

AGM Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday 27th April 2021, 7.30pm; School Administration block

Attendance: Meagan Z, David S, Amanda H, Helen J, Sophia F, Alex B, Lauren B, Nicole J, Liddel M

Apologies: Cam M, Kathy W, Robyn H, Lisa S, Jo C

1. President to open AGM
 - Opened at 7.30pm with an acknowledgement to country.
2. Mark attendance and apologies
 - See above*
3. Correspondence and Minutes of previous AGM
 - Correspondence:
 - P&C Qld membership has come. Form completed and bill paid. Certificate of insurance received and sent out to OSHC. Available if anyone else wants it.
 - Audit results received.
 - 2020 Minutes read out and accepted.

(Moved: Lauren/ Second: Alex – Motion carried)
4. Business arising out of the minutes of the previous annual general meeting
 - No business arising from previous AGM
5. Receipt and adoption of the Association's audited annual financial statement and Treasurer's report
 - No treasurer's report; see attached P&L statements.
 - Auditor statements attached.
 - Audit outcome: a small number of management notes:
 - Historically the balance sheet hasn't been accurate due to bookkeeping issues between 2015 – 2018.
 - BAS needs to be done before the next BAS statement.
 - Term deposit value isn't showing accurately.
 - Leave liability isn't showing in the balance sheets.
 - Not showing balance sheets and/or ratifying expenses at P&C meetings.

(Moved: Lauren / Second: Sophia – Motion carried)
6. Receipt and adoption of the President's annual report
 - See attached report.
 - Summary – 2020 was a difficult year but school did an excellent job.
 - P&C purchased risers, new computers, support to teachers, etc. ~\$50K. Able to keep most staff for P&C businesses on due to JobKeeper, etc.
 - Acknowledgement of Mark B's re-election promise to contribute \$500K to new OSHC building.
 - Thanks to all the subcommittees.

(Moved: Alex / Second: Sophia – Motion carried)
7. Receive applications for memberships (new and renewed)
 - Membership applications/renewal for 2021 accepted since February (see attached list)

(Moved: Lauren / Second: Alex – Motion carried)
8. Election of Officers/Executive Committee

Current executive dissolved and nominations received for each position. New executive elected.

 - a. President – David Smithson (nominated by Nicole J, Alex seconded).
 - b. Treasurer – no nomination
 - c. Secretary – Meagan Zieba (nominated David, Nicole J seconded)
 - d. Vice President – no nomination

(Moved: Alex / Second: Sophia – Motion carried)
9. Motion to change bank signatories to ensure that David and Meagan are signatories on all P&C accounts.
 - Moved and Passed

(Moved: Alex / Second: Sophia – Motion carried)

10. Confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)

- The following existing committees and membership remain:
 - Tuckshop
 - Swim Club (Sherwood Sharks)
 - Fete
 - Uniform Shop
 - Sherwood Arrows
 - Music and Arts
- List of executive members of all subcommittees are attached.

(Moved: Lauren / Second: Sophia – Motion carried)

11. Appointment of the Association's Auditor

- Arabon is appointed as the 2021 Auditor.

(Moved: Alex / Second: Lauren – Motion carried)

12. Adoption of the Student Protection Risk Management Strategy

No changes. A copy of this is attached. Move a motion to adopt this strategy. Note changes to Blue Card system from August 2020.

(Moved: Lauren / Second: Alex – Motion carried)

13. Adoption of new model constitution (if any)

No changes.

14. Closure of AGM

- Meeting closed at 8.05.

(Moved: Meagan / Second: Alex – Motion carried)

Balance Sheet

Sherwood State School P&C Association As at 31 December 2020

31 Dec 2020

Assets

Bank	
Cash in the bank	684,496
Total Bank	684,496
Current Assets	
Accounts Receivable	(254)
Total Current Assets	(254)
Total Assets	684,242

Liabilities

Current Liabilities	
Accounts Payable	278
Overpaid Fees	1,110
Superannuation Payable	2,156
Wages Payable - Payroll	(8,325)
ATO Account	
GST	(16,321)
Income Tax Payable	(295,943)
PAYG Withholdings Payable	271,978
Total ATO Account	(40,285)
Total Current Liabilities	(45,066)
Total Liabilities	(45,066)
Net Assets	729,307

Equity

Current Year Earnings	5,220
Retained Earnings	724,088
Total Equity	729,307

Profit and Loss

Sherwood State School P&C Association OHSC 1 January 2020 to 31 December 2020

31 Dec 20

Income

Child Care Fees	621,016
Total Income	621,016

Less Cost of Sales

Care Expenses - Arts & Craft	8,792
Care Expenses - Excursions & Incursions	11,542
Care Expenses - Food & Groceries	20,034
Care Expenses - Games & Equipment	2,943
Care Expenses - Travel	2,190
Total Cost of Sales	45,501

Gross Profit	575,516
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Plus Other Income

JobKeeper Subsidy	156,000
Total Other Income	156,000

Less Operating Expenses

Bank Fees	1,090
Cleaning	4,421
Computer Expenses	3,827
Consulting & Accounting	3,030
Employment Expenses	1,933
General Expenses	726
Insurance	3,671
Membership Fees	655
Office Expenses	3,079
Printing & Stationery	3,389
Prior Years Adjustments	18,609
Repairs and Maintenance	2,447
Staff Amenities	1,597
Subscriptions	4,043
Superannuation	48,933
Telephone & Internet	5,645
Training	409
Travel - National	64
Wages and Salaries	587,360
Total Operating Expenses	694,927

Net Profit	36,588
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Independent Auditor's Report
For the financial year ended 31 December 2020

I have examined the accounts of the Sherwood State School Parents and Citizens' Association and I certify that, in my opinion, except for the effects on the financial report of the matters described in the *Qualification* section:

1. The attached financial statements of the Sherwood State School Parents and Citizens' Association established under the *Education (General Provisions) Act 2006* are in agreement with the accounts and are in the required form.
2. The prescribed requirements in respect of the keeping of accounts by the association have been complied with, in all material respects.
3. The statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the preceding year of the transactions for the financial year and the financial position as at the close of the year.

Qualification

Revenue

As it is impractical to establish controls over all revenue prior to entry into the financial records, audit evidence available to us was limited and our audit procedures had to be restricted to the amounts recorded in the financial records. We are therefore unable to express an opinion on whether all revenue is complete.

Opening Balances

The financial report of the Sherwood State School Parents and Citizens' Association for the financial year ended 31 December 2019 was audited by another auditor. We were unable to obtain sufficient appropriate audit evidence regarding the accuracy of opening balances.

Basis of accounting

Without further modifying our opinion, we draw attention to Note 1A to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's reporting responsibilities. As a result, the financial report may not be suitable for another purpose.



Brendan Macrae FCPA
Managing Director

Date: 26/03/2021

Sherwood State School P&C Association

President's Report (AGM) – David Smithson

27 April 2021

What a year! Somehow it just doesn't feel like it was 12 months ago we were holding our AGM via Zoom.

I am proud to say that despite all of the challenges over the past 12 months, as a P&C we have continued to plan and deliver strong outcomes for our school community. Our committees and employees worked tirelessly to ensure the health, safety and wellbeing of our children and community. The same acknowledgment and gratitude should also be expressed to Amanda and the rest of Sherwood School staff. The support, responsiveness and professionalism demonstrated by the school during the time surrounding lockdown was second-to-none. We (and our children) are very fortunate to be surrounded by a community of thoughtful and compassionate individuals.

Accomplishments

Perhaps one of the most heart-warming moments of the past 12 months has been the letter the P&C received from the Choir Captains thanking us for the new risers. I am glad the P&C were able to make a meaningful difference for Rebecca and her team of chorists. In addition to new risers the P&C also contributed by:

- New laptops for Year 6s
- Start of the year resources for every classroom
- *Personal Development and Protective Behaviours* workshop for Yrs 4, 5 & 6
- Support for World Educators' Day celebrations

In total the P&C contributed around \$50,000 towards these initiatives and resources.

From the perspective of the Executive Committee, another one of our significant accomplishments in 2020 was navigating the complexities of supporting our employees through the challenges of lockdown. Thankfully, the P&C had JobKeeper and the ECEC business continuity payments to assist with our employees remaining engaged and financially supported. A big thanks to everyone who was cooperative, understanding and flexible over those months – it made a difficult situation much easier.

Finally, I will take this opportunity to acknowledge the P&C's gratitude for Mark Bailey's election commitment to provide \$500,000 of funding to extend our OSHC hall. These funds will have a significant impact in supporting families for many years to come. Not only will OSHC have a larger capacity to meet the before and after school care needs of families, it will also provide an opportunity to enrich the learning environments of all children. I cannot wait to see this project completed.

Sub-Committees

Fete

Cancelling the 2020 Fete was a significant disappointment. Despite various efforts to get an alternative event off the ground, it just was not possible. Fortunately, the Family Fun Day is shaping up to be a highlight of 2021.

Thank you to the Fete Committee for all the hard work that goes on behind the scenes. Without your continued support and dedication, we would not have the funds or community spirit that the Fete/Family Fun Day brings.

Uniform Shop

The Uniform Shop Committee is a seamless operation thanks to a committed group of parents who coordinate all the moving parts between parents and suppliers to bring about not only the Uniform Shop but our secondhand rack and senior shirts etc. Thanks once again for all your effort.

OSHC

2020 was a big year for OSHC. The service went through assessment and rating, and there were significant changes in personnel as the year progressed. COVID presented some additional challenges for the service and given that OSHC is the largest and most complex of the P&C operations, it was relief that we could see our employees well supported during many uncertainties.

On the other side of significant staffing changes, I would like to thank Lisa and her team of educators and leaders. I feel we have a dedicated team of OSHC professionals, focused on driving quality as a foundation of the service.

Looking ahead, the election commitment from Mark Bailey was a very welcomed announcement. I look forward to seeing this initiative progressed over the course of 2021. Thank you to Mark and Queensland Government for your support.

Sherwood Sharks

Like many of our other business/services, our swim club also had a significant change in personnel over 2020 – in December we farewelled Tony. The P&C are thankful for Camilla's contributions in being able to fill the gap left by Tony's departure and source new swim coaches.

Notwithstanding the challenges of COVID, the Sharks have bounced back strongly. Our capacity for learn to swim/squads in Term 1 was all but full. The introduction of new payment methods have streamlined our operations.

I'd like to take the opportunity to acknowledge the flexibility and dedication for our swim coaches. Their role can be seasonal and sporadic – with peaks and troughs throughout the year. This is especially the case during the support for school swimming. The P&C are grateful for the willingness to accommodate our community needs. Thanks also goes to swim club committee and volunteers for their effort.

Tuckshop

2020 saw Cathie make the hard decision to step away from her role as Tuckshop Convenor. Cathie has held the role for around 11 years. The P&C are grateful for Alisha's collaboration with Cathie and the seamless handover that occurred.

2021 has been a chance to trial some changes to Tuckshop – namely moving to Qkr and operating five days a week. These changes add a meaningful contribution to streamlining services for parents as well as provide greater convenience for families. We are grateful for Alisha's commitment to her new role and the willingness to trial new initiatives. Thanks also to the Tuckshop committee and volunteers for their support and hard work.

Arrows

COVID resulted in a muted year for the Arrows. Despite David Hass's best attempts to run a trivia night, it wasn't meant to be. We wish David, the Arrows' committee and his team of skippers the best for 2021 as opportunities for performances being to open again. I can't wait to see the demonstration at the Fun Day.

Music and Arts

2020 saw the P&C create a new committee – Music and Arts. Despite the challenges around performances the committee did a great job of collaborating with the school to organise new choir rises. I believe there are some strong plans in the pipeline as we begin to have opportunities for performances.

Thanks to the newly formed Music and Art committee for their passion and dedication – it's hard enough to take over from an established committee, I can only imagine starting a whole new one to be more complex. Well done.

Conclusion

Finally, I would like to thank my counterparts in the P&C – Meagan and (for most of 2020) Greg. It has been a pleasure to work with you once again. If 2020 demonstrated anything it was being on the Executive Committee can throw some surprises and challenges. I am grateful for the willingness to be so responsive, especially over the past 12 months. I am proud to be part of a cooperative and productive P&C team.

In looking forward, I am hopeful we can expand the Executive Committee in 2021. I am very pleased with the systems and processes we've been able to implement. It would be my goal for the next 12 months to have the role of Treasurer filled (as it was vacant for much of last year). It is my strong belief that it is not ideal to continue with such a lean (2 person) Executive Committee.

One final point - perhaps one of the best moments of 2020 was Amanda's permanent appointment to Principal of Sherwood State School. On behalf of the school community, I'd like to acknowledge your leadership in navigating us through 2020. Sherwood is richer for your contribution and I'm glad we've been able to lock you in.

David Smithson
Sherwood State School P&C President

Sherwood State School P&C

Members List March 2021

David Smithson (President)

Meagan Zieba (Secretary)

Amanda Hawkswell (Principal)

Robyn Holland

Alexandra Bron

Sophia Finter

Helen Jamieson

Cameron McClurg

Lisa Scollo

Jo Chiu

Anya Tabolkina

Liddell McNie

Alisha Kite

Nicole Johnston

Lauren Blanch

Alan Duffield

Claire Scott

Amanda Barton

Kathy Winks

Melissa Archer

Sub-Committee Executive Members

Subcommittee name		Arrows	Fete	Sharks	Tuckshop	Uniform Shop	Music and the Arts
Office Bearers	Chairperson	Kathy Winks	Alan Duffield	Cameron McClurg	Claire Scott	Sophia Finter	Robyn Holland
	Deputy-Chair						
	Treasurer	Rachel Wehl	Kelly Hill		Lauren Blanch	Alex Bron	
	Secretary	Melissa Archer	Jo Chiu	Alison Baillie	Alan Duffield		Meagan Zieba
	Other	David Hass					
Number of members		15	8	15	7	3	7

Sherwood State School P&C Association Student Protection Risk Management Annual Checklist

Year 2021

Currency of Blue Cards	
1. Volunteers / P&C employees are entered into the Blue Card Register?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
2. All cards are current?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
3. Any volunteers / P&C employees with cards that are not current have completed new applications and we have forwarded them to the Commission?	<input type="checkbox"/> Yes / <input type="checkbox"/> No N/A
4. Any persons with a negative or suspended notice are not currently employed	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No

Risk Management

1. Annual review of strategy has been completed?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
2. Training accessible to volunteers and P&C employees?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
3. Activities for the year have been evaluated for risks to students?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. Updated Risk Management Policy approved at P&C AGM?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
5. Risk Management Strategy and information is easily accessible to all volunteers and P&C employees?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

* This checklist needs to be completed and presented with the updated Risk Management Strategy for adoption, under General Business, at the P&C Association's AGM. Copy of checklist provided to the Principal.

P&C President's Signature: [Signature] Date: 27/04/21

P&C President's name: David Smithson

Sherwood State School P&C Association

Student Protection Risk Management Strategy

A strategy for managing risks to children & young people.

This Strategy is effective from 27 April 2021 and is to be reviewed annually in time for endorsement at the following AGM. This is an annual requirement of the P&C Association.

Disclaimer: This document has been compiled by P&Cs Qld to assist P&C Associations to comply with the legislative requirements of the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011*. It is a guide only and should not be considered legal advice or a legal document. P&C Associations should seek the professional advice of Blue Card Services should they have any questions regarding Student Protection Risk Management.

**Sherwood State School
Parents and Citizens Association
Student Protection Risk Management Strategy
2021**

Purpose

This Student Protection Risk Management Strategy is developed to enable the P&C Association to comply with the legislative requirements specified in the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* for the protection of children and young people from harm and the risk of harm.

Policy

Statement of Commitment

Sherwood State School P&C Association is committed to the safety and wellbeing of the students in the care of Sherwood State School and requires volunteers and P&C employees to model and encourage behaviour that upholds the dignity and safety of students. The P&C Association supports the Department of Education (the Department) Student Protection Procedure, Code of Conduct and Code of School Behaviour that apply to all departmental employees and includes volunteers and P&C employees.

[Department of Education Student Protection Procedure](#)

[Department of Education Code of School Behaviour](#)

All Volunteers and P&C employees must:

- Not cause harm to students in the care of the school
- Actively seek to prevent harm to a student in the care of the school
- Report suspected student harm to the principal (or to the Regional Director if it is suspected the principal is involved).
- Inform themselves about the content of this strategy.

Principles

In keeping with principles outlined in the Department's Student Protection Procedure the P&C Association asserts that the safety, wellbeing and best interests of children are paramount and all children have a right to protection from harm.

Harm includes any detrimental effect of a significant nature on a student's physical, psychological or emotional wellbeing.

Harm can be caused by amongst other things:

- Physical abuse
- Psychological or emotional abuse
- Neglect
- Sexual abuse or exploitation

Categories of Harm

For the purpose of this policy, harm to students is considered as being categorised as:

- Harm caused by a school employee or P&C employee
- Harm caused by another student
- Harm caused by a person not employed by the Department or the P&C Association including family members, strangers, parent helpers, volunteers, school visitors or unknown
- Self harm

Student Protection

- All volunteers and P&C employees receive some form of student protection training, as determined by the principal including provision of the Student Protection Fact Sheet (see Templates, page 10)
- The safety, wellbeing and best interests of the student are paramount *
- Every student has a right to protection from harm*
- Volunteers and P&C employees must ensure that their behaviour towards and relationships with students is of the highest professional standards.
- Failure by a volunteer or P&C employee to act in accordance with the requirements of this policy will constitute a breach of the Code of Conduct and the principal will advise on appropriate action to be taken.

* Sections 5A & 5B *Child Protection Act 1999*

Accountabilities

All volunteers and P&C employees:

- Are not expected to be experts in the area of harm and should err on the side of caution in terms of reporting their suspicions, to enable those who are experts to investigate further.
- Who have any suspicion that a student is being harmed or is at risk of harm **MUST** report their concerns to the principal*.
- OSHC staff are to report their concerns to the OSHC Coordinator/OSHC Assistant Coordinator who will:
 - Complete the appropriate documentation in accordance with OSHC Policies and Procedures for the licensee (P&C President or Vice President (OSHC) to report to the Department of Communities, Child Safety and Disability Services, and
 - Inform the principal.
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- Must apply for and be successful in obtaining a positive suitability notice from Blue Card Services if they are required to do so by law.
- Must immediately notify the principal in writing if they are charged with or convicted of an offence.
- Must undertake training in student protection procedures as determined appropriate by the principal.

* If you suspect the principal is responsible for causing harm to a student report this to the Regional Director, Schools at the local Departmental Regional Office.

Code of Conduct

A Code of Conduct provides direction and guidance on responsibilities and the expected standards of behaviour while undertaking activities that reflect on the school and the P&C Association. The code places an obligation on all of us to take responsibility for our own actions.

A Code of Conduct for volunteers and P&C employees includes:

- Compliance with the Departmental Code of Conduct
- Personal privacy is of paramount importance. Information gathered or obtained as a result of the role as a volunteer or P&C employee MUST be considered confidential and is only to be passed on to the relevant school authority.
- Treating all people with Dignity, Courtesy, Honesty and Fairness at all times.
- Constructive criticism is healthy while personal attacks are destructive and to be avoided.
- Discrimination on racial, ethnic, or religious grounds is FORBIDDEN, as is any form of sexual discrimination and / or harassment.

The Standards of Behaviour Fact Sheet is provided under templates for distribution

Procedures

Recruitment

A volunteer, who is not a parent of a child of the school or exempt, MUST have a Blue Card before they start volunteering regardless of how often they come into contact with students.

Executive Committee members of a P&C Association that operate an Outside School Hours Care facility MUST have a Business Blue Card, or proof of a submitted application for a Blue Card.

All written advertisements for volunteer or paid employment will include information regarding Blue Card requirements.

A current Blue Card is an essential requirement for any applicant who is successful in applying for any paid position.

Training

Volunteers and P&C employees access some form of training as determined by the principal, to meet the legislative requirements of Blue Card Services.

For Sherwood:

- School based Student Protection training through workshops and seminars provided by the Principal
- Student Protection Fact Sheet (see Templates, page 10)
- Display Student Protection Fact Sheet in P&C areas of operation and also with the Volunteer Register or refer to the location where the Student Protection Fact sheet is displayed.

Management

The following procedures are to be followed to ensure compliance with the legislation:

- Blue card application forms for P&C employees should be processed by the authorised officer determined by the P&C President
- The contact person in part A of the application form MUST be the P&C President
- Blue Card Services must be notified if the person in the role of President (the contact person for the Association) changes. (See Templates)

- Blue card application forms for volunteers should be processed by the authorised officer determined by the Principal
- Volunteers and P&C employees who already have a Blue Card must provide a copy to the authorised officer determined by the Principal for filing
- Maintain a Blue Card Register for volunteers and P&C employees
- Blue Card Register maintained by the authorised officer, determined by the principal, within the school in order to guarantee confidentiality of private information.
- Ensure that current versions of Blue Card application forms are available on site
- The contact address of the person processing the Blue card applications must be the address of the school.
- Volunteers and P&C employees applying for a Blue Card for the first time, or renewing their card **MUST** be provided with a warning, by the person signing their application, that it is an offence for a 'disqualified person' to apply for a Blue Card. A declaration on the application form that this warning has been given **MUST** then be signed.
- Maintain a Volunteer Register at every site and activity at which volunteers are working.
- The Volunteer Register **MUST** indicate if the volunteer has a blue card or not (see templates)
- Volunteer Register to be checked regularly against the Blue Card Register. (On a term basis as a minimum requirement) by a designated person in liaison with the authorised officer
- The designated person checking the Volunteer Register **MUST** inform the principal / P&C President of those volunteers or P&C employees who are non compliant.
- Currency of the Blue Card for volunteers who are required to have a Blue Card is a condition of their unpaid employment.
- Non current volunteers will be contacted by the principal / P&C President and advised of the risk management procedures and advise them that they need to amend the situation before they can continue in their current capacity
- Currency of the Blue Card for P&C employees is a condition of employment and is to be monitored by the P&C President.
- In accordance with the *Working with Children (Risk Management and Screening) Act 2000* all volunteers and P&C employees who have a current Blue Card from the Commission **MUST** notify the principal/P&C President of any change in their criminal history (i.e. if they are charged with or convicted of an offence). The principal / P&C President **MUST** then notify Blue Card Services
- A Student Protection Activity Risk Management Plan (see template) should be completed for each activity in order to identify the potential risks and put appropriate strategies in place to minimize the risks.
- A Training Register is maintained by an authorised person, as determined by the principal, and lists the volunteers and P&C employees who have achieved the minimum requirements of Student Protection training.
- The annual checklist (see template) is to be completed to ensure that procedures continue to be followed.
- Suspected breaches of this Student Protection Risk Management Strategy **MUST** be reported to the principal/P&C president.

Offences and Penalties

P&C Associations MUST ensure that a Student Protection Risk Management Strategy is implemented, reviewed annually and updated as necessary to ensure compliance.

There is a range of penalties for breaches of the *Working with Children (Risk Management and Screening) Act 2000*. Some offences may incur a fine of up to \$37,500 or up to five years imprisonment. (Updated as of March 2006)

Blue Cards

Volunteers

Volunteers need a blue card if their usual function includes or is likely to include:

- providing services at a school that are directed mainly towards children; or
- conducting activities at a school that mainly involve children.

Volunteers do not need a blue card if they are:

- a "registered teacher"; or
- a volunteer parent of a child attending the school;
- a guest of a school or "recognised body":
 - for the purpose of observing, supplying information or entertainment to 10 or more people, and
 - the activity is for 10 days or less on no more than two occasions per year, and
 - the person is unlikely to be physically present with a child without another adult being present, or
- performing the function of employment at a national or state event organised by a school or "recognised body" (operating at a state or national level):
 - for a sporting, cultural or skill based activity, and
 - the event is attended by more than 100 people, and
 - the work is for 10 days or less on no more than two occasions per year; and
 - the person is unlikely to be physically present without another adult being present.
- a child under 18 years of age volunteering (except "trainee students" undertaking a course of study with an "education provider")

Executive Committee members of a P&C Association operating an Outside School Hours Care facility must have Business Blue Cards whether they are a parent of a child at the school or not.

Paid employees

Paid employees must have a blue card before they commence employment with the P&C.

More information on Blue cards can be found at <http://www.bluecard.qld.gov.au/index.html>

Student Protection Activity Risk Management Plan

The Student Protection Activity Risk Management Plan records details of the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results. (See Template).

All Student Protection Activity Risk Management Plans need to be filed together for reference and referral when necessary. This process needs to be completed as a provision of conducting activities that involve students. Risks identified at a high level **MUST** be reported to the principal before the activity is approved.

Definitions

Terminology used in this strategy is as defined in the Department's Student Protection Procedure and Guidelines. The Department's Student Protection Procedure:

<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>

In addition:

- A **P&C employee** is any person employed by the school Parents and Citizens Association (P&C) on a temporary, casual, permanent or contract basis.
- A **Volunteer** is any person who is engaged for a specific purpose in an unpaid capacity.
- A **Blue Card** is issued by Blue Card Services once it has carried out the Working with Children Check to see if a person is eligible. If a person is eligible, they are issued a positive notice and a blue card.
- A **Working with Children Check** is a detailed national check of a person's criminal history, including any charges or convictions. Also considered is:
 - Disciplinary information held by certain professional organisations for teachers, child care providers, foster carers, nurses, midwives and certain health practitioners, and
 - Police investigation information into allegations of serious child-related sexual offences, even if no charges were laid because the child was unwilling or unable to proceed.

Source of information

- Child Protection Act 1999:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010>
- Working with Children (Risk Management and Screening) Act 2000:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060>
- *Working with Children (Risk Management and Screening)* Regulation 2020:
<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2020-0131>
- Department of Education Student Protection Procedure:
<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>
- Code of Conduct for the Qld Public Service:
<http://education.qld.gov.au/corporate/codeofconduct/index.html>
- Department of Education Code of school behaviour:
<https://education.qld.gov.au/initiatives-and-strategies/behaviour>
- Education (General Provisions) Act 2006:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039>
- Anti Discrimination Act 1991:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>

Reporting of Harm Templates

These are for the P&C Association to use to assist in the processes and procedures as outlined in this model Strategy. They can be utilised as the P&C Association need to be able to ensure the implementation and management of the provisions, as outlined, are met.

- **Student Protection Fact Sheet**
- **Standards of Behaviour Fact sheet**
- **Flowchart: Volunteer or P&C employee response to suspicion of harm to a student**
- **Student Protection Activity Risk Management Plan**

Student Protection Factsheet

All children have a right to be protected from harm.

Student protection involves:

- Working to make schools safe and supportive places;
- Taking action to prevent students being harmed at school; and
- Reporting any suspicion you have that a student has been harmed or may be at risk of harm

Harm is defined as any detrimental effect of a significant nature to the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. This means anything that will have a serious and harmful effect on a student's physical health, or how they think and feel about themselves.

Everyone who works in a school must look after the safety, wellbeing and best interests of children.

Managing your own behaviour is the first step in student protection

- NEVER harm a student, either physically, psychologically or emotionally
- NEVER make fun of a student, put them down or discriminate against them because of their race or religion
- NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity (for Sherwood, sending suggestive text messages or showing a student pornography)
- NEVER do anything that would make people think you are doing something sexual to a student

You must report, to the Principal, any harm to a student that is caused by:

- Someone working at the school
- Another student
- Someone from the student's family, a friend or a stranger
- The student self-harming

If you see harm occurring at school:

1. **Help** the student, who has been harmed, for Sherwood,
 - By telling the students to move away
 - Get a staff member involved as soon as possible
2. **Tell the principal** straight away about what you have seen
3. **Write** down what you saw and give the information to the Principal.

If you suspect a student has been harmed at school or outside of school:

1. **Tell the principal** straight away about what you suspect
2. **Write** down what you suspect and give the information to the Principal.

If a student tells you that they have been harmed at school or outside of school:

1. **Listen** carefully
2. **Reassure** the student that they have done the right thing by telling you
3. **Tell the student** you must tell the Principal what they have told you
4. **Tell the principal** straight away about what the student told you
5. **Write** down what the student told you and give the information to the Principal.

If you suspect the Principal is responsible for causing harm to a student report this to the Executive Director, Schools at the local district office.

The main thing to remember is: If you suspect a student might have been harmed or might be at risk of harm tell the Principal straight away. If the Principal isn't available you must tell the Acting Principal or a Deputy Principal.

Standards of Behaviour Fact sheet

The following tables include, but are not limited to, the specific ***standards of behaviour*** in relation to working closely with students in any situation:

Language	
Do	<ul style="list-style-type: none"> Communicate, both verbally and non verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities Ensure both verbal and non verbal communication are non abusive or bullying When possible, frame communication from the positive perspective in interactions with students
Don't	<ul style="list-style-type: none"> Become involved in inappropriate conversations of a sexual nature Make sexually suggestive comments Use language that could be offensive to another Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students

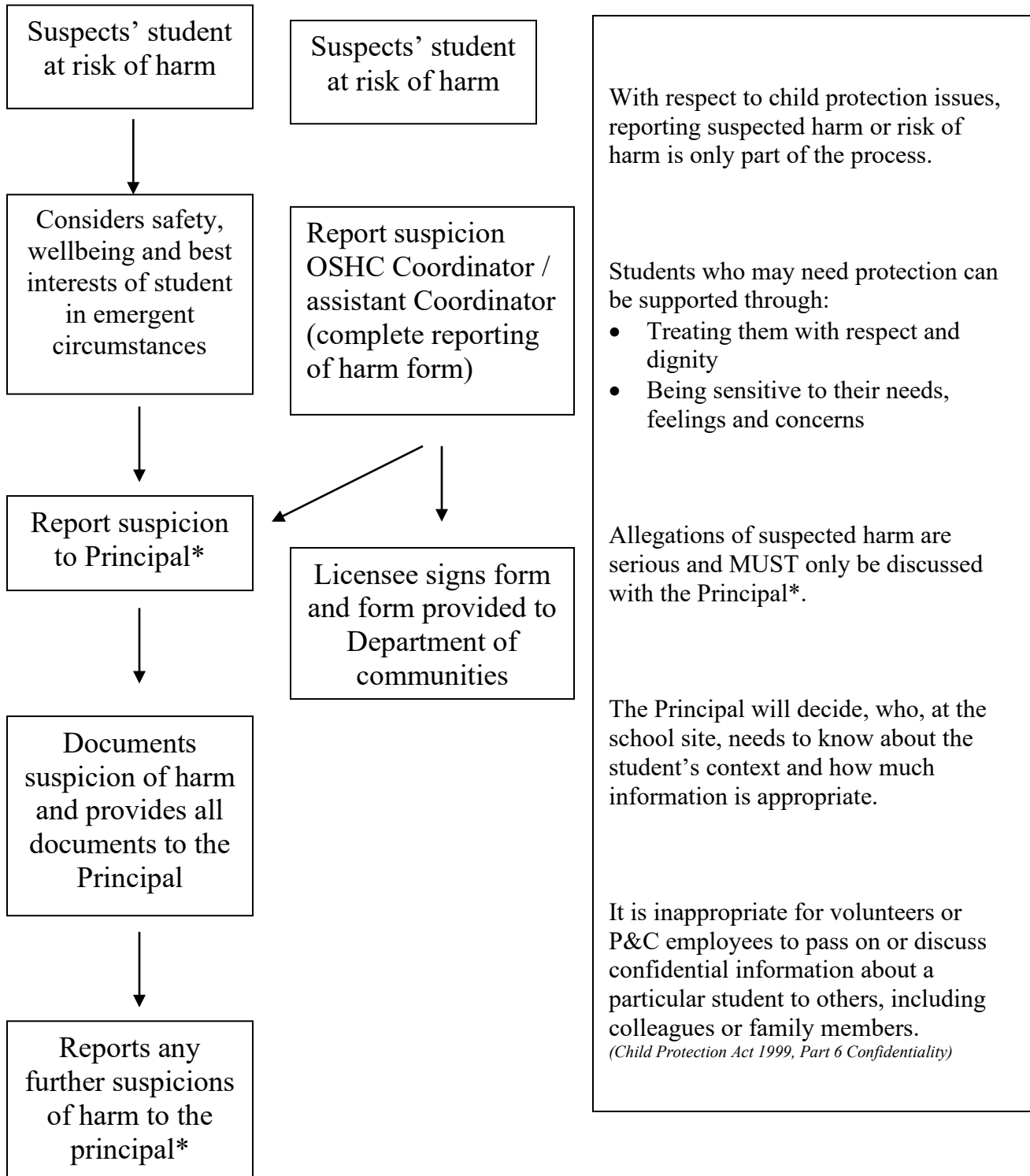
Relationships with Students	
Do	<ul style="list-style-type: none"> Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students Dress appropriately while working with children and young people, in a way that models respect for the students
Don't	<ul style="list-style-type: none"> Spend inappropriate time with a student Inappropriately give gifts to a student Show special favours to a student Expose student to sexual behaviour of others including displays of pornography Persuade a student that a 'special' relationship exists

Physical contact	
Do	<ul style="list-style-type: none"> Respect the personal space of student and limit physical contact generally Limit hugging when initiated by the student by changing from a frontal hug to arm around the shoulder of student Limit hugging when initiated by the student by sitting on the floor with child next to you
Don't	<ul style="list-style-type: none"> Hit, kick, slap or push a student Allow student to sit on your lap Touch parts of a student's body usually covered by a swimming costume Change nappies or engage in toileting practises

(Adapted from information from Blue Card Services)

Flowchart: Volunteer or P&C employee response to suspicion of harm to a Student.

Volunteer &/or P&C Employee/OSHC employee



* Or the Regional Director if the Principal is the subject of the allegation.

Sherwood State School Parents & Citizens Association Student Protection Activity Risk Management Plan

The Activity Risk Management Plan records details of all the risks identified for the life of the activity, their grading in terms of likelihood of occurring and seriousness of impact on the activity, initial plans for mitigating each high level risk and subsequent results.

Activity	Eg: Overnight activity			
Category of Harm	Risks What could go wrong?	Level L/M/H	Risk control measures Actions taken to prevent harm, limit damage, reduce liability.	Evaluation of controls Satisfactory/unsatisfactory
Harm caused by school or P&C employee.	<ul style="list-style-type: none"> ○ Inappropriate person causes harm to child ○ Ineffective supervision or other omission allows for child to experience harm or injury 	Moderate	<ul style="list-style-type: none"> • Careful recruitment process including screening of all staff and volunteers attending/ involved in activity. • Established policy and management structures, including management committees. • Complaints procedures included in enrolment and induction. • Ensure appropriate child/staff ratios at all times • Staff supervision • Staff / volunteer training in all procedures of Student Protection & Code of Conduct 	Satisfactory
Harm caused by another student.	<ul style="list-style-type: none"> • Student injured or harmed by the actions of another child – physically or socially. 	Moderate	<ul style="list-style-type: none"> • Code of conduct for student • Protective behaviour training for students • Established systems and expectations to promoted appropriate behaviour and social skills. • Staff/volunteer training in procedures for reporting abuse and seeking additional support. 	Satisfactory
Harm caused by a person not employed by Education Qld or P&C Assoc. E.g.: Volunteers	<ul style="list-style-type: none"> • Child injured by an authoised person being onsite • Child injured or harmed during an excursion or interaction with public. 	Moderate	<ul style="list-style-type: none"> • Only suitably qualified and experienced persons will hold responsibility for events/services. • Relevant and robust plans will be required before events/operations are endorsed. • Relevant risk assessment to be conducted to address risks and to establish effective emergency plans. • Supervision by staff/volunteers based on site related risks. • Staff training in procedures for conduct of activities. • Training student in code of conduct, their responsibilities during activities 	Satisfactory

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			and reporting (risks of) harm.	
Self harm	<ul style="list-style-type: none"> Student causes injury to themselves as a result of not properly supported or supervised during and P&C operated service/event 	Moderate	<ul style="list-style-type: none"> Protective behaviour training for students. Relevant and robust plans will be required before events/operations are endorsed. Relevant risk assessment to be conducted to address risks and to establish effective emergency plans. Staff/volunteer training in procedures for reporting abuse and seeking additional support. 	Satisfactory

- L = Low, M = Middle, H = High.