



## CHILD PROTECTION POLICY

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REVISIONS:	March 2005	29 July 2008	27 October 2008	13 May 2011	March 2012	29 Jan 2013
REWRITTEN	March 2015	May 2016	27 February 2018	24 April 2018 (Revision only)	11 May 2018 for NSSAB	30/5/19 for change of Board delegate
	Aug 2020 for change of Board delegate	4 May 2021 P&R committee approved GCC changes, include new CPOs	June 2021 – Advice from ISQ to note Criminal Act, but not change reporting style	16 June 2021 – approved at Executive	26 October 2021 - approved at Board meeting	9 December 2021 – CPOs updated

### 1. Introduction

An important facet of the Mission of Nambour Christian College, herein referred to as the College, is to provide a secure and supportive, Christ-centred learning community for every student. In such an environment students will feel secure and be encouraged to reach their full potential and mature into effective members of society. The Child Protection Policy addresses instances where students may have suffered harm or been exposed to inappropriate behaviour or sexual abuse or suspected sexual abuse. It is one of a number of policies formulated to protect students and staff providing the basis whereby the Mission is translated into reality.

Where there is any conflict between other policies, this policy, the Child Protection Policy, will prevail.

Under the Contract of Enrolment, duty of care obligations, and Faith basis, Nambour Christian College is committed to providing a safe environment to all Students and to upholding their best interests and wellbeing.

The processes detailed in this policy are designed to facilitate these commitments including legislative compliance with the *Education (Accreditation of Non-State Schools) Act 2017* and Regulations 7, 15 and 16 of that Act.

### 2. Definitions

**Anonymous Complaint** - the school will act where possible to address such complaint

**Child** means a person up to the age of 18 years of age.

**Child Protection Officers** – refers to (at least 2) named and published Staff Members (as required under the *Education (Accreditation of Non-State Schools) Regulation 2017* to whom Students may report concerns.

**College** means Nambour Christian College (P-12), including boarding.

**Complainant/s** – the name given to the person/s who bring a complaint.

**Confidentiality** It is important when handling complaints information that the confidentiality of all parties concerned is respected. Information will be regarded as confidential if:

- (a) the information has the 'necessary quality of confidence' in that any unauthorised use would be detrimental to a party and that:
- (b) it was shared or confided under circumstances where there was a special need for trust, eg between the harassment officer and the complainant, or between the Principal and the alleged offender.
- (c) Information will be shared only if it is necessary to comply with the requirements of this Policy (designated persons) or as required by law.

**Designated Director** is the Director appointed unanimously by the Board to receive and report sexual abuse matters regarding Students – under Section 366B.

The name and contact details of the Designated Member is – Tim McNamara, email: [tjm1@bigpond.com](mailto:tjm1@bigpond.com)

**Designated persons** are persons designated to perform the specific duties, often in the absence or unavailability of senior staff.

**EGPA** – *Education (General Provisions) Act 2006*

**Employee** of a school means a person engaged to carry out work at the school for financial reward.

**Family and Child Connect Services (FCCS)** these are State established referral services to assist with vulnerable families.

**Harm** (Section 9 of the *Child Protection Act 1999* as amended in 2014) caused to a Student under 18 years: is any detrimental effect of a significant nature on a Student's physical, psychological or emotional wellbeing.

- (a) It is immaterial how the harm is caused.
- (b) Harm can be caused by
  - physical, psychological or emotional abuse or neglect or
  - sexual abuse or exploitation.
- (c) Harm can be caused by
  - A single act, omission or circumstance
  - A series or combination of acts, omissions or circumstances

**Incident** – any activity or set of circumstances of Inappropriate Behaviour, sexual abuse, or suspected sexual abuse, or where harm has occurred or is reasonably suspected.

**Independent Protection Advisor** – may be appointed by the College, and is independent of the College, but available for assessment of complaints.

**Inappropriate Behaviour by a Staff Member towards a Student:** *Inappropriate Behaviour* is NOT defined by law. It includes Inappropriate Behaviour by a Staff Member towards a Student that is unwelcome or familiar behaviour that causes a Student to feel uncomfortable or which breaches the trust implicit in an adult-student relationship. All behaviours must comply with accepted societal values, professional and contractual obligations, current legislation and/or legal precedent. Known or suspected behaviour which would be regarded by a reasonable person to be inappropriate between a staff member and a Child would be responded to as such even if the Child does not reject it or indicate it is unwelcome and even if a Formal Complaint has not been made.

NB. Many of these behaviours fall under the criminal offence of "grooming" or "maintaining a relationship with a Child" and could be dealt with under suspected abuse of a student.

**Natural Justice** – The principle of natural justice will apply to processes and decisions under this Policy.

The principles of *Natural Justice* are that:

A person alleged to have behaved in breach of contractual and legislated standards and expectations, except in the instance that when any allegations of reports made to police or Child Protection Officer

the person to whom is the subject of the allegation should not be informed to enable authorities to conduct their investigation. Otherwise, the person:

- has a right to be informed and to be provided particulars of the behaviours alleged at the earliest opportunity;
- has the right to respond to the allegations, and to be heard;
- has a right to be heard in an unbiased forum.

**Neglect** – The term *neglect* in this Policy may be defined as any act or omission whereby the Child is not cared for in the reasonable opinion of the School. According to the Department of Communities, neglect occurs when a Child's basic necessities of life are not met, and their health and development are affected. Basic needs include:

- Food and housing
- Health care
- Adequate clothing
- Personal hygiene
- Hygienic living conditions
- Timely provision of medical treatment
- Adequate supervision

**Notifier** is a person who brings notice of a Student Protection matter to the attention of the College.

**Relevant person** means the Director mentioned in 365(1)(a) to (c), 365A(1)(a) to (c), 366(1)(a) to (c), or 366A(1)(a) to (c) of the *General Provisions Act 2006*. A relevant person is also defined under section 13E of the *Child Protection Act 1999* as a doctor, registered nurse, teacher, police officer or person engaged to perform a child advocate function under the *Public Guardian Act 2014*.

**Relevant State Authority** is defined as the Police or Department of Communities Child Safety and Disability Services (DCCS DS).

**Reportable Suspicion** (*Child Protection Act, 1999*) is one where a teacher

- a) has a reasonable suspicion that a Student has suffered, is suffering, or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse; and
- b) may not have a parent able and willing to protect the Student from harm.

Staff other than teachers, should consult the child protection officer or professional teaching staff should there be reasonable suspicion.

**Respondent** – the name of the person/s who is the alleged offender.

**Sexual Abuse** (*Section 364 of the Education [General Provisions Act, 2006]*) in relation to a relevant person includes sexual behaviour involving the relevant person and another person in the following circumstances:

- (a) the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
- (b) the relevant person has less power than the other person;
- (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

**Staff** includes all staff, without exception, whether paid or volunteers, eg those involved in teaching or administration, bus drivers, cleaners, groundsmen, sporting coaches, sporting referees, teacher assistants, Early Childhood Educators and volunteers working in any capacity for the College.

**Student** means any person regardless of age who is enrolled at the School.

**Teacher** is a person employed in the capacity of a registered teacher with the Queensland College of Teachers at the College, and includes full time, part time, casual and re-appointments.

**Unacceptable Risk** – if the report of alleged Inappropriate Behaviour/Harm is of such concern that in the reasonable view of the Principal (with consultation) the attendance on campus of the alleged offender presents an unacceptable danger – that person can be stood down or suspended in the interim.

**Unprofessional Conduct** is any behaviour which, by its nature, is inappropriate, unwise and has potentially damaging consequences.

**Volunteer** – a person who assists at the school without remuneration or financial reward.

**Vexatious Complaint** – a vexatious complaint is a complaint which has no substance and which may be brought with ill intent. Vexatious complaints may have serious consequences under the College Policy and legislation.

### 3. The Law

The College obligations in relation to this Policy are covered by the following:

- Faith values
- *Education (General Provisions Act) 2006*
- *Education (Accreditation of Non-State Schools) Regulation 2017* as amended in 2017
- *Anti-Discrimination Act 1991*
- *Education (Queensland College of Teachers) Act 2005*
- *Education & Training Amendment Act 2011*
- *Work Health & Safety Act 2011*
- *Child Protection Act, 1999 as amended in 2014*
- *Criminal Code Act 1899 (NOTE: June 2021, on advice from ISQ, Act is noted, but does not impact our reporting processes)*
- The law of negligence
- Contract Law
- College Formal Complaints Policy (as required by Reg 7 of the Accreditation Act 2018)

### 4. Scope

This Policy and procedures sets out the requirements under Section 7, 15 and 16 of *the Education (Accreditation of Non-State Schools) Regulation 2017* to provide processes which address the protection of Students. It applies to all complaints of sexual and physical abuse, to other types of harm and to Inappropriate Behaviour. It applies to all Staff and Students at the College.

### 5. Policy Statement

- (a) The College will comply with the mandatory reporting requirements under law.
- (b) The College has processes in place allowing it to respond to issues of Student Protection promptly and consistently.
- (c) The College will work in partnership with State authorities.
- (d) The College will work as appropriate with Family and Child Connect Services.
- (e) The College will work in partnership with parents as part of the Contractual Relationship established by the Enrolment Contract.
- (f) The College will provide appropriate pastoral support for Students and families.
- (g) Consequences for breach of this Policy **may attract College-imposed consequences (including potential staff disciplinary action) additional to any imposed at law.**

## 6. Principles

This policy is founded on the following principles:

- (a) Every child has a right to protection from harm.
- (b) The welfare and best interests of the child are paramount.
- (c) Families have the primary responsibility for the upbringing, protection and development of their children.
- (d) Under the Contract of Enrolment the College and Parents will work together in the best interests of the Child.
- (e) All actions taken by the College will be in the best interests of the child and will include the reporting of any suspected criminal behaviours regardless of requests by parents otherwise
- (f) As part of its pastoral care commitments, the College will provide appropriate support to the child and family where an alleged harm has taken place.
- (g) The College will screen new staff / volunteers in relation to their suitability to work with children. [Suitability Card & Teacher Registration will ensure compliance].
- (h) The College will not tolerate behaviours which breach the law and this Policy. Such behaviours will result in consequences being imposed by the College.
- (i) The College will provide pastoral care to alleged offenders if they are students or employees of the College.
- (j) The College will initiate both formal and informal complaints processes in response to allegations.
- (k) The confidentiality of all parties will be respected.
- (l) The College may without limitation to any other rights stand down (on full pay) any employee/volunteer who is reasonably assessed as an unacceptable risk.

## 6. Types of Abuse

Harm may include significant examples of the following:

- (a) Physical abuse and excessive punishment
- (b) Emotional abuse
- (c) Emotional deprivation
- (d) Physical neglect and/or inadequate supervision, and
- (e) Sexual abuse and exploitation.

## 7. Legislative Reporting Obligations

The relevant reporting obligations are outlined below:

### (a) **Education (General Provisions) Act 2006**

Section 366 (**Obligation to report sexual abuse of a person under 18 years at non-State school**) and

s. 365A (**Obligation to report likely sexual abuse of a person under 18 years at non-State school**)

requires that a school staff member (first person) **must** immediately make a written report when they become aware or reasonably suspect the sexual abuse or likely sexual abuse of a student (relevant person EGPA) under 18 years of age by another person.

## Requires that:

**All staff members** as the **'first person' must immediately** report. A written report to be completed by the staff member with support by a Child Protection Officer and provided **immediately** to the relevant school Principal or Director.

If the allegation made relates to the Principal the report must be made directly to a Director of the schools governing body or the nominated delegate.

**Principal or Director:** Will include all other relevant known information into the Reporting FORM and **immediately** give the report to a police officer (relevant CPIU (Child Police Investigative Unit), QPS (Qld police service)).

**Principal or Director:** Will complete and provide the Report to;

- A Director of the school's governing body or the nominated delegate

**Principal** as the **'first person' must immediately** give a written report to a police officer (relevant CPIU, QPS) **and** provide a copy of the Reporting FORM to a director of the school's governing body or the nominated delegate.

**School's governing body:** If a completed reporting FORM has been provided to a director of the school's governing body or the nominated delegate in the first instance, the Reporting FORM **must immediately** be given to a police officer (relevant CPIU, QPS).

A maximum penalty of 20 penalty units may apply to persons who do not comply with the provisions of s.366 *EGPA*. No penalty exists for breaches of s.366A *EGPA*.

### **NOTE: Director's delegation of legislative 'function' (EGPA)**

Section 366B, *EGPA*, provides that if a non-State school's governing body has more than one director then all of the directors **may** by unanimous resolution, delegate the director's function to an appropriately qualified individual. This 'function' **must not** be delegated to the Principal or any other staff member of the non-State school.

**'Function'** means the director's function of receiving a report and giving a copy of the report to a police officer under s.366 or 366A *EGPA*.

The report under this section must contain the following information under both the *Child Protection Regulations 2011* [S10] and the *Education (General Provisions) Regulations 2006* (s.68-68A):

- (a) The name of the person giving the report (*the First person*)
- (b) The student's name and sex
- (c) Details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person or details of the harm for which the reportable suspicion relate
- (d) Any of the following information of which the first person is aware:-
  - i. the student's age
  - ii. the identity of the person who is suspected to be likely to sexually abuse the student or has caused physical harm
  - iii. the identify of anyone else who may have information about the suspected likelihood of abuse.
  - iv. How to contact the child – address of child and/or name of school the child attends

(b) **Child Protection Act 1999**

Section 13E requires that 'relevant persons' **must** make a report when they reasonably and honestly suspect a child has suffered, is suffering, or is at risk of suffering significant harm caused by **physical** or **sexual abuse** and may not have a parent able **and** willing to protect the child from harm.

**Requires that:**

**Teachers:** as a 'relevant person' **must** report to Child Safety when they have formed a reasonable suspicion under s13E CPA. A 'relevant person' may confer with other colleagues at the same entity to assist in the forming of a reasonable suspicion.

A Reporting FORM is to be completed by the relevant person. The relevant person may consult with colleagues. The Reporting FORM may be completed with guidance from a SPO.

**Note: the legislative responsibility is on the 'relevant person' to directly report to Child Safety.** (cont'd over)

**Principal:** Will complete and provide a Reporting FORM to the Chair of the school's governing body.

If the allegation made relates to the Principal a copy of the Reporting FORM is to be provided to the Chair of the school's governing body.

No legislative penalties apply to persons who do not comply with the provision of s.13E CPA. If a 'relevant person' as an employee of Nambour Christian College, is found to be in breach of this reporting provision of the CPA, internal disciplinary processes will apply.

Section 13B provides the sharing of information to a relevant service provider if there are concerns that the child is likely to become a child in need of protection if no preventative support is given.

**Principal:** will, if appropriate, arrange for the child and/or family to be referred (with consent or without consent) to a relevant community based support service e.g. Family and Child Connect (FaCC) service. A SPO may refer a child and/or family **with consent** to a relevant community based support service. A family can self refer to a FaCC.

**Note: ONLY the Principal as the 'prescribed entity' can refer without consent.**

(c) **Education (Queensland College of Teachers) Act 2005**

Section 76 requires that if the employing authority for a prescribed school investigates an allegation of harm caused or likely to be caused to a child because of the conduct of a relevant teacher of the prescribed school, the employing authority must as soon as practicable after the investigation starts give notice to the Queensland College of Teacher in accordance with s.76 (3).

A maximum penalty of 40 penalty units apply for breaches of s.76 E(QCoT) Act 2005.

Section 77 requires that if the employing authority starts an investigation (s.76) the employing authority must as soon as practicable after the investigation ends for any reason, give notice to the Queensland College of Teachers of the outcome of the investigation. The notice must include the information required in s.77 (3).

A maximum penalty of 40 penalty units apply for breaches of s.77 E(QCoT) Act 2005.

If a written report for sexual abuse or likely (ss.366 or 366A *EGPA*) involving a teacher has been given to a police officer, and the teacher resigns from the school, the employing authority is to inform the Queensland College of Teachers by way of an interim notice under the requirements of s76.

If the employing authority dismisses a teacher of the school in circumstances that, in the opinion of the school, call into question the teacher's competency to be employed as a teacher **and** a notice is not required in accordance with ss.76 and 77 of the *EQCoT* as outlined above, the school must give notice (completed in accordance with s.77 of *EQCoT*) to the Queensland College of Teachers within 14 days after the dismissal was given to the teacher.

A maximum penalty of 40 penalty units apply for breaches of s.78 *E(QCoT) Act 2005*.

- (d) **Blue Card Services** can be contacted for advice where concern involves a non teaching employee.
- (e) **Regulation 16 of the *Education (Accreditation of Non-State Schools) Regulation 2017*** requires a school to have in place procedures and process for responding to allegations of inappropriate behaviour by a staff member (Reporting FORM).
- (f) ***Education (Accreditation of Non-State Schools) Regulation 2017***

Section 16 requires schools to have a written process in place for the reporting and responding of inappropriate behaviour of a staff member towards a student.

#### **Requires that:**

##### **Employees**

All employees **will as soon as practicable** report all allegations of inappropriate behaviour of an employee or volunteer towards a student to a SPO, the Principal or if warranted, to the nominated delegate of the relevant College Board.

If a SPO receives the allegation, they are to ensure that a reporting FORM is completed and the FORM immediately provided to the Principal.

A copy is to be provided by either the Principal or the Chair (as applicable), to DPS.

##### **Volunteers**

All volunteers **will** report **as soon as practicable** all allegations of inappropriate behaviour of an employee or volunteer towards a student to a SPO. The SPO is to complete the Reporting FORM based on the information provided by the volunteer.

The SPO will immediately provide the completed Reporting FORM to the Principal. If the allegation relates to the Principal the SPO will provide the Reporting FORM to the Chair or the nominated delegate of the relevant College Board.

A copy of the Reporting FORM is to be provided by either the Principal or the Chair (as applicable).

## **8. Responsibilities**

### **(a) College Board**

- i. will discharge their duties in accordance with *Education (Accreditation of Non-State Schools) Regulation 2017*, 15 and 16)
- ii. will receive regular reports from the Principal at Board Meetings
- iii. will ensure the College Formal Complaints Policy covers Child Protection complaints
- iv. will appoint a Designated Director to receive and act upon reports (to external authorities) any allegations relating to sexual abuse, including likely sexual abuse.
- v. will ensure the staff, students and students' parents and guardians are made aware of the policy and the policy is accessible by the publishing of it on the College website, and student, parent and staff portals.

(b) **Principal**

- i. will promote and arrange for annual in-service training of matters for Staff in legal compliance with Child Protection legislation and matters contained in this Policy
- ii. will appoint Child Protection Officers for the Junior and Secondary Schools
- iii. will implement procedures for screening of all persons involved in the College
- iv. in cases of sexual abuse, will mandatorily report such alleged offences to the relevant State authorities, in accordance with Mandatory requirements
- v. will consult with the College Leadership (comprising the Heads of School and Departments within the College, the Director of Student Wellbeing and Child Protection Officers) as appropriate
- vi. in all matters of sexual abuse allegations, advise the Designated Director, under s.366A General Provisions Act (*Amendment Act*) 2011
- vii. will investigate reports of Inappropriate Behaviour internally and according to the principles of Natural Justice
- viii. will respond to concerns raised about psychological or emotional harm, neglect and exploitation including as appropriate by investigation or referral to Family and Child Connect Services.
- ix. will take all necessary action in the standing down of any staff and activate the Exclusion Policy for any student in relation to matters covered by this Policy and carrying out any disciplinary measures noted in the Policy
- x. will promote the role of the Child Protection Officers and the Designated Director within the College and ensure that staff, students and parents are aware of this Policy and the reporting procedures
- xi. will report any investigation carried out regarding the conduct of a teacher to the Queensland College of Teachers.

(c) **Designated Director**

The delegate will be identified to parents, students and staff to facilitate reporting under s.366. This Director will be available to receive and to report any allegations of sexual abuse, including likely sexual abuse.

As stated in section 2 above, the name and contact details of the Designated Director is – Tim McNamara, email: [tjm1@bigpond.com](mailto:tjm1@bigpond.com)

(d) **Child Protection Officers**

These Officers will be appointed by the Principal and will undertake training in the role. They will be identified to staff, students and parents and will be easily accessible. Child Protection Officers at the College are:

- Shona Diggines [sdigg01@ncc.qld.edu.au](mailto:sdigg01@ncc.qld.edu.au)
- Jon Broad [j.broad@ncc.qld.edu.au](mailto:j.broad@ncc.qld.edu.au)
- Mia Robertson [mia.robertson@ncc.qld.edu.au](mailto:mia.robertson@ncc.qld.edu.au)
- Loida Grinan [loida.grinan@ncc.qld.edu.au](mailto:loida.grinan@ncc.qld.edu.au)
- Chris Garrett [Christopher.g@ncc.qld.edu.au](mailto:Christopher.g@ncc.qld.edu.au)
- Brian Evans [brian.evans@ncc.qld.edu.au](mailto:brian.evans@ncc.qld.edu.au)
- Makushla D'Costa [m.dcosta@ncc.qld.edu.au](mailto:m.dcosta@ncc.qld.edu.au)

(e) **Staff**

All staff, under the *Education (General Provisions) Act 2006* and Regulation 16 of the *Education (Accreditation of Non-State Schools) Regulation 2017* must report known or suspected sexual abuse of a child to the Principal or director of the governing body or delegate and must comply with this policy regarding protective procedures (Reporting FORM)

All staff, under this Policy must report known or suspected harm or inappropriate behaviours by a staff member to a Child Protection Officer, the Principal or the Designated Director.

All staff must ensure the safety of students first, and report any forms of harm or allegations of harm to a student by any person within or outside of the school that is not already covered under this policy, to the principal or a Child Protection Officer. Process for investigation and reporting allegations of harm will be conducted in accordance with College policies, e.g. bullying, and behaviour management policies.

All staff will protect confidentiality (under a Confidentiality Agreement) of the person disclosing the allegations and the details of the allegations.

**Unless as otherwise obliged by legislation, staff members under this policy must consult with appropriate people including Child Protection Officers and the Principal.**

(f) **Students**

All Students are expected to contribute to the care and wellbeing of other Students by complying with all school policies, rules and directions.

## **9. Formal Complaints Policy (Reg 7) and Investigation Process followed by the College**

This Policy, together with the College Formal Complaints Policy, will guide the College response to allegations of inappropriate, harmful or sexually abusive conduct.

- a) For behavior falling short of mandatory reporting, the Principal may decide on a number of responses including, internal or external investigation and the scope of investigation.
- b) Other actions may include
  - Working in partnership with parents to address issues
  - Referrals to Family and Child Support Services
  - Notifying Child Safety and Police as a matter of discretion (even if not mandatory)
- c) Some behaviours will result in mandatory reporting to State Authorities
- d) The College will not proceed with internal investigation following mandatory notification to State Authorities
- e) The College will not in any way investigate matters reasonably assessed as needing mandatory reporting
- f) The College will co-operate with the State Authority
- g) The College will proceed with its own disciplinary measures (additional to any that may be imposed by the law).

## **10. Consequences of Breach of Policy**

- a) Conduct found to have breached this Policy may result in criminal penalties as decided by legal process
- b) Other breaches of this policy, which may not result in external legal penalties, will result in internal consequences imposed by the Principal/Board and may include:
  - Apology
  - Counselling
  - Warning
  - Demotion
  - Suspension
  - Standing aside
  - Termination
  - Expulsion (in case of student)

- c) Where a complaint/allegation is found to have no substance, every effort will be made to re-instate the alleged offender's status and reputation.

### **11. Alleged Breach of this Policy by College: *Education (Non-State Schools) Regulations 2017, Regulation 7***

Any relevant person who wishes to make a complaint alleging the College has not followed this Policy may:

- a) Put the matter in writing providing sufficient details to the Principal
- b) If the Complaint is in relation to the Principal, the Complaint and details need to be provided to the Designated Director or Board Chair.

The Principal/Designated Board Director will respond to the complaint guided by the Formal Complaints Policy.

### **12. Protection for Notifier**

- (a) The *Child Protection Act 1999* provides for the confidentiality of information supplied by the person making a notification.
- (b) Also Section 22 of the Act provides for the protection from civil liability for persons, who, acting honestly, notify or give information about suspected harm to a Child. It states that merely because the person gives the notification or information, the person cannot be held to have breached any code of professional etiquette or ethics, or departed from accepted standards of professional conduct.

In accordance with this Act the College will protect the identity of the Notifier of information – unless required otherwise by Law.

### **13. Anonymous Complaints**

Such complaints, by their very nature provide difficulties, however the College will investigate the validity of each one to the extent possible.

### **14. Record Keeping**

Any staff member who has concerns about the safety or wellbeing of a child, either suspicious or disclosed, MUST:

- a) Keep anecdotal records of observations, focusing on the persistence of indicators over time and the severity of effects
- b) If speaking to a child, keep questions to what/when/where
- c) Take only short notes – must not investigate
- d) Present such documentation to a Child Protection Officer.

Should the Principal need to interview the child further, the same procedures must be followed. Records must be kept in a locked file by the Principal.

### **15. Timely Response**

The Principal will ensure that a timely response to all issues of Child Safety and wellbeing will be made. It is the preference of the College that Complaints be addressed internally and at the lowest (informal) level by open communication between the parties concerned – staff, parents. However, where informal processes are not appropriate or sufficient, the College will follow the process as detailed in the Formal Complaints Policy.

### **16. Review of Policy**

This Policy will be reviewed every year or as required by legislation.

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# Appendix 1: Reporting FORM

## Private and Confidential

### Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Email and/or Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
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 the 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  No

Are there any Family Court or Domestic Violence orders in place? Yes  No  Unknown

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

- Adult family member                       Child family member                       Other adult  
 Student/other child                       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 the 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 Communities (Child Safety Services)
	<input type="checkbox"/>	Family and Child Connect

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

**Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.**