

FEBRUARY 2026

**Child and Youth Risk Management Strategy – Open Conservatorium Griffith University****1. STATEMENT OF COMMITMENT**

Open Conservatorium Griffith University (henceforth **Open Conservatorium**) is committed to acting in accordance with the *Working with Children (Risk Management & Screening Act) (2000)* to ensure the safety and wellbeing of its students.

As noted in the *Working with Children (Risk Management & Screening Act) (2000)* this document outlines our risk management strategies for our employees who are working with children and therefore in an environment which is consistent with regulated employment.

In accordance with the *Working with Children (Risk Management & Screening Act) (2000)*, this document is reviewed annually, so that, Open Conservatorium can implement employment practices and procedures which promote the wellbeing of a child affected by the regulated employment and to protect the child from harm.

Open Conservatorium is committed to providing services to children and young people to assist them to develop their musical skills and appreciation in a positive supportive environment. Open Conservatorium is committed to ensuring the safety, welfare and wellbeing of all children and young people involved in its programs and will endeavour to provide a safe and supportive service environment for children and young people (referencing the key focus of the *Child Safe Organisation Act (2024)*).

This Strategy therefore adheres to the 10 Child Safe Standards (including the cultural safety of Aboriginal and Torres Strait Islander Children) known as the Universal Principal. These standards include:

- i. Child Safety and wellbeing is embedded in organisational leadership, governance and culture.
- ii. Children are informed about their rights, participate in decisions affecting them and are taken seriously.
- iii. Families and communities are informed and involved in promoting child safety and wellbeing.
- iv. Equity is upheld and diverse needs respected in policy and practice.
- v. People working with children are suitable and supported to reflect child safety and wellbeing in practice.
- vi. Processes to respond to complaints of child abuse are child focused.
- vii. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training.
- viii. Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed.
- ix. Implementation of the Child Safe Standards is regularly reviewed and improved.
- x. Policies and procedures document how the organisation is safe for children.

This document outlines how Open Conservatorium adheres to these principals throughout and emphasises that as an organisation we require all employees, contractors, volunteers, visitors (henceforth **employees**) and **parents/guardians** to:

- Model and encourage behaviour that upholds the dignity and protection of students from harm; and
- Respond to allegations of student harm resulting from the conduct or actions of any person including that of its employees.

In support of this commitment, Open Conservatorium has relevant policies, risk assessments, procedures and training in place to effectively address the safety and wellbeing of students in our care. In addition to this, Open Conservatorium adheres to Griffith University (henceforth **University**) policies, including and not limited to the [Griffith University Child Safety and Wellbeing Policy](#).

## 2. CODE OF CONDUCT

The University [Code of Conduct](#) for all employees, children and young people, parents/guardians, volunteers, and guests/visitors outlines clearly the standards of conduct to follow in the areas of teaching and learning, student welfare, personal conduct and relationships one has with students, parents, colleagues and Open Conservatorium. In addition, the following expected standards of behaviour apply to all Open Conservatorium employees, parents/guardians, students, and guests:

### Language

- use language which is age/stage appropriate, clear, non- bullying and non-sexual
- swearing or language that may be deemed derogatory or discriminatory on any grounds is not acceptable
- communicate with children and young people respectfully, taking the time to listen and value what they say

### Supervision of children

- provision of safe access and egress from the Queensland Conservatorium Griffith University building and any other venues in which Open Conservatorium activities are undertaken
- provide appropriate duty of care whilst students are on campus or undertaking off campus activity
- ensure that no guests/visitors or outsiders have unsupervised contact with students
- ensure that an Open Conservatorium employee will notify parents/guardians if they are unable to teach the child/young person in the parents/guardians care
- the University provides a security guard on campus at all operating times, with additional off-campus out-of-hours support
- employees are available (within reason) before, during and post all scheduled activity times
- employees will provide duty of care during one-to-one teaching, however parents/guardians are responsible for children until commencement and from/upon cessation of individual lessons
- employees will provide duty of care during rehearsals, however parents/guardians are responsible for children until commencement and from/upon cessation of rehearsals
- parents/guardians are to collect students from Queensland Conservatorium Griffith University, or the designated venue for the activity, or arrange collection at a pre-determined pick-up location – Open Conservatorium students travelling independently to and from the Queensland Conservatorium Griffith University, or the designated venue for the activity, are not in the care of the University unless specific arrangements show otherwise
- parents/guardians are not to leave any child (aged 12 years and under) in their care unsupervised whilst on campus or any venues where Open Conservatorium activities are being undertaken
- parents/guardians are asked to collect (pick-up) children in a timely manner, in the event a child is not collected, they will be accompanied by a University employee to either the Open Conservatorium office, or security office, or designated area, where contact will be attempted with the parent/guardian to establish collection time and location - in the event no contact is established, police or child services will be contacted
- domestic activities (regional SHEP) will maintain a ratio of 1 adult to 20 children, and international 1 adult to 8 children.

### Physical contact

- physical contact is only permitted with a child/young person in a circumstance that requires physical feedback for the hand/arm position on the keyboard/instrument, or breath management and body alignment for singing/acting/instrument playing should verbal instruction or physical demonstration be insufficient.
- Contact will be minimal, non-invasive, non-threatening, non-sexual or bullying in nature. Contact will not be undertaken prior to the reasons of contact being explained and subsequent consent of the child and parent/guardian is given (the parent/guardian are encouraged to attend the lesson if this may be an issue for the child or parent/guardian). Examples include:

- placing of a hand on a child's or young person's hand/shoulder at the keyboard/instrument or on their hand covering their abdomen
- laying on the floor or on a floor mat provided appropriate clothing is being worn
- any other form of contact is considered inappropriate or unnecessary, particularly if it encroaches on an individual's space potentially making them uncomfortable.

#### **One-to-one teaching of a child/young person**

- individual tuition requires one-to-one contact with students and the following guidelines need to be adhered to:
  - all one-to-one teaching is at the consent of the parent/guardian on enrolling their child/young person into Open Conservatorium
  - in-person one-to-one teaching is to be conducted at Queensland Conservatorium at a scheduled time in a designated room with the door or other windows allowing visibility into the teaching room
  - parents/guardians may request to be present either outside or within the room during lessons with their child/young person for in-person teaching
  - Open Conservatorium employees will routinely look into rooms where doors are closed during in-person teaching
  - online one-to-one teaching is to be conducted via a University approved meeting platform with the online session recorded and having a parent/guardian in the room with the child/young person
  - Open Conservatorium employees will maintain attendance records of all lessons. These are stored centrally in accordance with University Records Management practices, at the conclusion of each calendar year.

#### **Relationships**

- Open Conservatorium encourages all employees to foster a mutual respect between themselves, the children/young person, parents/guardians, in order to develop and maintain positive and professional relationships
- Communication – please see parameters below:
  - between employees and children/young person - always through official University systems/processes
  - between employees and parent/guardian - can be through personal mobile or Griffith University email for arranging lessons; no communication should be made directly with the child/young person in these situations; all communication should be recorded/documentated
  - employees must not accept requests from children/young person for access to the employee member's personal social media accounts or networks (see The University [social media guidelines](#)) and vice versa
  - no communication or engaging with children/young people/parents/guardians through personal social media accounts
  - personal details of a family/child/young person must never be shared with any other persons and employees should carefully consider what details they share with parents/guardians
  - employees should never enter a child/young person's home under any circumstances
- Inappropriate relationships with a child/young person beyond a professional teacher-child/young person relationship, or personal (see below) is prohibited and any such relationship, brought to our attention, will be followed through in line with disclosure policies to relevant authorities:
  - *Personal relationship*: employees who are friends with, or are in existing relationships with, family members of children/young people who attend Open Conservatorium activities (such as brother, sister, aunt, uncle, etc.). Persons shall declare such relationships to the Manager so that professional boundaries and expectations can be clarified
  - *Inappropriate relationship*: includes but is not limited to relationships of an intimate, abusive or physical in nature
- Gifts from children/young persons and families to employees is traditional at end of year – please refer to the University policy re Gifts and Benefits (refer to policy).
- Gifts from employees to children/young persons or families is not encouraged unless appropriate in the circumstances.

## Behaviour Management

- Open Conservatorium believes that children/young person's require guidance as to “what to do, instead of what not to do”. We endeavour to manage behaviour through a supportive model, which includes efficient supervision, provision of effective role models, directing or redirecting children/young persons to other activities, and working with children/young persons to set rules, follow the rules and understand the consequences of breaking those rules. We encourage children/young persons to self-regulate their own behaviour
- children/young persons will
  - take responsibility for appropriate behaviour and reporting of inappropriate behaviour and unsafe situations or harm to either employees or their parents/guardians
  - respect others who may be on campus or where the activity is being delivered
  - demonstrate a commitment to activity requirements
  - be encouraged to exercise personal safety while travelling to and from activities
  - follow instructions and directions from employees to safeguard their safety
- parents/guardians will:
  - feel welcome to request permission to stay and observe one-to-one lessons without interrupting
  - raise any issues or concerns with employees at the end of the activity or as soon as practicable
  - not leave other children/young persons unsupervised
  - familiarise themselves and their child/young person with the University [Code of Conduct](#)
- employees will:
  - familiarise themselves and abide by the University [Code of Conduct](#)
  - raise concerns with the child/young person and/or parent/guardian if there are concerns
  - expect that concerns be made known as soon as they arise so that resolution occurs as soon as practicable
  - discuss behaviour management strategies with appropriate employees
  - discuss and model expected standards of behaviour with children/young persons and the consequences for breaching those standards
  - end the lesson if a child/young person is non-compliant or obstructive in a lesson.

### Open Conservatorium Escalations:

- breach 1 – discuss with student and ask them to correct/modify their behaviour as expected
- breach 2 – discuss with student and parent/guardian post rehearsal/session re behaviour and expectations
- breach 3 – child/young person, parent/guardian, employee, and manager meet to discuss ongoing behaviour and consequence if behaviour continues
- breach 4 – exclude a student from any program who, in its sole opinion, places the safety or rights of others, or who appears to have rejected the reasonable controls/requests placed upon them by the management and employees of a program

In addition to the above behaviour management and code of conduct strategies, Open Conservatorium reserves the right to exclude any student or employee from its activities, who, in the opinion of the organisation, places the safety or rights of others, or appears to have rejected the reasonable controls placed on them by the management or employees of the organisation. In this circumstance, the student and/or employee will be expelled/terminated with no refund of fees (as applicable to circumstance).

### Transport of Children and Young People

- staff will not transport students in their personal or hire vehicles, unless an emergency arises, whereby consultation and approval with manager, parent/guardian is sought and there are no remaining options – in the event a private vehicle is to be used:
  - it is preferable to only drop the child to a police station
  - written and verbal permission from the parent/guardian must be obtained and documented by Open Conservatorium
  - a copy of license/registration and vehicle insurance will need to be supplied, in addition to image of vehicle to ascertain a level of road worthiness

- public transport/charter bus – domestic and international can be used to move students in groups with appropriate levels of supervision and following usual process of risk assessment and advisement to students on safe practices (see guidelines below)

### **Change Room/s Toilets**

- provide clean toilet facilities (children must be able to take care of their own toileting and if not must be accompanied by a parent/guardian)
- Students 12 and under attending activities (SHEP/Young Conservatorium), need to attend the toilet in pairs including checking in prior and post with employees present

### **Managing injuries or illness**

- The University has guidelines on health, safety and wellbeing ([refer to policy](#)), including guidelines on emergency and evacuation procedures
- Open Conservatorium has designated First Aid Officers for all programs, in addition to Queensland Conservatorium Griffith University South Bank on-site security being trained first aid responders

### **Visitor Policy**

- ensure that no visitors or outsiders have unsupervised contact with students
- all visitors must sign-in and out at Open Conservatorium office if observing or attending rehearsals

### **Photography, Film/Video and Audio Policy**

The Open Conservatorium reserves rights and permission to use, reproduce, copy, exhibit, or distribute any videotape, audiotape, photographs, or computer files in which an Open Conservatorium student may be included for use in University publications, publicity material, social media, or any other such promotion or educational purpose.

In the event where Open Conservatorium students are included in any publications or publicity materials, prior to release of any publications or publicity material, checks will be conducted with families to obtain permissions to always ensure protection of child/young person:

- Open Conservatorium will seek your consent to use and publish a child's image captured in photograph, audio-visual and voice recordings including for distribution to participating families and our promotional purposes – this is done through the enrolment consent form for all programs
- a child's image or recording may contain details of their face, physicality and appearance, gender, ethnicity and other characteristics. In some instances, our capture of images and recordings may be unable to exclude or filter-out a specific child (e.g., performances in a gathered group formation). However, if the parent/guardian does not consent, we will not use or publish images or recordings of the child – unless, as with group settings, the image or recording is obscured, redacted or otherwise does not identify the child
- the consent provided by parent/guardian will be valid for the duration of the student's participation in Open Conservatorium programs
- parents/guardians are able to revoke their consent at any time by notifying Open Conservatorium in writing. Upon revocation, Open Conservatorium will stop using and not publish the child's photos and recordings. Open Conservatorium cannot, however, unpublish photos or recordings that have already been published to external forums that the University does not retain control over
- our copyright of photographs and audio recordings – Copyright and privacy are not the same thing. Privacy is about how we collect and handle personal information (e.g., a child's images and audio recordings) in accordance with privacy principles. Copyright is about our ability to use, reproduce and share the images we capture as part of our cache of original works once consent has been given. Open Conservatorium employs photographers to capture images and recordings of students and employees of Open Conservatorium who have provided consent for this to occur, Copyright is retained by the photographer with use parameters adhered to as outlined in this section of the policy. more information about how the University handles personal information is contained in the University's [Privacy Statement](#).
- Parents/guardians:
  - filming or photography of an ensemble is prohibited, in rehearsal or performances, (more than one child is considered an ensemble) due to child protection
  - solo performances may be recorded by the parent/guardian of the child. Children for whom that parent/guardian is not the parent/guardian of are not permitted to be filmed or photographed

- images taken prior or post performances, that may have captured other children or staff should not be shared
- permission to film or record during a lesson must be sought from the teacher/employee. If permitted, recording can only be used for learning at home and cannot be shared.
- Teachers/employees:
  - filming or photography of an ensemble is prohibited, in rehearsal or performances, (more than one child is considered an ensemble) due to child protection. If required for educational purposes, permission must be sought through the Young Conservatorium office to protect any potential at risk students
  - solo performances may be recorded by the parent/guardian of the child. Children for whom that parent/guardian is not the parent/guardian of are not permitted to be filmed or photographed
  - permission to film or record during a lesson must be sought by the teacher/employee from the parent/guardian of the student. If permitted, recording can only take place using a Griffith University device for the purposes of reflective teaching practice and cannot be shared.
  - Any recordings (audio and visual) and photography should only be stored on University servers. If required to be stored on external hard drive (USB) it should only contain work related information and be kept securely in accordance with Griffith University IT and Cyber Safety policies.

#### **Use of tech and social media**

- Open Conservatorium students do not have access to the University technical and internet services
- Open Conservatorium social media is strictly administered through the University social media policies ([refer to policy](#))
- Open Conservatorium employees should not have social media interactions with students or families – communication with students or families should be strictly through official Open Conservatorium communication channels
- Cyber bullying (using technology to hurt someone else by sending messages, images or comments) is not tolerated at Open Conservatorium. Any person found to have been cyber bullying will be excluded from Open Conservatorium
- Mobile Phones - students and staff should avoid the use of a mobile phone during lessons, classes and rehearsals. Whilst staff and students may require a phone, teachers should model expectations and encourage students to leave phones in their bags
- We recognise the existence of policies/practices on mobile phone usage within a school context and encourage Open Conservatorium staff to support these within their teaching practices.

#### **Organisational behaviour standards: (refer to links to University policies)**

All employees are required to adhere to the University [Code of Conduct](#). Accredited professionals such as health practitioners are additionally governed by their professional body's code of conducts and ethical standards. All students are required to adhere to the [Student Charter](#). Depending on the course of study, some students may also be required to hold provisional accreditation and are additionally governed by their professional body's code of conducts and ethical standards.

All members of the University community must act in a manner to ensure the safety, wellbeing and protection of children in any interactions they may have with children during any activities undertaken as part of study, research, work, living and socialising which is organised or reasonably associated with the University, whether that Activity occurs on a University campus, at a different site, or online. The University expects that all members of the University community avoid inappropriate actions, behaviours or language, when interacting with children.

In line with the Child Safe Organisations Act 2024 (Qld) and the University [Child Safety and Wellbeing Policy](#), Open Conservatorium complies with Child Safe Standards and the Universal Principal.

Students and staff are expected to adhere to the University's [Staff Harassment Bullying and Discrimination Policy](#).

Open Conservatorium encourages an environment of **inclusivity** and openness, this is supported by [the University's policy on Equity and Diversity](#).

### **Smoking/vaping, alcohol consumption and use of medication and drugs**

- the University does not allow smoking/vaping on any University campus
- the University prohibits service of alcohol to minors in accordance with the law
- the University does not allow the consumption of illegal drugs
- employees must not attend work or perform their duties or functions if they are under the influence of alcohol, illegal drugs or medication likely to cause danger to themselves or others. Being affected by alcohol or drugs at work can seriously compromise the health, safety and welfare of the University community and may expose the University and the individual involved to legal liability.
- any child suspected to be under the influence of alcohol and/or illegal drugs will be reported to relevant authorities, including parents/carers as per disclosure policies.

### **On campus**

As part of the University, Open Conservatorium promotes a safe and respectful environment for all communities with whom we engage with through adhering to the universities [Safe Campuses initiatives](#).

### **Confidentiality of information**

Open Conservatorium adheres to the University's Privacy Statement ([refer to statement](#)), this applies when we are collecting the information contained in applications for Open Conservatorium programs and initiatives. This information is used for the purpose of administering the programs and initiatives. If the applicant chooses not to provide personal information this may have an impact of the processing of applications and participation in Open Conservatorium programs. The personal information collected is confidential and will not be disclosed to third parties without consent unless we are authorised or required by law to disclose the information.

### **Use of Confidential Information by Staff**

Where the University holds confidential information staff must ensure that information is accessed only by those who have a legitimate need and lawful authorisation to do so. Staff must:

- respect the confidentiality and privacy of personal or commercial information entrusted to the University
- disclose official information only in accordance with University policy or legal obligations
- ensure that University information and files are kept secure

ensure that personal or confidential information is never used for individual gain or benefit, or that of a third party, nor to the detriment of the University, either while engaged or later

### **3. RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT PROCEDURES**

Open Conservatorium is committed to recruiting, selecting, training and managing employees in such a way that it limits risks to children. Please refer to the Griffith University policy on recruitment known as the [Talent Acquisition policy](#). In addition to this Griffith University policy, Open Conservatorium employs the following process for all sessional academic staff:

- i. Recommendation from Head of Area (Head of Area responsible for having observed teaching practice of recommended staff member and followed through with referee background checks)
- ii. Submission of evidence of teaching practice
- iii. Submission of CV and Cover Letter
- iv. Submission of Blue Card for linking and validation before commencement of work, in line with the Working with Children (Risk Management and Screening) Act 2000.
- v. Submission of relevant documents to demonstrate working rights within Australia.

In terms of training and managing employees, Open Conservatorium Griffith University will ensure that its training and management procedures act to reduce the risk of harm to children from employees via:

- a. induction programs that thoroughly address Open Conservatorium's policies and procedures, particularly its expectation regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children
- b. training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
  - a. The Universities policies and procedures

- b. Identifying, assessing and minimising risks to children
- c. Handling a disclosure or suspicion of harm to a child
- c. Conducting exit interviews to assist Open Conservatorium to identify broader issues of concern that may impact on the safety and wellbeing of children at Open Conservatorium
- d. Identify programs and professional development courses for employees
- e. Identify programs available for professional development with the University  
Maintain training records through University HR systems.

#### **4. HANDLING DISCLOSURES OR SUSPICIONS OF HARM (including reporting guidelines)**

The Child Protection Act 1999 defines harm to a child as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect, or sexual abuse or exploitation.

Open Conservatorium will respond appropriately and professionally and in the best interests of the child. As aligned with the [Griffith University Child Risk Management Procedure](#), Open Conservatorium handles disclosures or suspicions of harm through the following procedure:

##### **STAGE 1 – Receiving a Disclosure**

The Discloser may elect to disclose to any person that they feel safe and secure around and trust. Whilst staff are provided child protection training, it is encouraged disclosers speak with one of the following staff – Manager - Open Conservatorium (Jason Budge), Executive Support Officer – Young Conservatorium (Kevin Edwards), Executive Officer Engagement (Natalie Lewandowski-Cox).

If Open Conservatorium receives a disclosure of harm or have reasonable grounds for suspicion of harm occurring, we will:

- make sure the discloser is safe
- ensure the discloser has a quiet private space, free from interruptions and distractions in which they can make their disclosure
- receive information in a calm and supportive manner, giving the discloser our full attention
- explain clearly that as they, or potentially others are at risk and we need to tell other people about what has been disclosed
- make written notes of any disclosure or suspicion to ensure an accurate record is available for any subsequent action or investigation. Any documentation would be kept confidential and access strictly limited on a “need to know” basis
- take all necessary action to protect the discloser.

Where appropriate, the employee taking the disclosure can use the organisational Incident Report Form which is available to all employees and outlines key steps to be taken once the disclosure is made.

##### **STAGE 2 – Reporting a Disclosure**

Open Conservatorium Administrative Staff have undertaken Child Protection Training. All employees are aware of the responsibilities and processes for reporting a disclosure.

Open Conservatorium recognises that it is not our role to investigate allegations beyond confirming the need to report the matter appropriately. If this is the case, we will follow the procedure outlined in [the University Child Risk Management Procedure](#) which includes:

1. advise the Queensland Conservatorium Griffith University Director and the Queensland Conservatorium Griffith University Manager
2. notify/seek advice from the Queensland Police Service if the disclosure or suspicion involves an offence against the child
3. notify/seek advice from the Queensland Government Department of Families, Seniors, Disability Services and Child Safety who are responsible for Child Safety in Queensland, if the disclosure or suspicion indicates that harm may have been caused by a family member, or where parents are not acting to protect their child from harm. If this involves an offence against the child the Police will also be notified
4. Notify parent if appropriate

##### **STAGE 3 – Providing Support**

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While the matter is being investigated by the relevant authority, we will:

- Support all parties involved including
  - the person making the disclosure
  - the person receiving the disclosure
  - the alleged victim
  - the alleged perpetrator
- Determine whether the alleged perpetrator is allowed on the premises

If an allegation is proven, the University will determine if the perpetrator's involvement with Open Conservatorium, will be allowed to continue in line with current legislation. If an allegation is not proven or proven to be false, we will continue to support all parties concerned in any further contact, considering counselling services.

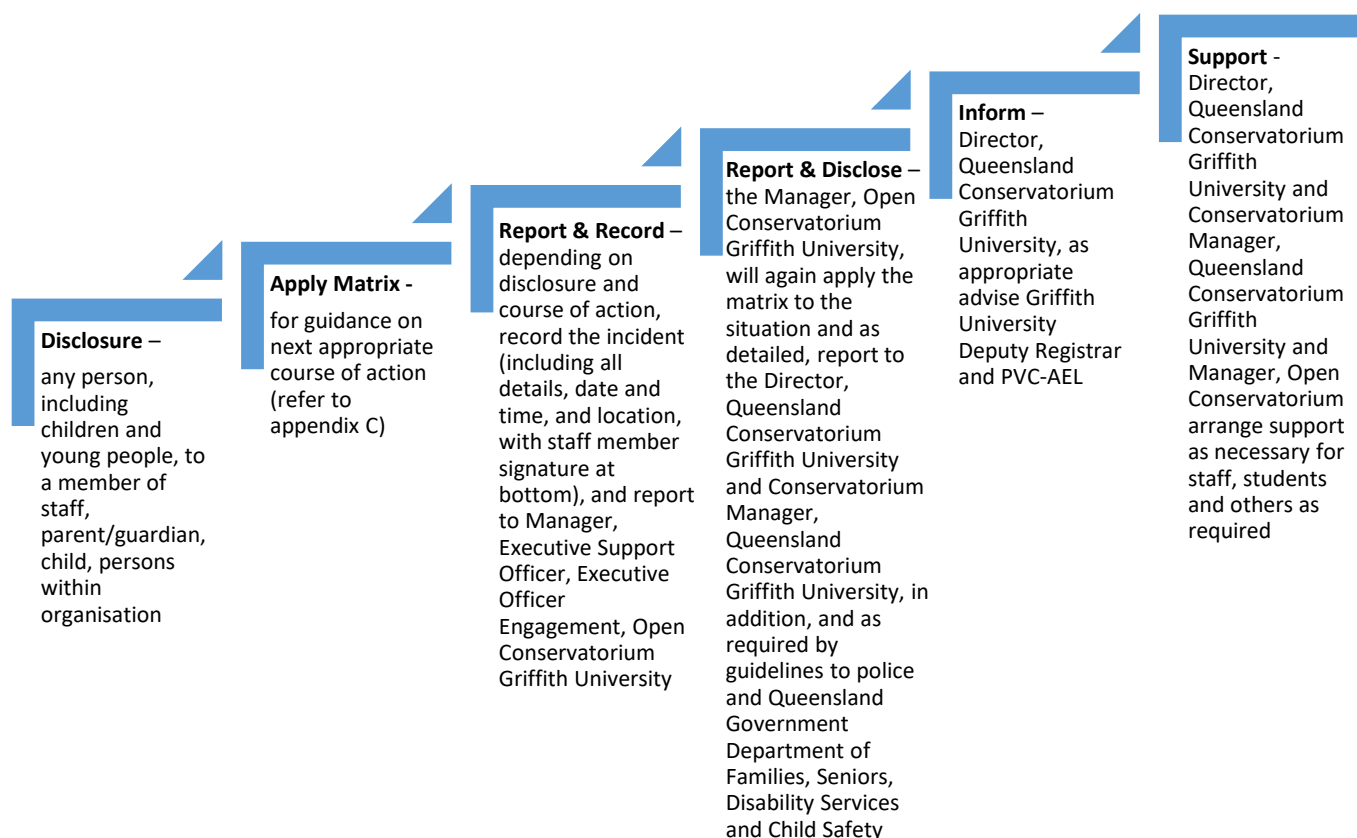
Open Conservatorium employs a Risk Guideline structure to support the procedures outlined above (see **Appendix C**)

## 5. MANAGING BREACHES – CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Open Conservatorium is committed to appropriately managing breaches of this Child and Youth Risk Management Strategy in accordance with the Universities policies as appropriate in the circumstances. In addition, a risk analysis register is available as above in guiding people through breaches to the policy.

Open Conservatorium recognises that a breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy or University policies. In the event of a breach, all communication should be made to Manager, Open Conservatorium, or relevant Griffith University staff, whereby processes for managing the breach will be handled in line with Child and Youth Risk Management Strategy and University policies. All breaches will be documented and recorded accordingly.

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## 6. HIGH-RISK MANAGEMENT PLANS

Open Conservatorium complies with the Risk Management processes available through the University. These include Risk Registers and Risk Assessments for all activities and excursions. In completing risk assessments, we utilise the forms attached to document.

## 7. BLUE CARD POLICIES AND PROCEDURES

Open Conservatorium Blue Card Process and Register are evidence of fulfilment of the requirement of the regulation. The process and register requires relevant prospective or current employees, volunteers, guests or clinicians to apply for a Blue Card, and for Open Conservatorium to check the validity and appropriateness of any currently held notices as appropriate, in accordance with the Child Protection Act (1999) and the Child Safe Organisations Act 2024 (Qld).

Under the process and register, Open Conservatorium will:

1. Submit a change in police notification form when notified by employee that such a change has occurred
2. Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received
3. Update the organisational portal when a staff member joins or is no longer with the organisation when appropriate
4. Appoint contact person/s who will be responsible for managing the screening process and all related documentation and records
5. Ensure that all information relating to Blue Cards and Exemption Notices is kept confidential
6. Act to remind all employees to keep their Blue Card or Exemption Notice up to date

Maintain a Blue Card Register which is updated via the Bluecard portal

## 8. COMMUNICATION AND SUPPORT

Open Conservatorium is committed to making this Child and Youth Risk Management Strategy (and all related policies and procedures described therein) available to students, parents, volunteers and employees in soft copy in addition to the [Open Conservatorium website](#) and in hardcopy via display at Open Conservatorium reception counter.

Open Conservatorium is committed to training employees in relation to risks to children via program preparation, professional development at staff workshops and meetings and regular discussions between managers and their staff, recognising that many staff also undertake this training externally.

## 9. RESPONSIBILITIES

Open Conservatorium is responsible for developing and implementing this Child and Youth Risk Management Strategy to fulfil its obligations. All employees at Open Conservatorium are responsible for acting in compliance with this Child and Youth Risk Management Strategy and related policies and procedures.

Open Conservatorium is responsible for reviewing this Child and Youth Risk Management Strategy annually. Open Conservatorium will also record, monitor and report any breaches of the strategy to the Queensland Conservatorium Griffith University Directorate.

<b>Date of Development/review</b>	<b>Date Ratified</b>	<b>Date to be Reviewed</b>
24/01/2024	30/01/2024 JB	24/01/2025
24/01/2025 – 5/08/2025 (due to ongoing legislative changes)	20/08/2025 JB	18/11/2025
21/01/2026 – 27/01/2026	10/02/2026 JB	10/02/2027

## Risk Matrix

### Risk Rating

Consequences/ Likelihood	Insignificant No injuries*	Minor First Aid treatment*	Moderate Medical treatment*	Major Serious or extensive injuries*	Catastrophic Death or large number of serious injuries*
Almost Certain	Low	Medium	High	High	Extreme
Likely	Low	Medium	Medium	High	High
Possible	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Low	Medium	Medium
Rare	Low	Low	Low	Low	Medium

### Likelihood Rating

The number of times within a specified period in which a risk may occur either as a consequence of business operations or through failure of operating systems, policies or procedures.

Rating	Description	Occurrence	Probability
Almost Certain	Expected to occur in most circumstances	Multiple/12 months	> 80%
Likely	Strong possibility of occurrence	Within 12 months	61% – 80%
Possible	May occur occasionally	Within 5 years	31% – 60%
Unlikely	Not expected to occur but may happen	Within 10 years	5% – 30%
Rare	May only occur in exceptional circumstances	>10 years	< 5%

### Prioritising Risks – Table of Management Action

Risk Score	What should I do?
Extreme	Immediate action required
High	Action plan required, senior management attention needed
Medium	Specific monitoring or procedures required, management responsibility must be specified
Low	Manage through routine procedures. Unlikely to need specific application of resources.

**APPENDIX B:**

**RISK MANAGEMENT FORMS AND TEMPLATES**

[Risk management \(griffith.edu.au\)](http://griffith.edu.au)

**OFF CAMPUS ACTIVITIES:** This Includes additional school related excursions, off-campus activities.

[Risk management \(griffith.edu.au\)](http://griffith.edu.au)

[Field Trip Guidelines \(griffith.edu.au\)](http://griffith.edu.au)

**CONTRACTORS:**

[Risk management \(griffith.edu.au\)](http://griffith.edu.au)

**APPENDIX C:**

<b>Risk Guideline</b>				
<b>Risks</b>	<b>Likelihood of event</b>	<b>Consequences for the child</b>	<b>Level of risk to the child</b>	<b>Treatment to prevent or reduce harm</b>
Parent/guardian does not arrive to pick up child	Possible	Moderate	High	<ul style="list-style-type: none"> <li>• Procedure for drop off and pick up provided to parent/guardian and discussed</li> <li>• Parent/guardian provides other contact if unable to pick up child/young person</li> <li>• Child/young person to remain on campus at all times until parent/guardian arrives</li> </ul>
Child/young person injures self e.g. Falls	Rare	Moderate	Moderate	<ul style="list-style-type: none"> <li>• Assess injury and if necessary, call parent/guardian</li> <li>• Call for medical assistance if required</li> </ul>
Child/young person says that they do not want to go home with parent/guardian	Rare	Major	High	<ul style="list-style-type: none"> <li>• Ask child/young person for reason</li> <li>• If answer suggests harm to child from someone at home, report to relevant authorities - If not, discuss issue with parent/guardian</li> </ul>
Child/young person discloses that they are being physically harmed by parent/guardian/sibling/family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Depending on information given either report or discuss with parent/guardian</li> <li>• Ring Queensland Government Department of Families, Seniors, Disability Services and Child Safety to clarify if unsure and to report disclosure</li> </ul>
Child/young person discloses that they are being sexually abused by parent/guardian/family member	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report to Queensland Government Department of Families, Seniors, Disability Services and Child Safety and Police</li> <li>• Provide support to child/young person through Crisis Care if necessary</li> </ul>
Child/young person discloses that they are being sexually abused by someone outside of the family	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report to police</li> <li>• Provide support to child/young person and notify parent/guardian</li> </ul>
Child/young person complains to parent/guardian that during	Rare	Minor	Low	<ul style="list-style-type: none"> <li>• Provide copy of employee code of conduct and commitment to</li> </ul>

music lesson they were verbally abused				<p>protecting children from harm to both parent/guardian and teacher</p> <ul style="list-style-type: none"> <li>• Provide procedures for making complaint to parent/guardian</li> <li>• Request that parent/guardian attend lessons to observe</li> <li>• Follow disclosure process outlined below</li> </ul>
Child/young person complains to parent/guardian that during lesson they were physically or sexually abused	Rare	Major	High	<ul style="list-style-type: none"> <li>• Refer parent/guardian to University code of conduct but also their right to report these claims after having clarified issue with child</li> <li>• Report to police (Manager or person from Queensland Conservatorium Griffith University Executive)</li> <li>• Follow disclosure process outlined below</li> </ul>
Child/young person presents with depression, sadness and some talk of self-harm	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Report behaviour to parent/guardian immediately. If no action taken, then report behaviour to Queensland Government Department of Families, Seniors, Disability Services and Child Safety</li> </ul>
Child/young person's behaviour makes lesson untenable and could cause harm to child/young person or teacher/employee	Possible	Moderate	High	<ul style="list-style-type: none"> <li>• Refer child to code of conduct</li> <li>• Speak with parent/guardian about child's behaviour involving child in that discussion</li> <li>• Require that parent immediately collect child/young person from the lesson venue</li> <li>• Require parent/guardian to attend any future lessons</li> </ul>