A logo for a family service

AI-generated content may be incorrect.**Child and Youth Risk Management Strategy**

(Foundations Family Day Care Service – 2025)

**Published:** August 2025  
**Review Date:** August 2026

**LEGISLATION**

This strategy has been developed to comply with:

* *Working with Children (Risk Management and Screening) Act 2000*
* *Working with Children (Risk Management and Screening) Regulation 2020*
* *Child Protection Act 1999*
* *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020*
* *Human Rights Act 2019 (Qld)*

**RELATED POLICIES & PROCEDURES**

2 Children’ Health and Safety Policy

2 Child Protection Policy

2 Excursions

2 Transport

4 Educator Engagement & Registration

4 Code of Conduct

4A determining responsible person

4c Adults residing at the family care sresidnce3

4d Participation of students and volunteers

5 Relationships with children

6 Partnerships with families and communities

7 Training & Professional Development

7 Register of Educators, Staff & Volunteers

7-Policy Review

**STATEMENT OF COMMITMENT**

Foundations FDCS is committed to the safety and wellbeing of all children and young people. We will:

* Prohibit all forms of harm, abuse, and neglect.
* Foster a culture of safety, accountability, and child-centred care.
* Ensure inclusivity for children from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse backgrounds, and children with disability.
* Carefully select and screen all educators, staff, and volunteers.
* Provide ongoing safeguarding training, supervision, and support.
* Respond promptly to disclosures, suspicions of harm, or complaints.
* Continuously review and improve our safeguarding practices.

We recognise every child’s right to a safe environment, protection from harm, and the importance of their cultural, psychological, and physical wellbeing.

**SAFEGUARDING CODE OF CONDUCT**

All educators, staff, contractors, parents, carers, volunteers, and visitors must:

* Act respectfully toward children, families, and colleagues.
* Always supervise children.
* Use positive behaviour guidance—never physical punishment or humiliation.
* Maintain professional boundaries, including safe and appropriate physical contact.
* Follow rules for technology, photography, and social media.
* Refrain from smoking, alcohol, or drug use during work hours.
* Respect cultural practices and uphold human rights.
* Report breaches or concerns immediately.

**RECRUITMENT, SELECTION, TRAINING & MANAGEMENT**

**Recruitment & Selection**

* Job ads and position descriptions for educators and staff highlight child safety responsibilities.
* Blue Card checks, interviews, and reference checks are mandatory.
* References must address suitability to work with children.

**Probation**

* New educators/staff complete a 6-month probationary period, during which performance, safeguarding knowledge, and child safety practices are reviewed.
* If six months is insufficient to make an objective decision about continuation of employment, probation may be extended for up to three months.
* During this period, employees receive constructive feedback regarding performance and adaptation to the organisation’s culture.

**Training**

* All staff/educators complete induction training, including child protection and safeguarding.
* Annual refresher training is required.
* Attendance and qualifications are recorded.

**HANDLING DISCLOSURES & SUSPICIONS OF HARM**

Foundations FDCS acknowledges that harm includes physical, emotional, neglect, sexual abuse, and cultural harm.

Staff, volunteers, and contractors must remain alert to warning signs or indicators, including changes in behaviour, ideas, feelings, or language.

Queensland law requires reporting of sexual offending against children to police, and mandatory reporting obligations apply under the Child Protection Act 1999.

**Reasonable grounds** to suspect harm may include:

* A child or young person tells you they have been harmed.
* Someone else, e.g., another child, parent, or employee, reports harm.
* A child reports knowing someone who has been harmed.
* Significant changes in behaviour or unexplained injuries.
* Observing harm directly

**Steps when responding:**

* Remain calm and listen attentively, actively, and non-judgementally.
* Avoid expressing shock or disbelief.
* Ensure a private and appropriate place to talk.
* Encourage the child to speak in their own words.
* Ask only open-ended questions (e.g., “Can you tell me what happened?”). Do not ask leading questions.
* Explain that disclosures cannot remain secret; it is necessary to tell someone to get help.
* Reassure the child that they did the right thing by speaking up.
* Do not attempt to investigate or mediate an outcome.
* Report immediately to the Coordinator or Nominated Supervisor.
* Contact Police if a child is at immediate risk or if sexual abuse by an adult is suspected.
* Document all concerns.
* Make mandatory reports to Police, Child Safety, Blue Card Services, or the Department of Education as required.

**MANAGING BREACHES\**

A breach is any action or inaction that fails to comply with this strategy.

Examples include:

* Failure to supervise children.
* Inappropriate behaviour, language, or discipline.
* Breach of confidentiality.
* Misuse of social media or photography.
* Cultural disrespect.

Where an employee is alleged to have committed harm to a child, the Safeguarding and Organisational Codes of Conduct procedures. Breaches will be managed in a fair, unbiased and supportive manner.

Breaches may be managed through:

* Education or retraining.
* Written warnings.
* Suspension or termination.
* Reporting to external authorities if required.

**HIGH-RISK ACTIVITIES & SPECIAL EVENTS**

Risk management plans are required for:

* Excursions and transport.
* Water play and swimming.
* Sleepovers or overnight care.
* Use of contractors or visitors.
* Medication, toileting, or personal care.
* Photography and technology use.
* Large group activities or public events.

Plans must include risk assessments, supervision ratios, first aid, permissions, and emergency procedures. Unsafe activities will not proceed.

**BLUE CARD SYSTEM COMPLIANCE**

We comply with Blue Card Services by:

* Identifying all positions requiring a Blue Card.
* Appointing a Blue Card Compliance Contact Person.
* Following “no card, no start” rules.
* Linking all cardholders to our service hrouygh the blue card orginaisational portal
* Maintaining a register with card numbers, expiry, and renewal dates.
* Verifying contractors’ compliance.
* Immediately removing individuals with suspended or cancelled cards

**MANAGING EXISTING BLUE CARD SYSTEM**

Foundations FDCS has an ongoing process for managing compliance related to the Blue Cards of existing employees and volunteers. When a person joins our service and already holds a Blue Card, the validity of the card is verified through the Blue Card Organisational Portal.

Supervisors and managers are notified of any invalid Blue Cards or cards expiring within 90 days. The Approved Provider and Nominated Supervisor are responsible for ensuring that staff and educators with invalid Blue Cards are not permitted to work until a positive notice is received and evidence of compliance is provided.

**COMMUNICATION & SUPPORT**

We share this strategy with:

* Educators and staff (induction, training, policy handbook).
* Parents and carers (enrolment packs, newsletters, family meetings).
* Children (child-friendly rules, posters, discussions).
* Visitors and contractors (briefing on conduct expectations).

Support is provided through:

* Coordinator advice and supervision.
* Access to external services:
  + Kids Helpline (1800 55 1800)
  + Lifeline (13 11 14)
  + Child Safety Service Centres
  + Aboriginal and Torres Strait Islander support services
  + Police (000 in emergencies)

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We also consult with families and children during policy reviews. The Child and Youth Risk Management Strategy is readily accessible to all staff, volunteers, children, and parents and is available on the FFDCS Brisbane website. Further information and updates regarding safeguarding and child protection may also be emailed to parents by program or service coordinators.

Regular training is provided on safeguarding children and young people, the process for reporting incidents, and related policies and procedures. This training ensures that all members of the organisation understand their responsibilities, know what constitutes acceptable behaviour when interacting with children, and appreciate the importance of protecting the safety and wellbeing of children. It also helps to reduce the likelihood of breaches of the risk management strategy.

**REVIEW**

To ensure the Child and Youth Risk Management Strategy remains current and effective, it will be monitored and reviewed annually.

The review will consider:

* Whether the Child and Youth Risk Management Strategy was adhered to.
* Whether any incidents relating to children and young people’s risk management occurred.
* The effectiveness of the processes used to manage any incidents or issues.