Complispace Implementation Report

The Good Samaritan Education (GSE) has supported all Colleges in subscribing to the Complispace program to assist with compliance solutions for GSE schools. Each GSE school have selected their own Modules available through Complispace.

Rosebank College has chosen to implement the Privacy, Workplace Health and Safety and Student Duty of Care Modules and Incidence Reporting.

1. Privacy Program

An initial Privacy Policy Gap Analysis assessed the Rosebank Policy against each of the twelve APP's and a comment and recommendation was provided for each. Rosebanks' Privacy Policy was considered to be better equipped that many other schools that had been slower to respond to the changes since the introduction of the Australian Privacy Principles (APP) in March 2014.

A few minor changes were made to Rosebank's Privacy Policy including:
- The appointment of a Privacy Officer other than the Principal
- Updating the Policy to refer to the Australian Privacy Principles (APP) as opposed to the outdated National Privacy Principles
- Include a reference to the newer requirements for the provision of anonymity/pseudonymity.
- Addressing the distinction between solicited/unsolicited information.

The Rosebank Complispace Privacy Fundamentals Program has been successfully completed. Teaching staff now have access to the site using their current logins. A compulsory online Privacy Training Module and Privacy test has been assigned to all teaching staff. The system records a list of all staff who have completed the test. Staff are given two weeks to complete the test. Staff are required to obtain a pass mark of 100%.

2. WHS Program

The Workplace Health & Safety module involved a considerable amount of time to implement as it covers a wider range of issues and requires other staff members to forward information and details as necessary.

The Gap Analysis conducted by Complispace shows that the current Rosebank WHS program sets out the major elements in very good detail including:
- Roles and responsibilities,
- Our consultation processes
- Training and workplace inspections
- Injury Management and Injury/Incident Reporting procedures
- Return to Work program
- Building Safety
- WHS Purchasing Procedures

- Classroom Safety
- First Aid
- Critical Incident (Emergency Situations)
- Crisis Management Team & Response Policy
- Evacuation Procedures/Lockdown Policy
- Car Park Safety
- Visitor Management
- Staff use of Alcohol & Drugs
- Personal Protective Equipment
- Smoking

One area requiring improvement is staff accessibility to policies and procedures that Rosebank already have in place.

The majority of the Online WHS Fundamentals Core Program is complete and is now at a stage that can be made available to staff.

An Implementation Meeting was organised between Peter Fu (Complispace Account Liaison) and Policy & Compliance Officer on Friday 30th October. The meeting involved a review of our core WHS program, an explanation of the core parts of Rosebank's WHS program, a review of the risk and task systems in Assurance and a look at the incidents module and how to log and report incidents.

Complispace has suggested organising a meeting with our WHS committee to explain the program further and to assist in getting our WHS review processes working.

The next phase of implementation will involve the balance of WHS policies being reviewed and published in a risk-based way. Separate to the core College WHS policies, Complispace offers 50 WHS related policies that can be reviewed. The implementation of these policies will be determined on an operational-needs based level by the College Leadership team and WH&S committee and as advised by Complispace. The College Leadership team will be involved in finalising and publishing any other policies and the WH&S committee will be involved in ensuring that they are understood, implemented and reported on monthly through the Compliance and Risk Officer.

3. Incidence Reporting

Complispace has reviewed our paper-based Incident/Report risk forms and have suggested using separate reports forms for Staff injury or near-miss; Student injury or near-miss; Visitor injury or near-miss; and report a risk. The use of different forms enables Rosebank to have separate databases for different types of incidents.

Staff will have access to the incidents module once:
1. The reporting forms are presented to the Business Manager for approval to use across the College
2. Training of all relevant staff who will manage incidents including the Policy & Compliance Officer, WHS officer and a staff member responsible for first aid duties.
3. Launching the incidents module to staff
4. Removing access to any paper-based forms within the College.

The Incidents module will allow for the reporting of incidents to the relevant executive members and the WHS Committee. The online forms assign tasks and follow ups to be

completed by the relevant staff member. They also form part of the process for identifying, reviewing and addressing WHS hazards within the College.

The advantage of the online Incidence Report is that it can be accessed by any staff member at any time whether on a laptop or their phone. Photos' taken via phone can be uploaded immediately and attached to an Incident Report. By removing paper-based forms, it ensures that incidents are logged using one means only.

4. Student Duty of Care

This area of compliance and risk management has not yet been transferred to the Complispace arena. It remains within the establish set of risk management protocols. Implementation of this Complispace Module will involve identifying the core policies that Rosebank will want to publish on the Complispace Fundamentals site. It is suggested that the following core SDC policies be published:

- Anaphylactic Shock Management
- Child Protection
- Supervision
- Accident Management
- Bullying

It is envisaged that these policies will be collected and forwarded to Complispace for a Gap Analysis before the end of Term 4.