

# NAMBOUR CHRISTIAN COLLEGE LTD

## STUDENT SAFETY AND WELLBEING POLICY

### College Policy 2.0

<b>ISSUED</b>	5 June 2026	<b>LOCATED</b>	Website, Enrolment Application and Contract, Parent Lounge, Student Portal, Staff Portal, Board Portal, Visitor Inductions, T:\Admin\Policies		
<b>REVISED</b>					
<b>REVISION SCHEDULE</b>	Annually or as required		<b>APPROVED BY</b>	NCC Board and College Executive	
<b>DOCUMENT OWNER/S</b>	NCC Board and College Executive				

## POLICY

### 1. Purpose

The purpose of this policy is to establish and promote a safe, inclusive and culturally responsive environment for all students, ensuring their safety and wellbeing are prioritised in every aspect of Nambour Christian College’s (the College) operations. This policy provides written processes about how the College will implement and comply with the Child Safe Standards and Universal Principle as required under the *Child Safe Organisation Act 2024* (Qld).

### 2. Scope

The College Community – 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, members of the broader College community, including parents/guardians, and visitors.

### 3. References

- *Child Safe Organisations Act 2024 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*
- QFCC Guidelines for implementing the Child Safe Standards in Queensland
- Nambour Christian College Reporting Concerns of Harm and Abuse Policy
- Nambour Christian College Commitment to Student/Children’s Safety and Wellbeing Statement
- For further related policies refer to <<link to end section>>

### 4. Definitions

**Child** means an individual under the age of 18 years.

**Child safe entity**, as per s10 of the *Child Safe Organisation Act 2024 QLD*, is an entity—

- that provides—
  - services specifically for children; or
  - facilities specifically for use by children who are under the supervision of the entity; and
- that is either—
  - mentioned in [schedule 1](#); or
  - prescribed by regulation.

However, an individual is not a child safe entity unless the individual carries on a business as an entity mentioned in subsection (1), including, for example, as a sole trader or partner in a partnership under



the *Partnership Act 1891, section 5*.<sup>1</sup>

**Child safe standards**, as per s9 of the *Child Safe Organisation Act 2024 QLD*, are the following standards applying to an entity—

- 1) child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture;
- 2) children are informed about their rights, participate in decisions affecting them and are taken seriously;
- 3) families and communities are informed and involved in promoting child safety and wellbeing;
- 4) equity is upheld and diverse needs respected in policy and practice;
- 5) people working with children are suitable and supported to reflect child safety and wellbeing values in practice;
- 6) processes to respond to complaints and concerns are child-focused;
- 7) staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training;
- 8) physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed;
- 9) implementation of the child safe standards is regularly reviewed and improved;
- 10) policies and procedures document how the entity is safe for children.<sup>2</sup>

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

**Guidelines**, Guidelines for implementing the Child Safe Standards in Queensland document produced by the QFCC

**QFCC**, Queensland Family and Child Commission

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

**Universal Principle**, in implementing and complying with the Child Safe Standards, a child safe entity must provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle).<sup>3</sup>

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

## 5. Objectives

The College will implement and comply with the Child Safe Standards and understand they may be required to give an authorised officer of the Queensland Family and Child Commission (QFCC) information about the College's compliance. In implementing and complying with the Child Safe Standards, the College will provide an environment that promotes and upholds the right to cultural safety of students who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle). The College will have regard to Guidelines made by the QFCC in implementing and complying with the Child Safe Standards and Universal Principle<sup>4</sup>.

As per the Guidelines, this policy outlines the ways in which the College actions and prioritises the safety and wellbeing of students. Rules and expectations regarding student safe practices are outlined for staff, volunteers and community members with the aim of establishing a student safe environment<sup>5</sup>.

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<sup>1</sup> *Child Safe Organisation Act 2024 QLD s10*

<sup>2</sup> *Child Safe Organisation Act 2024 QLD s9*

<sup>3</sup> *Child Safe Organisation Act 2024 QLD s11(2)*

<sup>4</sup> *Child Safe Organisation Act 2024 QLD s11*

<sup>5</sup> *Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland, QFCC, p94*

This policy will:

- Set out the College's expectations, practices, and approaches in relation to each of the Child Safe Standards, including the Universal Principle
- Be displayed for public access on the College's website and at the College's office
- Cover acceptable and unacceptable student to student, and student to adult interactions
- Describe the College's commitment to equity, inclusion and cultural safety and how the organisation recognises, responds and respects these factors.

## 6. Principles

The implementation of, and compliance with, the Child Safe Standards and Universal Principle by the College are to be based on the following fundamental principles:

- (a) Child safe entity's, including Nambour Christian College, are responsible for continuously improving the ways in which, in their operations—
  - (i) the safety of children is promoted; and
  - (ii) child abuse is prevented; and
  - (iii) allegations of child abuse are properly responded to;<sup>6</sup>
- (b) The Child Safe Standards are not a simple checklist. They encourage child safe entities to think about how their day-to-day work protects children's rights and safety.<sup>7</sup>

## 7. Responsibilities

The College is responsible for developing and implementing this Student Safety and Wellbeing Policy and related policies and procedures to ensure it fulfils its Child Safe Standards and Universal Principle obligations.

All Governing Body members, staff and volunteers at the College are responsible for acting in compliance with this policy and related policies and procedures.

## 8. Implementation of the Child Safe Standards

### 8.1. Leadership and Culture

Student safety and wellbeing is embedded in the College's leadership, governance and culture.<sup>8</sup>

#### 8.1.1. Statement of Commitment

Nambour Christian College is committed to being a child safe organisation in our endeavours to protect children from harm<sup>9</sup> and promote the safety, wellbeing and best interests of children<sup>10</sup>.

The College aims to achieve this through:

- implementing and complying with the Child Safe Standards<sup>11</sup>; and
- implementing and complying with the Universal Principle<sup>12</sup>, which requires the provision of an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons<sup>13</sup>.

The College acknowledges that the Child Safe Standards reflect the 10 National Principles of Child Safety acknowledged by the *Royal Commission into Institutional Responses to Child Sexual Abuse*.

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<sup>6</sup> *Child Safe Organisation Act 2024 QLD s14*

<sup>7</sup> *Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland, QFCC, p4*

<sup>8</sup> *Child Safe Organisations Act 2024 QLD, s9(a)*

<sup>9</sup> *Child Safe Organisations Act 2024 (Qld) s3(1)(a)*

<sup>10</sup> *Child Safe Organisations Act 2024 (Qld) s3(1)(b)*

<sup>11</sup> *Child Safe Organisations Act 2024 (Qld) s3(2)(a)*

<sup>12</sup> *Child Safe Organisations Act 2024 (Qld) s3(2)(a)*

<sup>13</sup> *Child Safe Organisations Act 2024 (Qld) s11(2)*

The Child Safe Standards are:

- child safety and wellbeing is embedded in our organisational leadership, governance and culture;
- children are informed about their rights, participate in decisions affecting them and are taken seriously;
- families and communities are informed and involved in promoting child safety and wellbeing;
- equity is upheld and diverse needs respected in policy and practice;
- people working with children are suitable and supported to reflect child safety and wellbeing values in practice;
- processes to respond to complaints and concerns are child-focused;
- our staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training;
- physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed;
- implementation of the child safe standards is regularly reviewed and improved; and
- policies and procedures document how the entity is safe for children.

The College is committed to having our leadership, governance, environment, culture, policies, procedures and practices reflect and embed these Child Safe Standards and the Universal Principle.

### 8.1.2. Risk Management

The College implements robust risk management processes to prevent, identify, and mitigate risks to students, and is committed to the monitoring of risk to the safety of students on an ongoing basis. The College will utilise various risk management tools including the Risk Management Framework Policy, Risk Management Processes, Risk Appetite Statement, Risk Registers, Work Health & Safety Policy and Critical Incident Policy and associated procedures to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to students.

### 8.1.3. Code of Conduct

All staff will 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 students.

The College's staff, parent, student, contractor and volunteer codes of conduct define acceptable and unacceptable behaviours toward students and are aligned with the Child Safe Standards.

### 8.1.4. Information Sharing & Recordkeeping

Staff and volunteers understand their obligations in information-sharing and maintaining accurate, secure records about student harm and abuse concerns, disclosures, and responses.

## 8.2. Student Voice

Students are informed about their rights, participate in decisions affecting them and are taken seriously.<sup>14</sup>

Nambour Christian College is committed to championing the voices of children and young people, ensuring they have genuine agency in matters that affect them. We listen to students in age-appropriate and culturally appropriate ways and create safe, structured opportunities for them to express their views.

The College uses the curriculum and educational programs to actively promote positive peer relationships and reduce student isolation by embedding learning experiences that strengthen social skills, empathy and respectful behaviours. Through age-appropriate lessons and whole-school wellbeing programs, students are also provided with access to sexual abuse prevention education that builds their understanding of personal safety, protective behaviours and where to seek help. Together, these curriculum-based approaches support safer, more connected and more informed students.

The College ensures that all staff and volunteers are consistently attuned to indicators of harm and

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<sup>14</sup> *Child Safe Organisations Act 2024 QLD, s9(b)*

abuse and are equipped to recognise when a student may need support. Age-appropriate and trauma-informed processes are in place to help students communicate their concerns safely and confidently, and staff actively respond to these disclosures with care and professionalism in accordance with NCC's Reporting Concerns of Harm and Abuse Policy.

### 8.3. Family and Community

Families and the community are informed and involved in promoting student safety and wellbeing.<sup>15</sup>

The College recognises the vital role families and communities play in the safety, wellbeing, and education of students. We value strong, respectful, and collaborative partnerships with families and the broader College community.

We intentionally build inclusive relationships, particularly with First Nations families, local community members, and Elders. We honour Country and embed an Acknowledgement of Country in our practices to ensure students understand the importance of knowing and respecting the land on which we learn.

The College provides the following opportunities for parents and carers to contribute to the College community; Friends Of groups, parent meetings, parent/teacher conferences, surveys, parent information nights. Further, the College encourages informal and frequent parent feedback.

Regular communication through weekly newsletters, parent portal, open days and information sessions, ensures parents, carers and the school community are informed about the College's operations and governance.

### 8.4. Equity and Diversity

Equity is upheld, and the diverse needs of students are respected in policy and in practice.<sup>16</sup>

The College is committed to creating an inclusive, equitable environment where all students feel safe, respected, and supported. We actively work to remove barriers to participation and ensure our practices reflect cultural safety for all students.

This commitment is actioned through the following:

- Inclusion and Disability Policy
- Unprofessional Behaviour Policy
- Code of Conducts
- Student Bullying Policy

### 8.5. People

People working with students are suitable and supported to reflect student safety and wellbeing values in practice.<sup>17</sup>

NCC's Recruitment Policy, Teaching & Learning Framework, Performance Management System and Enterprise Bargaining Agreement are evidence of fulfilment of the requirements.

Nambour Christian College is committed to recruiting, selecting, training and managing staff in such a way that limits risks to students. In particular, Nambour Christian College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to student from staff via:
  - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.

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<sup>15</sup> *Child Safe Organisations Act 2024 QLD, s9(c)*

<sup>16</sup> *Child Safe Organisations Act 2024 QLD, s9(d)*

<sup>17</sup> *Child Safe Organisations Act 2024 QLD, s9(e)*

- Advertising the position with a clear statement about the College’s commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, referee checks, identification verification and the requirement to disclose any information relevant to the candidates’ eligibility to engage in activities including students.
- A selection process that includes assessing the application via an interview process, and referee and other checks (as identified above) based on the accurate position description.
- A probationary period of employment, which allows the College to further assess the suitability of the new staff and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from staff via:
  - Management processes that are consistent, fair and supportive.
  - Performance management processes to help staff to improve their performance in a positive manner.
  - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
  - An induction program which thoroughly addresses the College’s policies and procedures, particularly its expectations regarding student risk management, and to assist staff to understand their role in providing a safe and supportive environment for students.
  - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
    - the school’s policies and procedures
    - identifying, assessing and minimising risks to students
    - handling a disclosure or suspicion of harm to a student.
  - Keeping a record of the training provided to staff.
  - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

## 8.6. Complaints

Processes to respond to complaints and concerns are child focused.<sup>18</sup>

Nambour Christian College is committed to maintaining a student-focused approach to receiving and responding to complaints. Our Complaints Policy and Procedure outlines how concerns can be raised, the roles and responsibilities of staff, and the processes used to respond to different types of matters. We ensure that all complaints are taken seriously, addressed promptly and thoroughly, and managed in line with our reporting, privacy and employment law obligations.

Any concerns, disclosures or allegations relating to harm or abuse of a student are managed under the College’s Reporting Concerns of Harm or Abuse Policy, which sets out our mandatory obligations to act protectively and report to the appropriate authorities.

## 8.7. Skills and Knowledge

Staff and volunteers of the College are equipped with the knowledge, skills and awareness to keep students safe through ongoing education and training.<sup>19</sup>

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 annually.<sup>20</sup>

## 8.8. Physical and Online Environments

Physical and online environments promote safety and wellbeing and minimise the opportunity for students to be harmed.<sup>21</sup>

<sup>18</sup> *Child Safe Organisations Act 2024 QLD, s9(f)*

<sup>19</sup> *Child Safe Organisations Act 2024 QLD, s9(g)*

<sup>20</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

<sup>21</sup> *Child Safe Organisations Act 2024 QLD, s9(h)*

The College proactively identifies and mitigates risks within both the physical and online environments, ensuring that safety measures do not compromise students' privacy or healthy development. Staff and students use online platforms in line with the College's code of conduct and related policies, supporting a safe, respectful and well-managed digital learning environment.

For further details about how the College manages risk see 8.1. Leadership and Governance above and the NCC Technology (Acceptable Use) Policy.

## 8.9. Continuous Improvement

Implementation of the child safe standards is regularly reviewed and improved.<sup>22</sup>

The College is committed to fostering a culture of continuous improvement in student safety, wellbeing and cultural respect. We recognise that embedding the Child Safe Standards and Universal Principle is a continuing journey that requires ongoing commitment, regular review and continual strengthening of our practices.

The College will:

- Review policies, procedures and practices regularly to ensure they remain effective, responsive and appropriate for the NCC community. This includes undertaking periodic audits, self-assessments and reflective practice to identify strengths and opportunities for improvement.
- Analyse available data including complaints and concerns to identify causes and systemic issues and use these insights to inform continuous improvement of policies, procedures and practices.
- Measure and monitor outcomes by tracking meaningful indicators such as feedback from staff, students and families, incident reports, harm and abuse reports, training participation, and perceptions of cultural safety to understand current performance and areas requiring enhancement.
- Record, monitor and report to <<the school governing body, the Senior Executive Team and others as appropriate at your school>> regarding any breaches of this policy or related policies.
- Engage the school community in continuous improvement by seeking and listening to feedback, encouraging open dialogue, and partnering with students, families, staff, volunteers and community stakeholders to inform updates to policies and practices.
- Provide ongoing learning, training and development for staff and volunteers, including induction and refreshers, to ensure everyone understands their responsibilities for student safety and cultural safety and is equipped to respond effectively as new risks or needs arise.

## 8.10. Policies and Procedures

Policies and procedures document how the College is safe for children.<sup>23</sup>

The College is embedding its Commitment to Student Safety and Wellbeing Statement in all relevant policies and procedures. The College has made all relevant policies and procedures publicly available on its website [www.ncc.qld.edu.au](http://www.ncc.qld.edu.au), Staff and Student Portals, Parent Lounge and copies are available on request from the College office. Staff and volunteers are trained in implementing relevant policies and procedures regularly.

### 8.10.1. Related Nambour Christian College policies:

- Technology (Acceptable Use) Policy\*
- Child Risk Management Strategy Policy\*
- Blue Card Register
- Complaints Policy\*
- Enrolment Policy\*
- Performance Management System
- Unsatisfactory Work Performance Policy

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<sup>22</sup> Child Safe Organisations Act 2024 QLD, s9(i)

<sup>23</sup> Child Safe Organisations Act 2024 QLD, s9(j)

- Teaching & Learning Framework
- Recruitment Policy
- Reporting Concerns of Harm and Abuse Policy\*
- Restricted Person Declaration Form
- Risk Management Framework
- Staff Code of Conduct
- Commitment to Student's Safety and Wellbeing Statement\*
- Student Code of Conduct\* (within Parent & Student Handbook and student diaries)
- Suspension and Exclusion Policy
- Volunteer Code of Conduct

\*publicly available on the College website.