FLINDERS EARLY LEARNING CENTRE
CHILD AND YOUTH RISK MANAGEMENT STRATEGY

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FELC has developed a Code of Conduct for interacting with chil   il   i

All FELC sta are required to undergo refresher training on Student Protection annually.

The FELC's Student Protection O cer attends a comprehensive Student Protection training course organised by the Anglican Schools Commission on an annual basis.

All   sign acknowledgement that they have read and understand the Student Protection requirements at FELC

All   are required to sign in at FELC ² ce&d tten

Matthew Flinders Anglican College has a Child Protection Policy and
Decision Trees which have been adopted by FELC. The policy and decision

				Early Warning Signs, and Dobbing versus Telling

Safety Team and "We can talk with someone about anything"

My Body - Public and Private

Saying "No", Personal Space, Relationship Groups and Strangers

Secrets |
| | FELC is committed to appropriately managing breaches of the Centre's

FELC recognises that the policies, procedures and systems put in place to prevent any harm to students may be breached through action or inaction by a person in our organisation.

FELC has procedures in place to deal with any breaches in a consistent, fair and supportive manner.

Procedures for managing the responses of breaches of the
are outlined in the supporting document –

The process will involve identifying the level of breach and actions for managing the response.

A breach of process may include suspension of an employee pending the outcome of an investigation and potentially, summary dismissal.

A breach which relates to the validity of a current Blue Card may include immediate stand down of the person until the matter is investigated and action is determined.

The process includes communication processes where appropriate to Blue Card Services, Principal or Chairman of College Board of Directors. | | Nominated Supervisor | Staff are advised to make themselves aware of the
and the

The above documents are available on the MyFlinders Staff Portal. Hardcopies available via FELC Admin.

The
                                                                      Procedure is reviewed annually and is available on the MyFlinders Staff Portal and in the FELC office. |

Supported by MFAC, FELC has access to an electronic Risk Management
system for Risk Management and Compliance tracking.

To ensure the health, safety and wellbeing of students and sta , the College
is required to proactively manage all aspects of excursions. The College's
duty of c^Ye   h

				FELC has a representative on the Flinders WHS (internal) Committee, which reviews and revises any potential or identified risks. The Board of Directors reviews and manages the mitigation of risk through its Strategy & Risk Committee which reports quarterly to the Board of Directors.
	The College has Blue Card policies and procedures in place that set the guidelines for the requirement to hold a Working with Children clearance (Blue Card) at the College. A register of all current Blue Cards and expiry dates is currently maintained by the Head of Human Resources (for employees and volunteers) that includes reference numbers and expiry dates.		Principal Nominated Supervisor Head of Human Resources	A Blue Card Services Organisational Portal is established for FELC employees and volunteers. Access to the Blue Card register is restricted to authorised personnel.

	FELC is committed to making this available to parents and sta and communicates student protection activities and documents in a number of ways:
	
	Parent Noticeboard / Parent Library
	A number of Key documents are available in the parent area. These include:
	    Statement of Commitment
	    'Who to Talk To' – SPO contact details and photos
	
	Sta Child Safety Noticeboard
	A number of Key documents are available in the sta area. These include:
	    Statement of Commitment
	    Child protection policies, procedures, forms
	    'Who to Talk To'
	
	Publications
	    Sta Handbook contains reference to Student Protection under the Statement of Commitment
	    Parents - Enrolment Agreements
			Principal	Student Protection related policies and procedures are available in sta Child Safety area, in FELC admin and on MyFlinders portal.
				
				The MyFlinders Employee Hub has a Student Protection resource page.
				
				All hard copy documents and training materials are available on request.
				
				Enrolment Agreement