



TYLER INTERNATIONAL Study Tour Specialists - Gold Coast • Queensland • Australia

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

(prepared 20/02/2019)

PART 1: COMMITMENT

Statement of Commitment (mandatory requirement 1)

Tyler International (TI) is committed to the safety and wellbeing of all students. TI respects and values the dignity, self-esteem and integrity of every child and young person.

TI and the Child and Youth Risk Management Strategy has been developed in compliance with our obligations under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* to promote and protect children and young people.

Codes of Conduct (mandatory requirement 2)

TI has developed codes of conduct and standards of behaviour for employees, students, volunteers and other personnel in consultation with relevant parties. These codes of conduct set out TI's requirements in relation to the conduct of employees who work at Tyler International, together with students, volunteers and other personnel and contain specific information on interacting with students.

TI Employee Code of Conduct

All TI employees must comply with the Code of Conduct (Policy), including employees employed on a temporary, casual, fixed term or continuing basis.

The Code of Conduct states that TI employees must act appropriately and professionally at all times in their interactions with staff, customers and students and observe appropriate boundaries, behaviour and contact with students. In addition, the Code of Conduct covers the employees' duties in relation to risk management and duty of care obligations to students.

Student Behaviour Support Policy

Students should be made aware of their responsibilities, which include:

- a) Accept the authority of the host family in all outside-of-school matters, including adhering to the family rules and responsibilities they are given (refer to Homestay Student Rules document).
- b) Cooperate fully by taking responsibility for his or her own progress by preparing for, and participating in, all classes he or she attends.



TYLER INTERNATIONAL PTY LTD ABN 65 629 487 998

CONTACT:

Phone: (07) 5594 3379 Mobile: 0415 227 144
Email: studytours@tylerinternational.com.au
www.tylerinternational.com.au

OFFICE: 2/3029 The Boulevard
Emerald Lakes French Quarter, Carrara QLD 4211

POSTAL ADDRESS: PO Box 4621
Ashmore LPO QLD 4214 Australia

- c) Offensive behaviour, including the use of bad language, alcohol, illegal use or handling of drugs, gambling, stealing, or causing injury of risk to others will not be tolerated. Racism and other forms of personal harassment are treated extremely seriously and will not be tolerated or excused.
- d) Not making arrangements with friends without consulting the homestay family first to seek permission.

PART 2 - CAPABILITY

Procedures for recruiting, selecting, training and managing staff that enhance the safety and wellbeing of children and young people and the protection of children and young people from harm. (mandatory requirement 3)

TI aims to recruit and select employees that are appropriately qualified and suitable for working with children and young people. TI is responsible for staff recruitment, selection, training and management of employees.

In advertising new positions for TI, the advertisement states that “This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law”. TI adheres to the policies and procedures in relation to employment which are contained in the *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2011*. All non-teaching employees and volunteers who work with students and who require a Blue Card under the *Working with Children (Risk Management and Screening) Act 2000*, are required to obtain a Blue Card and keep it current. All non-teaching employees and volunteers who have a current Blue Card will be advised that their card will need to be linked to TI.

PART 3 - CONCERNS (mandatory requirement 4)

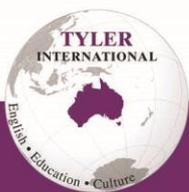
Policies and procedures for handling disclosures or suspicions of harm

Student Protection Process

- TI is committed to providing a safe and supportive learning environment for students and requires its employees to model and encourage behaviour that upholds the welfare and best interests of students.
- TI has policies, procedures and forms in place for handling disclosures or suspicions of harm, including reporting guidelines. In the event of a disclosure or suspicion of harm being reported the policies and procedures will be reviewed for effectiveness and amended if required. Frameworks may differ depending on the circumstances surrounding the incident of alleged harm; therefore it is crucial this procedure is followed carefully, particularly with respect to employees reporting sexual abuse of a person under the age of 18 years.

A plan for managing breaches of the Child and Youth Risk Management Strategy (mandatory requirement 5)

TI is committed to appropriately managing breaches of the Child and Youth Risk Management Strategy in accordance with relevant policies. TI has procedures in place to deal with any breaches in a consistent, fair and supportive manner.



PART 4: CONSISTENCY

Policies and procedures for managing compliance with the Blue Card system. (*mandatory requirement 6*)

TI has developed, implemented and maintains procedures to identify and minimise the potential risk of harm to children, including codes of conduct, procedures for recruiting, managing and training of staff. All employees, volunteers and homestay families over the age of 18yrs are required to hold a current Blue Card.

A risk management plan for high risk activities and special events (*mandatory requirement 7*)

TI considers all curriculum activities in terms of their inherent level of risk. TI is responsible for identifying potential risks and considering the safety and wellbeing of students and the risk of harm to students when planning all activities.

Strategies for communication and support (*mandatory requirement 8*)

TI views child and youth protection as both a professional and moral obligation that extends to and can affect the whole community. To that end, TI aims to provide information and support to as wide an audience as possible.

