



# Cooloola Christian College

## Student Protection POLICY

<b>Policy:</b>	Board	
<b>Purpose:</b>	<p>The purpose of this policy is to:</p> <p>(a) provide written processes about how the school will respond to harm, or allegations of harm, to students under 18 years; and</p> <p>(b) detail the appropriate conduct of the school's staff and students to comply with accreditation requirements.</p>	
<b>Scope:</b>	<p>Students and 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 Cooloola Christian College; and,</p> <p>covers information about the reporting of harm and abuse.</p>	
<b>Status:</b>	<p>Adopted: 22 August 2005            Last reviewed: 9.05.2018;            30.04.2020; 20.10.2021</p>	<p>Supercedes: <i>CCC Student Protection Policy (2021.04-G-2022.04)</i></p>
<b>Authorised by:</b>	Board Chair	Date: 25th October 2021
<b>References:</b>	<ul style="list-style-type: none"> <li>• <i>Anti-Discrimination Act 1991 (Qld)</i></li> <li>• <i>Child Protection Act 1999 (Qld)</i></li> <li>• <i>Criminal Code Act 1899 (Qld)</i></li> <li>• <i>Education (General Provisions) Act 2006 (Qld)</i></li> <li>• <i>Education (General Provisions) Regulation 2017 (Qld)</i></li> <li>• <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i></li> <li>• <i>Education (Accreditation of Non-State Schools) Regulation 2017</i></li> <li>• <i>Education (Queensland College of Teachers) Act 2005 (Qld)</i></li> <li>• <i>Work Health and Safety Act 2011 (Qld)</i></li> <li>• <i>Work Health and Safety Regulation 2011 (Qld)</i></li> <li>• <i>Working with Children (Risk Management and Screening) Act 2020 (Qld)</i></li> <li>• <i>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</i></li> <li>• <i>CCC Complaints &amp; Grievance Handling Policy and Procedures</i></li> <li>• <i>CCC Enrolment Contract</i></li> <li>• <i>CCC Anti-Discrimination Policy</i></li> <li>• <i>CCC Work Health and Safety Policy</i></li> <li>• <i>CCC Student Protection Risk Management Strategy</i></li> <li>• <i>CCC Officer Register</i></li> </ul>	

<b>Review Frequency:</b>	Annually	Next Review Date: October 2022 (or earlier as required by legislation)
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## 1. INTRODUCTION

Under legislation, duty of care obligations and the Faith basis of Cooloola Christian College (CCC), the College is committed to providing a safe environment for all students and to upholding their best interests and wellbeing.

The *CCC Student Protection Policy* is designed to facilitate these commitments as per as per Sections 366, 366A and 366B of the *Education (General Provisions) Act 2006 (Qld)*, as amended, and Section 16 of the *Education (Accreditation of Non-State Schools) Regulation 2017*, as amended.

All adults have a responsibility to care for children and to protect them from Inappropriate Behaviour, Harm (including Physical, Psychological or Emotional, and Neglect), as well as Sexual or Physical abuse.

## 2. PURPOSE

This policy details the College Policy and reporting procedures in relation to Child Protection at Cooloola Christian College (CCC). It is to be read in conjunction with other College Policies addressing the wellbeing of the College community. Should there be any conflict between this and other policies, this Policy will prevail.

## 3. SCOPE

This Policy provides processes which address the protection of Students. It applies to all complaints of sexual and physical abuse, to other types of Harm and to Inappropriate Behaviour. It applies to all Staff and Students at the College.

## 4. DEFINITIONS

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

**Student** means any person who is enrolled at the School who is:

- (a) a student under 18 years attending the school
- (b) a kindergarten age child registered in a kindergarten learning program at the school
- (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 school; and
  - (ii) is not enrolled in the preparatory year at the school.

**Staff** includes all staff, without exception, whether paid or volunteers, e.g. those involved in teaching or administration, bus drivers, cleaners, groundsman, sporting coaches, sporting referees, teacher assistants (Education Support Officers), and other persons working in any capacity for the College

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

**Bullying** is repeated oppression, psychological or physical, of a less powerful person or group by a more powerful person or group of persons. It is unwelcome; causes detrimental effects on the victim and, on the reasonable person test would be intimidating, humiliating and undermining. It may be manifested in many ways e.g. harassment (verbal, cyber, sexual or psychological), victimisation, alienation, coercion, intimidation, exclusion, ostracism, discrimination.

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

- (i) the information has the 'necessary quality of confidence' in that any unauthorised use would be detrimental to a party and that:
- (ii) it was shared or confided under circumstances where there was a special need for trust, e.g. between the Student Protection Officer and the complainant, or between the Principal and the alleged offender.

- (iii) Information will be shared only if it is necessary to comply with the requirements of this Policy (with designated persons) or as required by law.

**Designated Board Director** is the Director appointed unanimously by the Board to receive and report sexual abuse matters regarding Students.

The current Designated Board Director is listed in the College Officer Register.

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

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

It is immaterial how the harm is caused. The harm can be caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation

Harm can be caused by—

- a single act, omission or circumstance; or
- a series or combination of acts, omissions or circumstances.

**Inappropriate Behaviour (by a Member of Staff towards a Student)** NOTE: Inappropriate Behaviour is NOT defined by law. It includes Inappropriate Behaviour by a Staff Member towards a Student that is unwelcome or familiar behaviour that causes a Student to feel uncomfortable or which breaches the trust implicit in an adult-student relationship.

All behaviours must comply with accepted societal values, professional and contractual obligations, current legislation and/or legal precedent.

Behaviour which would be regarded by a reasonable person to be inappropriate between an adult and a Child will be responded to as such even if the Child does not reject it or indicate it is unwelcome.

NB. Many of these behaviours fall under the criminal offence of "grooming" or "maintaining a relationship with a Child".

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

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

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

The principles of Natural Justice are that:

A person alleged to have behaved improperly

- has a right to particulars of what has been allegedly done.
- has the right to respond to the allegations.
- has a right to be heard in an unbiased forum.

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

- Food
- Housing
- Health Care
- Adequate clothing
- Personal hygiene

- Hygienic living conditions
- Timely provision of medical treatment
- Adequate supervision

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

**Parent test** – a parent may be willing to protect a child, but not have capacity to do so and therefore they are not considered “able”. This includes situations such as where the parent’s inability is due to factors such as intellectual impairment or ill health. Alternatively, a parent may have the capacity to protect a child (able) but may choose not to do so (not willing). This might include situations where parents choose an ongoing relationship with a person who is abusing their child and are thus “unwilling” to protect the child. If there is considered to be at least one parent “able” and “willing” to protect the child, the child is considered to not be in “need of protection”.

**Relevant person** - Under Section 13E of the *Child Protection Act 1999*, a relevant person means the person engaged in particular work, such as a doctor, a registered nurse, a teacher, a police officer, an early childhood education and care professional, who has an obligation to report to relevant authorities if this person has a ‘reasonable suspicion’ that child abuse has occurred or is likely to occur.

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

**Reportable suspicion** - (Section 13E(2) *Child Protection Act, 1999*) is one where a teacher:

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

**Sexual abuse** - (Section 364, *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:

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

**Significant harm** - When considering the significance of harm under mandatory reporting obligations, Section 13C of the *Child Protection Act 1999* provides guidance, as follows:

The matters that the person may consider include -

- a) whether there are detrimental effects on the child’s body or the child’s psychological or emotional state—
  - that are evident to the person; or
  - that the person considers are likely to become evident in the future; and
- b) in relation to any detrimental effects mentioned in paragraph (a)-
  - their nature and severity; and
  - the likelihood that they will continue; and
  - the child’s age

The person’s consideration may be informed by an observation of the child, other knowledge about the child or any other relevant knowledge, training or experience that the person may have.

This recognises that a member of staff may detect an impact of harm for a child that the ordinary person may not identify.

**Student Protection Officer** (SPO) refers to (at least two) named and published Staff Members (as required under Section 16(3) of the *Education (Accreditation of Non-State Schools) Regulation 2017* to whom Students may refer complaints.

Current designated SPOs are listed in the College Officer Register.

**Unacceptable risk** – if the report of alleged Inappropriate Behaviour/Harm is of such concern that in the reasonable view of the Principal (with consultation) the person implicated would be a danger – that person can be stood down or suspended in the interim.

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

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

## 5. BIBLICAL PERSPECTIVE

Cooloola Christian College accepts its responsibility to provide a safe environment for children and to provide an education which fosters their health, developmental needs, spirituality, self-respect and dignity. We are entrusted by parents with the care of their children, who are precious in the sight of God.

## 6. POLICY STATEMENT

- (i) Cooloola Christian College (CCC) is committed to providing a safe learning environment for its students and requires its entire staff (paid and unpaid and volunteers) to model and encourage behaviour that upholds the dignity and safety of students. Any behaviour that jeopardizes that environment has no place in an organisation that is committed to creating optimal learning outcomes for all students in its care.
- (ii) Consistent with this commitment, CCC will support students who are victims of harm/abuse and support staff who act in accordance with this policy.

Staff must:

- Not act or speak inappropriately to students
- Not cause harm to students in the College's care; and
- Report suspected behaviours in accordance with this policy; and
- Follow the procedures detailed in this Policy and Reporting Forms.

iii) Furthermore, it is stated that:

- The College will comply with the mandatory reporting requirements under law.
- The College has processes in place allowing it to respond to issues of Student Protection promptly and consistently.
- The College will work in partnership with the State authorities.
- The College will work as appropriate with Family and Child Connect Services.
- The College will work in partnership with parents as part of the Contractual Relationship established by the Enrolment Contract.
- The College will provide appropriate pastoral support for Students and families.
- Penalties for breach of this Policy will attract College-imposed penalties additional to any imposed at law.

iv) College disciplinary action will be taken under this policy, additional to any that may apply at law.

## 7. PRINCIPLES

This Policy is founded on the following principles:

- (i) Every Child has a right to protection from harm.
- (ii) The welfare and best interests of the Child are paramount.
- (iii) Families have the primary responsibility for the upbringing, protection, and development of their children.
- (iv) Under the Contract of Enrolment the College and Parents will work together in the best interests of the Child.
- (v) All actions taken by the College will be in the best interests of the Child and will include the reporting of any suspected criminal behaviours regardless of family issues.
- (vi) As part of its pastoral care commitments, the College will provide appropriate support to the Child and family where harm is alleged to have taken place.
- (vii) The College will screen new staff /volunteers in relation to their suitability to work with Children. [Suitability/Blue card & teacher registration will ensure compliance.]
- (viii) The College will not tolerate behaviours which breach the law and this Policy. Such behaviours will result in penalties being imposed by the College.
- (ix) The College will provide pastoral care to alleged offenders if they are Students or employees of the College.
- (x) The confidentiality of all parties will be respected.

## 8. OBLIGATIONS

All staff are obligated to the care and safety of all those in the College community under:

- Christian values of the College
- Professional standards
- Employment and enrolment contracts
- Duty of care and relevant legislation.

## 9. LEGAL REFERENCES (THE LAW)

The College has obligations (duties) in relation to the *Student Protection Policy* in accordance with legislation and other relevant CCC policies as listed on the Title Page of this Policy.

## 10. RESPONSIBILITIES

### Students

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

All students at the School are encouraged to report any behaviour of staff or other students, or any other person they feel uncomfortable with or which they consider inappropriate behaviours to another member of staff, the Principal or a School Protection Officer.

The External Protection Adviser (College Barrister) will respond to and assist, as required by the Principal and Board – most especially in fact-finding/investigation into allegations of inappropriate behaviour.

### Members of Staff

Teachers (and under this Policy, all Staff):

- (i) Must comply with mandatory reporting obligations under the *Child Protection Act 1999 (Sections 9 and 13)*, the *Education (General Provisions) Act 2006 (Sections 366 and 366A)* and Regulation 16 of the *Education (Accreditation of Non-State Schools) Regulation 2017* (all as amended).
- (ii) Must comply with this Policy regarding protective procedures.
- (iii) On receipt of a complaint of Inappropriate Behaviour, the staff member must report it to the Principal (completing Form 1). Where the Principal is the subject of the report of Inappropriate Behaviour, the staff member must inform the Chair of the School Board.
- (iv) Under Section 366 of the *Education (General Provisions) Act 2006*, a staff member who becomes aware of, or reasonably suspects that a Student **has been sexually abused** by another person must immediately give a written report (Form 1) about the abuse or suspected abuse to the Principal (or Chair of the Board).
- (v) Under Section 366A of the *Education (General Provisions) Act 2006*, a staff member who reasonably suspects that a Student **is likely to be sexually abused** by another person, the staff member must immediately give a written report about the suspicion to the Principal (or Chair of the Board).
- (vi) Under Section 13E(3) of the *Child Protection Act 1999*, if a teacher or an Early Education and Care Professional forms a reasonable suspicion that the child is an unacceptable risk of suffering significant harm caused by physical or sexual abuse and may not have a parent able and willing to protect the child from the harm, this person must give a written report to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*), with a copy of the report to be given to the Principal. The report must state the basis on which the person has formed the reportable suspicion and include information prescribed by regulation to the extent of the person's knowledge. The Teacher or early Education and Care Professional is permitted to confer with Colleagues during the forming of the reasonable suspicion; in the first instance this should be with the Principal.
- (vii) Will protect confidentiality (under a Confidentiality Agreement) of the person disclosing the allegations and the details of the allegations.

#### **The School Protection Officers (SPOs):**

- (i) Will be appointed by the Principal; and must
- (ii) Be prepared to be trained annually in the policy and procedure
- (iii) Be prepared to report Child Safety issues under this policy
- (iv) Be prepared to act as Protection Contact officer and to be available if sought out by staff/students
- (v) Build awareness across the School of the need to model and promote positive behaviour and relationships
- (vi) Document and file statements and reports of concern – including any relevant forms
- (vii) Assist the Principal and Leadership in collating information received
- (viii) Ensure that their own behaviour encourages and supports behaviour in others which is consistent with the intentions of this policy, and,
- (ix) Disseminate and promote protocols for any reporting procedures to staff, students and parents.
- (x) In addition, the SPO:
  - (a) Will attend scheduled meetings with the Senior Leadership Team/Deputy Principal or Principal, as appropriate
  - (b) Will be known to Staff and Students, and should be a person who will be accessible
  - (c) Will follow the procedures set out in this Policy.

Current designated SPOs are listed in the College Officer Register.

#### **The Principal:**

- (i) Will act promptly in accordance with legislated reporting obligations.
- (ii) Will promote and arrange for in-service training for Staff in legal compliance with Child Protection legislation and matters contained in this Policy.
- (iii) Will appoint Student Protection Officers for the College.

- (iv) Will implement procedures for screening of all persons involved in the College.
- (v) Will consult with the College Leadership (comprising the Senior Leadership Team and Student Protection Officers) as appropriate.
- (vi) In all matters of sexual abuse allegations, advise the Designated Board Director, under Sections 366, 366A and 366B, *Education (General Provisions) Act 2006*.
- (vii) Will immediately report allegations of Sexual Abuse or reasonable suspicion of Likely Sexual Abuse to a police officer.
- (viii) Will investigate reports of Inappropriate Behaviour internally and according to the principles of Natural Justice.
- (ix) Will respond to concerns raised about psychological or emotional harm, neglect and exploitation including as appropriate by investigation and referral to Family and Child Connect Services.
- (x) Will take all necessary action in the standing down of any Staff/Student in relation to matters covered by this Policy and carrying out any disciplinary measures noted in the Policy.
- (xi) Will report any investigation carried out regarding the conduct of a teacher to the Queensland College of Teachers.

#### **The College Board:**

- (i) Will discharge their duties in accordance with *Education (Accreditation of Non-State Schools) Regulation 2017* Section 16(4a-d).
- (ii) Will formally endorse School Policies relating to the protection of students.
- (iii) Will ensure a Student Protection Policy is in place and implemented.
- (iv) Will ensure compliance with the policy through Annual Audit and Reporting requirements. (This may include an attendance register for annual training; discussion at staff meetings with printed staff meeting agendas, staff induction programs and a review of the handling of complaints.)
- (v) Will appoint an Independent Protection Advisor to assist with action and responses required of School Leadership under the Policy.
- (vi) Will appoint a Designated Director to receive and immediately report (to external authorities) any allegations relating to sexual abuse, including likely sexual abuse.
- (vii) Will provide any information brought to their attention regarding student protection matters to the Principal.
- (viii) Will immediately provide a copy of any received Report about known or suspected sexual abuse by an employee of a student to a police officer.
- (ix) Will establish and make publicly known reporting procedure in this policy for receiving complaints from students and their parents/caregivers.
- (x) Will receive regular reports from the Principal at Board Meetings.
- (xi) Will ensure the College Formal Complaints Policy covers Child Protection complaints.

#### **The Designated Board Director:**

Will be available to receive and to report any allegations of sexual abuse, include likely sexual abuse.  
The current DESIGNATED BOARD MEMBER is listed in the College Officer Register.

## **11. CONFIDENTIALITY**

In situations where a person's or the School's good name is at stake, every effort must be made to ensure information is shared only with delegated leadership and that where possible anyone with information "signs" a Confidentiality Declaration (This is located on the bottom of the individual reporting forms). Students must never be assured their disclosures will be kept secret, but everybody can be assured that confidentiality and privacy is a high priority.

(A person "signs" the relevant document (Form 1) when submitting, approving or finalising the form during the reporting process.)

## 12. TIMELY RESPONSE

The Principal will ensure that a timely response to all issues of Child Safety and wellbeing will be made.

## 13. INVESTIGATION

- (i) The College Staff do not in any way investigate matters. The College will co-operate with the State authority.
- (ii) For an action falling short of mandatory reporting, the Principal may decide on a number of responses including investigating the matter internally or with assistance of an external investigator.
- (iii) Other actions may include:
  - Working in partnership with parents,
  - Referrals to Family and Child Support Services,
  - Notifying Child Safety and Police as a matter of discretion (even if not mandatory).

## 14. NATURAL JUSTICE

The principle of natural justice will apply to processes and decisions under this policy.

The principles of *Natural Justice* are that:

- A person alleged to have behaved improperly has a right to particulars of what has been allegedly done
- The right to respond to the allegations
- The person has a right to be heard in an unbiased forum
- The person has a right to procedural fairness

## 15. CONSEQUENCES of a BREACH OF POLICY

Disciplinary measures will be taken by the School against employees and students who breach this policy by action or omission causing harm to others.

Consequences (additional to any that may apply at law) include:

For Students:

- Apology
- Warnings
- Demotion from position of responsibility (For example: School Captain, etc).
- Suspension
- Counselling
- Undertaking
- Expulsion

For Employees:

- Apology
- Warnings
- Demotion from position of responsibility
- Counselling
- Termination
- Another course of action as detailed by the Principal / College Board

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

## 16. PROTECTION FOR NOTIFIER

- (i) The *Child Protection Act 1999* provides for the confidentiality of information supplied by the person making a notification.

- (ii) Also Section 13D and Section 197A of the Act provide for the protection from civil liability for persons, who, acting honestly, notify or give information about suspected harm to a Child. It states that merely because the person gives the notification or information, the person cannot be held to have breached any code of professional etiquette or ethics or departed from accepted standards of professional conduct.

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

## **17. ANONYMOUS COMPLAINTS**

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

## **18. RECORD KEEPING**

Any Staff Member who has concerns about the safety or wellbeing of a Child, either suspicious or disclosed, MUST:

- (i) Keep anecdotal records of observations, focusing on the persistence of indicators over time and the severity of effects.
- (ii) If speaking to a child, keep questions to what/where/when.
- (iii) Take only short notes – must not investigate.
- (iv) Present such documentation to the Principal. (Appendix B).

Should the Principal need to interview the Child further, the same procedures must be followed. Records must be kept in a locked file by the Deputy Principal/Principal, as appropriate.

## **19. IMPLEMENTATION**

In accordance with *Section 16(4) of the Education (Accreditation of Non-State Schools) Regulations 2017* requiring staff, students and parents/guardians to be informed of student protection processes at Cooloola Christian College:

An electronic copy of this Policy is readily available through:

- The Main Office
- The Library/Learning Hub
- The Counsellor's/Chaplain's Office
- The School Protection Officers
- School Website

A printed copy is available upon request.

The Policy is referred to in:

- The Newsletter
- Student Diary
- Parent Handbook

The Policy is a topic at parent evenings and Parent and Student Information Leaflets distributed.

All staff are trained in the Policy annually.

The Policy is proactively promoted to students as part of pastoral care initiatives.

The College has developed an Action Response Summary and safe storage of documentation.

The Principal reports any breaches of the Policy to the Board at every Board meeting.

## **20. MAKING A COMPLAINT**

Should a person wish to make a complaint about actions or processes implemented by the Policy, it must be made in writing to the Principal. Suggestions of non-compliance with the school's policies or procedures may be submitted as complaints. The formal complaints policy (*CCC Complaints & Grievance Handling Policy*) will, thereafter, be followed.

## **21. REVIEW**

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

## APPENDIX A

### MANDATORY REPORTING OF SEXUAL ABUSE and PHYSICAL ABUSE

#### REPORTING SUMMARY 1

Legislation	If	Then
<b>Reporting Sexual abuse or likely sexual abuse under sections 366, 366A and 366B of the Education (General Provisions) Act 2006.</b>	<b>MANDATORY</b> <ul style="list-style-type: none"> <li>You are a School Teacher; and</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><b>Immediately provide a written report (the School's reporting FORM 1 - APPENDIX B) to the Principal or a director of the governing body.</b></li> <li><b>The Teacher is to make a report to Child Safety where a reasonable suspicion exists.</b></li> <li><b>Keep appropriate records of your decisions and actions.</b></li> </ol>
	<b>MANDATORY</b> <p>You are a Principal or a Director of the Board; and a teacher, reports a concern that a Student has been, or is likely to be, sexually abused by another person.</p>	<ol style="list-style-type: none"> <li><b>Ensure that the School's reporting form is completed.</b></li> <li><b>Make a report to the Police immediately.</b></li> <li><b>Inform the Governing Body of the report.</b></li> <li><b>Keep appropriate records of your decisions and actions.</b></li> </ol>
<p>Where a member of staff (other than a Teacher) is made aware of an incident or where a suspicion is formed, they are to immediately seek advice from the Principal.</p>		
<p><b>All Members of Staff:</b> as the "first person" <b>must immediately</b> report. A written report (FORM 1) is to be completed by the staff member and provided to the school Principal.</p>		
<p>If the allegation made, relates to the Principal, the report (FORM 1) must be made directly to a director of the school's governing body or the nominated delegate.</p>		
<p><b>Principal:</b> Will include all other relevant known information into FORM 1 and <b>immediately</b> give the report to a Police Officer (relevant Child Protection Investigation Unit (CPIU), Queensland Police Service (QPS)).</p>		
<p><b>Principal:</b> Will complete and provide the form to a director of the school's governing body or the nominated delegate.</p>		
<p><b>Principal / or Director</b> as the "first person" <b>must immediately</b> give a written report (<b>FORM 1</b>) to a Police Officer (relevant CPIU, QPS) <b>and</b> provide a copy of the report (<b>FORM 1</b>) to a director of the school's governing body or the nominated delegate.</p>		
<p><b>Principal:</b> will complete and provide the form to the Designated Board Director</p>		
<p><b>School's Governing Body:</b> If a written report (<b>FORM 1</b>) has been provided to a director of the school's governing body or the nominated delegate, the <b>FORM 1 must immediately</b> be given to a Police Officer (relevant CPIU, QPS)</p>		

## MANDATORY REPORTING OF SEXUAL ABUSE and PHYSICAL ABUSE

<p><b>Reporting Sexual and Physical abuse under Sections 13E and 13G of the <i>Child Protection Act 1999</i>.</b></p>	<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>• You are a Teacher, or Staff Member (as included by College Policy), and</li> <li>• You have a “<b>reportable suspicion</b>”, ie 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; and</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. <b>Immediately provide a written report (the School’s reporting FORM 1 - APPENDIX B) to the Principal or a director of the governing body.</b></li> <li>2. <b>Make a report to Child Safety</b></li> <li>3. <b>Keep appropriate records of your decisions and actions.</b></li> </ol>
	<ul style="list-style-type: none"> <li>• You are a Principal or a Director of the Board; and</li> <li>• A teacher (or Staff Member under College Policy) reports a reportable suspicion to you.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Ensure that the School’s reporting form is completed.</b></li> <li>2. <b>Immediately, report the matter to a Police Officer.</b></li> <li>3. <b>Make a report to Child Safety.</b></li> <li>4. <b>Inform the teacher of your report so that their own duty to report is fulfilled.</b></li> <li>5. <b>Inform the Governing Body of the staff Member’s report.</b></li> <li>6. <b>Keep appropriate records of your decisions and actions.</b></li> </ol>

**Teachers / Registered Nurses:** as a “Relevant Person” **MUST** report to Child Safety when they have formed a reasonable suspicion under Section 13E of the *Child Protection Act 1999*. A “**relevant person**” may confer with other colleagues at the same entity to assist in the forming of a reasonable suspicion.

The report FORM 1 should be completed with guidance from a School Protection Officer or Principal.

**NOTE: the legislative responsibility is on the “relevant person” to directly report to Child Safety.**

**Principal:** Will provide [FORM 1](#) to the school’s governing body via the Designated Board Director.

If the allegation made, relates to the Principal, a copy of the report FORM 1 is to be provided to the Chair of the school’s governing body.

**Section 13B** of the *Child Protection Act 1999* provides the sharing of information to a relevant service provider if there are concerns that the child is likely to become a child in need of protection if no preventative support is given.

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

**NOTE: ONLY the Principal, as the “prescribed entity” can refer without consent.**

# PSYCHOLOGICAL OR EMOTIONAL HARM, NEGLECT OR EXPLOITATION

## REPORTING SUMMARY 2

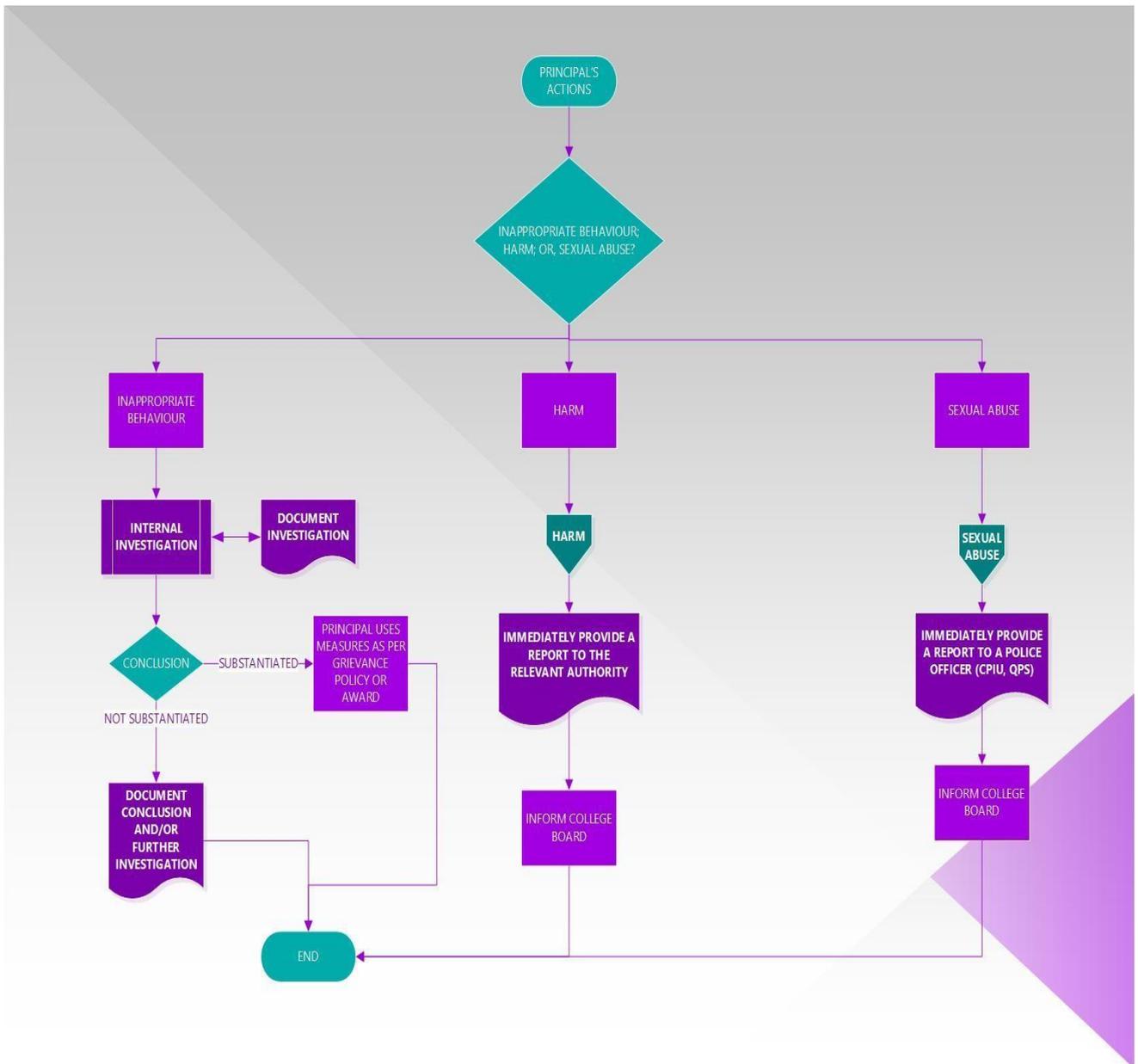
Legislation	If	Then
<b>Reporting Psychological, Emotional Harm, Neglect or Exploitation Behaviour under Section 16 of the Education (Accreditation of Non-state School) Regulation 2017</b>	<ul style="list-style-type: none"> <li>You are a Staff Member/Student Protection Officer; and receive or have a concern of this nature.</li> </ul>	<ol style="list-style-type: none"> <li>Complete the School's reporting form. (APPENDIX B)</li> <li>Discuss the report with the Principal.</li> <li>The Principal will take appropriate action in the circumstances.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>
	<ul style="list-style-type: none"> <li>You are a Principal; and</li> <li>You receive a report or concern of this nature.</li> </ul>	<ol style="list-style-type: none"> <li>Interview the Staff Member.</li> <li>Interview the Student reporting the behaviour.</li> <li>Interview other persons who may be able to provide useful information.</li> <li>Take appropriate action on the basis of your investigation                             <ul style="list-style-type: none"> <li>Utilise internal supports</li> <li>Work in contractual partnership with parents.</li> </ul> </li> <li>Notify at your discretion to Police, Child Safety.</li> <li>Refer to Family and Child Connect services.</li> <li>Report to the Governing Body as appropriate.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>
<b>Education (Accreditation of Non-state School) Regulation 2017</b>	<ul style="list-style-type: none"> <li>You are a Principal and the School 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>As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers</li> <li>The notice must include the following—                             <ol style="list-style-type: none"> <li>the name of the Principal;</li> <li>the name of the School;</li> <li>the name of the relevant teacher;</li> <li>the day the investigation started; and</li> <li>the allegation, particulars of the allegation and any other relevant information.</li> </ol> </li> </ol>

## INAPPROPRIATE BEHAVIOUR

### REPORTING SUMMARY 3

Legislation	If	Then
<b>Reporting Inappropriate Behaviour under Section 16 of the Education (Accreditation of Non-State Schools) Regulation 2017</b>	<ul style="list-style-type: none"> <li>You are a Student; and a Staff Member at the School has behaved in a way you consider is inappropriate.</li> </ul>	<ol style="list-style-type: none"> <li>Report the behaviour to a Student Protection Officer or Senior Staff Member/Principal. <a href="#">FORM 1</a></li> </ol>
	<ul style="list-style-type: none"> <li>You are a Staff Member/Student Protection Officer; and receive or have a concern of this nature.</li> </ul>	<ol style="list-style-type: none"> <li>Complete the School's reporting form.</li> <li>Discuss the Student's report with the Student Protection Officer or Principal.</li> <li>The Principal will take appropriate action in the circumstances.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>
	<ul style="list-style-type: none"> <li>You are a Principal/Delegate and receive a report of this nature.</li> </ul>	<ol style="list-style-type: none"> <li>Interview the Student reporting the behaviour.</li> <li>Interview the Staff Member named in the report as engaging in Inappropriate Behaviour.</li> <li>Interview any other person who may be able to provide useful information.</li> <li>Investigate.</li> <li>Take appropriate action on the basis of your investigation.</li> <li>Report to the Governing Body as appropriate.</li> <li>Keep appropriate records of your decisions and actions.</li> </ol>

# PRINCIPAL'S ACTIONS



## APPENDIX B: FORM 1: DOCUMENTATION OF A CONCERN

### REPORTING OF ALL INCIDENTS IS MANDATORY FOR ALL STAFF REGARDLESS OF POSITION AND IF THE INCIDENT OCCURRED ON SCHOOL GROUNDS OR OFF SITE

This form is to be used to report student protection concerns to Student Protection Officers and the Principal. In instances where concerns are raised without evidence, or behaviours are observed that may be unusual for that student, the Student Protection Officers will first conduct an investigation then pass the matter on to the Principal. Serious suspicions or where there is evidence, the Student Protection Officers will escalate these to the Principal.

**By submitting this form you are agreeing to keep this matter confidential.**

#### Details of Person Completing the Form

Name of person completing the form\*:

Email Address\*:

Extension\*:

Mobile\*:

Please Select Staff Designation: Primary - Secondary - Support

Date\*:

Time\*:

Priority:

#### Student Details

Please enter the student's name in the box below

Name\*:

Address:

Phone:

Caregiver's Name:

Address:

Caregiver's Phone:

#### Incident Details

What did the student tell you? \*

What did you see?

Any evidence?

Witnesses:

Who have you told about the incident or disclosure?

Type of Suspected Student Protection Issue:

Sexual

Physical

Educational

Emotional

#### Submitting the Form

Once you have completed the form change Status to ACTIVE and click Submit

Status:-

\* Indicates a mandatory field.

[Submit](#)