



464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday November 29th 2021, 7:30pm, Administration Building

Attendance: David S, Meagan Z, Amanda H, Karen G, Kylie Mc, Alex B, Cam M, Robyn H, Rohan R, Liddell M, Jenny D, Alison B

Apologies: Alisha K, Lauren B, Lisa S, Mark B, Jo C, Helen J

1. President to open Meeting – 7:30pm / Attendance and Apologies

- Meeting opened at 7.30pm and Acknowledgement to Country

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

2. Asbestos awareness training

- Ed Qld training powerpoint presented by Amanda Hawkswell.

3. Correspondence and Minutes

- **Correspondence**

- Email regarding changes to Student Risk Management policy – to be discussed in general business

- **Actions from Previous Meeting**

- *Outstanding:*
 - Related to CommBiz: *All ongoing*
 - Alan D to submit CommBiz forms – any questions to David (Alan)
 - Write SOP for CommBiz management (addition of new personnel, change of signatories, etc) when all items finalised (David)
 - Transfer BoQ Uniform shop funds to general P&C account and close BoQ account (Alex, Sophia, P&C Exec)
 - Address historical issue of non-reconciled amounts in the P&C accounts (David).
 - Update on Tuck Shop hot zone work (Alisha) *(No update – to discuss in Term 1 2022)*
- Quote for pool survey prior to building works (Sherwood Sharks subcommittee) *(No update)*

(Moved: Cam/ Second: Karen– Motion carried)

4. Treasurer's Report

- No report for the month. Handover to Karen ongoing; reconciliation not completed.
- Tuckshop – looked as losing \$7K. Review showed that this was due to long service payment/vacation payment for Cathie who left in Jan 2021.
- Audit will be done at the start of 2022.

(Moved: Robyn / Second: Karen – Motion carried)

4. Subcommittee Reports:

a. Uniform Shop

- See attached report.
- **Move a motion to move money from BoQ account to the main P&C account** (need to have this in P&C account to assist with treasury loan application).
- Seniors shirts ordering all under control.
- Feedback to WEareco regarding “boys shorts”; can these be labelled “shorts” and be in both boys and girls section of the website

b. Tuckshop

- See attached report.
- Over school holidays, will use FB page to call for volunteers for 2022.
- May need to look at paying an additional employee at times to have guaranteed assistance.
- Coffee cart – coffee machine is broken. Domestic machine that cost \$1K. Business case that we need something more commercial. Possibly 3- 4 K cost. Worth looking at as an investment. To be discussed in Feb 2022.

c. Sharks

- See attached report.
- Swimming captains announced today.
- Final club night this Friday.
- Down on numbers from 2020.
- Interclub competition.
- Feedback from parents regarding classes, intensives. Have noticed positive changes in the last term or so.



d. OSHC

- See attached report.
- Building was supposed to happen during holidays, will be pushed back to end term 1. Will now have old and new hall for term 1; new hall for term 2. Will take the edge of waiting list for term 1.

e. Fete

- Motions: \$25K to set up the fete
- Accept rides quote from Land Carnival, and pay \$4500 for deposit

f. Sherwood Arrows

- No report

g. Music and Arts

- Choir/instrumental performances in Term 4
- Many thanks to Rebecca Starr, Bevan Messenger and Anne Keenan for their hard work and support to the Music program at the school
- Request for two extra trolleys to transport the chairs and packing away the chairs. School currently looking at more chairs, so will look at another chair trolley or two. Motions to approve this left over till next time to discuss. Needs to be solved, is it P&C or school responsibility.

(All reports Moved: Kylie / Second: Rohan – Reports accepted, and motions carried) Motions – to move uniform shop money to general P&C account, approve \$25K for set-up costs for Fete and to pay deposit for rides; Motions raised, seconded and approved by all members present.

5. Principal's Report (see attached)

- See attached.
- Expectation of January issues – COVID. Not full blown lockdown, will be targeted. Teachers need to be ready to go online.

6. Business Arising

- Items to be ratified – None
- P&C to donate \$20K in school swimming fees
 - In previous years, P&C has donated the \$20 per student fee back to the school
 - This item has been discussed previously, but no motion had been raised
 - Discussed and motion to be raised at end of Business Arising to donate these funds (~\$20K from Term 1 and Term 4) to school.



P&C Association

464 Oxley Rd, Sherwood Qld 4075

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- Endorse changes to Student Protection Risk Management
 - See attached Risk Management document as provided by P&C Qld
 - Discussion around changes to document
 - **Motion to be raised to accept this new version of the document for Sherwood State School**
 - Include the up-to-date document on the P&C page on the school website

*(Moved: Karen / Second: Rohan – Reports accepted and motions carried – **Motions to donate \$20K of swimming fees to school and to endorse changes to student protection risk management plan raised and seconded; all members present in agreement**)*

Actions

- *Outstanding:*
 - Related to CommBiz: *All ongoing*
 - Alan D to submit CommBiz forms – any questions to David (Alan)
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 - Update on Tuck Shop hot zone work (Alisha) *(No update – to discuss in Term 1 2022)*
 - Quote for pool survey prior to building works (Sherwood Sharks subcommittee) *(No update)*
- Transfer Uniform Shop money to general P&C account (Alex, David)
- Quote for/discussion about purchase of commercial grade coffee machine (Tuck shop/P&C Exec)
- Accept ride quote from Land Carnival and pay deposit (Fete committee)

7. New Membership Accepted

- Alison B

8. Close Meeting: 9:00 pm

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

The P&C Executive would like to thank all members and subcommittees for their support in 2021 – we appreciate your time and efforts to help support the school community.

Sherwood State School
Uniform Shop Committee Report
P & C Meeting – 29/11/2021

President: Sophia Finter

Treasurer: Alex Bron

Sherwood State School Uniform Shop
<ul style="list-style-type: none">• Bank Statement Balance as at 25th November 2021 is \$76,006.01• The invoice for term 3 was issued 24th October for \$ 1,198.44 and as at 25th November the invoice was outstanding. Email sent to chase.
Second Hand Sales
<ul style="list-style-type: none">• Second hand sales are now being transferred directly into the P&C main bank account. So we have reduced visibility on this figure.
General
<ul style="list-style-type: none">• Seniors shirt time is upon us again. So we will work with Kendall to step through this process. Touched base with Kendall via email.

Tuckshop Treasurer – P&C Meeting 29th November 2021

We have had a strong month so far with sales over \$14,000. YTD income is over \$100,000 with a net profit of -\$3k however this includes one off equipment expenses and payout of employee long service leave – we are please with our position heading into 2022. Tuckshop will open first week of term 1 with a soft launch and limited menu. Profit analysis per item will be completed before 2022 to see whether pricing remains appropriate.

Goals for 2022 include reconfiguration of tuckshop ovens plus new cooktop and dishwasher, fixing the fans and commercial kitchen floor mats. We will start sourcing quotes for the reconfiguration, aiming to have work complete in Easter holidays.

Profit and Loss				
Sherwood State School P&C Association				
Tuckshop				
For the month ended 27th November 2021				
	Nov-21	YTD	YTD Budget (Jan - Nov)	Variance
Income				
Canteen - Counter Sales	\$0.00	\$1,129.15	\$3,829.00	-\$ 2,699.85
Canteen - Edimensions Pty Ltd	\$0.00	\$18,390.95	\$65,588.00	-\$ 47,197.05
Canteen - Qkr Sales	\$14,715.00	\$80,989.00	\$0.00	\$ 80,989.00
Canteen - Students Direct	\$0.00	\$0.00	\$320.00	-\$ 320.00
Total Income	\$14,715.00	\$100,509.10	\$67,737.00	\$ 32,772.10
Less Cost of Sales				
Canteen - Purchases	\$7,270.17	\$59,579.28	\$31,987.00	\$ 27,592.28
Total Cost of Sales	\$7,270.17	\$59,579.28	\$31,987.00	\$ 27,592.28
Gross Profit	\$ 7,444.83	\$40,929.82	\$35,750.00	
Less Operating Expenses				
Employment Expenses	0	\$5.00	\$0.00	\$ 5.00
Expensed Equipment	\$0.00	\$2,099.00	\$2,500.00	-\$ 401.00
Insurance	\$0.00	\$262.64	\$193.00	\$ 69.64
General Expenses	\$292.76	\$1,834.53	\$0.00	\$ 1,834.53
Merchant Fees	\$0.00	\$0.00	\$0.00	\$ 0.00
Repairs and Maintenance	\$0.00	\$1,174.76	\$0.00	\$ 1,174.76
Superannuation	\$440.94	\$3,030.56	\$2,852.00	\$ 178.56
Wages and Salaries	\$4,409.44	\$36,035.45	\$30,002.00	\$ 6,033.45
Total Operating Expenses	\$5,143.14	\$44,441.94	\$35,547.00	\$ 8,894.94
Net Profit	\$ 2,301.69	-\$3,512.12	\$203.00	

Sherwood Sharks November Report
2019-2020 Season, Swimming Program & Swimming Club

Club Nights:

- Final club night for the year Friday 3 December
 - Modified program and free swim for the athletes
- Averaged 70 swimmers per meet for the season
 - Highest enrolment 85
 - Down 10-15 on 2020
- Will revise early 2021 as to what restrictions will be placed on running club nights and implement accordingly
- Inter-club competition with Wellers Hill Water Ratz in Mid November
 - 39 Athletes attended from Sherwood Sharks
 - 74 Personal Best times amongst that group
 - 9 of those times better than 6 second improvement
 - Great to give the kids a taste of competitive swimming after a 2 year hiatus
 - Look to make it a regular event
 - Learned a lot as a committee around a few things to help the club run more smoothly on club nights and on competition days.

LTS/Squads:

- Notification for holiday intensives gone out – 1st week of holidays and last week of holidays
- Overall, numbers down for LTS and some transition in staff
- Intermediate and Senior squad all running at approx. 65% across all offerings
- Look to review pricing and nature of offerings for 2022 to encourage increased usage (particularly for senior squads)
- Year on year, numbers slightly down
 - Largely down to transition of coaching staff this term
 - Hopefully strong word of mouth and some targeted advertising will assist growth for 2022

Staff:

- Belle Devenport appointed this month
 - Experience as a coach across a range of levels and also managing facilities
 - Increasing responsibility for LTS and administrative side for sharks
 - Development of structure/Levels around LTS – tangible outcomes for parents and standards around requirements for each level
- Looks to be a stable team with Jeff looking after seniors, Belle leading Sophie and Elodie with the junior program and all assisting with school PE.

Maintenance:

- Pool cleaner currently being replaced (PO raised today – approx. \$7K to replace)
- Drainage issue at bottom of hill
 - Look to sort out at working bee before 2022
 - May need funds for drainage

Treasurer's Report:

As per financials

P&C OSHC Report – Monday 29th November

2022 Enrolments – all ASC bookings full with waitlist sitting around 50 some days. BSC has between 5-10 spots remaining depending on the day.

Vacation Care – solid bookings with some days already sold out.

2022 Capacity? - in discussions to start using New Hall in Term 1 to open up capacity. Final numbers TBD.

Lisa Scollo
OSHC Manager
Sherwood State School

Fete Report:

1. Fete Committee meeting held on Tuesday 2 November. There were a number of new members/parents who turned up to be involved in planning for the 2022 event. Thank you to Amanda H for her recruitment drive and thank you to the new parents. Most new committee positions were able to be allocated and will be mentored by current committee members in 2022.
2. Date for 2022 fete is Saturday 7 May.
3. Planning will still need to take in mind the COVID restrictions and EQ/Health directives.
4. Fete Committee will start meeting in February 2022
5. Actions for tonight's P and C meeting:
 - ***P&C to approved fete planning expenditure of \$25,000***
 - ***P&C to approve Carnival Land Amusements as the rides provide and the attached quote (Carnival Land has been used by Sherwood SS in the past. ABC Ride were not able to be contacted to obtain a quote.***
 - ***Dave Smithson to pay the deposit of \$4,495.00 by 9 December 2021***



ABN: 47 107 072 613
Telephone: 0438 012 232
Web Site: www.carnivalland.com.au
Email: sales@carnivalland.com.au

5 January 2022

Alisha Kite
Sherwood State School
464 Oxley Rd
Sherwood 4075

Phone: 3061 7742
Email: infrastructure@sherwoodschoolfete.com.au

Dear Alisha

Thank you for booking Carnival Land Amusements to supply the following amusements for your event:

Event Date: 7th May 2022
Event Time: 11am -4pm
Bump in: TBC - Access may be required from the Thursday
Event Location: 464 Oxley Rd Sherwood.

Please check the following list thoroughly and the listed policies, as we have allocated the following to your event, and this is a binding contract:

Carnival Land Amusement Items:

Dodgem Cars	\$4400
Round Up	\$4400
Giant Chairs	\$3300
Giant Slide	\$2200
Rockwall	\$1450
Junior Castle	\$880
Inflatable Maze	\$1350

The total value of this package is: \$17980
The deposit we require to confirm this booking is: \$4495 is due by 9th Dec 2021

Alisha, please read through our Policy on Cancellation and Wet Weather, sign, date it and **return a complete copy of this letter** with a deposit of \$4495 by 9th December 2021. Carnival Land Amusements is able to accept cash, cheque, money order, bankcard, visa, or MasterCard (additional 2.25% is charged for credit card payments). The deposit will be deducted from the full amount payable at the completion on the job.

CANCELLATION AND WET WEATHER POLICY

As you can appreciate, Carnival Land Amusements takes bookings for functions up to 12 months in advance. As we predominately only have one of each ride in our range, when a client cancels or wants to transfer their event, even after verbal confirmation, especially in our peak periods, this can cause our business to lose other bookings and therefore affect our income dramatically. Please choose your date carefully and know that whilst we will always try to accommodate any changes to the best of our ability, that it may not always be possible.

Verbal confirmation of the booking has been received by Carnival Land Amusements and the rides have now been taken off the books pending a receipt of your deposit.

CANCELLATION: You wish to cancel your event for any reason:

0 days to 180 days: A cancellation fee of the full value of the package will be payable. That cancellation fee is payable within 14 days of the receipt of an invoice from Party Time Amusements T/A Carnival Land Amusements.

181 days to 240 days: A cancellation fee equal to 50% of the value of the package will be payable unless another booking for these allocated rides is secured by Party Time Amusements T/A Carnival Land for that day.

241 days plus: A cancellation fee equal to 25% of the value of the package will be payable unless another booking for these allocated rides is secured by Party Time Amusements T/A Carnival Land for that day.

Please note that discounts given "off peak" may not apply during "peak" periods and additional charges may occur.

WET WEATHER:

1. You wish to postpone the booking because of wet weather:

If the event is postponed to another date due to wet weather on the day, the deposit may be transferred to another date, which is agreed upon by both parties, providing that notice of the cancellation be given by the job specific cancellation time provided, with no costs having been incurred by Party Time Amusements T/A Carnival Land Amusements. Your new re-scheduled date must be within 3 months of the original booking, otherwise the deposit will not be refunded. If notice of postponement is not given by this time and our staff arrives for your job, we are committed to pay them a minimum of four hours. Therefore, some of your deposit may be required to cover these costs. The remainder of the deposit will be transferred to a new re-scheduled date. If the event is cancelled after we have started to set up equipment the whole amount is required.

2. You wish to cancel the booking because of wet weather:

Full payment required.

3. You wish to proceed with the booking despite the inclement weather:

The Queensland Workplace Health and Safety Act 2011 and more specifically AS3533.3 - legally governs our responsibilities to both the general public and our employees. There are clear guidelines as to when it is deemed unsafe due to excessive wind or rain, to continue to operate an amusement device. Health and safety requirements state that certain weather conditions may cause an amusement rides to stop working, whilst most rides can still operate in light rain, most will have to be turned off until heavy rain passes. Wind can cause inflatable castles to be turned off until the threat passes. We will work closely with you to monitor conditions. At the end of the day, it is all about the safety of the patrons and public.

4. Damage to property:

Amusement rides come in all shapes and sizes, some built on semi-trailers weighing up to 25 tons. We will try to minimize any damage but will not accept liability for the damage to the grounds that may occur when driving into your event. **Please ensure sprinkler heads have been marked and watering on the oval has stopped at least two weeks before we arrive. If we deem the oval too wet/soft to be driven on, we will need an alternative set up area.**

5. Substitution of ride.

In the event of a ride not being able to be delivered due to breakdown or any other reason we will replace the ride with one similar. If a similar ride is not available, we will do our best to outsource or secure a ride to take its place.

6. WH&S Compliance

With the steady increase of workplace health and safety compliance, should the venue you have chosen require individual site inductions, the cost of this will be passed onto you at a rate of \$35 per hour (or part thereof) per individual, plus any associated fees or charges.

7. COVID-19

Transferring of ride/event deposit in unprecedented circumstances. In the event of the Federal Government's ruling stating mass gatherings of people are not to proceed. The deposit can be used for this event 12 months from the original booked date. The new date will be picked within two weeks of postponing as there will be an influx of postponements. No refunds available.

TERMS AND CONDITIONS OF PAYMENT

1. **Balance payment for the event is due by the 3rd of May 2022**, unless prior arrangements have been made with management. An administration fee of 10% will be charged on late payments.
2. If any account remains overdue after thirty (30) days. Then interest shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two- and one-half percent (2.5%) per calendar month (compounding monthly) after as well as before judgment.
3. If the Client defaults in payment of any invoice when due, the client shall indemnify the Seller from and against all the Sellers legal costs and disbursements for collection or attempted collection of the defaulted amount calculated on a solicitor and own debt collection agency terms and conditions of trade.
4. In the event that the Clients payment is dishonored for any reason the Client shall be liable for any dishonor fees incurred by the Seller.
5. Deposits and payments are non-refundable under any circumstances. Instead, will be held as credit, which may be transferred to a future event.

I have read the above and confirm acceptance of the amusements as well as understand the conditions of hire.

I certify that the above information is true and correct. I have read and understand the TERMS AND CONDITIONS OF HIRE (overleaf, attached or on the website: www.carnivalland.com.au) of Party Time Amusements Pty Ltd T/A Carnival Land Amusements which form part of, and are intended to be read in conjunction with this Confirmation Letter and agree to be bound by those conditions. I authorize the use of my personal information as detailed in the Privacy Act clause therein. **I agree that if I am a director/shareholder (owning at least 15% of the shares) of the Client, or if the Client is a trust or incorporated association and I am contracting with the Agent as a trustee thereof, I shall be personally liable for the performance of the Client's obligations under this contract.**

Signed for and on behalf of Sherwood State School

Signature:.....Position:.....

Name:.....Date:.....

Witness:

Signature:.....Position:.....

Name:.....Date:.....

Deposit Payment Options:

Deposit Amount: \$4495

Method of Payment: Please tick:

☐ **Direct Deposit:** Please email remittance advice to: Email: sales@carnivalland.com.au

NAME: Carnival Land Amusements

BSB: 064 184

ACCOUNT: 1116 6417

☐ **Cheque:** Payable to CARNIVAL LAND AMUSEMENTS. Postal address: 79 Killigrew Rd, Tamborine Qld 4270

☐ **Visa Card or Mastercard:** (American Express and Diners Card not accepted):

A 2.25% charge is applicable on all credit card payments

Full Name on Credit Card: _____

Card Type: please tick ☐ Visa Card ☐ Mastercard

Credit Card Number: _ _ _ _ _

Expiry Date: _ _ / _ _ Three Digit Security Code: _ _ _ (on back of card)

I authorize the above deposit amount plus the 2.25% surcharge to be charged to the above credit card details.

Signature: _____ Date: _ _ / _ _ / _ _

Alisha, if you have any questions or need clarification of any of the above, please, do not hesitate to contact me.

Kind regards,

Jodie O'Brien
Sales Manager
Carnival Land Amusements

INVOICE TO

Sherwood State School
464 Oxley Rd
Sherwood QLD 4075

FROM

CARNIVAL LAND AMUSEMENTS

79 KILLIGREW RD
TAMBORINE QLD 4270

TAX INVOICE

This Tax Invoice becomes
your receipt upon payment



Mob 0438 012 232
Ph

Inv No: 00003739

Date: 25/11/2021

A.B.N. 47 107 072 613

DETAILS	TOTAL (inc-GST)
Attn: Alisha Kite	\$17,980.00
Hire of: Dodgems Round Up Giant Chairs Giant Slide Rockwall Junior Castle Inflatable Maze	
Saturday 7 May 2022, 1pm - 5pm	
Total Cost \$17,980.00	
Please Pay Deposit \$4,495.00 (due by 9 December)	

PLEASE NOTE CHANGE OF BANK DETAILS BELOW

Payments via Direct Debit:

CARNIVAL LAND AMUSEMENTS
BSB - 064 184
A/C - 1116 6417

Please use Invoice No. as Reference

For Credit Card Payments (Visa & Master Card Only)
Please Contact Office. A 2.25% surcharge will apply.

If you have any queries in relation to this invoice
please contact 0438 012 232

Please send remittance advice to:
sales@carnivalland.com

TERMS 14 DAYS

Partytime Amusements Pty Ltd t/as Carnival Land Amusements

Subtotal: \$16,345.45

GST: \$1,634.55

Total Inc GST: \$17,980.00

Deposit Paid: \$0.00

Balance Due: \$17,980.00



Principal's Report – P & C Meeting Monday 29th November 2021

Enrolments: 655

Bank Statement - Cash at Bank: \$354 587

Preparation for 2022 – Regional direction:

- Parents will all be aware of the release of Queensland's COVID-19 Vaccine Plan To Unite Families - A Plan For Queensland's Borders which details the impending changes to people being able to enter the state.
- Chief Health Officer has spoken about numerous times, saying that the opening of the Queensland borders to domestic travel will enable COVID to enter our population and to move throughout the state.
- We have had information that the planned response will change in line with the National Plan, with lockdowns changing from large scale to highly targeted, with areas with lower vaccination rates more likely to require public health restrictions and lockdowns.
- Obviously, these types of issues will not come into play for our school until closer to the January pupil free days and our school start date.
- We will keep parents inform when necessary changes are required via our usual channels – newsflash, Facebook and there may even be an email from your child/ren's 2022 class teacher/s.
- Please be mindful that during this break, staff will be striving for some family down time, so may not check and answer emails until closer to our January start date.

Step-up day:

- All students across the school will come home with a piece of paper that identifies their teacher for 2022, and the friend or friends they have in their 2022 class

Awards' Day today:

- Thank you to all families who were able to join us – it is special when we can stop to celebrate all of the amazing achievements of so many of our students
- Thank you to Mrs Borsht who did amazing work behind the scenes to ensure it was a seamless program

Leadership Process Timeline for 2022:

- **Final step occurs this week –**
 - Sports captain nominees short listed
 - Speeches given tomorrow afternoon in house groups
 - Elections follow immediately after
- **Announcement of all 2020 positions** to be made on our **Final Assembly on Thursday 9th December**
- Leadership Induction Ceremony (Badge Presentation) TBC – Friday 11th February 2022

Important dates for your calendar:

- **Special SECRET assembly to acknowledge Mr Moroney before he retires**
- Year 6 **Final Celebration Evening** – from 6pm on Wednesday 8th December
- Friday 3rd December – Colour Run Fundraiser
- Step Up day – Thursday 9th December
- Final Assembly from 2pm – Thursday 9th December (free dress for all except our year 6 students)

Good afternoon P&C executives,

The 2021 Student Protection Risk Management Strategy (attached) has been updated to reflect the recent changes to the Criminal Code in Qld, whereby all adults must report sexual offending against children to the police unless they have a reasonable excuse, and adults in an institutional setting (e.g. a school) must protect children from the risk of a sexual offence being committed against them. Please refer to the [Blue Card Services website](#) for further information.

These changes are reflected in the information on page 3 in regards to 'Accountabilities'. P&Cs Qld has also made other minor changes to the strategy to improve useability.

Your P&C will be required to endorse the changes to the 2021 Student Protection Risk Management Strategy at your next general meeting, in general business. We also encourage you to circulate this information to everyone involved in your P&C i.e. volunteers and employees, so that they are also made aware of these changes.

The 2022 Student Protection Risk Management Strategy will be released next year in time for its endorsement at your 2022 Annual General Meeting.

If you have any questions at all please let us know.

Kind regards,

The Team at P&Cs Qld

A blue banner with a green curved shape on the left. On the left is the P&C Qld logo with 'HR Support Services' below it. On the right, the text 'HR Support Service' is at the top. Below it are three icons: a hand holding a person (Support), a person with a headset (Advice), and a stack of papers (Resources). At the bottom right is a green button with the text 'SIGN UP NOW' in blue.

HR Support Service

Support Advice Resources

SIGN UP NOW



Diamond Jubilee History Collection Project

P&Cs Qld is your source of accurate information for state school P&Cs

E: admin@pandcsqld.com.au

PO Box 3428, Newmarket Qld 4051

5/288 Newmarket Road, Wilston Qld 4051

Phone: 3352 3900 | **Freecall:** 1800 218 228

www.pandcsqld.com.au www.facebook.com/pandcsqld www.schoolcouncilsqld.com.au

Example State School P&C Association Student Protection Risk Management Strategy

A strategy for managing risks to children & young people.

This Strategy is effective from _____ (date endorsed) and is to be reviewed and updated 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.

Example 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

Example State School P&C Association is committed to the safety and wellbeing of the students in the care of Example 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's (the Department) Child and Student Protection Policy and Student Protection Procedure:

[Department of Education Child and Student Protection Policy](#)

[Department of Education Student Protection Procedure](#)

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 in accordance with their accountabilities.
- 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, exploitation or sexual assault

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
- 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 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 Qld Police Service and the Principal*.
- OSHC staff are to report their concerns to the Qld Police Service, the Principal and the OSHC 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 Children, Youth Justice and Multicultural Affairs (Child Safety).
- MUST report suspected sexual offending against a child by another adult to the Qld Police Service and the Principal#
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- Actively seek to prevent harm to a student in the care of the school including protecting students from the risk of another adult committing sexual offences against a student#.
- 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 Qld Police Service and the Regional Director at the local Regional Office of the Department of Education.*

*# Changes to the Criminal Code in Qld, which took effect from 5 July 2021, mean all adults must report sexual offending against children to the police unless they have a reasonable excuse **AND** adults in an institutional setting (e.g. a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.*

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 P&C 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.

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

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 example:

- School based Student Protection training through workshops and seminars provided by the Principal
- 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 Services must be notified if the person in the role of President (the contact person for the Association) changes – this can be via organisation portal or the form available on Blue Card Services website.
- Volunteers should apply for their Blue Card online then provide the card details to the P&C executive to have the card linked to the P&C Association via the organisation portal.
- Volunteers and P&C employees who already have a Blue Card must provide the card details to the P&C executive to have the card linked to the P&C via the organisation portal.
- 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 to guarantee confidentiality of private information.
- 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.
- 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*.

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:

[Department of Education Student Protection Procedure](#)

In addition:

- A **P&C employee** is any person employed by the 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:
- <https://ppr.qed.qld.gov.au/pp/child-and-student-protection-policy>
- 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.

- **P&C Association Student Protection Annual Checklist**
- **Standards of Behaviour Fact sheet**
- **Blue Card Register**
- **Volunteer Register**
- **Student Protection Activity Risk Management Plan**

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

Year _____

Currency of Blue Cards	
1. Volunteers / P&C employees are entered into the Blue Card Register?	Y Yes / Y No
2. All cards are current?	Y Yes / Y No
3. Any volunteers / P&C employees with cards that are not current are not currently working/volunteering, and have completed new applications online?	Y Yes / Y No
4. Any persons with a negative or suspended notice are not currently employed	Y Yes / Y No

Risk Management

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

*** This checklist needs to be completed and presented with the updated Student Protection Risk Management Strategy for adoption at the P&C Association's AGM. A copy of this checklist is to be provided to the Principal.**

P&C President's Signature: _____ Date: _____

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

Example State School P&C Association Blue Card Register

Working with Children Check through Blue Card Services

- Register is to be regularly updated and made available to the Principal (through the designated person managing Blue Card applications for the whole school).
- All details are private and confidential and MUST be stored safely within the school.
- Ensure a copy of the positive notice or a declined notice is attached with the register.
- All volunteers and P&C employees need to ensure they renew their blue card and update details with the designated person managing Blue Card applications.

Name of Employee / Volunteer				Blue Card Details						
Last Name	First Name	Middle Name	Employee Volunteer E/V	Application date	Date additional information supplied	Date of Birth	Registration number	Date card suspended / cancelled	Expiry Date of card	Signature of authorised officer

Example State School P&C Association Volunteer Register

The P&C Association holds insurance for all volunteers participating in school activities. All volunteers MUST complete the register for each activity.

Term ____ Area of School: _____ (classroom, facility, activity, event)

Coordinator / Teachers name: (if applicable)

Date	Name	Time started	Volunteer signature	Time finished	Volunteer signature	Volunteering Location / duties	Blue Card Y / N/ NA	I have read the Student Protection Fact Sheet Sign below.

If you are NOT a parent of a child at the school and are not exempt then you MUST have a Blue Card before you can volunteer in any area of the school or its activities. Please check with the person for whom you are volunteering.

Example 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:			
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.				
Harm caused by another student.				
Harm caused by a person not employed by Education Qld or P&C Assoc. E.g.: Volunteers				
Self harm				

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