



## Child Protection Policy

<b>Purpose:</b>	The purpose of this policy is to provide written processes about – (a) how Redlands College will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of the school’s staff and students to comply with accreditation requirements.	
<b>Scope:</b>	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 Redlands College and covers information about the reporting of harm and abuse.	
<b>Status:</b>	Approved	<b>Supersedes:</b> Child Protection Policy Issued: 07/08/2017
<b>Authorised by:</b>	School Governing Body Chairperson	<b>Date of Authorisation:</b> 05/02/2018
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Child Protection Act 1999 (Old)</a></li> <li>• <a href="#">Education (General Provisions) Act 2006 (Old)</a></li> <li>• <a href="#">Education (General Provisions) Regulation 2017 (Old)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Old)</a></li> <li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Old)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Act 2000 (Old)</a></li> <li>• <a href="#">Working with Children (Risk Management and Screening) Regulations 2011 (Old)</a></li> <li>• Redlands College Complaint Handling Policy</li> <li>• Redlands College Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>)</li> <li>• Redlands College Work Health and Safety Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>)</li> </ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> Feb/2019
<b>Policy Owner:</b>	School Governing Body	

## Definitions

- **Section 9 of the *Child Protection Act 1999* - “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
    - b) a series or combination of acts, omissions or circumstances.
- **Section 10 of the *Child Protection Act 1999* - A “child in need of protection”** is a child who–
  - a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm
  - b) does not have a parent able and willing to protect the child from the harm.
- **Section 364 of the *Education (General Provisions) Act 2006* - “Sexual abuse”,** in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances –
  - (a) the other person bribes, coerces, exploits, threatens or is violent toward the relevant person
  - (b) the relevant person has less power than the other person
  - (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

## Health and Safety

The school has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011 (Qld)* and the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*.

## Responding to Reports of Harm

When the school receives any information alleging 'harm'<sup>1</sup> to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the school’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy<sup>2</sup>.

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<sup>1</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(7)*: the definition of 'harm' for this regulation is the same as in section 9 of the *Child Protection Act 1999 (Qld)*

<sup>2</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

## Conduct of Staff and Students

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students<sup>3</sup>.

## Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to any member of staff they feel comfortable approaching. The following staff members have received training as contacts in child protection issues: -

- Joel Erkkila – Director of Student Wellbeing
- Joanne Woodward – Student Protection Contact
- Mike Shepherd – Christian Formation Co-ordinator
- Clare Carmona – Student Protection Contact
- Katherine Kerridge – Student Protection Contact
- Andrew Johnson - Principal<sup>4</sup>

## Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the principal. Where the principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the school's governing body via [boardchair@redlands.qld.edu.au](mailto:boardchair@redlands.qld.edu.au) <sup>5</sup>. Reports will be dealt with under the College's Complaints Handling Policy.

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

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

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

then the staff member must complete the Child Protection Reporting Form and give to the principal or to a director of the school's governing body immediately.

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<sup>3</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

<sup>4</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)*

<sup>5</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)*

<sup>6</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

The school's principal or the director must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the school's principal, the principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to a director of the school's governing body.

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 sex;
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- d) details of the abuse or suspected abuse;
- e) any of the following information of which the first person is aware: -
  - i. the 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>7</sup>.

### **Reporting Likely Sexual Abuse** <sup>8</sup>

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

- a) a student under 18 years attending the school;
- b) a pre-preparatory aged child registered in a pre-preparatory 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.

then the staff member must complete the Child Protection Reporting Form about the suspicion and give to the principal or to a director of the school's governing body immediately.

The school's principal or the director must immediately give a copy of the report to a police officer.

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<sup>7</sup> *Education (General Provisions) Regulation 2017 (Qld) s.68*

<sup>8</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

If the first person who reasonably suspects likely sexual abuse is the school's principal, the principal must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a director of the school's governing body.

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 sex;
- c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- d) any of the following information of which the first person is aware: -
  - i. the student's age;
  - ii. the identity of the person who is suspected to be likely to sexually abuse the student;
  - iii. the identity of anyone else who may have information about suspected likelihood of abuse<sup>9</sup>.

### **Reporting Physical and Sexual Abuse** <sup>10</sup>

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

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

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

The teacher or early education and care professional must complete the Child Protection Reporting Form and give to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act* 1999). The teacher or early education and care professional should give a copy of the report to the principal.

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

- a) state the basis on which the person has formed the reportable suspicion
- b) include the information prescribed by regulation, to the extent of the person's knowledge<sup>11</sup>.

Teachers should consult with the Principal prior to making a written report to the Chief Executive of the Department of Communities, Child Safety and Disability Services, but if a report is made, this must come from the teacher directly. The teacher may use the College's Child Protection Reporting form.

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<sup>9</sup> *Education (General Provisions) Regulation 2017 (Qld) s.68A*

<sup>10</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)*

<sup>11</sup> See *Child Protection Regulation 2011 (Qld) s.10 "Information to be included in report to chief executive"*

## **Awareness**

The school will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students via the publication of this policy and the College's Child Risk Management Strategy on its website and employee handbooks. These documents will be available on request from the College administration.<sup>12</sup>

## **Training**

The school 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. The Board of Management will be provided with evidence of this training, including staff meeting agendas and staff induction agendas, during the annual review of this policy and the College's Child Risk Management Strategy. The Appendix contains useful tools such as flowcharts to assist in staff training.<sup>13</sup>

## **Implementing the Processes**

The school will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually<sup>14</sup>.

## **Accessibility of Processes**

Processes relating to the health, safety and conduct of staff and students are accessible on the school website and will be available on request from the school administration<sup>15</sup>.

## **Complaints Procedure**

Suggestions of non-compliance with the school's processes may be submitted as complaints under the College's Complaint Handling Policy.<sup>16</sup>

## **Appendix 1**

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<sup>12</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

<sup>13</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

<sup>14</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)*

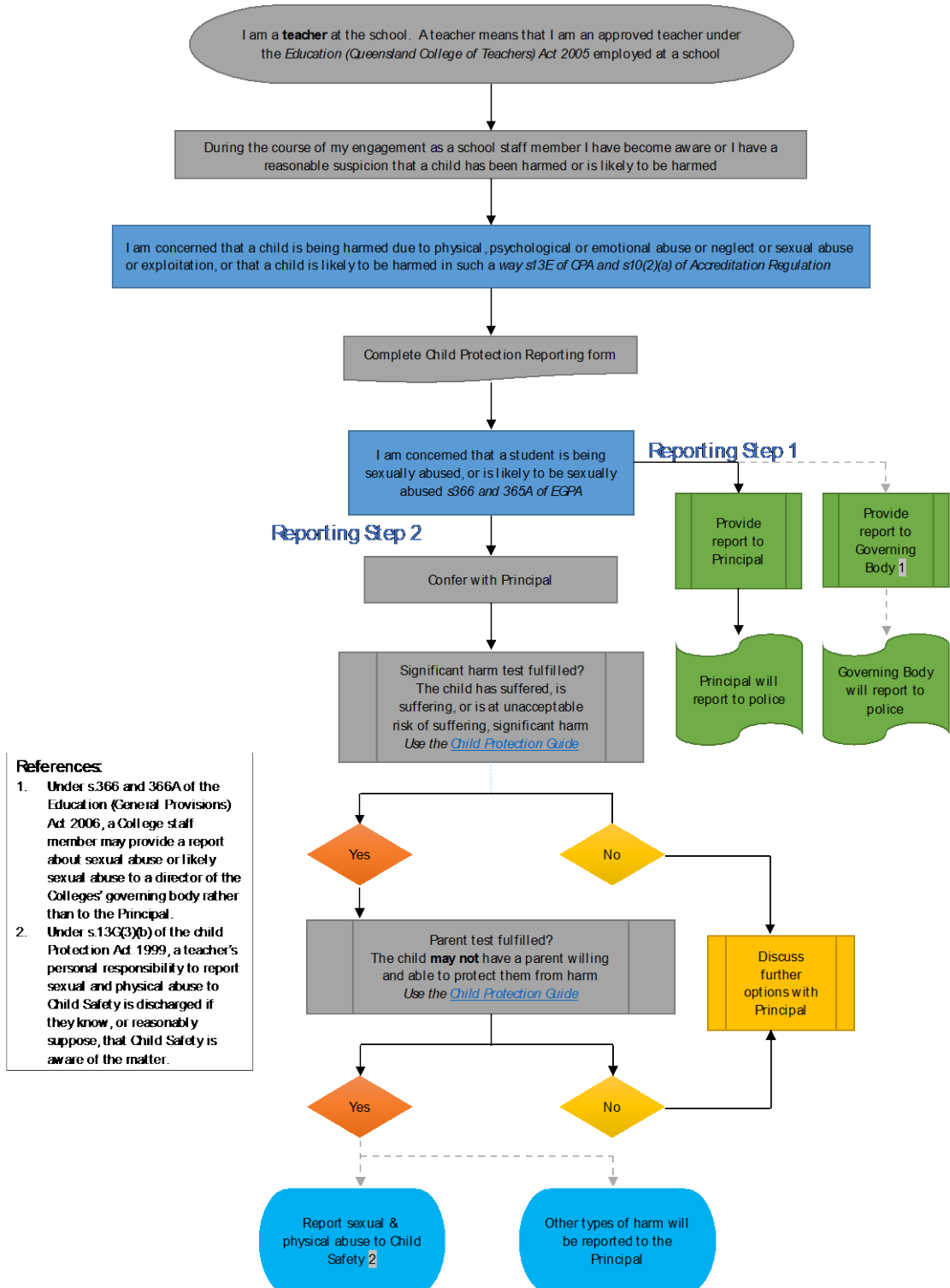
<sup>15</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(b)*

<sup>16</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)*

<b>Who</b>	<b>What abuse</b>	<b>Test</b>	<b>Report to</b>	<b>Legislation</b>
<b>All staff</b>	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police	EGPA sections 366 and 366A
<b>Teacher</b>	Sexual and physical	Significant harm Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
<b>All staff</b>	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
<b>All staff</b>	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
<b>Principal</b>	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
<b>Any member of the public</b>	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A

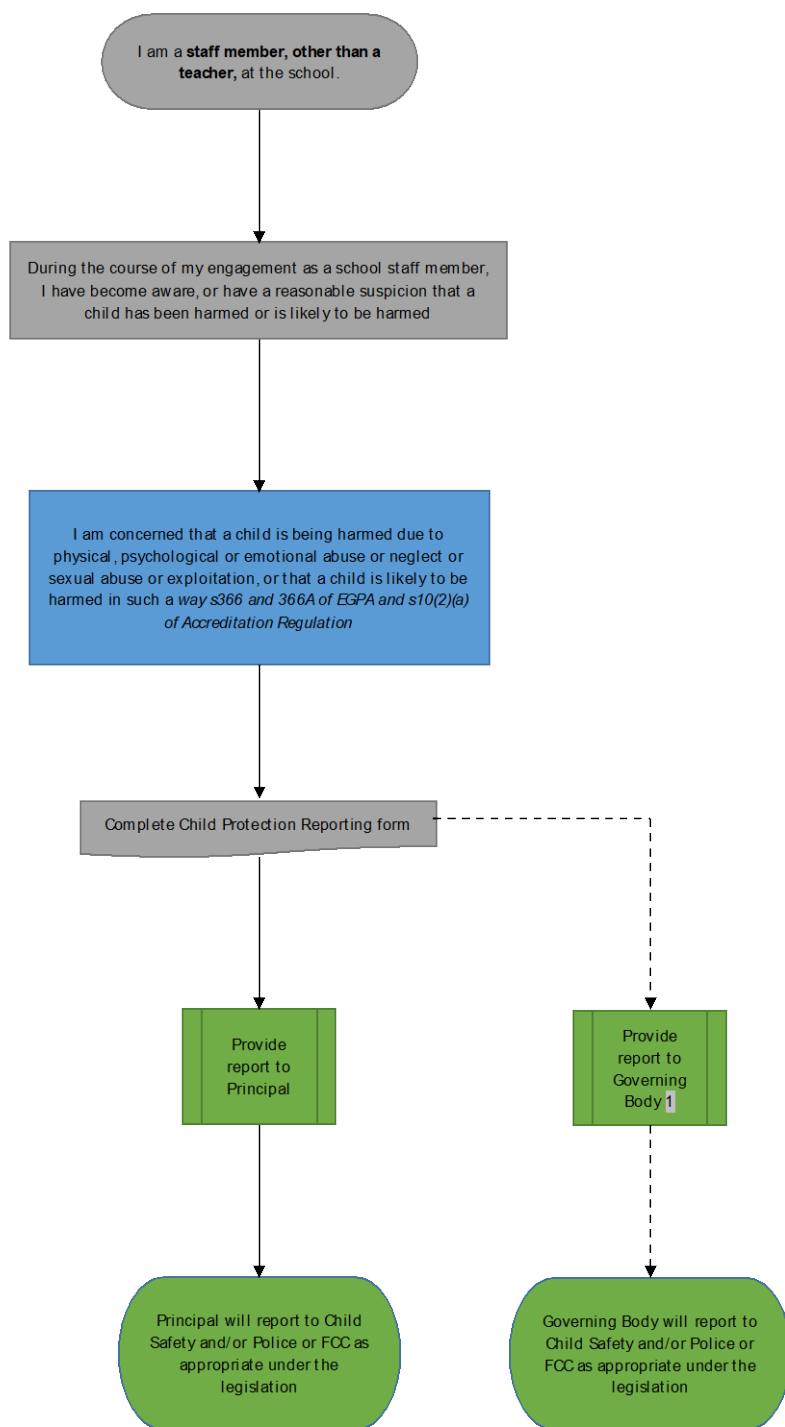
*Retrieved from Independent Schools Queensland (ISQ) school services portal 30/01/18*

## Appendix 2 – CHILD PROTECTION DECISION SUPPORT TREE FOR TEACHERS



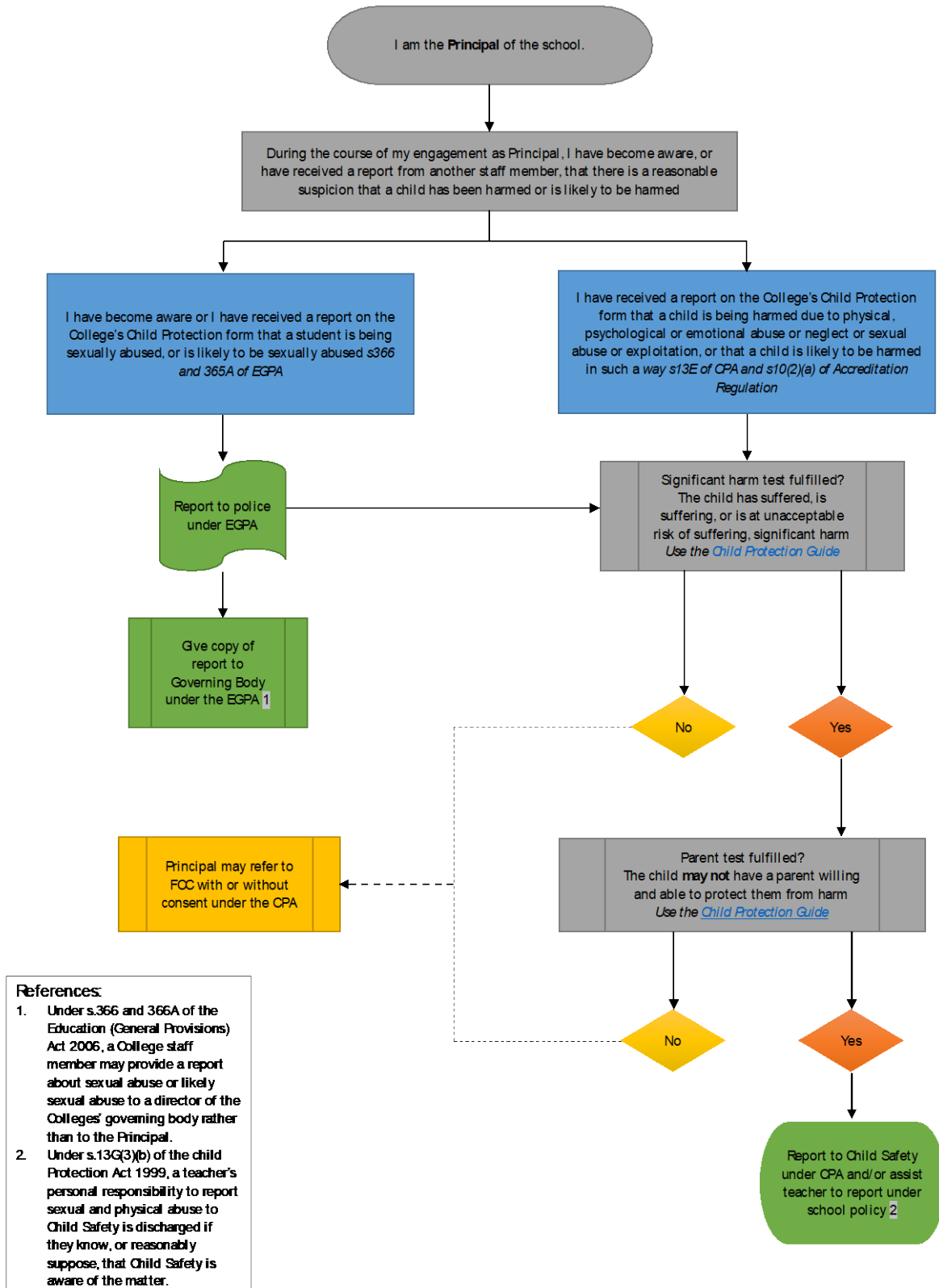


### Appendix 3 – CHILD PROTECTION DECISION SUPPORT TREE FOR NON-TEACHERS



**Reference:**  
 1. Under s.366 and 366A of the Education (General Provisions) Act 2006, a College staff member may provide a report about sexual abuse or likely sexual abuse to a director of the Colleges' governing body rather than to the Principal.

## Appendix 4 – CHILD PROTECTION DECISION SUPPORT TREE FOR PRINCIPAL





Private and Confidential

## Child Protection Reporting Form

Date:	
Name of Staff Member completing this report:	
<b>College Phone: 07 3286 0222</b>	<b>College Fax: 07 3207 3799</b>

DETAILS OF STUDENT HARMED OR AT RISK OF SIGNIFICANT HARM:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander	
Does the student have a disability verified under EAP:	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:
Is the student in out of home care:	
Formal Legal order/Custody details:	
Other relevant information about the student:	

FAMILY DETAILS			
<b>Parent/Caregiver 1:</b>		Relationship to Student:	
Address (if different from student):		Best contact number:	
<b>Parent/Caregiver 2:</b>		Relationship to Student:	
Address (if different from student):		Best contact number:	
<b>Sibling name/s:</b>	Year level:	School:	
<b>Other household members (including relatives and significant others):</b>	Approximate age:	Gender:	Relationship to student:

**DETAILS OF ALLEGED SIGNIFICANT HARM OR RISK OF SIGNIFICANT HARM TO THE STUDENT**

Suspected harm type:

Details:

**PERSONS SUSPECTED OF CAUSING SIGNIFICANT HARM OR RISK OF SIGNIFICANT HARM**

Name:	Approximate age:	Gender:	Relationship to student:	Resides with student:
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**FURTHER INFORMATION**

Is there anyone else who may have information about the significant harm or risk of significant harm:

Have you identified any immediate safety concerns:

Has the suspected significant harm or risk of significant harm been discussed with the parents/cargivers:

Based on the available information, do you suspect a parent may be able and willing to protect the child (explain):

Did you consult the [Child Protection Guide](#):**TO BE COMPLETED BY THE PRINCIPAL OR MEMBER OF THE EXECUTIVE:**

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

Report sent to:	<input type="checkbox"/>	Wynnum Police – Child Protection Investigation Unit Ph: 3308 8177 <a href="mailto:cpiu.wynnum@police.qld.gov.au">cpiu.wynnum@police.qld.gov.au</a>
	<input type="checkbox"/>	Department of Communities - Child Safety - South East Ph: 3884 8802 (Business Hours) Ph: 1800 177 135 (After Hours) <a href="mailto:serisintake@communities.qld.edu.au">serisintake@communities.qld.edu.au</a>
	<input type="checkbox"/>	Family and Child Connect (online reporting) Ph: 13 32 64

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