsibilities

Australian International Islamic College is responsible for developing and implementing this Child Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations. All employees at Australian International Islamic College are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

Australian International Islamic College is committed to the annual review of this Strategy. Australian International Islamic College will also record, monitor and report to Australian International Islamic College board, the Senior Executive Team and others as appropriate at Australian International Islamic College regarding any breaches of the Strategy.

In addition, Australian International Islamic College is committed to other various compliance and monitoring arrangements made under relevant policies and procedures. Related Documents

- Australian International Islamic College Child Protection Policy
- Australian International Islamic College Complaints Handling Policy

- Australian International Islamic College Blue Card Register
- Australian International Islamic College Risk Management Framework
- Australian International Islamic College Complaints Handling Procedures
- Australian International Islamic College Employee Code of Conduct
- Australian International Islamic College Recruitment Policy
- Australian International Islamic College Performance Management Policy

Helpful Links

- Independent Schools Queensland's [Child Protection Decision Support Trees](#)
- Department of Communities, Child Safety and Disability Services' [Child Protection Guide](#) resource

Appendices

- Appendix 1 - Summary of Reporting Harm
- Appendix 2 – Report of Suspected Harm or Sexual Abuse Form

Appendix 1

Summary of Reporting Harm

Where more than one row applies, every applicable report must be made. Making one report does not discharge the others. No staff member, Principal or Director is to investigate an allegation of sexual abuse or likely sexual abuse; investigation is the role of the Queensland Police Service and the Department of Child Safety.

Who	What abuse	Test	Report to	Legislation
All staff (other than the Principal)	Sexual abuse, or likely sexual abuse	Becomes aware, or reasonably suspects, that a student has been sexually abused or is likely to be sexually abused	Written report to the Principal, or to a Director of the School Governing Body, immediately. The Principal or Director must immediately give a copy of the report to a police officer.	EGPA ss.366 and 366A
Principal (where the Principal is the first person to become aware or to suspect)	Sexual abuse, or likely sexual abuse	Becomes aware, or reasonably suspects, that a student has been sexually abused or is likely to be sexually abused	Written report direct to a police officer immediately, and a copy of that report to a Director of the School Governing Body immediately.	EGPA ss.366 and 366A
Teacher (also doctor, registered nurse, early childhood education and care professional) note: the college has no nurse as of 15 September 2026	Physical or sexual abuse	Reportable suspicion: significant harm caused by physical or sexual abuse, and the child may not have a parent able and willing to protect them	Written report direct to the Chief Executive (Department of Child Safety). The reporter must also notify the Principal that a report has been made, or a Director of the School Governing Body where the Principal is the subject of the suspicion.	CPA ss.13E and 13G
All staff	Physical, psychological or emotional abuse, neglect, exploitation	Significant harm, and the parent may not be able and willing to protect the child	Written report to the Principal or a Director of the School Governing Body, through to Child Safety.	Accreditation Regulation s.16
All staff	Any	Not at a level that is otherwise reportable to Child Safety — referral with family consent	Written report to the Principal or a Director of the School Governing Body, through to Family and Child Connect.	CPA ss.13B and 159M

Principal	Any	Not at a level that is otherwise reportable to Child Safety — referral without consent	Written report to a Director of the School Governing Body immediately, through to Family and Child Connect.	CPA ss.13B and 159M
Any adult, including staff, parents, volunteers, contractors and students aged 18 or over	Child sexual offence committed by an adult against a child under 16	Reasonable belief that a child sexual offence is being, or has been, committed	Report to the Queensland Police Service as soon as reasonably practicable. A report already made under the EGPA or the CPA is a reasonable excuse.	Criminal Code ss.229BB and 229BC
Any member of the public	Any	Reasonably suspects the child may be in need of protection	Report to Child Safety.	CPA s.13A
Head of entity (Chairperson of the School Governing Body)	Reportable conduct by a College worker	An allegation of reportable conduct, or a conviction for reportable conduct, involving a worker	Notify the QFCC within 3 business days; interim report within 30 business days; final report as soon as practicable after the investigation is finalised.	Child Safe Organisations Act 2024

Appendix 2

Private and Confidential

Report of Suspected Harm or Sexual Abuse

Date:	
School:	
School Phone:	
School Email and/or Fax:	
DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Primary language spoken:	
Aboriginal ☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander ☐	
Does the student have a disability verified under EAP: Yes ☐ No ☐	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:
FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W): (M):
Is the student in out of home care? Yes ☐ No ☐	
Are there any Family Court or Domestic Violence orders in place? Yes ☐ No ☐ Unknown ☐	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
☐ Adult family member	☐ Child family member	☐ Other adult
☐ Student/other child	☐ Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).		
Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; location of the incident, source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.		
Please indicate the identity of anyone else who may have information about the harm or abuse		
Additional information provided as an attachment YES ☐ NO ☐		
Name of staff member making report if not the Principal:		
Position:	Signature:	Date:
Principal:	Signature:	Date:
Principal's email address:		
Response requested by school:		

ACTION TAKEN		
Form was faxed or emailed to (please tick which agencies the form was sent to):	☐	Queensland Police Services (QPS)
	☐	Department of Communities (Child Safety Services)
	☐	Family and Child Connect

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.