

## WORKING WITH CHILDREN POLICY

<b>Policy number</b>	COR 1.02
<b>Policy name</b>	Working with Children Policy (Issue Five)
<b>Applicability</b>	Bond University Staff, Volunteers, and Students
<b>Policy owner</b>	Director Human Resources
<b>Contact person</b>	Director Human Resources
<b>Policy status</b>	Approved Policy
<b>Date created</b>	4 <sup>th</sup> December 2006
<b>Date last amended</b>	31 January 2018
<b>Date last exposed</b>	April 2013
<b>Date last reviewed</b>	16 January 2020
<b>Date of next review</b>	16 January 2023
<b>Related policies and Legislation</b>	<a href="#">Working with Children (Risk Management &amp; Screening) Act 2000 (Qld)</a> <a href="#">Child Protection Act 1999 (Qld)</a> Privacy Policy ( <a href="#">COR 1.01</a> ) Code of Conduct ( <a href="#">HRP 3.05</a> ) <a href="#">Student Charter</a> <a href="#">Discipline Regulations</a> Work Health & Safety Policy ( <a href="#">HRP 4.01</a> ) Social Media Policy ( <a href="#">COR 4.03</a> ) Welfare Arrangements for under 18 years of age International Students Studying at Bond University Policy ( <a href="#">COR 1.06</a> )

### 1. OVERVIEW

This Policy sets out the Bond University Child and Young Person's risk management strategy, with the purpose of helping to identify potential risks of harm to Children and Young Persons and to implement strategies to minimise these risks, and to ensure the University's compliance with the *Working with Children (Risk Management and Screening) Act 2000* (the Act)

### 2. THE POLICY

Bond University requires employees, [Volunteers](#), and students who are engaged in child-related employment or child-related academic studies to comply with the Act. Compliance will require staff, Volunteers and students to comply with the Risk Management Strategy for Working with Children and Young Persons.

### 3. RISK MANAGEMENT STRATEGY FOR WORKING WITH CHILDREN AND YOUNG PERSONS

Bond University's Risk Management Strategy for Working with Children and Young Persons consists of the following components:

- [Statement of Commitment](#)
- [Code of Conduct for Working with Children and Young Persons](#) that includes procedures for handling disclosures or suspicions of harm including reporting and managing breaches of the Code of Conduct
- [Blue Card Procedures](#)
- [Risk Management Guidelines](#) for identifying potential areas of risk
- Procedures in areas of the University where staff, Volunteers and students work with Children and Young Persons to ensure compliance with this Strategy
- Human Resource procedures for management of staff and Volunteers who will be working with Children and Young Persons

#### 3.1. Statement of Commitment

Bond University is committed to the safety and wellbeing of [Children and Young Persons](#). Bond University employees, students and [Volunteers](#) will take all reasonable steps to keep safe from harm Children and Young Persons by following the [Code of Conduct for Working with Children and Young Persons](#), [Blue Card Procedures](#), and implementing the appropriate risk management strategies set out in the [Risk Management Guidelines for Working with Children and Young People](#).

### 3.2. Code of Conduct for Working with Children and Young Persons

In addition to the University's policies that apply to all staff/student interactions, Bond requires employees, Volunteers and students to comply with the Code of Conduct for Working with Children and Young Persons (refer to [Schedule 1](#)).

### 3.3. Blue Cards

This Policy and Schedules are applicable to those Bond University employees and Volunteers who are engaged in child-related employment, specifically where Children are the main target market.

In these instances, those individuals are required to obtain a [Blue Card](#) from Blue Card Services prior to carrying out those activities.

The Policy and Schedules are also applicable to Bond University students who are required to undertake placement which involves working with Children as part of their degree program. These Bond University students are required to obtain a Blue Card prior to commencing their placement.

For information on Blue Card requirements and application processes refer to [Schedule 2](#).

### 3.4. Risk Management Guidelines for Working with Children or Young Persons

The Risk Management Guidelines for Working with Children or Young Persons aim is to minimise risk that the University is aware of and establish procedures to reduce further risks which may arise. Refer to [Schedule 3](#).

## 4. REVIEW OF THIS POLICY AND RELATED SCHEDULES

The [Risk Management Strategy for Working with Children and Young Persons](#) will be reviewed annually in conjunction with the legislative self-assessment of the [Working with Children \(Risk Management & Screening\) Act 2000 \(Qld\)](#). If legislative changes are implemented prior to this scheduled date, revision will be brought forward.

## 5. DEFINITIONS

**Blue Card** A card which is issued by Blue Card Services as a positive notice to an individual. The Blue Card check assesses a person's eligibility to work with children based on their known past police and disciplinary information. The check assesses criminal history, child protection prohibition orders, disqualification orders, if a person is subject to reporting obligations under the *Child Protection (Offender Reporting) Act 2004* or *Dangerous Prisoners (Sexual Offenders) Act 2003* as well as other police and disciplinary information.

[Blue Card Services](#) A service within the Department of Justice & Attorney-General that undertake working with children checks and issue Blue Cards.

**Children and Young Persons** Any person under the age of 18 years.

**Volunteers** A person employed by Bond University who is not paid, other than being reimbursed for out-of-pocket expenses

## 6. RELATED PROCEDURES, GUIDELINES, AND FORMS

Schedule 1: [Code of Conduct for Working with Children and Young Persons](#)

Schedule 2: [Blue Card Procedures](#)

Schedule 3: [Risk Management Guidelines for Working with Children and Young Persons](#)



## CODE OF CONDUCT FOR WORKING WITH CHILDREN AND YOUNG PERSONS

### 1. Introduction

The Code of Conduct for Working with Children and Young Persons (Code of Conduct) outlines the standards of behaviour expected by Bond University staff, students and [Volunteers](#) when engaged in child-related employment or child-related academic studies and should be used in conjunction with Bond University's Working with Children Policy. Implementation of a Blue Card for Bond University staff, students, and Volunteers is not a fail-safe process. Additional to this implementation process, adherence to safe conduct methods aids in the reduction for the opportunity of harm to Children and Young Persons.

Bond University staff, students and Volunteers are expected to adhere and promote the University's commitment to ensuring the safety and wellbeing of Children and Young Persons. By identifying what constitutes harm and inappropriate behaviour in accordance with the *Child Protection Act*, management strategies can be implemented to reduce the element of [Risk](#) whilst dealing with Children and Young Persons.

### 2. Who Must Comply with the Code of Conduct?

All Bond University staff, students and Volunteers who are engaged in child-related employment, child-related academic activity, or the support of students who are minors must comply with this Code of Conduct.

### 3. Breaches of the Code of Conduct

Breaches and alleged breaches by Bond University staff, students and Volunteers of the Code of Conduct when working with Children and Young Persons will be taken very seriously.

Allegations of breaches of the Code of Conduct, in regard to staff members and Volunteers, will be dealt with under Bond University's grievance policies and may result in an investigation being undertaken. The investigation will be undertaken using Bond University's workplace investigation policies. Depending on the situation, a staff member or Volunteer may be relieved of duty while an investigation is underway.

Allegations of breaches of the Code of Conduct by students will be dealt with under the [Disciplinary Regulations](#) of the Bond University Student Handbook.

### 4. What Constitutes Harm?

The *Child Protection Act 1999* Part 3, Division 1, Section 9 states:

- 1) *Harm to a child, is any detrimental effect of a significant nature on the child's physical, psychological, or emotional wellbeing;*
- 2) *It is immaterial how the harm is caused;*
- 3) *Harm can be caused by –*
  - a) *physical, psychological, or emotional abuse or neglect; or*
  - b) *sexual abuse or exploitation.*
- 4) *Harm can be caused by –*
  - a) *a single act, omission or circumstance; or*
  - b) *a series or combination of acts, omissions or circumstances.*

Physical harm involves a physical act that is hard enough to leave a mark and/or to the extent that there are lasting physical effects. The administration of illegal or inappropriate drugs and medications is also a form of harm.

Emotional harm involves the failure to provide the appropriate psychological nurturing for a Child or Young Person's physical and emotional growth and development.

Neglect includes the ongoing failure to provide a Child with the basic necessities of life and adequate supervision needed for optimal growth and development.

Sexual harm takes many forms, from sexual jokes, innuendo in conversation and showing pornographic images to a Child or Young Person, to sexual touching and invasive acts.

## 5. What Constitutes Inappropriate Behaviour Towards Children and Young Persons?

Bond University's outlined inappropriate behaviours towards Children and Young Persons are, but not limited to, the following:

- **Physical:** beating; shaking; hitting; burning; biting; grabbing; throwing; strangling;
- **Emotional:** constant criticism, belittling, teasing and yelling; withholding of praise; ignoring; use of unusual or demeaning punishment;
- **Sexual:** sexual jokes and innuendo; showing pornographic images; physical contact via touching and fondling; invasive acts and sexual intercourse; exposure of sexual body parts; voyeurism and exhibitionism; child prostitution.

## 6. Strategies to Minimise Risk When Working with Children and Young Persons

### 6.1. Human Resources Procedures

The Office of Human Resources will:

- include values-based questions when interviewing job applicants to endeavour to identify any unsuitable attitudes;
- ensure compliance with the [Blue Card Procedures](#) for staff and Volunteers;
- investigate referred reports of harm where staff or Volunteers are involved through the grievance policies framework;
- report outcomes of investigations to the relevant Designated Contact Person including where a staff member or Volunteer has been suspended or dismissed;
- provide online training on the iLearn website.

### 6.2. Designated Unit Contact Persons

Designated Unit Contact Persons should ensure that staff in their unit who have regular contact with Children and Young Persons have attended Working with Children or Young Persons-specific induction. The Designated Unit Contact Person should have unit-specific procedures in place that include information on:

- access to an interpreter (<https://www.tisnational.gov.au/>);
- when an incident needs to be reported to Human Resources, Medical, Psychological and Disability Services, Queensland Police Service and the Department of Communities, Child Safety and Disability Services;
- Complaints reporting information which is available to students.

### 6.3. Safe Conduct Methods

In order to minimise the Risk when working with Children and Young Persons, Safe Conduct Methods (SCM) should be adopted by staff, students and Volunteers.

#### **SCM 1: Environment:**

Staff, students, and Volunteers faced with working in a one-on-one situation in an enclosed environment, should take steps to minimise the Risk of inaccurate allegations. Avoiding the one-on-one situation, where practicable, is the best solution. Techniques of avoidance include:

- Rescheduling the situation to occur at a time where additional persons can be present;
- Taking the discussion to an open space;
- Leaving the door open in the office space;
- Inclusion of other staff members in the discussion.

#### **SCM 2: Language:**

Staff, students, and Volunteers need to adjust their language when working with Children and Young Persons. The following must be avoided when involved in discussions with Children and Young Persons:

- Sexual jokes;
- Belittling and teasing;
- Sexual innuendo in conversation;
- Abusive language and swearing.

#### **SCM 3: Behaviour:**

Staff, students and Volunteers need to be aware of their own behaviour when working with Children and Young Persons. Whilst working in situations with Children and Young Persons, it is recommended:

- To avoid forms of physical contact;
- To be aware of your own body language and responses.

## 7. Disclosure Procedures

When confronted with disclosures of harm, Bond University staff and Volunteers should respond professionally and in the best interests of the Child or Young Person subjected to the alleged harm. Any disclosure of harm must be acted on in a prompt and appropriate manner.

### Suspicion of Harm:

'Reasonable grounds' to suspect harm include if:

- A Child or Young Person tells you they have been harmed;
- Someone else, for example another child, parent, or staff member, tells you that harm has occurred or is likely to occur;
- A Child or Young Person tells you they know someone who has been harmed (it is possible that they may be referring to themselves);
- You are concerned at significant changes in behaviour of a Child or Young Person, or the presence of new unexplained and suspicious injuries; or
- You see harm happening.

Disclosures of harm may sound like:

- "I think I saw ..."
- "Somebody told me that ..."
- "Just think you should know ..."
- "I'm not sure what I want you to do, but ..."

Any disclosure of harm is important and must be acted upon, regardless of whether:

- The harm to a Child or Young Person has been caused by a person from within or outside Bond University; or
- The Child or Young Person disclosing the harm to you is from within or outside Bond University.

Irrespective of the source of the harm, that is, whether from within Bond University (internal) or outside Bond University (external), a disclosure may be made to a Bond University staff member, student, or Volunteer and recorded in a [Working with Children Incident Report form](#).

### What to do when a disclosure is made:

There is no set of procedures to follow when a Child or Young Person tells you that harm has occurred to them, or another person discloses an incident of harm to a Child or Young Person. Ideally, suggest the Child or Young Person accompanies you to the [Designated Unit Contact Person](#). However, if the Child or Young Person only wants to talk to you, the following actions may be of assistance:

- **Don't panic:** your reaction may determine whether the person is making the disclosure trusts you with the information. Don't react in a shocked or critical way, instead tell the person that you are glad they have told you.
- **Find a private place to talk:** this may help the person making the disclosure more comfortable and less concerned.
- **Listen:** reassure the person that they have done the right thing in telling; don't promise to keep it a secret; and let them know that you will need to tell the Designated Unit Contact Person about the disclosure, as they are trained in being able to provide the most valuable assistance.
- **Believe the person:** it is not your place to judge the person, always act on the basis that what you have been told is the truth.
- **Don't ask leading questions:** leading questions are those that tend to suggest an answer and possibly put words into the person's mouth. Let them tell you what happened, and if you need to clarify anything use questions such as 'what happened next?' It is not your role to investigate allegations of harm. Only ask enough questions to establish what occurred and then report the matter to the Designated Unit Contact Person.
- **Take detailed notes:** at the first opportunity after the disclosure has been made, make notes of what occurred. Include information such as dates, times, location and who was present. Include a detailed description of exactly what the person disclosing said, using "I said", "they said" statements; any comments you made; and your actions following the disclosure.
- **Confidentiality:** any reports or documentation on disclosures of harm must be kept confidential and secure, with access strictly limited and on a 'need to know' basis.
- **Reporting:** at the earliest possible convenience, a report needs to be made to the Designated Unit Contact Person. They are trained specifically to deal with disclosures and are aware of the appropriate reporting methods such as referral to the University Counselling Service. The Designated Unit Contact Person should advise the person who made the disclosure of the outcome.

**8. DELEGATION AUTHORITY**

<b>Action</b>	<b>Authority</b>
Breach of Code of Conduct by Staff members or Volunteers	Human Resources Delegate/ University Registrar
Breach of Code of Conduct by Students	Faculty/College/Office Designated Unit Contact Person in consultation with University Registrar
Receipt of and reporting a Disclosure	Designated Unit Contact Person

**9. DEFINITIONS**

**Designated Unit Contact Person** Designated staff who are the contact person in their unit that deal with disclosures from Children and Young Persons.

**Volunteers** A person employed by Bond University who is not paid, other than being reimbursed for out-of-pocket expenses.

**Risk** Refer to the [Risk Guidelines for Working with Children and Young Persons](#)

**10. GUIDELINES, TRAINING AND FORMS**

[Blue Card Services Resources](#)

Blue Card Services Information Video: [Handling disclosures or suspicions of harm](#)

[Working with Children Incident Report Form](#)

Working with Children Training Module:

- Staff: log into iLearn and go *My Communities* Bond HR Learning & Development hyperlink – click on *Working with Children* hyperlink on left hand side of page
- Students & Volunteers: log into iLearn and go to *My Communities* – click on *Working with Children* hyperlink. A PDF training module is also available.

## WORKING WITH CHILDREN INCIDENT REPORT FORM

Name/s of the person or people involved in the incident:

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Description of the incident:

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<b>Date incident occurred:</b>			
<b>Time incident occurred:</b>		AM / PM	
<b>Location where incident occurred:</b>			

Immediate action taken:

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If no action taken - reason:

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<b>Name of person completing form:</b>			
<b>Contact telephone number:</b>			
<b>Signature:</b>			
<b>Date:</b>		Time:	AM / PM
<b>Name of person reported to:</b>			

**List of Designated Unit Contact Persons | Working with Children Policy (Current as at January 2021)**

Faculty/Office	Contact Person	Title	Phone
Faculty of Society & Design	Babu Howlader	SASQ Manager	52664
Future Students	Jit Loh	Director, Domestic Recruitment	52038
	Lisa Cowan	Director, International	51149
Faculty of Health Sciences & Medicine	Jo Bishop	Associate Dean, SASQ	55492
Faculty of Laws	Louise Parsons	Associate Dean, SASQ	52016
Bond Business School	Angela Higgins	SASQ Manager	51372
Bond Business School	Marcus Randall	Associate Dean, SASQ	53361
Bond University College	Duane Kelaart	Executive Manager	53077
Psychology Clinic	Will Drotsky	Clinic Manager	52633
Career Development Centre	Courtney Martin	Acting Director	53034
Office of Sport	Yvette Jasprizza	Executive Sport Office Coordinator	52152
Learning Services	Jason Murray	General Manager	55617
Accommodation Centre	Anthony Spegel	Director, Campus Life	55070
Library Services	Sarah Fredline	University Librarian	51524
Security Services	John Skinner	Campus Security Manager	55050
Bond Children's Holiday Camp	BUSA President	bchc@student.bond.edu.au	





## BLUE CARD PROCEDURES

### 1. WHO REQUIRES A BLUE CARD

The following employees, Volunteers and students are required to hold a Blue Card with [Blue Card Services](#) where they work with children for more than seven (7) days in a calendar year:

- i. Paid employees and [Volunteers](#) of the University, who in their role at Bond University are required to work with Children and Young Persons, including, but not limited to the following categories:
  - a) Bond University College employees regularly involved in [Sport](#) and [Active Recreation](#) activities who are not registered with Queensland College of Teachers (**Note:** employees who are registered with Queensland College of Teachers will require an [exemption card](#));
  - b) Sports Centre employees if instructing a school-based education program;
  - c) Sports Coaches involved with school-aged coaching programs;
  - d) Clinical health professionals providing Health, Counselling or Support Services who do not hold registration with the Australian Health Practitioner Regulation Agency (AHPRA);
  - e) Other roles providing [Support Services](#)
- ii. Students who are required, as part of their degree program, to work with Children and Young Persons.

#### 1.1. Exemptions

Registered health practitioners are exempt and do not require a Blue Card when providing services to Children or Young Persons that relate to the functions as a registered health practitioner. The *Child Protection Act 1999 (Qld)* defines a registered health practitioner as a person registered under the *Health Practitioner Regulation National Law Act 2009 (Qld)*, other than as a student. This includes the following professions and includes a recognised specialty in any of the following professions:

- Aboriginal and Torres Strait Islander health practice
- Chinese medicine
- Chiropractic
- Dental
- Medical
- Medical radiation practice
- Nursing and midwifery
- Occupational therapy
- Optometry
- Osteopathy
- Pharmacy
- Physiotherapy
- Podiatry
- Psychology.

### 2. APPLICATION PROCESS

The Blue Card 'Working with Children' check is designed to determine whether a person is suitable to work with Children or not. A Bond University employee, student or Volunteer who is required to undergo a check must complete an application for a Blue Card. Applications can be made online via the [Blue Card Services website](#).

It is an offence for a [Restricted Person](#) to start or continue working or volunteering in [Restricted Employment](#). It is also an offence to employ or continue to employ a Restricted Person in Restricted Employment if it is known (or should reasonably be known) that they are a Restricted Person.

#### 2.1. Paid Employees

Position advertisements made by Bond University Human Resources for positions which fall under one of the identified child-related employment categories (see clause 1) will outline the requirement of a current Blue Card.

New employees or existing employees transferring into a role which requires a Blue Card will be advised by the hiring manager of the requirement for a Blue Card. The hiring manager will contact the employee to request details of a current Blue Card or to arrange the Blue Card application.



These employees will be notified in their appointment letter of the requirement to hold a Blue Card. This letter will also specify that continuation of their employment is conditional upon holding the Blue Card.

Employees will be required to provide evidence of a valid Blue Card and have their card linked to Bond prior to commencing in child-related employment. [Applications](#) can be made online via the Blue Card Services website. Applicants will require a customer reference number (CRN) from the Department of Transport and Main Roads before applying.

On receipt of a Blue Card the Faculty/Office Delegate will verify the applicant's identity, ensure the card is valid and create a link to Bond through the work area's Organisation Portal. An applicant's identity can be verified by viewing the person's Blue Card that may include a copy of their photograph, or by viewing the person's drivers' licence that includes their photograph. Teachers registered with the Queensland College of Teachers require an Exemption Card rather than a Blue Card. [Applications](#) can be made online via the Blue Card Services website. Registered Teachers can commence providing child-related services once an Exemption Card application has been submitted, or for existing Exemption Card holders, once their card has been linked to Bond through the work area's Organisation Portal.

Paid employees with a Volunteer Blue Card will need to transfer their card to a Paid card by completing the [Volunteer to Paid Employment Transfer form](#)

### 2.2. Volunteers

Volunteers who require a Blue Card will be notified by the relevant Faculty/Office of the requirement and must hold a valid Blue Card and have the card linked to Bond before commencing volunteer work.

Volunteer agreements will include the requirement to hold a Blue Card. The agreement will also specify that the continuation of their volunteer appointment is conditional upon holding the Blue Card.

[Applications](#) can be made online via the Blue Card Services website. In order to receive a free Blue Card, volunteers must be linked to Bond as part of the application process. Once the volunteer has commenced their application registration, the Faculty/Office delegate or Human Resources can link them to the University through the Organisation Portal using their online account number or by submitting a Lin. For existing Blue Card holders joining the University, the Faculty/Office Delegate will verify the cardholders' identity and link the card to Bond through the work area's Organisation Portal or by submitting a [Link a person to your organisation form](#). An applicant's identity can be verified by viewing the person's Blue Card that may include a copy of their photograph, or by viewing the person's drivers' licence that includes their photograph.

### 2.3. Students

All Bond University students who undertake practical placements working with Children and Young Persons as part of their degree program are required to obtain a Blue Card prior to commencing their placement. The relevant Faculty will advise students of their requirement to obtain a Blue Card prior to the commencement of the program.

Bond University students will be required to submit their [application](#) to Blue Card Services and to provide details of the Blue Card to the relevant Faculty. In order to receive a Blue Card for free, students must be linked to Bond as part of the application process. Once the student has commenced their online registration, the Faculty/Office delegate can link them to the University using their online account number either through the Organisation Portal or by submitting the [Link a person to your organisation form](#). For existing Blue Card holders, the Faculty/Office Delegate will verify the cardholder's identity and link the card to Bond through either the Organisation Portal or by submitting the form. An applicant's identity can be verified by viewing the person's Blue Card that may include a copy of their photograph, or by viewing the person's drivers' licence that includes their photograph.

Trainee students cannot commence regulated child-related work until they hold a valid Blue Card and it has been linked to Bond.

### 2.4. Payment of Blue Cards

Bond University has adopted the following practice regarding payment of Blue Cards for employees, Volunteers, and students in identified child-related categories (see Clause 1):

- i. **All continuing, fixed term and casual employees** are responsible for the cost of obtaining their Blue Card.
- ii. **Bond University students and volunteers** are not required to pay any application fee for a Blue Card as these are issued by Blue Card Services at no charge. To obtain a free card, the Student or Volunteer must be linked to Bond as part of the application process.

## 3. ADVICE ON BLUE CARDS

Blue Card Services determine suitability of an applicant following lodgment of the application form. The result will either be a working with children clearance or negative notice about the suitability of the applicant.

- i. **A working with children clearance:** issued to the applicant and University, which will remain on the employee, Volunteer, or student's records. If changes occur to an employee, Volunteer or student's [Police Information](#), notification must be made to Blue Card Services immediately.
- ii. **A negative notice:** if deemed by Blue Card Services that an applicant is unsuitable, this remains valid indefinitely unless cancelled by Blue Card Services or reviewed by the Department of Justice and Attorney-General. For privacy reasons, the University will only be advised that the applicant is unsuitable, not of the reasons for that unsuitability.

Bond University will review the employment of any employee or Volunteer working in a child-related employment category on becoming aware that the person:

- has been issued with a negative notice;
- is a known disqualified person;
- has had their Blue Card or exemption card cancelled or suspended;
- has withdrawn their consent to employment screening or their application is withdrawn for another reason; or
- has a change in Police Information which is a conviction of a serious offence; or
- the University is advised by Blue Card Services that the employee is no longer able to perform child-related employment.

Bond University students whose application is rejected must immediately inform their nominated Faculty. They will not be able to undertake that field of placement. Where practicable, the Faculty will endeavour to provide the student with possible options to complete their program requirements.

Loss of Blue Cards by Bond University employees, Volunteers and students must be reported to Blue Card Services on the [Replacement blue/exemption card form](#). The individual will meet the card replacement fees.

#### 4. CHANGING CIRCUMSTANCES

Bond University employees, volunteers and students must advise Blue Card Services about any changes to their Police Information immediately. Blue Card Services will notify the University of a change in police information when the change is considered relevant to child-related employment.

On receipt of such information, Bond will not continue to employ that person in child-related employment.

#### 5. RENEWALS

Renewal forms must be submitted prior to the expiry date.

If a Blue Card expires, the paid employee, trainee student or Volunteer will be unable to continue in child-related employment, until such time as their renewal application has been processed and a new Blue Card issued and linked to Bond

#### 6. DELEGATIONS AUTHORITY

Action	Approving Authority
<b>Paid Employees</b>	
Advise Human Resources (HR) of requirement for a Blue Card	Faculty or Office Delegate
Verify cardholder's identity and link Blue Card to the University	Faculty/Office Delegate
Maintain register of employees who hold current Blue Cards	Faculty/Office Delegate
Confirm renewal application has been lodged prior to expiry date	Faculty/Office Delegate
Terminate appointment of employee issued with a negative notice	HR Director in consultation with Faculty/ Office Delegate
Advise Blue Card Services when an employee Blue Card holder leaves the organisation.	Faculty/Office Delegate
<b>Volunteers</b>	
Identify volunteers who require a Blue Card.	Faculty/Office Delegate
Verify applicant or cardholder's identity and link Blue Card to the University	Faculty/Office Delegate
Maintain register of volunteers who hold current Blue Cards	Faculty/Office Delegate

Ensure renewal application has been lodged prior to the expiry date	Faculty/Office Delegate
Advise Blue Card Services when a volunteer Blue Card holder leaves the organisation	Faculty/Office Delegate
Terminate appointment of volunteer issued with a negative notice	HR Director in consultation with Faculty/Office Delegate
<b>Students</b>	
Identify students requiring a Blue Card as part of a placement	Faculty/Career Development Centre (CDC) Delegate
Verify applicant or cardholder's identity and link Blue Card to the University.	Faculty/CDC Delegate
Maintain register of students who hold current Blue Cards	Faculty/CDC Delegate
Ensure renewal application for Trainee Students has been lodged prior to the expiry date.	Faculty/CDC Delegate
Consider options available for students issued with a negative notice	Faculty Delegate, in consultation with the University Registrar

**7. DEFINITIONS**

**Active recreation** A form of physical exertion or activity engaged in for the purpose of relaxation or enjoyment, that is not based on formal competition.

**Blue Card** A card which is issued by Blue Card Services as a positive notice to an individual. The Blue Card check assesses a person's eligibility to work with children based on their known past police and disciplinary information. The check assesses criminal history, child protection prohibition orders, disqualification orders, if a person is subject to reporting obligations under the *Child Protection (Offender Reporting) Act 2004* or *Dangerous Prisoners (Sexual Offenders) Act 2003* as well as other police and disciplinary information.

**Blue Card Services** A service within the Department of Justice & Attorney-General that undertake working with children checks and issue Blue Cards.

**Children and Young Persons** Any person under the age of 18 years.

**Disqualified Person** A person is a disqualified person if the person:  
 (a) has been or is convicted of a disqualifying offence; or  
 (b) is subject to –  
     (i) offender reporting obligations; or  
     (ii) an offender prohibition order; or  
     (iii) a disqualification order; or  
     (iv) a sexual offender order; or  
     (v) is the respondent to an application for an offender prohibition order under the Offender Reporting Act.

However, a person is not a disqualified person if they hold a current eligibility declaration.

**Faculty/Office** For the purposes of this Policy, Faculty includes Bond University College and Office includes the Sports Centre and Psychology Clinic.

**Police Information** Means the following:  
 (a) the person's criminal history;  
 (b) investigative information about the person;  
 (c) information as to whether the person is or has been:  
     (i) a relevant disqualified person; or  
     (ii) the subject of an application for a disqualification order; or  
     (iii) named as the respondent to an application for an offender prohibition order.

**Restricted Person** Means a person who:  
 (a) has been issued a negative notice; or  
 (b) has a suspended blue card; or  
 (c) is a Disqualified Person; or

(d) has been charged with a disqualifying offence which has not been finalised.

**Restricted Employment**

Refers to the situations or exemptions that allow a person to work with children without a blue card, such as if they are:

- (a) a volunteer parent;
- (b) a volunteer who is under 18;
- (c) paid or unpaid staff who work in regulated child-related employment for not more than seven (7) days in a calendar year;
- (d) a consumer at a child-related service outlet where they also carry out work at the outlet. (A *child-related service outlet* is a place where disability services are provided to children)

**Sport**

A form of human activity capable of achieving a result requiring physical exertion or physical skill that, because of its nature or organisation, is competitive and is generally recognised as sport.

**Support Service**

Means a service that provides emotional support, mentoring or pastoral care, but does not include a legal advice or legal advocacy service.

**Volunteer**

A person employed by Bond University who is not paid, other than being reimbursed for out-of-pocket expenses

### 8. RELATED PROCEDURES, GUIDELINES AND FORMS

[Applying for a Blue Card](#)

[Link a person to your organisation form](#)

[Replacement Blue Card Exemption Form](#)

[Working with Children Check – Blue Cards](#)

[Resources | Blue Card Services Organisation Portal](#)



## RISK MANAGEMENT GUIDELINES FOR WORKING WITH CHILDREN AND YOUNG PERSONS

### 1. OVERVIEW

The purpose of this Guidelines is to create a process in which the appropriate procedures and policies at Bond University are utilised to provide a safe environment for [Children and Young Persons](#) in the care of Bond University employees, students and/or Volunteers whether on campus or at an off-campus location. This Strategy is applicable to all parts of Bond University including Bond University College.

Resources from the [Blue Card Services](#) website have been utilised in formulating this strategy in regard to working with Children and Young Persons.

### 2. STATEMENT OF COMMITMENT

Bond University is committed to the safety and wellbeing of Children and Young Persons. Bond University employees, students and Volunteers will take all reasonable steps to keep safe from harm Children and Young Persons by following the [Code of Conduct for Working with Children and Young Persons](#) and implementing the appropriate risk management strategies.

### 3. RISK MANAGEMENT

Risk Management is being aware of potential [Hazards](#), and taking steps to remove or minimise them. Although Bond University cannot control all [Risks](#), the aim is to minimise Risks that the organisation is aware of and establish procedures to reduce further Risks which may arise.

In the context of working with Children and Young Persons, it is the process of:

- considering the context;
- identifying the Hazards and how, why, and when could harm occur;
- analysing those Hazards;
- calculating the level of Risk;
- analysing, evaluating, and treating the Risk;
- following procedures in the Code of Conduct for Working with Children and Young Persons for handling disclosures or suspicions of harm, including reporting guidelines;
- ensure compliance with the Blue Card Procedures;
- continually reviewing the implemented strategies.

#### 3.1. Context:

Bond University has a small percentage of employees, students, and Volunteers who work directly with Children and Young Persons within child-related employment or child-related academic studies. Those employees, students, and Volunteers are required to adhere to this Risk Management Strategy and the [Code of Conduct for Working with Children and Young Persons](#). Employees, students and Volunteers required to have a current [Blue Card](#) are listed in the Blue Card Procedures.

#### 3.2. Hazards:

Instances where harm may occur could include where an employee or Volunteer spends long periods of time alone with a particular Child or Young Person, or in the provision of special individual sessions by a lecturer to a Child or Young Person in an enclosed environment. Reasons for the possibility of such instances occurring include employees being unaware of the implications, and may require specific training in this regard.

#### 3.3. Analyse the Hazards:

Consider the activities which have been identified as a Hazard and in which situation the Hazard would be of a higher Risk to an individual or the University. Different activities will rate higher than others depending on the likelihood and consequences of the incident. Questions to be considered are:

- What Hazards are involved?
- What events/incidents could arise from these Hazards?
- How likely is it that these incidents are going to occur?
- Are there policies and/or procedures in place to address these Hazards? If so, how well are they understood and applied by Employees, students, or volunteers?
- Is there any legislation which requires a change in the way Bond University operates?

### 3.4. Calculate the level of Risk:

In consultation with other staff members and personal experience, the level of Risk can be calculated using the below table.

1. Evaluate the likelihood of an event occurring, according to the ratings in the left-hand column.
2. Evaluate the consequences if the incident occurred, according to the ratings in the top row.
3. Calculate the level of Risk by finding the intersection between the likelihood and the consequences.

Consequences \ Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

(Adapted from Australian/New Zealand Standard for Risk Management AS/NZS 4360:2004)

### 3.5. Analyse the Risk:

From the identified level of Risk for the incident/event, implementation of control methods should be investigated. For example, options for treating high Risk activities include:

- Avoiding the Risk by deciding not to start or continue with the activity that gives rise to the Risk (where practicable);
- Changing the likelihood of the Risk occurring;
- Changing the consequences to reduce the extent of the event/incident;
- Sharing the Risk with other parties (such as insurance arrangements);

### 3.6. Evaluate the Risk:

Compare estimated levels of Risk with the suggested control methods against the original level of Risk identified. This enables decisions to be made about the extent and nature of treatments required.

### 3.7. Treat the Risk:

Decide on the option for treating the Risk by selecting the most feasible and cost-effective option. Develop strategies to treat the Risk and implement those strategies including who, when and how the strategies will be implemented.

### 3.8. Review and monitor:

The Risk Management strategies should be reviewed following every significant change, event or issue that occurs within Bond University. Document and store appropriately the changes made ensuring that there is an accurate review process.

## 4. DELEGATION AUTHORITY

Action	Authority
Adherence to outlined management strategy by staff, students and Volunteers working with Children and Young Persons	Managers, Senior Managers, Executive Deans and Directors

## 5. DEFINITIONS

**Blue Card** A card which is issued by Blue Card Services as a positive notice to an individual. The Blue Card check assesses a person's eligibility to work with children based on their known past police and disciplinary information. The check assesses criminal history, child protection prohibition orders, disqualification orders, if a person is subject to reporting obligations under the *Child Protection (Offender Reporting) Act 2004* or *Dangerous Prisoners (Sexual Offenders) Act 2003* as well as other police and disciplinary information.

**Blue Card Services** A service within the Department of Justice & Attorney-General that undertake working with children checks and issue Blue Cards.

**Children and Young Persons** Any person under the age of 18 years.

**Faculty/Office** For the purposes of this Policy, Faculty includes Bond University College and Office includes the Sports Centre and Psychology Clinic.

## 6. RELATED FORM

[Working with Children and Youth Risk Management Plan](#)

**Working with Children and Youth Risk Management Plan Template**

In addition to occupational health and safety concerns, a child and youth risk management plan should analyse the risk of ‘harm’ to children and young people.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<p><b>Describe the activity</b> Identify all elements of the event from beginning to end</p>	<p><b>Identify Risks</b> Something that could happen that results in harm to a child or young person</p>	<p><b>Analyse the Risk</b> Likelihood/ Consequences (see Schedule C of <a href="#">Working with Children Policy</a>)</p>	<p><b>Evaluate the Risk</b> The level of risk</p>	<p><b>Manage the Risk</b> Assess the options (as per Schedule A of the <a href="#">Working with Children Policy</a>)</p>	<p><b>Review</b> Nominate who will review after the event/ activity</p>
<p>School students who are under 18 years of age attending a Bond Science Camp staying in on-campus accommodation for the weekend.</p>	<p>There is a claim of sexual harassment by a fellow young person.</p>	<p>Unlikely/Major</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Control the environment, i.e. ensure discloser is safe</li> <li>2. Assess the level of the incident, i.e. offensive language, gesture or physical attack.</li> <li>3. Inform the Designated Unit Contact Person</li> </ol>	<p>Head of Unit will review the event procedures to limit a repeat of this type of incident in the future.</p>

EXAMPLE