2026 Child Safe Action Plan: Operations Plan

Purpose

The Child Safe Action Plan: Child Safe Operations, details the actions currently taken to comply with the Child Safe Standards and the Universal Principle, and related requirements, as per the *Child Safe Anglican Education Policy*.

Note: Actions are allocated to the Standard that it primarily relates to. While they may relate to more than one Standard, they are only listed once, to avoid duplication. Actions related to the Universal Principle are also integrated into each respective Standard.

Scope

This Plan relates to the following Child Safe Entities:

Name	Type
Toowoomba Anglican School	**Prep – Year 12**

Note: Where an Action described below only relates to one or some of the Child Safe Entities covered by this plan, this will be specified within that Action (e.g. with the school, education & care service, or boarding house).

Approval

This Plan is endorsed and approved as follows:

Endorsed/Approved	Name	Role	Date
Approved	Nicholas Johnstone	School Principal	December 2025
Endorsed	Mac Drysdale	Chair of the School Council	February 2026

Anglican Schools Commission

2026 Child Safe Action Plan: Operations Plan

Standard 1: Leadership and culture

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
1.1	Public facing documents clearly state that Toowoomba Anglican School (TAS) prioritises the safety of children and young people and have zero tolerance towards abuse. TAS has the: • TAS Statement of Commitment on display in the reception foyer • TAS Cultural Safety Statement of Commitment on display in the reception foyer • Child Safe Advocates Posters displayed in all classrooms and along walkways • ASC Child Safe Anglican Education Policy displayed on website • ASC Child Safe Responses document displayed on website • ASC Code of Conduct displayed on Website • TAS Child Safe Policy displayed on Website • TAS Child Safe Action Plan – Operations displayed on Website • TAS Commitment to Child Safety Summary document sent to all families in the Welcome to the New Year Mailchimp • TAS Commitment to Cultural Safety Summary document sent to all families in the Welcome to the New Year Mailchimp	Chair of Child Safe Committee (CSC)	January, every year Reiterate and commit at the first meetings of the year for the following associations: • School Council • TAS Foundation Committee • TAS Alumni Committee • P&F Committee
1.2	TAS Child Safe Committee members have completed child safety training and modules as directed by ASC through Compliance. All new members complete Child Safe Advocate training provided by the ASC before officially added as a Child Safe Advocate. All returning members of the CSC will attend Child Safe Advocate training provided by the ASC at least every three years.	Chair of Child Safe Committee (CSC)	ASC requirement through ASC MindAtlas Platform each year.

2026 Child Safe Action Plan: Operations Plan

1.3	All staff undertake Child Protection Training regularly	Chair of Child Safe Committee (CSC)	New Staff before commencing employment as part of the onboarding process. Returning staff, yearly
1.4	Toowoomba Anglican School has a Child Safe Policy, approved by TAS Executive Team and is regularly reviewed by staff- including after incidents.	CSC Chair	Yearly review of policy
1.5	All staff have completed and signed the ASC Code of Conduct. This includes members of the School Council and the TAS Foundation, TAS Alumni and P&F committees	Deputy Principal Administrative Assistant	New Staff before commencing employment as part of the onboarding process. Returning staff every two years.
1.6	Risk Assessments are undertaken for all events, activities, excursions, incursions, camps and work experience provided by external agencies	Risk and Compliance Manager through the different Heads of Sub Schools	As per calendar of events
1.7	The Chair of the CSC will report to the School Council on matters pertaining to Child Safety	Chair of Child Safe Committee (CSC)	Each School Council meeting: official Report once each term, general reporting at each meeting (eight times per year)
1.8	TAS collaboratively develops whole school policies, plans and structures for protecting the safety and promoting the wellbeing of staff, students and families as appropriate	TAS Executive	As new policies, plans and structures for protecting the wellbeing of staff, student and families arise • Middle Leader meetings • Thrive Program • Staff Wellbeing Committee • P&F Committee

2026 Child Safe Action Plan: Operations Plan

Standard 2: Voice of children

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
2.1	Students at Toowoomba Anglican School are given opportunity to express their views, participate in decision making and raise concerns • Through Thrive lesson conversations on Child Protection, Resilience and safety ○ Resilience Project explicitly teaches social and emotional skills using evidence-informed practices related to personal safety, resilience, help-seeking and protective behaviours across the curriculum • Students can give voice at various meetings and student groups • Student Surveys (Year 5, 7, 9, 11) in the Perspectives Survey • Student voice represented in the RAP committee	Heads of Sub Schools	Regular, embedded practice • Thrive lessons • Resilience Project • Student Leadership meetings • Home Group discussions • Amnesty International committee • RAP Committee • Perspectives Survey - Biennially
2.2	Staff model ways and talk with children about their rights using everyday language, including their right to feel safe and to be listened to.	All staff	Regular, embedded practice
2.3	Students know who to speak to if they have a concern- this includes verbal discussions, and visual posters	Heads of Sub Schools	Semesterly Assemblies Thrive Lesson Child Safe Advocate Posters in each Classroom and throughout walkways
2.4	Secondary Student Handbook lists • who students can talk to with concerns in differing areas • rights and responsibilities • who the Child Safe Advocates are • what does Child Protection mean	Head of Secondary	January each year
2.5	Thrive Program • Health and Respectful relationships • Gratitude and Empathy as part of the Resilience Project • Consent Education – external provider • Online safety – external provider and Technology Curriculum	Head of Sub Schools	Thrive Program (age appropriate) - Yearly

2026 Child Safe Action Plan: Operations Plan

2.6	TAS staff will respond to all harm, suspicions of harm or allegations of harm to students guided by the ASC Procedures: Child Safe Operation document	All staff	As required
2.7	Formation of a Reconciliation Plan (RAP) Committee to: • Support Aboriginal and Torres Strait Islander children to feel respected and proud of their identity and culture • Create a culturally safe environment where Aboriginal and Torres Strait Islander children feel safe to speak up and trust that they will be heard • Listen to and acts on the views and opinions of Aboriginal and Torres Strait Islander children.	RAP Committee Chair	Meetings termly

2026 Child Safe Action Plan: Operations Plan

Standard 3: Family and community

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*

3.1	TAS community members are informed of areas affecting their children through
	• TAS website
	  ○ ASC Child Safe Anglican Education Policy
	  ○ ASC Child Safe Responses document
	  ○ ASC Code of Conduct
	  ○ TAS Child Safe Policy
	  ○ TAS Child Safe Action Plan – Operations
	• Displayed in reception foyer
	  ○ TAS Child Safety Statement of Commitment
	  ○ TAS Cultural Safety Statement of Commitment
	• Regular newsletters
	• Parent Teacher Interviews
	• Parent Symposiums
	• Feedback regularly sought from families through surveys, feedback forms
	• Open-door policy
		All staff	Regularly throughout the year

3.2	TAS community members are informed of how the school operates and is governed through the Website	Marketing Manager	TAS Website – all year
3.3	TAS families can share their concerns with • Class Teachers • Home Group Teachers • Head and Deputy of Sub Schools • Director of Boarding • Directors of Sport, Performing Arts, Kindy • Child Safe Advocates • Dean of Students • Executive team • Deputy Principal • Principal	All staff	Anytime throughout the year

2026 Child Safe Action Plan: Operations Plan

3.4	Parents and community members are invited to be part of the Reconciliation Plan (RAP) Committee to: • Support Aboriginal and Torres Strait Islander children to feel respected and proud of their identity and culture • Create a culturally safe environment where Aboriginal and Torres Strait Islander children feel safe to speak up and trust that they will be heard • Listen to and acts on the views and opinions of Aboriginal and Torres Strait Islander children.	RAP Committee Chair	Meetings termly
3.5	TAS actively seeks feedback from families and communities on issues of children's safety and wellbeing, including in relation to Aboriginal and Torres Strait Islander families and those from other diverse backgrounds, and incorporates this into their policies and practices through • Regular newsletters • Parent Teacher Interviews • Parent Symposiums • Feedback regularly sought from families through surveys, feedback forms • Open-door policy	Executive	Anytime throughout the year
3.6	TAS engages with and supports approaches that build cultural safety and cultural awareness through partnerships and respectful relationships.	Principal RAP Committee Chair	As required throughout the year
3.7	Respects and values the wealth of knowledge that Aboriginal and Torres Strait Islander families and communities can bring to your organisation, including how to keep children safe, and incorporate this knowledge in organisational practice where possible	All Staff	Opportunities such as • P&F • Parent Symposiums • Student lead committees • RAP Committee
3.8	Through the CSC regularly monitor and review school capacity to respond to specific instances of student and family need to protect their safety and wellbeing within the context of the school's urban, regional, rural or remote location. Noting our diverse enrolment demographic	CSC Committee	Throughout the year

2026 Child Safe Action Plan: Operations Plan

Standard 4: Equity and diversity

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*

4.1	Toowoomba Anglican School has specific policies in place that promote equity and respect diversity for the safety and wellbeing of children and young people:
	
	• On the website
	  ○ ASC Code of Conduct
	  ○ ASC Child Safe Education Policy
	  ○ ASC Procedures: Child Safe Responses
	  ○ TAS Child Safe Statement of Commitment
	  ○ TAS Cultural Safety Statement of Commitment
	  ○ Compliance Privacy Policy
	  ○ Complaints Management Polic
	  ○ Complaints Management Procedures
	  ○ Community Volunteer Management Policy
	  ○ Student Enrolment Policy
	  ○ TAS Learning Enhancement Policy
	
	• On Parent Lounge
	  ○ ASC Child Safe Education Policy
	  ○ ASC Procedures: Child Safe Responses
	  ○ ASC Volunteering in Anglican Schools
	  ○ TAS Child Safe Policy
	  ○ TAS Child Safe Statement of Commitment
	  ○ TAS Cultural Safety Statement of Commitment
	  ○ Community Drug and Alcohol Policy
	  ○ Community Social Media Policy
	  ○ Student Code of Conduct
		Risk and Compliance Manager	Policies reviewed as per review schedule

2026 Child Safe Action Plan: Operations Plan

	• On student Café
	  ○ TAS Child Safe Policy
	  ○ TAS Child Safe Statement of Commitment
	  ○ TAS Cultural Safety Statement of Commitment
	  ○ Student Code of Conduct
	
	• On Kiosk
	  ○ ASC Code of Conduct
	  ○ ASC Child Safe Education Policy
	  ○ ASC Procedures: Child Safe Responses
	  ○ TAS Child Safe Policy
	  ○ TAS Child Safe Statement of Commitment
	  ○ TAS Cultural Safety Statement of Commitment
	  ○ Compliance Privacy Policy
	  ○ Complaints Management Polic
	  ○ Complaints Management Procedures
	  ○ TAS Learning Enhancement Policy
	  ○ Discrimination/Harassment/Bullying Prevention Policy
	  ○ Sexual Misconduct Prevention Policy
	  ○ Sexual Misconduct Prevention plan
	  ○ Sexual Misconduct Complaints Management Procedure
	  ○ Trauma Informed Grievance Handling Tips Sheet		

4.2	Through TAS Learning Enhancement Policy implementation, TAS seeks to create genuinely appropriate, challenging and engaging learning for all students through differentiation of the curriculum and pedagogy.	Director of Learning Enhancement	Ongoing
4.3	Curriculum decisions contribute to each child's learning and development in relationship with their identity, connection with community, wellbeing and confidence.	All staff	Ongoing
4.4	TAS enrols international students regularly and adheres to the requirements as a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and is subject to the National Code of Practice.	Head of Admissions Principal	Ongoing Note: CRICOS registration renewed for five years from December 2025

2026 Child Safe Action Plan: Operations Plan

4.4	Provide students with educational opportunities to learn about different cultures, peoples and communities, to ensure safety among children through • Curriculum • Chapel Services • Wellbeing lessons • Thrive lessons • Resilience Project • Assemblies	All staff	Ongoing
4.5	Staff are trained to recognise and respond effectively to children and young people with diverse needs	Director of Learning Enhancement	Ongoing
4.6	All forward facing staff undertake Disability Standards Learning Module in CompliSpace	Deputy Principal Administrative Assistant	All new teaching staff before commencement of teaching. Returning staff – biennially
4.7	TAS staff foster and maintain positive, caring and respectful student-peer, student-teacher, teacher-parent and teacher-teacher relationships	All staff	Ongoing
4.8	TAS staff engage in professional learning to build capacity for enhancing the social, emotional and learning outcomes of all students and in order to promote staff wellbeing	Staff Wellbeing Committee	Termly meetings to respond and organise

2026 Child Safe Action Plan: Operations Plan

Standard 5: People

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*

5.1	TAS undertakes a comprehensive Recruitment and Induction process including
	• Identification of requirement need
	• Screening
	• Professional registration
	• Australian Health Practitioner Regulation Agency (AHPRA) Check
	• Working with Children Check (WWCC) returned with positive check before an offer of employment
	• Interview questions
	  ○ Role specific
	  ○ Child Safety awareness and responsibilities
	  ○ Working in an Anglican School
	• Referee checks returned with positive check before an offer of employment
	• Induction processes
	• Probation procedures
		Human Resources Manager (HR) Executive	Yearly child protection training Induction and ongoing PD specific when required

5.2	All staff, including volunteers and coaches, undertake Mandatory Child Safety Training provided by the ASC through the MindAtlas platform.	Deputy Principal Administrative Assistant	All new teaching staff before commencement of teaching. Returning staff – yearly
5.3	Staff regularly reflect on Child Safety and Wellbeing through: • ASC Code of Conduct • Child Safety Training • How to respond learning module - CompliSpace • Child Protection discussions • Staff Wellbeing Committee meetings and minutes • Risk assessment process related to all student related activities outside of the classroom	CSC Chair and Deputy Principal Administrative Assistant	Ongoing
5.4	Staff are informed of Child and Cultural safety through: • ASC Code of Conduct	CSC Chair and Heads of Sub	Yearly via website, Staff Kiosk, Reception Foyer, Posters in

2026 Child Safe Action Plan: Operations Plan

	• ASC Child Safe Education Policy • ASC Procedures: Child Safe Responses • TAS Child Safe Policy • TAS Child Safe Statement of Commitment • TAS Cultural Safety Statement of Commitment • TAS Statement of Commitment on display in the reception foyer • TAS Cultural Safety Statement of Commitment on display in the reception foyer • Child Safe Advocates Posters displayed in all classrooms and along walkways	Schools	classrooms and along walkways, Staff meetings and student assemblies
5.5	TAS ensure that appropriate Blue Cards (or Exemption Card) are in place for all volunteers, coaches and external provider and agencies	Blue Card Coordinator	Ongoing
5.6	All TAS parents intending to stay overnight on school camps have current Blue Cards in place.	Blue Card Coordinator	Ongoing
5.7	The Blue Card portal and accompanied Spreadsheet is always up to date with regular reminders of expiry of registration of Blue Card.	Blue Card Coordinator	Ongoing
5.8	Volunteers and Coaches regularly reflect on Child Safety and Wellbeing through: • ASC Code of Conduct • Child Safety Training • How to respond learning module - CompliSpace	CSC Chair and Deputy Principal Administrative Assistant	Ongoing
5.9	Through an open-door policy, TAS provides a supportive and safe environment for staff and volunteers who disclose harm or risk to children, including harm associated with a lack of cultural safety through the open-door policy	Child Safe Advocates	Ongoing

2026 Child Safe Action Plan: Operations Plan

Standard 6: Complaints management

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
6.1	All staff are trained and adhere to policies and procedures around the actions to take should they be concerned someone has breached conduct expectations or a child safety concern • Child protection is a standing item on meeting agendas as a reminder of their duty to report	CSC Chair	Yearly
6.2	All staff are well informed and adhere to the Child Protection Act 1999 and Regulations as mandatory reporters and as such when required, complete a 'reportable suspicion' to Child Safety and/or suspicion of sexual abuse or potential sexual abuse to Police	All staff	Refresher every 12 months. Reported when required
6.3	All staff are well informed and follow Regulatory Authority reporting under S176 (2) of the Education and Care services National Law and Regulations, completing mandatory reporting within set time frames	All staff	As required
6.4	All staff are aware of their duty to mitigate risks involving child safety	All staff	Student Protection risks are compulsorily included
6.5	TAS has written processes about how the school will respond to harm, or allegations of harm, to students under 18 years; and the appropriate conduct of the school's staff and students • Child Safe Anglican Education Policy • Procedures: Child Safe Responses • ASC Code of Conduct	All Staff	On Website Yearly Reminder Yearly ASC Child Protection Training
6.6	All staff are aware of who the Child Safe Advocates are	All Staff	Posters in every classroom Yearly Reminders
6.7	TAS has a written complaints procedure to address allegations of noncompliance with the processes	Executive	On website Yearly reminder to community
6.8	Students know who to talk to if they are feeling unsafe – addressed in assemblies, on posters, on the website and by the Thrive Teacher	All staff	Child Safe Advocates Student leaders meetings
6.9	TAS has a commitment to Cultural Safety for Aboriginal and Torres Strait Islander Peoples	Executive All staff	On Website Displayed in Reception Foyer

2026 Child Safe Action Plan: Operations Plan

Standard 7: Knowledge and skills

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
7.1	Staff and volunteers complete a child safety induction before working directly with children	CSC Chair Deputy Principal's Administrative Assistant	During onboarding process for new staff and volunteers Yearly Reminders for ongoing staff Tracked in CompliSpace
7.2	Culturally diverse children and families feel seen and respected by us.	All Staff	Daily practice
7.3	Staff and volunteers receive regular training, are supported in the implementation of child safety policy and regularly receive information to recognise indicators of harm	CSC	Policy and procedure reminders Scenario discussions Updates of policy/procedure changes
7.4	Engage in professional learning to support the consistent implementation of wellbeing and support for positive behaviour	Executive All Staff	Resilience Project Staff Wellbeing Committee Thrive Program Senior Wellbeing Program

2026 Child Safe Action Plan: Operations Plan

Standard 8: Physical and online environments

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
8.1	All children and families, particularly those of Aboriginal and Torres Strait Islander backgrounds see their culture reflected and respected through our programs, indoor and outdoor environment through: • Student lead meetings • RAP committee • School Student Survey • School camps	All staff	Ongoing
8.2	All staff adhere to and complete thorough and collaborative risk assessments according to the National Regulations. Risk assessments are written to ensure risk to safety, health or wellbeing of any child are identified and mitigated. • Staff involved come together to create then review • All staff involved sign as approval – Adobe Sign • Head of Sub School signs – Adobe Sign • Deputy Principal signs – Adobe Sign • Documents are saved appropriately	All staff	Risk assessments are created and reviewed for every activity
8.3	Supervision plans and processes, focus on child safety and are supported by policies and procedures, including appropriate communication to all relevant persons eg children, volunteers, staff and visitors. This includes: - Rules in place to manage higher risk - Active supervision, including of interactions and secluded or high risk areas - Identifying and mitigating risks without compromising a child's right to privacy, access to information, social connections and learning opportunities - Child Protection risks actively promoted for discussion and understanding	All staff	At all times
8.4	TAS workplace Health and Safety Committee regularly conduct safety audits of physical spaces to identify and mitigate risks, including playgrounds, classrooms, boarding and communal spaces	WHS Committee	Yearly

2026 Child Safe Action Plan: Operations Plan

8.5	At TAS use of technology is appropriately monitored to minimise the opportunity for children to be harmed: • The school has Fortinet as their security platform • Student mobile devices are not permitted for use during the school day • School is the administrator of the devices at school • LineWize is engaged during school hours • Qustodio is an associated parent platform for parents to engage with during out of school hours • The boarding environment has technology policies and [procedures to support healthy choices	Head of ICT IT Committee	Ongoing
8.6	To ensure the safety and wellbeing of all students, the design of classrooms, offices, and meeting rooms incorporates clear lines of sight. This is achieved through internal windows, glass panels, or other transparent features that allow unobstructed visibility into each space. These measures support effective supervision and uphold our commitment to child safety.	All spaces	Ongoing
8.7	TAS adheres to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 legislated under the Commonwealth's Education Service for Overseas Students Act through the International Students policy and procedures documents • International Students Handbook • International Student Complaints and Appeals Policy • International Students Accommodation and Welfare Policy	Head of Admissions	Ongoing
8.9	Feedback is gathered from students, carers, families and staff about the safety of the Schools physical and online environments and acts on concerned raised	Executive	Biennial Surveys Student leader meetings

2026 Child Safe Action Plan: Operations Plan

Standard 9: Continuous improvement

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
9.1	TAS regularly reviews, evaluates and improves cultural safety, child safety and wellbeing policies, procedures and practices with input of the community via: • Staff, students, carers and families through the biennial School Survey • P&F meetings • Parent Symposiums • Student Leaders meetings • RAP Committee' • Open door policy • Reports to the School Council	Executive	Biennial survey Community meetings School meetings
9.2	TAS community members are involved in the creation of the School's Strategic plans	Executive	Strategic plan development cycles
9.3	All risk assessments are reviewed after the event/incursion/excursion to ensure considerations around child safety; appropriateness of the activity and interactions are reviewed as part of continuous improvement and to guide future planning	All staff	After event/incursion/excursion
9.4	Child Safe Committee reviews the Child Safe Action Plan (Operations) and Child Safe Action Plan (Improvements) to make improvements in its implementation	CSC	Termly
9.5	TAS reports to the School Council: • Workplace Health and Safety Report • Child Safe Standards Action Plan – Organisations • Child Safe Standard Action plan – Improvements • Mandatory reports • Risk Management	Principal Deputy Principal CSC Chair	Termly

2026 Child Safe Action Plan: Operations Plan

Standard 10: Policies and procedures

No.	Action Taken	Responsible Person	Timeframe *(where applicable)*
10.1	TAS Policies and Procedures are students focused ensuring it remains a safe entity for children	All staff	Ongoing
10.2	TAS' s Child Safe and Cultural Safe Policy is documented in a language and format that is easily understood and accessible to all staff, volunteers, families, carers and children. The following are accessible on the TAS Website: • TAS Child Safe Policy • Child Safe Statement of Commitment • Child Safe Statement of Commitment Summary • TAS Cultural Safety Statement of Commitment • TAS Cultural Safety Statement of Commitment Summary	CSC Marketing Manager	Ongoing
10.3	Embed cultural safety in everyday routines—Acknowledgement of Country/Welcome to Country, inclusion of First Nations perspectives, consultation with families	All staff	Ongoing
10.4	TAS audits its policies and procedures reporting to various levels of authority maintaining a record of policy revisions to ensure transparency and demonstrate continuous improvement	Executive Risk and Compliance Manger HR Manager CSC Chair	Biennially or as required in the revision schedule
10.4	Staff know where to find the policies and how to use them	Risk and Compliance Manager Deputy Principal's Administrative Assistant	Ongoing
10.6	All staff and volunteers are compliant with child safe policies and procedures, including culturally safe work practices	Principal Deputy Principal CSC Chair Deputy Principals' Administrative Assistant	Ongoing

2026 Child Safe Action Plan: Operations Plan

10.7	Child Safe Policies and Procedures are publicly available • TAS Statement of Commitment on display in the reception foyer • TAS Cultural Safety Statement of Commitment on display in the reception foyer • Child Safe Advocates Posters displayed in all classrooms and along walkways • ASC Child Safe Anglican Education Policy displayed on website • ASC Child Safe Responses document displayed on website • ASC Code of Conduct displayed on Website • TAS Child Safe Policy displayed on Website • TAS Child Safe Action Plan – Operations displayed on Website • TAS Commitment to Child Safety Summary document sent to all families in the Welcome to the New Year Mailchimp • TAS Commitment to Cultural Safety Summary document sent to all families in the Welcome to the New Year Mailchimp	CSC Chair Marketing Manager	Website Reception Foyer Classrooms Walkways Newsletters