

NAMBOUR CHRISTIAN COLLEGE LTD

REPORTING CONCERNS OF HARM AND ABUSE POLICY

College Policy 2.1

ISSUED	October 2023	LOCATED	Website, Enrolment Application and Contract, Parent Lounge, Student Portal, Staff Portal, Board Portal, Visitor Inductions, T:\Admin\Policies			
REVISED	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 May 2019 for change of Board delegate
REVISED	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 December 2022 CPOs updated	Jan 2024 Policy adopted from ISQ policy template dated Sept 23	12 February 2025 CPO's updated	1 August 2025 CPO's updated due to staff changes	11 June 2026 Approved by Exec Subject to Board Approval Based on ISQ templated May 26. Previously named Child Protection Policy.	
REVISION SCHEDULE	Annually or as required		APPROVED BY		NCC Board / College Executive	
DOCUMENT OWNER/S	NCC Board / College Executive					

POLICY

1. Purpose

The purpose of this policy is to demonstrate the strong commitment of Nambour Christian College (**College**) to child protection and safety and to provide written processes about –

- how the College will respond to harm, or allegations of harm, to an individual under 18 years; and
- the appropriate conduct of College's staff and students

to comply with the *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) section 16*.

2. Scope

This policy applies to all Directors of the College Governing Body, students and staff, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at the College and covers information about the reporting of harm and abuse.

This policy applies irrespective of where (location, including camps and off-site excursions or virtual/remote environments) or how (including online environments) that engagement occurs. This policy sets out the standards of behaviour expected of all staff, consultants, contractors, and volunteers of the College when they are:

- At the College premises;
- At College activities away from the College premises (including sporting and extracurricular events);

- At functions or in contexts where staff are representing the College (for example, at staff social events, P & F events, professional development conferences); and
- Any other occasion where they are identified as a College staff member (including when they are communicating on electronic platforms including social media or social media-like platforms both inside and outside the College IT infrastructure).

3. References

- *Child Protection Act 1999 (Qld)*
- *Child Protection Regulation 2023 (Qld)*
- *Child Safe Organisations Act 2024 (Qld)*
- *Criminal Code Act 1899 (sections 229BB and 229BC) (Qld)*
- *Education (General Provisions) Act 2006 (Qld)*
- *Education (General Provisions) Regulation 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*
- *Education (Queensland College of Teachers) Act 2005 (Qld)*
- *Working with Children Check Act 2000 (Qld)*
- *Work Health and Safety Act 2011 (Qld)*
- Nambour Christian College Complaints Policy
- Nambour Christian College Child Risk Management Strategy (for the Working with Children (Risk Management and Screening) Act 2000 (Qld))
- Nambour Christian College Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))
- Nambour Christian College Mandatory Reporting Form (Appendix 2)

4. Definitions

Child means an individual under the age of 18 years.

Child in need of protection, Section 10 of the *Child Protection Act 1999*, is a child who—

- a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
- b) does not have a parent able and willing to protect the child from the harm.

College Governing Body means the governing body of the College also referred to as NCC Board.

Director means a member of the College Governing Body.

Harm, as per Section 9 of the *Child Protection Act 1999*, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

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

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, in this policy, refers to full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Student includes all persons enrolled and attending the College, including those who may be older than 18 years of age.

Within this policy **Nambour Christian College** uses the terms “School”, “College” and “Nambour Christian College” interchangeably to refer to Nambour Christian College.

5. Health and Safety

The College has written processes in place to enable it to comply with the requirements of the *Child Safe Organisations Act 2024 (Qld)*, the *Work Health and Safety Act 2011 (Qld)* and the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*.¹

6. Conduct of Staff and Students

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students².

7. Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to any staff member within the College, or if the student is able, to any of the following Child Protection Officers³:

- Chris Garrett (Careers & Pathways Coordinator)
 - christopher.g@ncc.qld.edu.au
- Loida Grinan-Paterson (Deputy Head of Senior School)
 - loida.grinan-paterson@ncc.qld.edu.au
- Makushla D’Costa (Assistant to the Head of Student Wellbeing)
 - m.dcosta@ncc.qld.edu.au
- Peter Buchan (Deputy Head of Junior School)
 - peter.buchan@ncc.qld.edu.au
- Jon Broad (Junior School Classroom Teacher)
 - j.broad@ncc.qld.edu.au
- Lucy Rockliff-Auricht (Junior School Health & Wellbeing)
 - lucy.rockliff-auricht@ncc.qld.edu.au
- Nick Curtis (Middle & Senior School Teacher)
 - nick.curtis@ncc.qld.edu.au

or to the Board Delegate:

- Tim McNamara
 - TMCNA01@ncc.qld.edu.au

who will receive report.

8. Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of alleged inappropriate behaviour must report it to the Executive Principal (Principal) or Heads of School. Where the Principal is the subject of the report of alleged inappropriate behaviour, the staff member must inform a member of the College Governing Body⁴. If the alleged inappropriate behaviour does not trigger mandatory reporting obligations, reports will be dealt with under the Nambour Christian College Complaints Policy.

¹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.15

² Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)

³ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)

⁴ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)

9. Reportable Conduct Scheme Obligations

The College will comply with its obligations under the *Child Safe Organisations Act 2024 (Qld)* by ensuring that reportable allegations and reportable convictions involving workers are reported internally as soon as practicable, notified to the Queensland Family and Child Commission within required statutory timeframes, and appropriately investigated and reported as required under the Act.⁵

An initial report under this section must include the following particulars:

- a) details of the reportable allegation or reportable conviction;
- b) the name, including any former name or alias, of the worker the subject of the reportable allegation or reportable conviction;
- c) the date of birth of the worker, if known;
- d) the name of the head of the reporting entity;
- e) whether the sector regulator for the reporting entity or the police service has been contacted about the reportable allegation or reportable conviction;
- f) the reporting entity's contact details, including its name, address and telephone number;
- g) if the worker currently performs work for the reporting entity—any action, including risk management action, taken in response to the reportable allegation or reportable conviction, including, for example—
 - i. immediate steps taken to prevent the worker from having contact with children; and
 - ii. any disciplinary action taken or proposed to be taken against the worker;
- h) any other matter prescribed by regulation.⁶

10. Queensland College of Teachers Obligations

The College will comply with its obligations under the *Education (Queensland College of Teachers) Act 2005 (Qld)* by notifying the Queensland College of Teachers as soon as practicable when the College begins dealing with an allegation of harm to a child involving a teacher, and again as soon as practicable once the College's dealings with the allegation are concluded.⁷

A notice when the College begins dealing with an allegation of harm to a child involving a teacher must include the following particulars:

- a) the name of the employing authority and, if the name of the authority is different to the name of the prescribed school, the name of the prescribed school;
- b) the name of the relevant teacher;
- c) the day the employing authority started dealing with the allegation;
- d) the allegation, particulars of the allegation and any other relevant information;
- e) details about what actions the employing authority has taken to deal with the allegation.⁸

⁵ *Child Safe Organisations Act 2024 (Qld) s.33-37*

⁶ *Child Safe Organisations Act 2024 (Qld) s.35*

⁷ *Education (Queensland College of Teachers) Act 2005 (Qld) s.76 and s.77*

⁸ *Education (Queensland College of Teachers) Act 2005 (Qld) s.76(3)*

11. Reporting Sexual Abuse⁹

Section 366 of the *Education (General Provisions) Act 2006* states that if a staff member becomes aware, or reasonably suspects, in the course of their employment at the College, that any of the following has been sexually abused by another person:

- a) a student under 18 years attending the College;
- b) a kindergarten aged child registered in a kindergarten learning program at the College;
- c) a person with a disability who:
 - i. under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the College; and
 - ii. is not enrolled in the preparatory year at the College,

then the staff member must give a written report about the abuse or suspected abuse to the Principal or to a Director of the Colleges Governing Body immediately.

The Principal or the Director must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the Principal, the Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to a Director of the College's Governing Body immediately.

A report under this section must include the following particulars:

- a) the name of the person giving the report (the **first person**);
- b) the student's name, age and sex;
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- d) details of the abuse or suspected abuse;
- e) any of the following information of which the first person is aware:
 - i. the identity of the person who has abused, or is suspected to have abused, the student;
 - ii. the identity of anyone else who may have information about the abuse or suspected abuse¹⁰.

12. Reporting Likely Sexual Abuse ¹¹

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at the College, that any of the following is likely to be sexually abused by another person:

- a) a student under 18 years attending the College;
- b) a kindergarten aged child registered in a kindergarten learning program at the College;
- c) a person with a disability who:
 - i. under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the College; and
 - ii. is not enrolled in the preparatory year at the College,

then the staff member must give a written report about the suspicion to the Principal or to a Director of the College's Governing Body immediately.

The College's Principal or the Director must immediately give a copy of the report to a police officer.

If the first person who reasonably suspects likely sexual abuse is the Principal, the Principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a Director of the College's Governing Body immediately.

A report under this section must include the following particulars:

⁹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

¹⁰ *Education (General Provisions) Regulation 2017 (Qld) s.68*

¹¹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

- a) the name of the person giving the report (the **first person**);
- b) the student's name, age 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;
- d) any of the following information of which the first person is aware:
 - i. the identity of the person who is suspected to be likely to sexually abuse the student;
 - ii. the identity of anyone else who may have information about suspected likelihood of abuse¹².

13. Responding to Harm¹³

13.1. Harm caused by physical or sexual abuse

Under Section 13E (3) of the *Child Protection Act 1999*, if a doctor, a registered nurse, a teacher or an early childhood education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

A **reportable suspicion** about a child is a reasonable suspicion that the child:

- a) has suffered, is suffering, or is at 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 child from the harm.

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Families, Seniors, Disability Services and Child Safety (or another department administering the *Child Protection Act 1999*). The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the Principal.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹⁴;
- b) the child's name, age and sex descriptor;
- c) details of how to contact the child;
- d) details of the harm to which the reportable suspicion relates;
- e) particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;
- f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹⁵.

The regional Child Safety Regional Intake Services for Nambour during business hours (from 9am -5pm Monday to Friday) is 1300 703 762. Outside these hours, you can contact the Child Safety After Hours Service Centre on phone freecall 1800 177 135 (Queensland only).

¹² *Education (General Provisions) Regulation 2017 (Qld) s.69*

¹³ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (1) and (2)(d)*

¹⁴ *Child Protection Act 1999 s.13G (2)(a)*

¹⁵ See *Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"*

13.2. Harm caused by psychological or emotional abuse or neglect

When the College receives any information alleging 'harm'¹⁶ to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can, this may include reporting through the Principal to Child Safety.¹⁷ If the harm is not at a level that is otherwise reportable to Child Safety, the matter should be referred to the Principal, who may then refer the matter to Family and Child Connect (ph. 13 32 64).

14. Responsibilities under Criminal Code Act 1899 (Qld)

The *Criminal Code Act 1899* (**Code**) includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years or a person with an impairment of the mind.

14.1. Failure to Report¹⁸

Under section 229BC of the Code, all adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies to all adults inclusive of students 18 years or older, as well as parents/guardians and volunteers at the College. A reasonable excuse not to make a report under the *Criminal Code Act 1899* includes that a report has already been made under the *Education (General Provisions) Act 2006* (reporting sexual abuse or likely sexual abuse) and the *Child Protection Act 1999* (reporting significant harm or risk of significant harm) as per this policy.

14.2. Failure to Protect¹⁹

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

15. Awareness

The College will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its website²⁰ and through College newsletters, staff induction processes, student assemblies, student diaries, during enrolment interviews and available from the main reception. All staff are expected and required to keep themselves aware of and informed of these processes.

16. Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the College website and will be available on request from the College administration²¹.

17. Training

The College will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually²².

As evidence of this annual and regular training the following will take place:

¹⁶ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7): the definition of 'harm' for this regulation is the same as in section 9 of the Child Protection Act 1999 (Qld)*

¹⁷ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (1)(a)*

¹⁸ *Criminal Code Act 1899 (Qld) s.229BC*

¹⁹ *Criminal Code Act 1899 (Qld) s.229BB*

²⁰ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

²¹ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

²² *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

- Annual staff attendance register of online Child Protection Training
- Minutes of Staff Meetings
- Staff Induction Checklist – noted and signed by new staff member and supervisor
- Regular Principal Report to Board regarding Child Protection incidents
- Regular Principal Report to Board regarding Formal Complaints received
- Annual Board Legal Compliance Checklist
- Review of all relevant Child Protection and Complaints policies.

18. Implementing the Processes

The College will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually²³.

19. Complaints Procedure

Suggestions of non-compliance with the College's processes may be submitted as complaints under Nambour Christian College Complaints Policy²⁴.

²³ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*

²⁴ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

Appendix 1

Summary of Reporting

Who	What abuse	Test	Report to	Legislation
All staff	Sexual	Awareness or suspicion Sexually abused or likely to be sexually abused	Principal or to a director of the governing body, through to police immediately	EGPA sections 366 and 366A
Principal if 'first person'	Sexual	Awareness or suspicion Sexually abused or likely to be sexually abused	A director of the governing body and police immediately	EGPA sections 366 and 366A
Teacher and registered nurse	Sexual and physical	Significant harm; and 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, and 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	Family and Child Connect, may refer with consent or Principal, through to Family and Child Connect	CPA sections 13B and 159M
Principal	Any	Not a level that is otherwise reportable to Child Safety	Family and Child Connect, may refer without consent	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, and When you finish dealing with an allegation	Queensland College of Teachers	QCT sections 76 and 77
Any member of the public	Any	Significant harm, and Parent may not be willing and able	Child Safety	CPA section 13A
Any adult including 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 as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed	Criminal Code section 229BC
All workers	Reportable allegation or reportable conviction by a worker	Reasonable belief that a worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker	Head of Entity or their delegate, as soon as practicable. Where the allegations involve the Head of Entity, the notification must be made to the QFCC. May also go to a director of the governing body.	CSO Act section 33

Who	What abuse	Test	Report to	Legislation
		performing work for the school (entity).		
Head of the Reporting Entity (Head of Entity) or their delegate	Reportable allegation or reportable conviction by a worker	Reasonable belief that a worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the school (entity).	QFCC initial notification within 3 business days. QFCC either interim or final report, within 30 business days.	CSO Act sections 34, and 30(1)(c)
Any person	Reportable allegation or reportable conviction by any worker	Reasonable belief that any worker has committed—reportable conduct; or misconduct that may involve reportable conduct. It is irrelevant whether or not the conduct or misconduct is alleged to have occurred in the course of the worker performing work for the school (entity) or any other entity.	May report to QFCC at any time.	CSO Act section 33(4)

Appendix 2

Mandatory Reporting Form - Nambour Christian College

Private and Confidential Report of Suspected Harm or Sexual Abuse

Date:
College:
College Phone:
College Email:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Sex:
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 <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 / student 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 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

Name of staff member making report:	
Name:	Position:
Signature:	Date:
Email address:	
Response requested by the College:	

ACTION TAKEN	
Form emailed to (please tick which agencies the form is being sent to):	<input type="checkbox"/> Queensland Police Services (QPS) Caiu.sunshinecoast@police.qld.gov.au
	<input type="checkbox"/> Department of Communities (Child Safety Services) sccrisintake@cyjma.qld.gov.au
	<input type="checkbox"/> Family and Child Connect (Ph: 133264) Online Referral Form: https://familysupportreferral.org.au

(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.