



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

CHILD AND YOUTH RISK MANAGEMENT STRATEGY

(updated 3/01/2022)

PART 1: COMMITMENT

Mandatory Requirement 1: Statement of Commitment

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.

Mandatory Requirement 2: Codes of Conduct

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

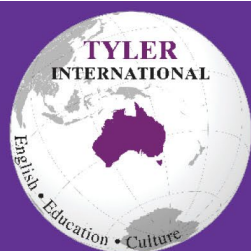
All TI employees must comply with the Code of Conduct (Policy), including employees employed on a temporary, casual, fixed term or continuing basis.

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) PARTICIPATION IN HOMESTAY – 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 Regulation document).



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- b) CLASSROOM TEACHING – Cooperate fully by taking responsibility for his or her own progress by preparing for, and participating in, all classes he or she attends.
- c) CLASSROOM TEACHING – 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) PARTICIPATION IN HOMESTAY – Not making arrangements with friends without consulting the homestay family first to seek permission.

PART 2 - CAPABILITY

Mandatory Requirement 3: 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.

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.

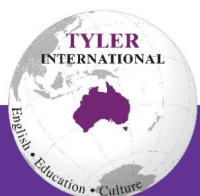
In advertising new positions for TI, the advertisement states that “This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law”. TI adheres to the policies and procedures 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 on their portal.

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.



Mandatory Requirement 5: A plan for managing breaches of the Child and Youth Risk Management Strategy

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.

Mandatory Requirement 6: Risk Management Plan for high-risk activities and special event

TI does not engage with any high-risk activities, but in the case of student/staff injury, please refer to the attached (Attachment 1) incident form to be completed by attending/supervising teacher/staff.

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.

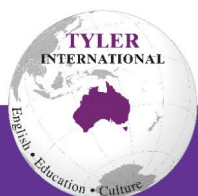
PART 4: CONSISTENCY

Mandatory Requirement 7: Policies and procedures for managing compliance with the Blue Card system.

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 and have this linked to TI on their portal. All documentation is recorded and updated in our CRM for compliance, reporting, privacy and auditing.

Mandatory Requirement 8: Strategies for communication and support

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.



ATTACHMENT 1

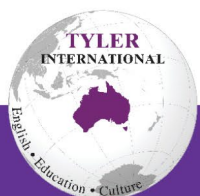


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NOTIFICATION OF STUDENT INJURY, ILLNESS AND INCIDENT FORM

This form is to be completed in full, electronically or as a hard copy, and forwarded by email to studytours@tylerinternational.com.au as soon as possible after the incident.

1. STUDENT DETAILS			
Study Tour Group Name:	ESL Teacher in Charge:		
Student Surname:	Given names:		
Date of birth:	Age:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Class year:	Home address:		
School/Location at the time of the incident:			
2. TYPE OF INJURY/ILLNESS/INCIDENT			
Medical treatment only	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Medical treatment and lost school time	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Notifiable incident to Medical Practitioner	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reported?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>
Notifiable infectious diseases of childhood	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reported?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>
3. WHERE INJURY/ILLNESS/INCIDENT OCCURRED			
Did the incident occur at school/classroom location?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If No, go to next section)		
Please indicate where the incident occurred:			
Indicate where the incident occurred and provide details and risk assessment (attach additional documents as required).			
3. TIME AND DATE OF INCIDENT			
Date of incident:	Time of incident:		



4. SUPERVISION AND REPORTING

Name of person supervising at time of incident:

Contact details:

Is this the same person the incident was reported to? Yes No

Name of witness to the incident:

Contact details:

Has an incident investigation been carried out? Yes No

If No, will an investigation be done? Yes No

5. NATURE OF THE INJURY SUSTAINED

Contusion/crush

Burn

Dislocation

Laceration/open wound

Possible concussion

Suspected fracture

Impalement

Unconsciousness

Other (Please provide details)

6. LOCATION OF INJURY

Head/face

Hand/fingers

Hip/leg

Eye

Left Right

Left Right

Left Right

Foot/toes

Arm/shoulder

Back

Neck

Left Right

Left Right

Trunk (other than back)

Suspected internal organs

Circumstances leading to the incident/injury/trauma:

Product, structures or equipment involved:

7. ILLNESS

Circumstances surrounding student becoming ill, including apparent symptoms:

Time of illness:

Date of illness:

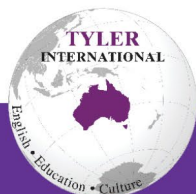
8. ACTION TAKEN

Details of action taken, including initial first aid, administration of medication, etc.:

Medical personnel contacted: Yes No If Yes, provide details:



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9. DETAILS OF PERSON COMPLETING THIS RECORD

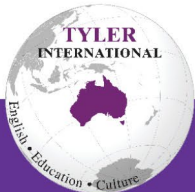
Name:	Signature:
Time record was made:	Date record was made:

10. NOTIFICATIONS

Parent/guardian:	Date:	Time:
International Leader/teacher/coordinator	Date:	Time:
Homestay Family	Date:	Time:
Tyler International Management	Date:	Time:
Regulatory authority (if applicable):	Date:	Time:



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