

# Calvary Christian College

*A Ministry of Logan Uniting Church*



*Learning in the light of Christ*

## **Student Welfare Policy (Incorporating Child Protection Policy) Updated (May 2015)**

Date Approved	5 June 2015
Implementation Date	14 May 2015
Policy Approved by	College Council 5 June 2015
Policy Review Date	May 2018
Policy Author	Executive Leadership Team/College Council

## Preamble

Calvary Christian College is dedicated to promoting and providing a supportive learning environment in which all students can expect to feel safe.

Calvary Christian College recognises the need for sustained positive approaches towards the enhancement of student welfare. Such approaches encourage all members of the school community to:

- Value diversity.
- Contribute positively to the safety and wellbeing of themselves and others.
- Act independently, justly, cooperatively and responsibly in school work, civic and family relationships.
- Contribute to the implementation of strategies that create and maintain a safe and supportive learning environment (National Safe Schools Framework *Draft*, February 2003).

Calvary Christian College Student Welfare Policy has been developed to comply with the following statutory regulations:

*Education and Training Legislation Amendment Act 2011*

*Commission for Children and Young People and Child Guardian Act 2000 (Qld)*

*Commission for Children and Young People and Child Guardian Regulation 2001 (Qld)*

*Education (General Provisions) Act 2006 (Qld)*

*Education (General Provisions) Regulation 2006 (Qld)*

*Education (Queensland College of Teachers) Act, 2005 (Qld)*

*Education (Accreditation of Non-State Schools) Act 2001 (Qld)*

*Education (Accreditation of Non-State Schools) Regulation 2001(Qld)*

*Education Services for Overseas Students (ESOS) Act 2000 (Cth)*

*Education (Overseas Students) Act 1996 (Qld)*

Final authority for the Student Welfare Policy is the responsibility of the College Principal, or their designated representative. However, all Calvary Christian College staff members are expected to conform to this document and familiarise themselves with its content. All staff members are required to conduct themselves in such a way as to fulfill and implement its requirements, recommendations and guidelines.

## **1. Calvary Christian College Mission Statement**

Transforming lives through quality education and Christian discipleship.

## **2. Calvary Christian College Vision Statement**

Calvary Christian College will be a first choice Christian College with an ability to transform lives in Christ, provide innovation in learning, create vibrant community and prepare students to become responsible citizens in our global community.

### **(a) 3. Calvary Christian College Core Values**

Authentic Christian Discipleship  
Quality Teaching and Learning  
Creativity and Innovation  
Personal Excellence  
Empowering Leadership  
Caring, Vibrant Community  
Service, Social Responsibility and Stewardship

### **(b) 4. Student Welfare Policy Aim**

Within the security of a caring Christian Community, we endeavour to support our students by:

- a. Providing a secure learning environment where social responsibilities are taught and modeled.
- b. Developing an environment where:
  - i. Each student feels cared for as an individual
  - ii. Students feel comfortable to express their educational and personal concerns
  - iii. Students are listened to
  - iv. Students receive appropriate guidance
  - v. Students are given equality of opportunity without discrimination
  - vi. The College's mission is translated into action.
- c. Encouraging staff members to support students to reach their spiritual, academic and social potential.
- d. To provide written processes about the appropriate conduct of Calvary Christian College staff and students that accord with legislation applying in Queensland about the care and protection of children.

### **(c) 5. Teaching, Pastoral Care and Counselling**

It is difficult to separate teaching and pastoral care since an expression of pastoral care is intrinsic to how the curriculum is taught.

*Pastoral care is both implicit and explicit in the way it happens. Implicit pastoral care is evident when caring teachers engage in good education. Everyday situations provide*

*opportunities for implicit care eg. Assessment of projects, cultural events, chitchat times, answering the phone. Explicit pastoral care is planned and programmed according to discerned needs and resources available.*

*(Treston, K. 1997. Choosing life- Pastoral care for school communities)*

The skills of pastoral care are the ability to listen accurately, the practice of empathy and an ability to provide timely appropriate guidance to assist students to find resolution to college-based educational, personal and faith issues. Pastoral care also involves the ability to decide appropriately when a referral of a student is required because the issue is beyond the competence of the staff member and the pastoral care program. Staff members involved in pastoral care are not to formally counsel students. This is the responsibility of professionally trained counsellors.

## 6. Calvary Christian College Staff and the Pastoral Care Program

### 6.1 College Expectations Of All Staff Members Involved In Pastoral Care

- 6.1.1 Students will experience the care and support in line with the Mission Statement of Calvary Christian College through staff involved in the pastoral care program. Each student can expect that their individual needs and concerns may be raised in the context of a supportive environment.
- 6.1.2 The pastoral care program is also an opportunity for the College to exercise its duty of care for its students. Staff members are ideally placed to ensure that individual students are safe from harm.
- 6.1.2 Staff members will use the Student Welfare Policy provided by the College to guide the development of a successful pastoral care program across the College.
- 6.1.3 Staff involved in the pastoral care program should not go beyond their training and expertise to attempt to resolve complex student personal issues. If staff members have any concern that they may be required to operate outside their competence they should consult the Spiritual Director, Middle/Senior School Student Counsellor or their Head of School.
- 6.1.4 If a staff member intends to interview students at length about personal issues they must discuss this process with the Deputy Head of Junior School (for Junior School staff members) and the Year Level Coordinator or Middle/Senior School Student Counsellor (for M/SS staff members). **Staff members should be aware that there are professional and ethical guidelines to be followed in this instance.** One of the guidelines is the recommendation that staff members should not be alone or isolated when conducting lengthy or sensitive interviews with students.
- 6.1.5 Pastoral care issues will not normally occupy teachers outside of regular college hours.
- 6.1.6 The involvement of administration and auxiliary staff members in pastoral care of students is valued. If a staff member, however, believes that information received needs further discussion with a colleague or a parent, they should consult with the Spiritual Director, Middle/Senior School Student Counsellor or their Head of School before any information is disclosed.
- 6.1.7 All staff members are required to be familiar with the Child Protection Policy and attend the in-service workshops facilitated via the Principal of the College.

## **7. Calvary Christian College Students and the Pastoral Care Program**

### **7.1 Context**

The aim of the pastoral care program is to enable students to experience a caring and supportive school environment that assists them to develop to their full potential.

### **7.2 Middle and Senior Schools**

In the Middle and Senior Schools, the pastoral care program takes place primarily within the context of the Pastoral Care Classes, Year Level Assemblies and discussions. However, staff should be aware that it is their responsibility to care for students at all times in all classes and in their respective contexts.

### **7.3 Junior School**

The Junior School has integrated their pastoral care into the daily curriculum where students are under the care of their Classroom Teacher. However, staff members should be aware that it is their responsibility to care for students at all times in all classes and in their respective contexts.

### **7.4 Referrals**

Any referral to an outside agency must be made in consultation with the appropriate Head of School, the Middle/Senior School Student Counsellor or the Spiritual Director who will keep the Principal informed as necessary. Any referral or reporting process will be done with respect for the privacy of all concerned.

## **8. Role of the Student Welfare Teams**

The Junior School Student Welfare Teams consists of the Head of School, Deputy Head of School, Junior School Chaplain, Spiritual Director and representatives from Learning Enrichment (optional).

The Middle School Student Welfare Teams consists of Head of School, Year Level Coordinators, and Middle/Senior School Student Counsellor.

The Student Welfare Team acts in a consultative manner to support all students within their sector of the College. Their responsibilities may include:

- a. Reviewing daily student pastoral care issues
- b. Being a referral forum for staff members who have pastoral concerns for students
- c. Monitoring pastoral support for students
- d. Responding to requests for support from staff members regarding students
- e. Responding to individual student needs
- f. Providing an immediate crisis support network for students, parents and staff members
- g. Supporting parents in the raising of their children.

### **8.1 Role Of Year Level Coordinators**

Year Level Coordinators (YLCs) are responsible to their Head of School for all aspects of the pastoral care program. Specifically this means that they:

- a. Ensure that the pastoral care program at Calvary Christian College operates within the context of the Student Welfare Policy
- b. Support individual teachers involved in pastoral care by providing information and internal referral sources
- c. Monitor minor discipline issues
- d. Consult with the Head of School, Middle/Senior School Student Counsellor on student welfare issues
- e. Liaise with parents
- f. Coordinate specific issues relating to their year level responsibility
- g. Report any Child Protection issues to their Child Care Officer (relevant Head of School or Middle/Senior School Student Counsellor).

### **8.2 Role Of Pastoral Care Teachers (Middle And Senior Schools)**

Pastoral Care Teachers are responsible for individual students within their Pastoral Care Class supported by Year Level Coordinators. Middle and Senior School Pastoral Care Teachers are responsible for conducting their class within the bounds of the Calvary Christian College Student Welfare Policy. Specifically this means that they are:

- a. Required to attend any training that Calvary Christian College provides to resource them appropriately for their work in pastoral care
- b. Reminded that before any contact is made with any agency outside of the College, they must consult with the Head of School and the Middle/Senior School Student Counsellor.

During Pastoral Care class, staff and students should be involved in:

- a. Devotions
- b. Reading daily notices and highlighting college events
- c. Monitoring and recording merits and demerits in line with the Constructive Discipline Policy
- d. Encouraging and maintaining College standards with regard to personal grooming
- e. Building a sense of connectedness and community (refer to P.C. Class Recommendations – page 144 of the Staff Handbook).

### **8.3 Role Of Junior School Deputy Heads Of School**

- a. Ensure that the Pastoral Care Program at Calvary Christian College operates within the context of the Student Welfare Policy
- b. Support individual teachers involved in pastoral care by providing information and internal referral sources
- c. Organise appropriate pastoral care training and resources for teachers
- d. Monitor minor discipline issues
- e. Consult with the Head of School and Junior School Chaplain on student welfare issues
- f. Liaise with parents.

#### **8.4 Role Of Junior School Teachers**

Junior School Teachers are responsible for individual students within their class and for conducting their class within the bounds of the Calvary Christian College Student Welfare Policy. Specifically this means that they are:

- a. Required to attend any training that Calvary Christian College provides to resource them appropriately for their work in pastoral care
- b. Reminded that before any contact is made with any agency outside of school, they must consult with the Head of School and Spiritual Director.

During classes staff and students should be involved in:

- a. Devotions
- b. Reading daily notices and highlighting College events
- c. Encouraging and maintaining College standards with regard to personal grooming
- d. Building a sense of connectedness and community.

#### **8.5 Role Of Spiritual Director, Middle And Senior School Student Counsellor And Junior School Chaplain**

The roles of Spiritual Director, Middle and Senior School Student Counsellor and Junior School Chaplain share many common elements:

- a. Individual and small group counselling of students (the Junior School Chaplain will work under the supervision of the Spiritual Director)
- b. Referral to external agencies
- c. Referral for staff members who have pastoral concerns for a student or students
- d. Parent support in the raising of their children
- e. Crisis support
- f. Leadership or participation in pastoral care programs such as Peer Mentoring, the camping program and various social and emotional development programs such as the 'You Can Do It' program
- g. Home or hospital care visits
- h. Pastoral care of students in a spiritual context (primarily Spiritual Director and Junior School Chaplain).

#### **8.6 Pastoral Care Programs**

Pastoral care is supported within the College through the following programs and activities:

- a. Middle/Senior School Peer Mentoring
- b. Junior School Peer Mentoring
- c. Inter-house competitions
- d. Grandparents' Day
- e. Fathers/Son and Mother/Daughter Night
- f. Camping programs
- g. Various mentoring groups
- h. Emotional and social development programs such as the 'You Can Do It' program, anti-bullying programs, emotional management courses and 'Life Education'.

**9. List of other associated Calvary Christian College Child Protection Policies**

The Student Welfare Policy has been informed and supported by the following policies of Calvary Christian College.

- a. The Child Protection Policy
- b. Privacy Act Collection Statement
- c. Code of Conduct Statements for Staff Members, Visitors and Volunteers and Parents
- d. The Anti-Bullying Policy
- e. General Access and Equity Policy
- f. Critical Incident Policy
- g. Constructive Discipline Policy
- h. Special Needs Policy
- i. International Student Policy.

# Calvary Christian College

*A Ministry of Logan Uniting Church*



*Learning in the light of Christ*

## **Child Protection Policy (Version 1)**

**Updated (May/2015)**

Date Approved	5 June 2015
Implementation Date	14 May 2015
Policy Approved by	College Council 5 June 2015
Policy Review Date	May 2018
Policy Author	Executive Leadership Team/College Council

<b>Purpose:</b>	The purpose of this policy is to provide written processes about the health, safety and protection of Calvary Christian College students and about the appropriate conduct of the College's staff and students in relation to child protection matters	
<b>Scope:</b>	Mandatory for students and Staff (employees 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 Calvary Christian College) and covers information about the reporting of Harm and abuse	
<b>Status:</b>	Approved by College Council	<b>Supersedes:</b> V4.2 JULY 2014
<b>Authorised by:</b>	College Council Chairperson	<b>Date of Authorisation:</b> 14.5.2015
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Child Protection Act 1999 (Qld)</a></li> <li>• <a href="#">Education (General Provisions) Act 2006 (Qld) (EGPA)</a></li> <li>• <a href="#">Education (General Provisions) Regulation 2006 (Qld) (EGPA Regs)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2001 (Qld)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2001 (Qld)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Qld)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Regulations 2011 (Qld)</a></li> <li>• Calvary Christian College Managing Parents Concerns and Complaints Policy</li> <li>• Calvary Christian College Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>)</li> <li>• Calvary Christian College Work Health and Safety Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>)</li> </ul>	
<b>Related Policies</b>		
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> May 2016
<b>Policy Owner:</b>	College Council	

## 1. Definitions

**“CBIR”** means the community based intake and referral agencies including FCC

**“Child In Need Of Protection”** is a student 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.

**“Child Protection”** means and includes the protection of a child from Harm.

**“Child Protection Guide”** means the web-based decision support tool collaboratively developed across both the government and non-government sector and published by the Queensland Department of Communities, Child Safety and Disability Services or any successor publication thereto.

**“Child Protection Officer”** means a person who is appointed to that position within the College from time to time.

**Child Safety”** means the Chief Executive of the Queensland Department of Communities, Child Safety and Disability Services or any successor thereto.

**“College”** means Calvary Christian College.

**“Family and Child Connect” (FCC)** means the community-based intake and referral services provided under the Queensland Department of Communities, Child Safety and Disability Services or any successor thereto.

**“Harm”**, 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.

**“HOS or Head of School”** means the person or persons appointed as the head of a sub-school for the College’s Junior School Carbrook Campus, or the Junior School Springwood Campus, or the College’s Middle and Senior Schools from time to time.

**“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.

**“Sexual abuse”**, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances –

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

**“Spiritual Director”** means the person holding the position of spiritual director within the College from time to time.

**“Staff”** means and includes employees, whether full-time, part-time, permanent, fixed-term or casual employees, together with contractors, volunteers and people undertaking work experience or vocational placements at the College.

## 2. Health and Safety

The College has written policies in place about the health and safety of its Staff and students in accordance with relevant workplace health and safety legislation<sup>1</sup>.

## 3. Responding to Reports of Harm

When the College receives any information alleging Harm to a student it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can in accordance with this policy and the College’s Child Risk Management Strategy.

## 3. Conduct of Staff and Students

All Staff, and students must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff must not cause or allow Harm to students<sup>2</sup>.

## 4. Reporting Inappropriate Behaviour

If a student considers the behaviour of a Staff member to be inappropriate, the student should report the behaviour to:-

- (a) their classroom teacher (Junior School) or their Year Level Coordinator (Middle or Senior School) or
- (b) directly to a Child Protection Officer<sup>3</sup>.

## 5. Dealing with Report of Inappropriate Behaviour

A Staff member who receives a report of inappropriate behaviour must report it to the Principal or HOS. Where the Principal is the subject of the report of inappropriate behaviour, the Staff member must inform a member of the College Council<sup>4</sup>.

## 6. Reporting Sexual Abuse<sup>5</sup>

**6.1** If a Staff member becomes aware, or reasonably suspects in the course of their employment or engagement with 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 pre-preparatory aged child registered in a pre-preparatory 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 the Chairperson of the College Council or to the College Council reporting Delegate immediately. Directly afterwards, the Staff member must discuss their concerns with an appropriate Child Protection Officer.

**6.2** If the Staff member who becomes aware or reasonably suspects such sexual abuse, is the College’s Principal, the Principal must then 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 the Chairperson of the College Council or to the College Council reporting Delegate.

**6.3** A report under this section must include the following particulars:-

- a) the name of the person giving the report (the **first person**)

<sup>1</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(1)*

<sup>2</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(2)*

<sup>3</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(3) and s.10(4)*

<sup>4</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(3)*

<sup>5</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(5)(a)*

- b) the student's name and gender
- 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 student's age
  - ii. the identity of the person who has abused, or is suspected to have abused, the student
  - iii. the identity of anyone else who may have information about the abuse or suspected abuse<sup>6</sup>.

**6.4** If a Staff member is concerned that the Principal may be involved in the Harm or Sexual Abuse, the Staff member must directly report their concern to the Chairperson of the College Council or the College Council reporting Delegate who may take similar action (i.e. report to the appropriate authorities) to the Principal.

## 7. Reporting Likely Sexual Abuse <sup>7</sup>

**7.1** If a Staff member becomes aware, or reasonably suspects in the course of their employment or engagement with 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 pre-preparatory aged child registered in a pre-preparatory 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 the Chairperson of the College Council or to the College Council Reporting Delegate immediately. Directly afterwards, the Staff member must discuss their concern with an appropriate Child Protection Officer.

**7.2** If the Staff member who becomes aware or reasonably suspects likely Sexual Abuse is the College's Principal, the Principal must then give a written report about the suspicion to a police officer immediately and must also give a copy of the report to the Chairperson of the College Council or to the College Council Reporting Delegate.

**7.3** 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 and gender;
- 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 student's age
  - ii. the identity of the person who has abused, or is suspected to be likely to abuse, the student
  - iii. the identity of anyone else who may have information about suspected likelihood of abuse<sup>8</sup>.

**7.4** If a Staff member is concerned that the Principal may be involved in the harm, the Staff member must directly report their concern to the Chairperson of the College Council or to the College Council Reporting Delegate who may take similar action (report to the appropriate authorities) to the Principal.

## 8. Reportable Suspicion

**8.1** If a teacher forms a Reportable Suspicion about a child in the course of their engagement in their profession, they must make a written report and give such report to the Principal who then forwards the report to Child Safety. The teacher must also discuss their concerns with an appropriate Child Protection Officer.

**8.2** A report under this section must state the basis on which the person has formed the reportable suspicion; and include any information prescribed by the act or regulations, to the extent of the person's knowledge.

<sup>6</sup> *Education (General Provisions) Regulation 2006 (Qld) s.68*

<sup>7</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(5)(a)*

<sup>8</sup> *Education (General Provisions) Regulation 2006 (Qld) s.68A*

**8.3** The Principal shall keep a copy of the report provided under clause 8.1 above and deal with it in accordance with the Table of Actions set out in Appendix 3.

**8.4** The Principal shall advise the reporting teacher whether any report has been made to Child Safety by the College within 14 days of the Principal receiving the report.

### **9. College Council Delegate**

The College Council may appoint a delegate pursuant to S366B(4) of the Education (General Provisions) Act 2006 to carry out its reporting obligations under that Act.

### **10. Reports of investigations of alleged Harm**

Where the College is investigating an allegation of Harm caused, or likely to be caused, to a child because of the conduct of a teacher the principal shall, as soon as practicable after the investigation starts, give notice to the Queensland College of Teachers pursuant to the Education (Queensland) College of Teachers) Act 2005 in the form required by that act and give any further notifications required by that act as to the outcome of those investigations.

### **11. Awareness**

The College will inform staff, students and parents of its processes relating to the health, safety and conduct of Staff and students, with respect to Child Protection, in communications to them and it will publish these processes on its website<sup>9</sup>.

### **12. Training**

The College will train its staff in processes relating to the health, safety and conduct of Staff and students, with respect to Child Protection, during their induction and will refresh training annually<sup>10</sup>.

### **13. Implementing the Processes**

The College will ensure it is implementing processes relating to the health, safety and conduct of Staff and students, with respect to Child Protection, by auditing compliance with the processes annually<sup>11</sup>.

### **14. Accessibility of Processes**

Processes relating to the health, safety and conduct of Staff and students, with respect to Child Protection, are available on the College website and upon request from the College administration<sup>12</sup>.

### **15. Complaints Procedure**

Complaints of non-compliance with the College's processes may be submitted as complaints under Managing Parents Concerns and Complaints Policy procedure.<sup>13</sup>

### **16. Form for Reporting Harm, or Suspected Harm or Sexual Abuse**

A copy of the form is attached in [Appendix 1](#).

### **17. Decision Support Trees**

Child Protection decision support trees for the Staff and Principal are set out in Appendix 2.

### **18. Table of Actions**

Staff shall follow the procedures in the Table of Actions as set out in [Appendix 3](#).

### **19. Table of Procedures for Reporting Harm**

The following table outlines a summary of the procedures for reporting harm and sexual abuse which will apply at Calvary Christian College.

<sup>9</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)*

<sup>10</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)*

<sup>11</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)*

<sup>12</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)*

<sup>13</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(7) and s.10(7A)*

**Table of Procedures for Reporting Harm**

<b>Conduct</b>	<b>Who Must Report</b>	<b>Report to</b>	<b>Action Required</b>
1. Sexual Abuse Awareness, or reasonable suspicion, or likely <b>This overlaps with 2 below</b>	All Staff	<b>MUST REPORT</b> To the Principal or College Council and then a Child Protection Officer	<b>MUST REPORT</b> Principal or College Council NOTIFICATION report to Police
2. Suspicion of sexual or Physical Abuse, but must pass two tests below: a. Significant Harm <b>AND</b> b. Parent may not be able or willing to protect the child	All Staff	<b>MUST REPORT</b> To the Principal and then a Child Protection Officer	<b>MUST REPORT</b> Principal NOTIFICATION report to <b>Child Safety</b>
3. Psychological, Emotional Abuse/Harm, Neglect, but must pass two tests below: a. Significant Harm <b>AND</b> b. Parent may not be able or willing to protect the child	All Staff	<b>MUST REPORT</b> To the Principal and then a Child Protection Officer	Principal/Delegate <b>MAY NOTIFY Child Safety</b> if 3 a) and b) apply
4. Any concerns/harm where parents are supportive / in partnership with College but which <b>DO NOT</b> fit <b>both tests</b> of 3 a) & b) above	All Staff	<b>MUST REPORT</b> To the Principal and then a Child Protection Officer	Principal/Delegate <b>MAY REFER</b> (with consent) to Family and Child Connect
5. Any concerns/harm where parents are <u>not</u> supportive / in partnership with College and which <b>DO NOT</b> fit <b>both criteria</b> of a) & b) above	All Staff	<b>MUST REPORT</b> To the Principal and then a Child Protection Officer	Principal <b>MAY REFER</b> (without consent) to Family and Child Connect
6. Inappropriate behaviour (Staff and students)	<b>Inappropriate behaviour will continue to be managed internally by the College, via internal investigation, etc.</b>		

Note THERE ARE TWO PATHWAYS FOR REPORTING:

a) **Mandatory reporting** to the Police or the Department of Child Safety as in 1 and 2 above, sometimes to both; and the optional referral as in 3.

b) Referral to Family and Child Connect, as appropriate, in 4 and 5 above.

**COMMON LAW DUTY OF CARE AND THE BEST INTERESTS OF THE CHILD WILL ALSO DIRECT YOUR THINKING AND RESPONSES.**

**APPENDIX 1 Private and Confidential:****Report of Suspected Harm or Sexual Abuse**

Date:
School:
School Phone:
School Fax:

<b>DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:</b>	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
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 (see TASS):	Phone:
	Student's Personal Mobile:

<b>FAMILY DETAILS</b>	
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"/>	

<b>PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE</b>		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

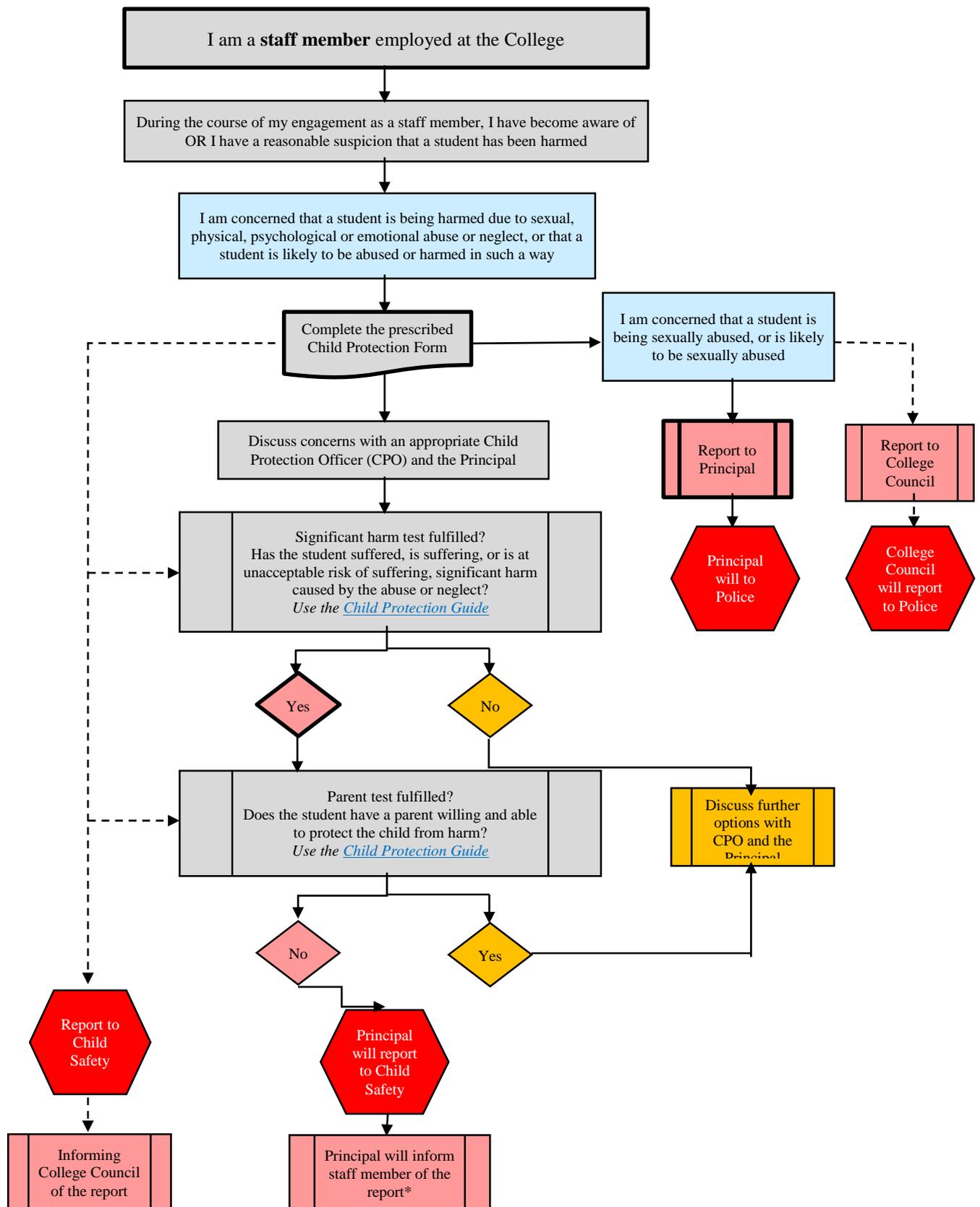
<b>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).</b>
<b>Details of any harm and/or sexual abuse to the student</b> – please include: Time and date of the incident; source of information; details of person alleged to have caused the harm 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.
<b>Please indicate the identity of anyone else who may have information about the harm or abuse</b>
<b>Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/></b>

<b>Name of staff member making report to the Statutory Agency if not the Principal:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Position:</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

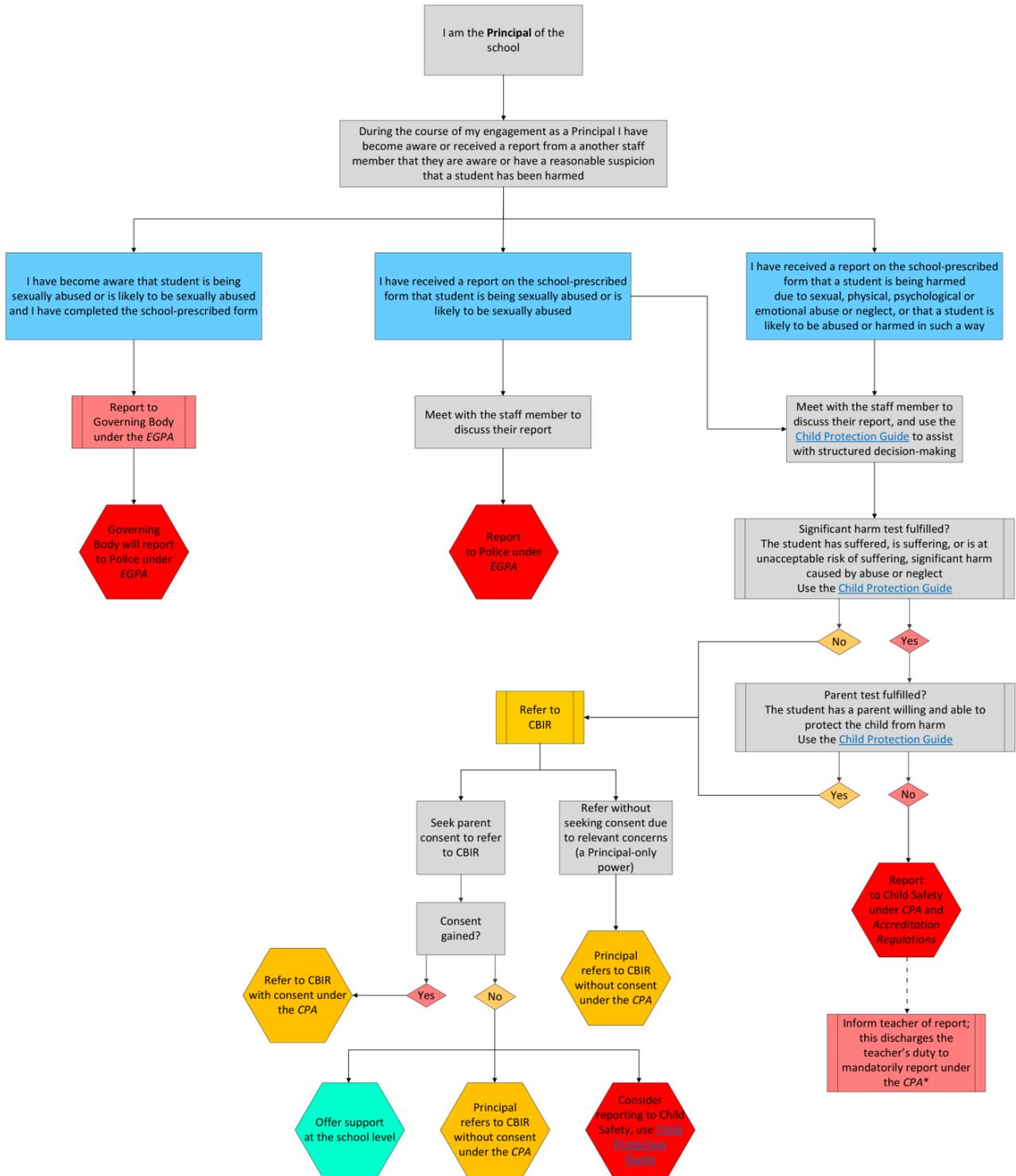
**Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.**

## APPENDIX 2: Child Protection Decision Support Tree for All Staff



Under the Child Protection Act 1999, a staff member is not required to give a report about the matter if they know or reasonably suppose that Child Safety is already aware of the matter, i.e. because the Principal has already reported it and has informed the teacher of this.

**For Principals**



Under the Child Protection Act 1999, a staff member is not required to give a report about the matter if they know or reasonably suppose that Child Safety is already aware of the matter, i.e. because the Principal has already reported it and has informed the teacher of this.

The CBIR refers to the ‘Community Based Intake and Referral’ agencies such as ‘Family and Child Connect’.

**APPENDIX 3: Table of Actions**

<b>Legislation</b>	<b>If</b>	<b>Then</b>
Reporting of <b>sexual abuse</b> or <b>likely sexual abuse</b> under sections 366 and 366B of the <a href="#">Education (General Provisions) Act 2006</a>	<ul style="list-style-type: none"> <li>• You are a College staff member; <b>and</b></li> <li>• You are aware or reasonably suspect that a student has been, or is likely to be, sexually abused by another person</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete the College’s reporting form and give it to the Principal</li> <li>2. Discuss your concerns with the appropriate Child Protection Officer (CPO) and the Principal</li> <li>3. The Principal will make a report to the <a href="#">Police</a></li> <li>4. The Principal will inform the Chairperson of the College Council and the College Council Reporting Delegate of the report</li> <li>5. If you suspect the Principal is involved in the abuse, directly inform the College Council Chairperson, or the College Council Reporting Delegate or in case of their unavailability a member of the College Council of your concern which will report it to the <a href="#">Police</a></li> <li>6. Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a Principal or a member of the College Council; <b>and</b></li> <li>• A staff member, including a teacher, reports a concern that a student has been, or is likely to be, sexually abused by another person; <b>and</b></li> <li>• You are aware or reasonably suspect the harm to have been caused or is likely to be caused</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensure that the College’s reporting form is completed</li> <li>2. Contact the Principal or the College Council Reporting Delegate to make a report to the <a href="#">Police</a></li> <li>3. Inform the College Council of the report</li> <li>4. Keep appropriate records of your decisions and actions</li> </ol>
Reporting of <b>sexual</b> and <b>physical</b> abuse under sections 13E and 13G of the <a href="#">Child Protection Act 1999</a>	<ul style="list-style-type: none"> <li>• You are a teacher; <b>and</b></li> <li>• You have a “reportable suspicion”, i.e. a reasonable suspicion that a student—                             <ol style="list-style-type: none"> <li>a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; <b>and</b></li> <li>b) may not have a parent able and willing to protect the child from the harm</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>1. Complete the College’s reporting form and give it to the Principal</li> <li>2. Discuss your concerns with the appropriate Child Protection Officer (CPO) and the Principal</li> <li>3. Work through the <a href="#">Child Protection Guide</a> with the CPO and the Principal</li> <li>4. The Principal will make a report to <a href="#">Child Safety</a></li> <li>5. The Principal will inform you of their report to Child Safety                             <ul style="list-style-type: none"> <li>➤ This fulfils your duty to report, as you now know that Child Safety is aware of the concern</li> </ul> </li> <li>6. If you suspect the Principal is involved in the abuse, directly inform the Chairperson of the College Council or the College Council Reporting Delegate of your report</li> <li>7. Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a Principal or a member of the College Council; <b>and</b></li> <li>• A teacher reports a reportable suspicion to you; <b>and</b></li> <li>• You are aware or reasonably suspect the harm to have been caused and you are</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensure that the College’s reporting form is completed</li> <li>2. Work through the <a href="#">Child Protection Guide</a> with the teacher.</li> <li>3. Make a report to <a href="#">Child Safety</a> if appropriate                             <ul style="list-style-type: none"> <li>➤ Inform the teacher of your report so that their own duty to report is fulfilled</li> </ul> </li> </ol>

Legislation	If	Then
	<p>aware or reasonably suspect that the student may not have a parent willing and able to protect them</p>	<ol style="list-style-type: none"> <li>4. Inform the College Council of the staff member’s report</li> <li>5. Keep appropriate records of your decisions and actions</li> </ol>
<p>Reporting of <b>sexual</b> and <b>physical</b> abuse under sections 13E and 13G of the <a href="#">Child Protection Act 1999</a></p>	<ul style="list-style-type: none"> <li>• You are a staff member, including a teacher; <b>and</b></li> <li>• You have a concern about harm to a student that does not reach the level of reporting to Child Safety</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete the college’s reporting form and give it to the Principal</li> <li>2. Discuss your concerns with the appropriate Child Protection Officer (CPO) and the Principal</li> <li>3. Work through the <a href="#">Child Protection Guide</a> with the CPO or Principal</li> <li>4. Principal may decide to:               <ol style="list-style-type: none"> <li>a) Offer support at the College level</li> <li>b) Seek parental consent to refer to Family and Child Connect service (FCC) and then make the referral, using the FCC-prescribed form</li> <li>c) Refer a family to FCC without consent (a Principal-only power), using the FCC-prescribed form</li> </ol> </li> </ol> <p>Note: If you are concerned that the Principal may be involved in the harm, directly report your concern to the Chair of the College Council or the College Council Reporting Delegate who may take similar action to the Principal</p> <ol style="list-style-type: none"> <li>5. Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a Principal or a member of the College Council; <b>and</b></li> <li>• A staff member, including a teacher, reports a concern about harm to a student that does not reach the level of reporting to Child Safety; <b>and</b></li> <li>• You are aware or reasonably suspect the harm to have been caused</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensure that the College’s reporting form is completed</li> <li>2. Work through the <a href="#">Child Protection Guide</a> with the staff member</li> <li>3. Decide to:               <ul style="list-style-type: none"> <li>• Offer support at the College level</li> <li>• Seek parental consent to refer to FCC and then make the referral, using the FCC-prescribed form</li> <li>• Refer a family to FCC without consent, using the FCC-prescribed form</li> <li>• Keep appropriate records of your decisions and actions</li> </ul> </li> </ol>
<p>Reporting of <b>harm</b> or <b>inappropriate behaviour</b> under section 10 of the <a href="#">Education (Accreditation of Non-State Schools) Regulations 2001</a></p>	<ul style="list-style-type: none"> <li>• You are a staff member; <b>and</b></li> <li>• You are aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical, psychological, emotion abuse or neglect, or sexual exploitation; <b>and</b></li> <li>• You are aware or reasonably suspect that a student may not have a parent</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete the College’s reporting form and give it to the Principal</li> <li>2. Discuss your concerns with the appropriate Child Protection Officer (CPO) and the Principal</li> <li>3. Work through the <a href="#">Child Protection Guide</a> with the CPO or the Principal</li> <li>4. The Principal will make a report to <a href="#">Child Safety</a></li> <li>5. The Principal will inform the College Council of the report</li> </ol>

Legislation	If	Then
	<p>able and willing to protect the child from the harm</p>	<ol style="list-style-type: none"> <li>6. If you suspect the Principal is involved in the harm, directly inform the Chairperson of the College Council or the College Council Reporting Delegate of your concern who will report it to <a href="#">Child Safety</a></li> <li>7. Keep appropriate records of your decisions and actions</li> </ol>
<p>Reporting of <b>harm</b> or <b>inappropriate behaviour</b> under section 10 of the <a href="#">Education (Accreditation of Non-State Schools) Regulations 2001</a></p>	<ul style="list-style-type: none"> <li>• You are a Principal or a member of the College Council; <b>and</b></li> <li>• A staff member has reported a concern that significant harm (other than sexual abuse) has been caused or suspected to have been caused to a student that may not have a parent willing and able to protect them; <b>and</b></li> <li>• You are aware or reasonably suspect the significant harm to have been caused and are aware or reasonably suspect that the student may not have a parent willing and able to protect them</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensure that the College’s reporting form is completed</li> <li>2. Work through the <a href="#">Child Protection Guide</a> with the staff member</li> <li>3. Make a report to <a href="#">Child Safety</a></li> <li>4. Inform the College Council of the report</li> <li>5. Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a student; <b>and</b></li> <li>• A staff member at the College has behaved in a way you consider is inappropriate</li> </ul>	<ol style="list-style-type: none"> <li>1. Report the behaviour to one of the College’s Child Protection Officers</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a staff member; <b>and</b></li> <li>• A student has reported to you behaviour of another staff member that the student considers is inappropriate (note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority)</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete the College’s reporting form</li> <li>2. Discuss your concerns with the appropriate Child Protection Officer (CPO) and the Principal</li> <li>3. The Principal will take appropriate action in the circumstances</li> <li>4. If you suspect the Principal is involved in the inappropriate conduct, directly inform the College Council of your concern which will take action as appropriate</li> <li>5. Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a Principal; <b>and</b></li> <li>• A staff member has reported to you a student’s report of the inappropriate behaviour of another staff member (note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority)</li> </ul>	<ol style="list-style-type: none"> <li>1. Interview the student reporting the behaviour</li> <li>2. Interview the staff member named in the report as engaging in inappropriate behaviour</li> <li>3. Interview any other person who may be able to provide useful information</li> <li>4. Take appropriate action on the basis of your investigation</li> <li>5. Report to the College Council as appropriate</li> <li>6. Keep appropriate records of your decisions and actions</li> </ol>
	<ul style="list-style-type: none"> <li>• You are a College Council member and</li> <li>• A staff member has reported to you a student’s report of the inappropriate behaviour of another staff member (note, if the inappropriate behaviour fits</li> </ul>	<ol style="list-style-type: none"> <li>1. Report the matter to the College Council Chairperson or the College Council Reporting Delegate who will confer with the Principal and others as appropriate to determine further action</li> </ol>

Legislation	If	Then
	one of the types of harm identified above, follow that process as the priority)	2. Keep appropriate records of your actions and interactions.
Reporting <b>investigation</b> of harm under section 76 of the <a href="#">Education (Queensland College of Teachers) Act 2005</a>	<ul style="list-style-type: none"> <li>• You are a Principal; <b>and</b></li> <li>• The College is investigating an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher</li> </ul>	<ol style="list-style-type: none"> <li>1. As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers</li> <li>2. The notice must include the following—               <ol style="list-style-type: none"> <li>a) the name of the Principal;</li> <li>b) the name of the college;</li> <li>c) the name of the relevant teacher;</li> <li>d) the day the investigation started; and</li> <li>e) the allegation, particulars of the allegation and any other relevant information</li> </ol> </li> </ol>