

CHILD RISK MANAGEMENT STRATEGIES

Australian International Islamic College | CRICOS No. 02724C

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

- Working with Children Check Act 2000 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060>
- Working with Children (Risk Management and Screening) Regulation 2020 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2020-0131>
- Child Protection Act 1999 (Qld) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010>
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2017-024>
- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2017-0197>
- Education (General Provisions) Act 2006 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039>
- Education (General Provisions) Regulation 2017 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2017-0161>
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
<https://www.education.gov.au/esos-framework/esos-legislative-framework>
- Education (Overseas Students) Regulation 2014 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2014-0126>
- Education (Queensland College of Teachers) Act 2005 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2005-047>
- Education and Care Services National Law (Queensland)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2013-ecsnlq>
- Education and Care Services National Regulations
<https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2011-ecsnr>
- Criminal Code Act 1899 (Qld), sections 229BB and 229BC
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1899-009>
- Child and Youth Risk Management Strategy -- Queensland Government guidance (see note below) <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/risk-management-strategies>

- Australian International Islamic College Child Handling Policy
- Australian International Islamic College Employee Code of Conduct

Editor's note: reference 1 has been corrected to the Act's current title, Working with Children Check Act 2000 (Qld) -- reference 2 (the Regulation) has NOT been renamed and correctly remains the Working with Children (Risk Management and Screening) Regulation 2020 (Qld). All references above now link to the current in-force version on the Queensland legislation register. IMPORTANT -- strategic flag: as of 1 April 2026, Child and Youth Risk Management Strategy requirements under the blue card system have been formally replaced by the Child Safe Standards administered by the Queensland Family and Child Commission under the Child Safe Organisations Act 2024. The reference above has been re-labelled and re-linked accordingly (the old toolkit PDF link NSSAB flagged as broken no longer exists). This is a separate, larger issue from NSSAB's specific requests and is addressed in the covering memo -- the College should confirm with NSSAB whether it expects the CRMS itself to transition to a Child Safe Standards policy suite.

Approved By: College Board	Status: Approved Reviewed Annually
Contact: Principal	Updated: July 2026

Date Approved: May 2023 (amended July 2026)	Next Review Due: Dec 2026
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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.

Implementation

In practice, Australian International Islamic College's commitment to acting in accordance with the *Working with Children Check Act 2000* (Qld) ("the Act") to promote the safety and wellbeing of students means that it will implement the measures outlined below.

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 wellbeing 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's fulfilment of the requirements of the Regulations s.3(1)(b).

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 involving 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 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 assists 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 reduce exposure to risks, covering: the schools policies and procedures; identifying, assessing and minimising risks to students; and 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 in identifying broader issues of concern that may impact on the safety and wellbeing of students.

This commitment is evidence of Australian International Islamic College's fulfilment of the requirements of the Regulations s.3(1)(c).

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's fulfilment of the requirements of the Regulations s.3(1)(d).

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 (or equivalent), and this is evidence of fulfilment of the requirements of the Regulations s.3(1)(e).

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 the Regulations s.3(1)(f)(i) relating to implementation.
- The introduction to this Child Risk Management Strategy and the "Compliance and Monitoring" section below state Australian International Islamic Colleges commitment to

reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Regulations s.3(1)(f)(i) 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 Information notification form when notified by an 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 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 the requirements of the Regulations s.3(1)(f)(ii).

7. High Risk Management Plans

Australian International Islamic College is committed to identifying risks, assessing risks, eliminating and minimising risks, and monitoring risk to the safety of students on an ongoing basis. Australian International Islamic College will utilise various risk management tools to assist 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 the requirements of the Regulations s.3(1)(g).

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 enrolment package, employee

handbook and school intranet site is evidence of fulfilment of the requirements of the Regulations s.3(1)(h)(i).

Australian International Islamic College 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 staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of the Regulations s.3(1)(h)(ii).

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 the Australian International Islamic College board, the Senior Executive Team and others as appropriate 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 Professional Learning Policy
- Australian International Islamic College Performance Management System
- Australian International Islamic College Blue Card Policy

Helpful Links

- Independent Schools Queensland -- Child Protection Decision Support Trees
- Queensland Family and Child Commission -- Child Safe Standards
<https://www.qfcc.qld.gov.au/childsafestandards>

Appendices

- Appendix 1 -- Summary of Reporting Harm (updated)
- Appendix 2 -- Report of Suspected Harm or Sexual Abuse Form

Appendix 1

Summary of Reporting Harm (Updated)

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal or to a director of the governing body immediately, through to police immediately	EGPA s.366(2) and s.366A(2)
Principal (as first person)	Sexual	Awareness or a reasonable suspicion, formed personally by the Principal, that a student is sexually abused or likely to be sexually abused	Directly to a police officer immediately, and a copy of the report to a director of the governing body	EGPA s.366(2A)-(2B) and s.366A(3)-(4)
Teacher	Sexual and physical	Significant harm Parent may not be willing and able	Principal, through Child Safety and police	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA sections 13B and 159M
Any member of the public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A
All adults (all staff, contractors, volunteers, parents/guardians, students 18+)	Sexual offence against a child by another adult	Reasonable belief formed (or ought reasonably to have been formed)	Queensland Police Service, as soon as reasonably practicable	Criminal Code Act 1899 s.229BC -- Failure to Report (applies broadly to all adults)
Relevant adults only (as defined in the Criminal Code -- broadly, an adult living in the same household as the child with regular unsupervised contact)	Sexual offence being committed against a child by another relevant adult	Knowledge that the offence is being committed	Take reasonable steps to protect the child (may include reporting to police)	Criminal Code Act 1899 s.229BB -- Failure to Protect (narrower category only -- does not apply to all staff, volunteers or parents generally)

Note: Row 1 and the Principal first-person row now match the exact wording and pinpoint subsection citations requested by NSSAB. The last two rows correct a gap NSSAB identified -- the previous version of this table did not reference the Criminal Code Act 1899 obligations at all, and the College's Child Protection Policy separately

(and incorrectly) described the Failure to Protect duty as applying to all adults. Both documents now consistently reflect that only the Failure to Report duty (s.229BC) is universal; the Failure to Protect duty (s.229BB) is limited to relevant adults as defined in the Code.