



## ANNUAL GENERAL MEETING

March 8<sup>th</sup>, 2021

6:30pm

WoodLinks SS P&C Association

Chairperson: Andrew Williams

Welcome to members:

Andrew Williams, Raylene Shard, Sarra Larsen, Brenton Wratt, Amanda Syron, Kristie Wright, Tayla Warwick, Jodi Yorke, Kira Jappe

Introduce any guests: School staff Greg Noble, Clint Gallagher

Apologies: Leanne, Shannon, Stuart

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Confirmation of minutes of the previous annual general meeting: See attachment 1

The minutes of the previous Annual General Meeting held on 9/3/20, were read by those present.

Motion: That the minutes be accepted as a true and a correct record of the meeting.

Motioned: Andrew

Seconded: Raylene

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Business arising out of the minutes of the previous annual general meeting: Nil

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Receipt and adoption of the Association's audited annual financial statement: See attachment 2

Motioned: Andrew

Seconded: Amanda

Receipt and adoption of the Treasurer's report (to include all relevant subcommittees audited financial statements): See attachments.

Motioned: Andrew

Seconded: Kira

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Receipt and adoption of the President's annual report: See attachment 3

Motioned: Andrew

Seconded: Raylene

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Receive applications for membership:

See attached application forms totalling 9

WoodLinks SS P&C Association

- a) motion to consider all applications to renew existing membership
- b) motion to accept applications to renew existing membership
- c) motion to consider all new applications for membership
- d) motion to accept new applications for membership

Motioned: Andrew

Seconded: Amanda

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Election of Officers/Executive Committee:

Chaired by: Greg Noble

Executive Committee:

Call for nominations for the position of President: Amanda Syron

Motioned: Greg

Seconded: Andrew

Call for nominations for the position of Vice President/s: Kira Jappe

Motioned: Greg

Seconded: Amanda

Call for nominations for the position of Secretary: Sarra Larsen

Motioned: Greg

Seconded: Amanda

Call for nominations for the position of Treasurer: Andrew Williams

Motioned: Greg

Seconded: Amanda

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Motion to change bank signatories to the newly elected Officers:

Motioned: Greg

Seconded: Andrew

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Welcome to the new Executive team and thank you to our chair.

Meeting Chaired by: Andrew

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Call for nominations for any other positions as determined by the Association:

Call for nominations for the position of Fundraising Coordinator: Jodi Yorke

Motioned: Andrew

Seconded: Kira

Call for nominations for the position of Uniform Shop Convenor: Tayla Warwick

Motioned: Andrew

Seconded: Raylene

Call for nominations for the position of Social Media Co-ordinator: Tayla Warwick

Motioned: Andrew

Seconded: Sarra

Call for nominations for the position of Grant Manager: Kristie Wright

Motioned: Andrew

Seconded: Tayla

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Ongoing subcommittees:

Motion to confirm that Fundraising subcommittee will continue to operate in the coming year.

Motioned: Andrew

Seconded: Jodi

Motion to confirm that the Festival subcommittee will operate in the coming year.

Motioned: Andrew

Seconded: Greg

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Appointment of the Association's Auditor:

Motion to confirm Your Tax Mate to remain the chosen auditor for the year.

Motioned: Andrew

Seconded: Raylene

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Adoption of the Student Protection Risk Management Strategy: See attachment 4

Motioned: Andrew

Seconded: Greg

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Adoption of new model constitution: Continuation of previous years with update of quorum.

Motioned: Andrew

Seconded: Kira

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General Businesses/Motions on notice:

1. Motion to start a general spending card account in presidents name.

Motioned: Andrew

Seconded: Raylene

2. Motion for all P&C members and volunteers to sign and follow Cash Handling Procedure – Version 1 - 2021, created in accordance with P&C Qld guidelines, before they can be involved in activities involving money.

Attachment 5

Motioned: Sarra

Seconded: Raylene

3. Importance of report submissions by due dates and introduction of report templates.

4. Motion to allow the auditor (Your Tax Mate) to update the authorised contacts with the ATO.

Motioned: Amanda

Seconded: Raylene

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#### NEXT MEETING

The next AGM of the Association will be March 2022

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Closure:

Chair closed the meeting at 7:20pm

Minutes endorsed as true and correct 8/03/2021

President



Secretary



# WoodLinks State School P&C Association

**DATE:** 9/3/2020

**VENUE:** WoodLinks State School

**CHAIRPERSON:** Andrew Williams

**OPENING:** 6:30pm

Attendees: Andrew Williams, Shannon O'Donoghue, Clint Gallagher, Leanne Routledge, Amanda Syron, Sara Larson, Kris Troy, Kylie Kadir, Deb Saltrick, Raylene Shard, Mel McWhirter

**APOLOGIES:** Lauren Wasson

## PREVIOUS MINUTES

The minutes of the previous Annual General Meeting held on 13/3/19, were read by those present.

**Motion:** moved that the minutes be accepted as a true and a correct record of the meeting.

Moved Andrew Williams                      Seconded Raylene Butt **Carried**

## BUSINESS ARISING OUT OF THE MINUTES

NIL

## PRESIDENT'S REPORT

Moved **Andrew Williams**                      Seconded **Leane** **Carried**

President's report discussed and shared

- **Ipads, events, acknowledgement to support**

## PRINCIPAL'S REPORT

Moved **Shannon O'Donoghue**                      Seconded **Leane** **Carried**

- **31 classes, 729 students, air conditioning has been approved and start date not given – air conditioning**
- **This year's focus – community engagement, PBL, Writing**
- **H.P.E week students/teachers**
- **ARD visit**
- **Buildings based on growth – possible this year**
- **Book fair start Wednesday**
- **Coronavirus – informed from QLD Health**

## ANNUAL FINANCIAL STATEMENTS .

Audited reports tabled and discussed. Please see attached report.

**Motion:** That the Annual Financial Statements be accepted

Moved – **Kris Troy**                      Seconded – **Kylie Kadir** **Carried**

- **General account – even**
- **Replacement of fridge/freezer was used by profits**
- **Uniform shop accounts**

## MEMBERSHIP

- a) motion to consider all applications to renew existing membership
- b) motion to accept applications to renew existing membership
- c) motion to consider all new applications for membership
- d) motion to accept new applications for membership

Moved – **Andrew Williams**

Seconded – Leane

**Carried**

- **discussed details of membership and everyone attending meeting that wishes to renew is accepted**
- **discussed**

## ELECTION OF OFFICERS OF THE ASSOCIATION (usually chaired by the Principal)

Election of Officers/Executive Committee

Call for nominations for the position of President – **Andrew Williams**

Moved **Kylie Kadir**

Seconded **Clint Gallagher**

**Carried**

Call for nominations for the position of Vice President/s **Kylie Kadir**

Moved **Shannon O'Donoghue**

Seconded **Raylene Shard**

**Carried**

Call for nominations for the position of Secretary – **Sara Larson**

Moved **Shannon O'Donoghue**

Seconded – **Kylie Kadir**

**Carried**

Call for nominations for the position of Treasurer – **Amanda Syron**

Moved **Shannon O'Donoghue**

Seconded - **Raylene Shard**

**Carried**

Call for nominations for any other positions as determined by the Association

**Fundraising Coordinator – Kira Jappe**

Moved **Shannon O'Donoghue**

Seconded **Raylene Shard**

**Carried**

**Tuckshop Convenor – Raylene Shard**

Moved **Shannon O'Donoghue**

Seconded **Leanne Routledge**

**Carried**

**Uniform Shop Convenor – Mel McWhirter**

Moved **Shannon O'Donoghue**

Seconded – **Raylene Shard**

**Carried**

**Welcome new officers to positions and the Principal hands the chair back to the P&C President to continue the meeting.**

## BANK SIGNATORIES

**Motion:** to change bank signatories to the newly elected Officers

Moved **Andrew Williams**

Seconded

**Raylene Shard**

**Carried**

- arranged a time to meet at the bank to update signatures

## ONGOING SUBCOMMITTEES

Ongoing subcommittees must be confirmed at the AGM

**Motion:** to confirm that **Fundraising** subcommittee will continue to operate in the coming year

Moved **Andrew Williams**

Seconded **Deb Saltrick**

**Carried**

- discussed that Kira will chair the fund raising team and move forward to gain more volunteers

## AUDITOR APPOINTMENT

**Motion:** to continue with the current Auditor for 2020.

Moved – **Andrew Williams**

Seconded – **Amanda Syron**

**Carried**

- **will continue with previous auditor as they already know the committee information**
- **Amanda will coordinate**

## ADOPTION OF STUDENT PROTECTION RISK MANAGEMENT STRATEGY

**Motion:** to adopt the Student Protection (found on P&Cs Qld Website)

Moved- **Andrew Williams**

Seconded – **Amanda Syron**

**Carried**

- Amanda will audit perishables and disregard based on dates and opinion

## GENERAL BUSINESS

Motion moved that the stocktake be held in the last week of school to allow the audit to be done in time. Next AGM to be held in March 2021.

Moved – **Andrew Williams**

Seconded – **Amanda Syron**

**Carried**

- Motion that the P&C budget be reviewed with all previous funding commitments be assessed and new budget presented at next general meeting.

Moved –

Seconded –

Carried

- P&C will consult with school and parents around needs of the school and base commitment to school based on equipment or needs of the school

P&C Guideline to be given to every new member.

Moved –

Seconded –

Carried

## NEXT MEETING

The next AGM of the Association will be **1 March 2021**

## CLOSURE

**Chair closed the meeting at 7:09pm**

**Minutes endorsed as true and correct 08/03/2021**

**President** \_\_\_\_\_

**Secretary** \_\_\_\_\_

**Woodlinks State School P & C Association**  
**ABN 63 171 491 024**

Financial Statements  
**For the year ended 31 December 2020**

**Your Tax Mate -Accountants & Tax Agents**

ABN 96 392 253 551

PO Box 103

Goodna 4300

Phone: (07) 38182442 Fax: (07) 38181010

Email: [admin@lesray.com.au](mailto:admin@lesray.com.au)



**Woodlinks State School P & C Association**  
**ABN 63 171 491 024**

**Contents**

Committee's Report	3
Trading Account	4
Income and Expenditure Statement	5
Detailed Balance Sheet	7
Statement by Members of the Committee	8
Independent Auditor's Report to the Members	9
Certificate by Member of the Committee	12

**Woodlinks State School P & C Association**  
**ABN 63 171 491 024**  
**Committee's Report**  
**For the year ended 31 December 2020**

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Your committee members submit the financial accounts of the Woodlinks State School P & C Association for the financial year ended 31 December 2020.

### **Committee Members**

The names of committee members at the date of this report are:

### **Principal Activities**

The principal activities of the association during the financial year were: .

### **Significant Changes**

No significant change in the nature of these activities occurred during the year.

### **Operating Result**

The profit from ordinary activities after providing for income tax amounted to

Year ended	Year ended
31 December	31 December
2020	2019
\$	\$
5,205.00	(3,505.36)

Signed in accordance with a resolution of the Members of the Committee on:

**Woodlinks State School P & C Association**  
**ABN 63 171 491 024**  
**Trading Account**  
**For the year ended 31 December 2020**

	2020 \$	2019 \$
<hr/>		
<b>Trading Income</b>		
Sales - Uniforms	56,872.00	53,844.85
<b>Total Trading Income</b>	<u>56,872.00</u>	<u>53,844.85</u>
 <b>Cost of Sales</b>		
<b>Add:</b>		
Opening Stock	59,390.61	60,243.92
Purchases	46,043.00	53,439.00
	<u>105,433.61</u>	<u>113,682.92</u>
 <b>Less:</b>		
Closing Stock	59,390.61	59,390.61
	<u>59,390.61</u>	<u>59,390.61</u>
 <b>Cost of Sales</b>	 46,043.00	 54,292.31
 <b>Gross Profit from Trading</b>	 <u>10,829.00</u>	 <u>(447.46)</u>

# Woodlinks State School P & C Association

ABN 63 171 491 024

## Income and Expenditure Statement For the year ended 31 December 2020

	2020 \$	2019 \$
<b>Income</b>		
Trading profit	10,829.00	(447.46)
Sausage <b>Sizzle</b> Income	0.00	819.05
Disco Income	0.00	3,314.25
Mother And Father's Day Stalls	6,750.00	10,415.02
Fun Raising Events	6,513.00	13,521.24
Festival Income	0.00	19,411.24
Tuckshop Income	15,980.00	13,379.91
Cross Country	0.00	1,554.00
Raffles	0.00	1,234.00
Free Dress	0.00	1,243.35
Sports	0.00	5,201.01
Other income	8,507.00	7,301.27
Total income	48,579.00	76,946.88
<b>Expenses</b>		
Audit fees	1,555.00	800.00
Bank fees & charges	965.00	886.25
Computer Expenses	165.00	0.00
Cross Country Expenses	0.00	260.00
Raffles	0.00	44.00
School Donations	14,685.00	10,000.00
Fundraising Expenses	717.00	0.00
Insurance	2,221.00	2,151.06
Mother And Father's Day Stall Expenses	9,164.00	8,472.67
Materials & supplies	220.00	0.00
Fun Raising Events	950.00	5,834.75
Festival Expenses	0.00	19,181.84
Tuckshop Expenses	0.00	15,303.65
Other Expenses	0.00	4,716.19
Sports	0.00	2,271.41
Printing & stationery	143.00	0.00
Promotions	0.00	890.50

The accompanying notes form part of these financial statements.

**Woodlinks State School P & C Association**  
**ABN 63 171 491 024**  
**Detailed Balance Sheet as at 31 December 2020**

	Note	2020 \$	2019 \$
<b>Current Assets</b>			
<b>Cash Assets</b>			
Tuckshop Card Account - Comm 10091210		128.36	114.47
General Account - Commonwealth 10087780		28,473.75	35,832.48
Tuckshop Account - Commonwealth 10087799		15,202.51	11,998.96
Uniform Account - Commonwealth 10087801		47,787.05	38,527.84
Savings Account - Commonwealth		0.00	599.16
		<u>91,591.67</u>	<u>87,072.91</u>
<b>Receivables</b>			
Trade debtors		<u>100.00</u>	<u>0.00</u>
		<u>100.00</u>	<u>0.00</u>
<b>Inventories</b>			
Uniforms - Stock On Hand		<u>59,390.61</u>	<u>59,390.61</u>
		<u>59,390.61</u>	<u>59,390.61</u>
<b>Total Current Assets</b>		<u><b>151,082.28</b></u>	<u><b>146,463.52</b></u>
<b>Total Assets</b>		<u><b>151,082.28</b></u>	<u><b>146,463.52</b></u>
<b>Net Assets</b>		<u><b>151,082.28</b></u>	<u><b>146,463.52</b></u>
<b>Members' Funds</b>			
Accumulated surplus (deficit)		<u>151,082.28</u>	<u>146,463.52</u>
<b>Total Members' Funds</b>		<u><b>151,082.28</b></u>	<u><b>146,463.52</b></u>

The accompanying notes form part of these financial statements.

**Woodlinks State School P & C Association**  
**ABN 63 171 491 024**  
**Statement by Members of the Committee**  
**For the year ended 31 December 2020**

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The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Woodlinks State School P & C Association as at 31 December 2020 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

**Woodlinks State School P & C Association****ABN 63 171 491 024****Independent Auditor's Report to the Members**

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**Report on the Audit of the Financial Report****Opinion**

We have audited the financial report of Woodlinks State School P & C Association (the association), which comprises the Statement by Members of the Committee, the Income and Expenditure Statement, Balance Sheet as at 31 December 2020, a summary of significant accounting policies and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 31 December 2020 and [of] its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1981.

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of Matter- Basis of Accounting**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 1981. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**Responsibilities of the Committee for the Financial Report**

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1981 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

## Woodlinks State School P & C Association

ABN 63 171 491 024

### Independent Auditor's Report to the Members

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#### **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**Woodlinks State School P & C Association**

**ABN 63 171 491 024**

**Independent Auditor's Report to the Members**

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Signed on:

\_\_\_\_\_  
Katie J Shaw MIPA AFA,  
DipAcc

**Woodlinks State School P & C Association**  
**ABN 63 171 491 024**  
**Certificate by Member of the Committee**  
**For the year ended 31 December 2020**

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I, of [ENTER ADDRESS] certify that:

- a. I attended the annual general meeting of the association held on .
- b. The financial statements for the year ended 31 December 2020 were submitted to the members of the association at its annual general meeting.

Dated

## **Woodlinks State School P&C Association**

### **President's Annual Report**

**March 2021**

I am pleased to present my President's report to the 2021 AGM covering our achievements in the 2020 year.

2020 was a year like none we had seen before but even with Covid disruptions we continued to grow our P&C and improve on the behind-the-scenes processes and systems to allow for a better functioning P&C in coming years.

Some of our key achievements include:

- Funding of the outdoor learning amphitheatre
- Continued improvement of P&C business operations
- Roll out of Xero accounting software
- Joining of industry advocate groups and liaising with P&C Qld to advise on processes
- Successfully held Mother's & Father's Day stalls through restrictions
- Art Show
- Move to the tuckshop convenor role being paid directly by the P&C

We have liaised with the school in their development and implementation of the Quadrennial School Review, Behaviour Management Plan, Uniform Policy and school budgets. We gratefully acknowledge the support received by the Principal throughout the year.

I would like to thank the executive committee, Amanda Syron, Sarra Larson & Kylie Kadir for their efforts and valuable contribution over the year. It makes the role of President a lot more pleasant when working with such a committed team. 2021 will see some further changes to these roles but this change can assist in the growth & development of the P&C as we introduce fresh ideas to the school.

I would like to acknowledge the dedication and contribution of our P&C committee, volunteers and members that helped make 2020 a successful year even with all the adversity faced. It has been an honour to be the President of the P&C. Hopefully we can continue to grow this in 2021 with an increase in members and share the load of volunteering with the broader parent base.

I look forward to seeing 2021 continue the upward trend of success in our P&C.

Thank you

Andrew Williams

P&C President

Woodlinks State School

# WoodLinks State School P&C Association Student Protection Risk Management Strategy

*A strategy for managing risks to children & young people.*

This Strategy is effective from **08/03/2021** (date endorsed) and is to be reviewed 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.

**WoodLinks 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**

WoodLinks State School P&C Association is committed to the safety and wellbeing of the students in the care of WoodLinks 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 (the Department) Student Protection Procedure, Code of Conduct and Code of School Behaviour that apply to all departmental employees and includes volunteers and P&C employees.

[Department of Education Student Protection Procedure](#)

[Department of Education Code of School Behaviour](#)

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 to the principal (or to the Regional Director if it is suspected the principal is involved).
- 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 or exploitation

### 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 including provision of the Student Protection Fact Sheet (see Templates, page 10)
- 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 of the Code of Conduct 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 principal\*.
- OSHC staff are to report their concerns to the OSHC Coordinator/OSHC Assistant 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 Communities, Child Safety and Disability Services, and
  - Inform the principal.
- Are **NOT** to investigate any aspect of a suspicion of harm or risk of harm.
- 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 Regional Director, Schools at the local Departmental Regional Office.

## **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 Departmental 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.

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
- Student Protection Fact Sheet (see Templates, page 10)
- 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 application forms for P&C employees should be processed by the authorised officer determined by the P&C President
- The contact person in part A of the application form MUST be the P&C President
- Blue Card Services must be notified if the person in the role of President (the contact person for the Association) changes. (See Templates)

- Blue card application forms for volunteers should be processed by the authorised officer determined by the Principal
- Volunteers and P&C employees who already have a Blue Card must provide a copy to the authorised officer determined by the Principal for filing
- 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 in order to guarantee confidentiality of private information.
- Ensure that current versions of Blue Card application forms are available on site
- The contact address of the person processing the Blue card applications must be the address of the school.
- Volunteers and P&C employees applying for a Blue Card for the first time, or renewing their card **MUST** be provided with a warning, by the person signing their application, that it is an offence for a 'disqualified person' to apply for a Blue Card. A declaration on the application form that this warning has been given **MUST** then be signed.
- 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.
- In accordance with the *Working with Children (Risk Management and Screening) Act 2000* all volunteers and P&C employees who have a current Blue Card from the Commission **MUST** notify the principal/P&C President of any change in their criminal history (i.e. if they are charged with or convicted of an offence). The principal / P&C President **MUST** then notify Blue Card Services
- 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*. Some offences may incur a fine of up to \$37,500 or up to five years imprisonment. (Updated as of March 2006)

## 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 and Guidelines. The Department's Student Protection Procedure:

<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>

In addition:

- A **P&C employee** is any person employed by the school 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:  
<http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>
- Code of Conduct for the Qld Public Service:  
<http://education.qld.gov.au/corporate/codeofconduct/index.html>
- 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**
- **Student Protection Fact Sheet**
- **Standards of Behaviour Fact sheet**
- **Flowchart: Volunteer or P&C employee response to suspicion of harm to a student**
- **Blue Card P&C President change of contact proforma**
- **Blue Card Register**
- **Volunteer Register**
- **Student Protection Activity Risk Management Plan**

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

Year \_\_\_\_\_

<b>Currency of Blue Cards</b>	
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 have completed new applications and we have forwarded them to the Commission?	Y Yes / Y No
4. Any persons with a negative or suspended notice are not currently employed	Y Yes / Y No

<b>Risk Management</b>	
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 Risk Management Strategy for adoption, under General Business, at the P&C Association's AGM. Copy of checklist provided to the Principal.

P&C President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

P&C President's name: \_\_\_\_\_

**Department of Education  
SMS-PR-012 Student Protection  
Student Protection Fact Sheet**

Student protection involves:

- Working to make schools safe and supportive places;
- Taking action to prevent students being harmed at school; and
- Reporting any suspicion you have that a student has been harmed or may be at risk of harm

**All children have a right to be protected from harm.**

**Harm is:**

Any detrimental effect of a significant nature to the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

This means anything that will have a serious and harmful effect on a student's physical health, or how they think and feel about themselves.

Any behaviour that harms a student is wrong. Sometimes a culture may have a custom or practice that harms children.

Departmental procedures say that harm to students will not be tolerated. It is **NOT** OK. In other words, culture or custom is NO EXCUSE for harming students.

Everyone who works in a school must look after the safety, wellbeing and best interests of children.

**Managing your own behaviour is the first step in student protection**

- NEVER harm a student, either physically, psychologically or emotionally
- NEVER make fun of a student, put them down or discriminate against them because of their race or religion
- NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example, sending suggestive text messages or showing a student pornography)
- NEVER do anything that would make people think you are doing something sexual to a student

**You must report, to the Principal, any harm to a student that is caused by:**

- Someone working at the school
- Another student
- Someone from the student's family, a friend or a stranger
- The student self-harming

**If you see harm occurring at school:**

1. **Help** the student, who has been harmed, for example,
  - By telling the students to move away
  - Get a staff member involved as soon as possible
2. **Tell the principal** straight away about what you have seen
3. **Write** down what you saw and give the information to the Principal.

**If you suspect a student has been harmed at school or outside of school:**

1. **Tell the principal** straight away about what you suspect
2. **Write** down what you suspect and give the information to the Principal.

**If a student tells you that they have been harmed at school or outside of school:**

1. **Listen** carefully
2. **Reassure** the student that they have done the right thing by telling you
3. **Tell the student** you must tell the Principal what they have told you
4. **Tell the principal** straight away about what the student told you
5. **Write** down what the student told you and give the information to the Principal.

If you suspect the Principal is responsible for causing harm to a student report this to the Executive Director, Schools at the local district office.

**The main thing to remember is: If you suspect a student might have been harmed or might be at risk of harm tell the Principal straight away.** If the Principal isn't available you must tell the Acting Principal or a Deputy Principal.

## 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	
<b>Do</b>	<ul style="list-style-type: none"> <li>Communicate, both verbally and non verbally, in a way which models and demonstrates respect for the rights, interests and wellbeing of all students</li> <li>Use appropriate language taking into consideration age, developmental stage, emotional or psychological state, special needs, language background, religion or disabilities</li> <li>Ensure both verbal and non verbal communication are non abusive or bullying</li> <li>When possible, frame communication from the positive perspective in interactions with students</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>Become involved in inappropriate conversations of a sexual nature</li> <li>Make sexually suggestive comments</li> <li>Use language that could be offensive to another</li> <li>Personally correspond (including email and/or mobile phone) with a child or young person in respect of personal or sexual feelings for students</li> </ul>

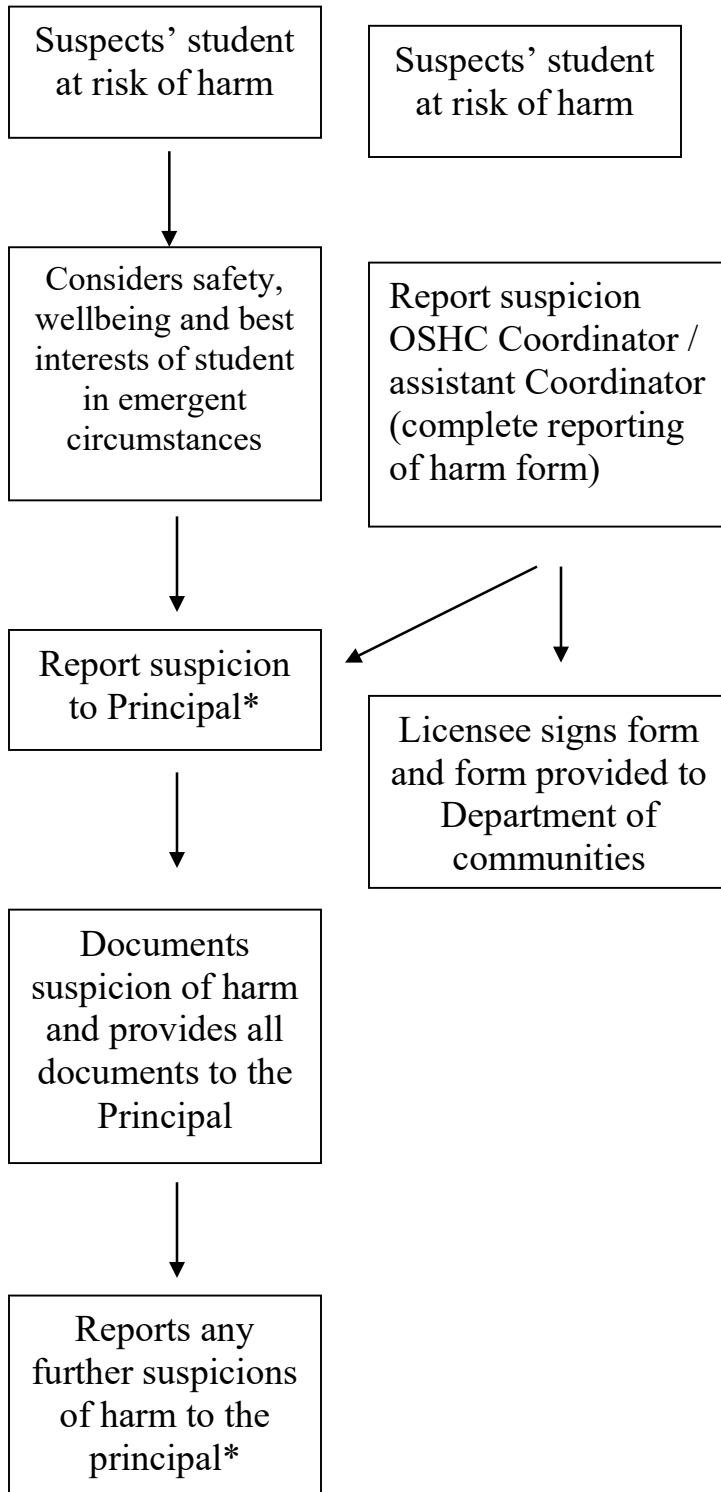
Relationships with Students	
<b>Do</b>	<ul style="list-style-type: none"> <li>Behave in a way, which models and demonstrates respect for the rights, interests and wellbeing of all students</li> <li>Dress appropriately while working with children and young people, in a way that models respect for the students</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>Spend inappropriate time with a student</li> <li>Inappropriately give gifts to a student</li> <li>Show special favours to a student</li> <li>Expose student to sexual behaviour of others including displays of pornography</li> <li>Persuade a student that a 'special' relationship exists</li> </ul>

Physical contact	
<b>Do</b>	<ul style="list-style-type: none"> <li>Respect the personal space of student and limit physical contact generally</li> <li>Limit hugging when initiated by the student by changing from a frontal hug to arm around the shoulder of student</li> <li>Limit hugging when initiated by the student by sitting on the floor with child next to you</li> </ul>
<b>Don't</b>	<ul style="list-style-type: none"> <li>Hit, kick, slap or push a student</li> <li>Allow student to sit on your lap</li> <li>Touch parts of a student's body usually covered by a swimming costume</li> <li>Change nappies or engage in toileting practises</li> </ul>

***(Adapted from information from Blue Card Services)***

## Flowchart: Volunteer or P&C employee response to suspicion of harm to a Student.

### Volunteer &/or P&C Employee/OSHC employee



With respect to child protection issues, reporting suspected harm or risk of harm is only part of the process.

Students who may need protection can be supported through:

- Treating them with respect and dignity
- Being sensitive to their needs, feelings and concerns

Allegations of suspected harm are serious and MUST only be discussed with the Principal\*.

The Principal will decide, who, at the school site, needs to know about the student's context and how much information is appropriate.

It is inappropriate for volunteers or P&C employees to pass on or discuss confidential information about a particular student to others, including colleagues or family members.  
*(Child Protection Act 1999, Part 6 Confidentiality)*

\* Or the Regional Director if the Principal is the subject of the allegation.

Add P&C Association letterhead

**Blue Card Services**  
**Employment Screening Services Program**  
PO Box 12671  
Brisbane, George Street QLD 4003

Alternatively you may wish to fax to **(07) 3035 5910**.

Dear Sir/Madam,

**Re: Change of contact name for Blue Card notifications**

**WoodLinks** State School P&C Association wishes to notify Blue Card Services of a change to contact details for Blue Card applications.

The previous contact name was \_\_\_\_\_

**New contact details**

Name of P&C President: \_\_\_\_\_

\_\_\_\_\_ (School name) \_\_\_\_\_

\_\_\_\_\_ (School address) \_\_\_\_\_

\_\_\_\_\_ (School Contact number) \_\_\_\_\_

\_\_\_\_\_ (School Fax) \_\_\_\_\_

Regards

\_\_\_\_\_

President

Date: \_\_\_\_\_



## WoodLinks 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

# WoodLinks 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)

[illegible]

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. Completed Volunteer Blue Card Application forms to be submitted to Blue Card Services. The contact in the school to get your application signed is: \_\_\_\_\_

## WoodLinks 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: Overnight activity			
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.	<ul style="list-style-type: none"> <li>○ Inappropriate person volunteers for supervision duty</li> <li>○ Adult and student alone together in sleeping quarters</li> </ul>		<ul style="list-style-type: none"> <li>• Careful recruitment process including screening of all staff and volunteers attending/ involved in activity.</li> <li>• Ensure appropriate child/staff ratios at all times</li> <li>• Staff supervision</li> <li>• Staff / volunteer training in all procedures of Student Protection &amp; Code of Conduct</li> </ul>	
Harm caused by another student.			<ul style="list-style-type: none"> <li>• Code of conduct for student</li> <li>• Protective behaviour training for students</li> <li>• Buddy system for students</li> <li>• Staff/volunteer training in procedures for reporting abuse</li> </ul>	
Harm caused by a person not employed by Education Qld or P&C Assoc. E.g.: Volunteers			<ul style="list-style-type: none"> <li>• Supervision by staff/volunteers based on site related risks</li> <li>• Staff training in procedures for conduct of activities</li> <li>• Training student in code of conduct, their responsibilities during activities and reporting (risks of) harm</li> <li>• Protective behaviour training for students.</li> </ul>	
Self harm				

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