

Cover letter for parents

HDA Letterhead

DATE

Dear parent / guardian

RISK MANAGEMENT STRATEGY

In recent years our society has become more aware of the rights of children and the need to protect them from harm. As a result, legislation (*Commission for Children and Young People and Child Guardian Act 2000 and regulations*) has been introduced requiring anyone who cares for children and young people to develop and implement what is known as a "Risk Management Strategy".

A risk management strategy is a set of policies and practices specifically customized to prevent harm occurring to our students. It is about identifying potential areas of harm to our students and taking steps to remove or minimize them. Although we cannot control all risks, our aim is to minimize risks we are aware of and to establish procedures to reduce any other risks which may arise.

The legislation sets out what has to be in the Risk Management Strategy. It also says that the contents of the strategy must be available to parents and staff. The enclosed CD contains the documents which make up our Risk Management Strategy, namely:

- Risk Management Policy including a statement of commitment and Annexure A – Incident Report Form
- Risk Assessment Plan (for high risk activities and special events)
- Working with Children Policy (which includes Blue Card requirements)
- Code of Conduct
- GCAC Concert Policy

These documents are also on our website so the relevant forms can be downloaded if you:

- want to be a volunteer and need to apply for a blue card;
- want to make a complaint or report any suspicious behavior including bullying or harassment (use the Incident Report Form); or
- have identified a potential risk that is not covered by the documents and want it's inclusion to be considered at the next annual review.

Please read through the strategy at your leisure. If there is anything you don't understand or you would like to discuss please do not hesitate to contact me.

Kind regards

Annette Ashenden