

## Child Risk Management Strategy

<b>Related Policies and Documents:</b>	1.03 Acceptable Use of Technology (Student) Policy 1.10 Child Protection Policy 1.16 Duty of Care Policy 1.23 Managing Students Health Support Needs Policy 1.26 Relationship Management Policy 2.05 Code of Conduct (Staff) Policy 2.07 Complaints Handling Policy 2.10 Disciplinary Action, Misconduct and Underperformance Policy 2.20 Recruitment and Selection Policy 2.25 Screening Adults Involved in Child Related Activities Policy 2.30 Upholding Confidentiality and Privacy Policy 3.03 Acceptable Use of Information and Communication Technology (Staff) Policy 3.20 Media Communication and Marketing Policy 4.02 Alcohol, Smoking and Illicit Drugs Policy 4.05 Bullying, Harassment and Discrimination Policy  Form 1.10.1 Report of Suspected Harm or Sexual Abuse Restricted Person Declaration Form Risk Management Plan Blue Card Register		
<b>Approved By:</b>	School Council	<b>Date Approved:</b>	23rd July 2024
<b>Version Control:</b>	Version #7.0 (July 2024)		
<b>Review Period/Cycle:</b>	Annual or after an incident involving a student	<b>Next Review Date:</b>	July 2025
<b>Policy Owner:</b>	School Council		

### GUIDING SCRIPTURE

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14).

### PURPOSE

The purpose of this strategy is to eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students. This Strategy forms part of our overarching framework to effectively manage risks of harm to children and young people.

### SCOPE

The scope of this Strategy extends to students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers, School Council members and people undertaking work experience or vocational placements at St John's Lutheran School. The strategy will not be altered by St John's Lutheran School other than to insert relevant details specific to St John's Lutheran School.

## STATEMENT OF COMMITMENT

St. John's Lutheran School is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm<sup>1</sup>. In practice, St. John's Lutheran School is committed to acting in accordance to the *Working With Children (Risk Management and Screening) Act 2000 (Qld)* ("the Act") to promote the safety and wellbeing of students means that it will implement the measures outlined below in this Strategy.

St John's Lutheran School strives to provide a safe and supportive learning environment where our students are protected from abuse, neglect or harm and where staff work according to our organisational mission, vision and Christian values.

## IMPLEMENTATION

### 1 Code of Conduct

St John's Lutheran School employees are expected to always behave in ways that promote the safety, welfare and well-being of our students. Employees must actively seek to prevent harm to students, and to support those who have been harmed.

All staff, School Council members, support service personnel, P&F Executive, and people undertaking work experience or vocational placements sign the *Code of Conduct Policy* which confirms their commitment to uphold St John's Lutheran School expected standards of behaviour.

Further to this, specific responsibilities and expected behaviours of all people who are within the 'Scope' of this Strategy include:

BEHAVIOUR	EXPECTATION
Relationships and professional boundaries	<p>The relationship between a student and staff must not breach the maintenance of clear professional boundaries. Staff are to maintain personal and professional boundaries.</p> <p>Close personal relationships with students outside of the School are inappropriate and will not be tolerated</p> <p>Staff are to build relationships based on trust, empowering students to share in decision-making.</p>
Language	<p>Do not use inappropriate or aggressive language (insults, criticism or name calling), profanities (swearing), derogatory terms, sexual jokes or innuendos or bullying.</p> <p>Language is to be positive and encouraging, with open and honest communication at all times.</p>
One on one contact with students  Supervision of students	<p>Avoid being alone, isolated or unobserved with a student as far as is practicable.</p> <p>Where possible, all activities and/or discussions with students are to be conducted in an open area and in view of other people.</p> <p>Where staff are responsible for supervising students, staff are to ensure the students:</p> <ul style="list-style-type: none"> <li>• Engage positively</li> <li>• Behave appropriately toward one another</li> <li>• Are in a safe environment and are protected from external threats (e.g. traffic)</li> </ul> <p>The <i>Duty of Care Policy</i> outlines further procedures to ensure children's safety.</p>

<sup>1</sup> *Working with Children (Risk Management and Screening) Regulation 2020* (Qld) Sch 1 s.2(1)

BEHAVIOUR	EXPECTATION
Management of illness and injury	<p>Consent must be obtained from a parent or guardian prior to the administering of first aid or medication, as outlined in the <i>Managing Students Health Support Needs Policy</i>. Clear procedures are in place to manage injuries or illness sustained at School, with the health and safety of staff, students and visitors our priority.</p> <p>Parents/guardians are to provide the School with information regarding any allergies or medical conditions of the student. Staff are to ensure they are knowledgeable about these conditions and understand the procedure to follow in the event of an incident.</p>
Physical contact	<p>Any physical contact with students must be appropriate to the teaching or learning experience and based on the needs of the student. If physical contact is required, the person is to explain the purpose and type of contact to the student beforehand and seek their consent. Physical contact might be necessary for the purpose of:</p> <ul style="list-style-type: none"> <li>• Injury management</li> <li>• To demonstrate a skill or for instructional purposes as part of an activity, or</li> <li>• To assist with toileting of young children</li> </ul> <p>Under <b>no</b> circumstances should physical contact with students:</p> <ul style="list-style-type: none"> <li>• Involve touching of genitals, buttocks or breast area</li> <li>• Appear to a reasonable observer to have a sexual connotation</li> <li>• Intend to cause distress or pain to a student</li> <li>• Be unnecessary</li> <li>• Be against the students wishes, except if such contact may be necessary to prevent physical harm or injury to the student or to others.</li> </ul>
Transport of children	<p>The <i>Duty of Care Policy</i> outlines procedures to ensure the safe transportation of students. Staff are not to transport students without the prior consent of the parent or guardian.</p>
Behaviour management	<p>The <i>Relationship Management Policy</i> aims to develop in student's self-discipline and a sense of responsibility for their own behaviour.</p> <p>Staff are to facilitate repair processes using restorative processes and language to deal with breakdowns in relationships or misbehaviour. To maintain good relationships, teachers are to set classroom expectations to establish the way that things are done. Teachers are to use the terms <i>expectation</i> and <i>consequence</i> rather than rules and punishment, which can have negative connotations.</p>
Photographing children	<p>The <i>Media Communication and Marketing Policy</i> ensures procedures are in place relating to the use of images of students. Staff are not to take, publish or distribute photographs of students without the express consent of the parent or guardian.</p>
Smoking, alcohol & use of medication and drugs	<p>The School is a smoke free environment. Staff are prohibited from being adversely affected by alcohol or other drugs whilst at the workplace, and the possession of alcohol or prohibited drugs in the workplace. The <i>Alcohol, Smoking and Illicit Drugs Policy</i> sets clear guidelines for all stakeholders.</p>
Use of technology and social media	<p>The <i>Acceptable Use of Information and Communication Technology Policy</i> ensures the lawful, ethical, and appropriate use of ICT according to an employee's position and our values, policies and <i>Code of Conduct</i>.</p> <p>Students are to abide by the <i>Acceptable Use of Technology (Student) Policy</i> and the associated expected standards of behaviour.</p>
Visitors	<p>All visitors are to report to reception upon arrival to the School. There are processes in place for identifying and recording visitors to minimise and manage risks to our students.</p>
BEHAVIOUR	EXPECTATION

Bullying, discrimination and sexual harassment	The School has a zero-tolerance policy to any form of bullying, harassment or discrimination, as outlined in the <i>Bullying, Harassment and Discrimination Policy</i> . We are committed to providing a safe, respectful and supportive environment for staff, students and volunteers.
Confidentiality of information	The <i>Upholding Confidentiality and Privacy Policy</i> commits staff and volunteers to upholding the privacy of personal information of all stakeholders. Staff and Committee members affirm their commitment to maintaining privacy and confidentiality through the signing of a <i>Confidentiality Agreement</i> .

This commitment is evidence of St John's Lutheran School's fulfilment of the requirements of the Schedule 1 S.2(2).

## 2 Recruitment, Selection, Training and Management Procedures

St John's Lutheran School is committed to recruiting, selecting, training and managing employees in such a way that limits risks to students. In particular, St. John's Lutheran School will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - Accurate role descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
  - Advertising the position with a clear statement about the School's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check (for certain positions), referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including children
  - A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate role description
  - A probationary period of employment, which allows the school to further assess the suitability of the new employee and to act as a check on the selection process
- Ensure that training and management procedures act to reduce the risk of harm to students from employees via:
  - Management processes that are consistent, fair and supportive
  - Performance management processes to help employees to improve their performance in a positive manner
  - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services
  - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management and to assist employees to understand their role in providing a safe and supportive environment for students.
  - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
    - the School's policies and procedures
    - identifying, assessing and minimising risks to students
    - handling a disclosure or suspicion of harm to a child
    - mandatory annual child protection training
  - Keeping a record of the training provided to employees

- Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the School.

This commitment is evidence of St. John's Lutheran School's fulfilment of the requirements of the Schedule 1 s.2(3).

### 3 Handling Disclosures or Suspicions of Harm or Abuse

Any of the types of concerns or reports below must be reported and managed under the St John's Lutheran School *Child Protection Policy* as follows:

- All staff with concerns about sexual abuse or likely sexual abuse or a child sexual offence committed by another person
- Teachers, nurses and early education and care professionals with concerns of sexual or physical abuse
- All staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm or abuse, including psychological, emotional abuse, neglect and self-harm, all staff members must follow the reporting process set out in the *Child Protection Policy* for the relevant type of known or suspected conduct, and use the *Report of Suspected Harm or Sexual Abuse Form*.

Any report made under this section, or the *Child Protection Policy* will fulfill the reporting obligations of all adults (including students 18 years or older, parents/ guardians and volunteers) under the *Criminal Code Act 1899*.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of St John's Lutheran School will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the school.

This commitment is evidence of St. John's Lutheran School's fulfilment of the requirements of the Schedule 1 s.2(4).

### 4 Managing Breaches of the Child Risk Management Strategy

St John's Lutheran School is committed to appropriately managing breaches of this *Child Risk Management Strategy* in accordance with its other relevant policies as appropriate in the circumstances, such as the *Child Protection Policy*, *Code of Conduct Policy*, *Complaints Handling Policy* and Enterprise Bargaining Agreement or equivalent. This is evidence of fulfilment of the requirements of the Schedule 1 s.2(5).

### 5 Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to implementation.

The introduction to this *Child Risk Management Strategy* and the "*Compliance and Monitoring*" section below state St John's Lutheran School's commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of the Schedule 1 s.2(6)(a) relating to review.

## 6 Blue Card Policies and Procedures

St John's Lutheran School is committed to acting in accordance with chapters 7 and 8 of the Act relating to the screening of employees in such a way that limits risks to children. Through the *Screening Adults Involved in Child Related Activities Policy*, the school is committed to upholding our mandatory responsibilities.

In particular, St John's Lutheran School will:

- Require relevant prospective or current employees, volunteers, trainee students and School Council members to have working with children authority and check the validity and appropriateness of any currently held notices, in accordance with St John's Lutheran School role descriptions and the Act, prior to commencement of their engagement. The School upholds the *No Card, No Start* law, which means workers and volunteers must have working with children authority **before** they can begin work at the School
- Not allow a person to continue to work with children if their working with children authority is cancelled or suspended or a negative notice is received after a change of police information
- Have all relevant prospective employees and volunteers engaging in Restricted Employment acknowledge and sign the *Restricted Person Declaration Form* declaring they are not a restricted person prior to commencing their engagement
- Not allow a person relying on an exemption to continue to work with children if they become a restricted person
- Link and unlink individuals online through Blue Card Services as they commence and conclude their engagement with the school
- Appoint a School contact person who will be responsible for managing the working with children screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry for working with children authority
- Ensure that all information in relation to working with children authority is kept confidential
- Act to remind employees and relevant volunteers to keep their working with children authority up to date and apply for renewal prior to expiry
- Take appropriate action if an employee, volunteer, trainee student or School Council Member fails to submit a renewal application prior to their working with children authority expiring.

This commitment is evidence of St. John's Lutheran School's fulfilment of the requirements of the Schedule 1 s.2(6)(b).

## 7 High Risk Management Plans

St. John's Lutheran School is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of students on an ongoing basis. St. John's Lutheran School will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This includes high risk activities or special events. Our *Duty of Care Policy* forms part of our approach to managing these risks.

This commitment is evidence of St. John's Lutheran School's fulfilment of the requirements of the Schedule 1 s.2(7).

## 8 Strategies of Communication and Support

St. John's Lutheran School's commitment to making this *Child Risk Management Strategy* available to students, parents, volunteers, and employees via our school website, school intranet site, *Staff Information Handbook* and parent/guardian volunteers attending excursions undergo mandatory child safety training and an information session in regard to their responsibilities, is evidence of fulfilment of the requirements of the Schedule 1 s.2(8)(a).

St. John's Lutheran School is committed to training employees in relation to risks to students and will conduct this mandatory training regularly via annual formal training events, informal updates at staff meetings and regular discussions between the leadership team and staff. This is evidence of fulfilment of the requirements of the Schedule 1 s.2(8)(b).

## 9 Embedding a Child Safe Culture

Embedding and continually building a strong child safety culture is a priority for St John's Lutheran School, with the following strategies part of our approach:

- Child safety culture visible at governance and executive level
- Make a written public statement to child safety
  - Publicly available on website and external facing documents
  - Include in all child safety related documents
  - Include in recruitment processes and documents, making commitment clear to applicants
- Champion child safety at every opportunity
  - Ask questions and encourage open discussion across School
  - Include in meeting agendas, assembly, newsletters
  - Include questions about child safety in engagement surveys
  - Posters and information displayed around School about child safety
- Have a governing council fit for purpose
  - Membership with child safety knowledge, through training
  - Oversee School hierarchy with clear roles and responsibilities for child safety
- School leaders must model commitment to embracing student voice
  - Enable students to be heard
  - Enable School Council interactions with students
- Communicate with School community about policy and procedure
- Set standards of professional behaviour
  - Include child safety in *Code of Conduct*
  - Apply code to every adult at school, no exceptions
  - Adopt a zero tolerance to bullying
- Understand and manage risk
  - Not just for activities like camps and excursions
  - At a School level or systemic view of child safety risk
  - Ensure School Council reviews risk register periodically
- Be a feedback rich environment
  - Celebrate feedback, all different kinds
  - Make it as easy as possible for people of all abilities to give feedback
  - Act on feedback and ensure there is process for capturing, managing and reporting on all feedback
  - Track trends and ensure there are reporting thresholds for feedback to escalate to School Council where appropriate
- Equip people with knowledge about disclosure

- Inform and train staff about what to do when a student discloses abuse or harm or if there are any concerns about a student's safety
- Ensure process in place for internal reporting and external reporting to statutory or regulatory bodies
- What information needs to be shared and what records retained

### RESPONSIBILITIES

St John's Lutheran School is responsible for developing and implementing this *Child Risk Management Strategy* and related policies and procedures to ensure it fulfils its obligations.

All employees at St John's Lutheran School are responsible for acting in compliance with this *Child Risk Management Strategy* and related policies and procedures.

### COMPLIANCE AND MONITORING

St John's Lutheran School is committed to the annual review of this Strategy or a review after an incident involving a student. St John's Lutheran School will also record, monitor and report to the School Council, the Leadership Team and others as appropriate at St John's Lutheran School regarding any breaches of the Strategy.

In addition, St John's Lutheran School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.



<p><b>Communication of this Policy</b></p>	<p>This Strategy will be communicated in the following ways:</p> <ul style="list-style-type: none"> <li>• On the School website (Required)</li> <li>• On the School Intranet (Required)</li> <li>• Staff Information Handbook</li> <li>• In mandatory induction training with all new staff</li> <li>• In annual mandatory staff refresher training</li> <li>• Training/information sessions with parent volunteers</li> </ul>
<p><b>Legislation / References:</b></p>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Child Protection Act 1999 (Qld)</u></a></li> <li>• <a href="#"><u>Child Protection Regulation 2023 (Qld)</u></a></li> <li>• <a href="#"><u>Criminal Code Act 1899 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education (General Provisions) Act 2006 (Qld)</u></a></li> <li>• <a href="#"><u>Education (General Provisions) Regulation 2017 (Qld)</u></a></li> <li>• <a href="#"><u>Education (Queensland College of Teachers) Act 2005 (Qld)</u></a></li> <li>• <a href="#"><u>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</u></a></li> <li>• <a href="#"><u>Education (Overseas Students) Regulation 2018 (Qld)</u></a></li> <li>• <a href="#"><u>Education and Care Services Act 2013</u></a></li> <li>• <a href="#"><u>Education and Care Services National Law (Queensland)</u></a></li> <li>• <a href="#"><u>Education and Care Services National Regulations</u></a></li> <li>• <a href="#"><u>Working with Children (Risk Management and Screening) Act 2000 (Qld)</u></a></li> <li>• <a href="#"><u>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</u></a></li> <li>• <a href="#"><u>Child and Youth Risk Management Strategy Toolkit</u></a> (Blue Card Services)</li> </ul>
<p><b>Helpful Links</b></p>	<ul style="list-style-type: none"> <li>• Independent Schools Queensland's <a href="#"><u>Child Protection Decision Support Trees</u></a></li> <li>• <a href="#"><u>Blue Card Services Resources</u></a></li> </ul>
<p><b>Changes to Strategy since last version</b></p>	<p>Updated to match LEQ Template (Version 1 distributed by LEQ 15 July 2024) [Scope: addition of 'The policy will not be altered by St John's other than to insert relevant details specific to St John's').</p>

## Appendix 1: Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal or ED of LEQ, through to police immediately	EGPA sections 366 and 366A
Principal	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Police immediately and copy to ED of LEQ immediately	EGPA sections 366 and 366A
Teacher Nurse (if school has nurse)	Sexual and physical	Significant harm; & Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm, & Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulation section 16
All staff	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
Employing authority (Principal/Board)	Harm or likely harm due to the conduct of a teacher	When you start to deal with an allegation; & When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm & Parent may not be willing and able	Child Safety	CPA section 13A
Any adult (includes students 18 years or older, parents/guardians and volunteers)	A child sexual offence against a child by an adult	Gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed and (b) at the relevant time, the child is or was— (i) under 16 years; or (ii) a person with an impairment of the mind.	Police	Criminal Code section 229BC

**Appendix 2: Report of Suspected Harm or Sexual Abuse**  
**Private and Confidential**

Date:
School:
School Phone:
School Email:

**DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:**

Legal Name:	Preferred Name:	
DOB:	Sex Identifier:	
Year Level:	Cultural Background:	
Primary language spoken:		
Aboriginal <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/>	Aboriginal and Torres Strait Islander <input type="checkbox"/>
Does student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:	
Student's Residential Address:	Phone:	
	Student's Personal Mobile:	

**FAMILY DETAILS**

Parent/caregiver 1:	Relationship to Student:	
Address (if different from student):		
Phone: (H):	(W):	(M):
Parent/caregiver 2:	Relationship to Student:	
Address (if different from student):		
Phone: (H):	(W):	(M):
Is the student in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are there any Family Court or Domestic Violence orders in place? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>		

**PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE**

<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

**PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE** (Attach extra pages if necessary).

**Details of any harm and/or sexual abuse to the student** – please include: Time and date of the incident; location of incident; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Please indicate the identity of anyone else who may have information about the harm or abuse

**Additional information provided as an attachment** YES  NO

<b>Name of staff member making report if not the Principal:</b>		
<b>Position:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal's email address:</b>		
<b>Response requested by school:</b>		

<b>ACTION TAKEN</b>		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Child Safety, Seniors and Disability Services (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect
	<input type="checkbox"/>	Queensland College of Teachers

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)  
**Confirm receipt of emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.**