



## Child Protection Policy

<b>Purpose:</b>	The purpose of this policy is to provide written processes about –  (a) how the school 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 Good Shepherd Christian School and covers information about the reporting of harm and abuse.	
<b>Status:</b>	Approved	<b>Supersedes:</b> September 2020
<b>Authorised by:</b>	School Governing Body Chairperson	<b>Date of Authorisation:</b> June 2021
<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)</a></li><li>• <a href="#">Education (General Provisions) Regulation 2017 (Qld)</a></li><li>• <a href="#">Education (Accreditation of Non-State Schools) Act 2017 (Qld)</a></li><li>• <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</a></li><li>• <a href="#">Working with Children (Risk Management and Screening) Act 2020 (Qld)</a></li><li>• Good Shepherd Christian School Dispute Resolution/Complaints Handling Policy</li><li>• Good Shepherd Christian School Dispute Resolution/Complaints Handling Procedure</li><li>• Good Shepherd Christian School Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2020 (Qld)</i>)</li><li>• Good Shepherd Christian School Work Health and Safety Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>)</li><li>• Good Shepherd Christian School Child Protection Reporting Form</li></ul>	
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> June 2022
<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; or
    - 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; and
  - 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: -

- Good Shepherd Christian School Principal: Rhonda Davis 07 32642655 rdavis@gscs.qld.edu.au
- Good Shepherd Christian School Student Welfare Officer: Ramona Bundrock 07 32642655 rbundrock@gscs.qld.edu.au

## 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<sup>4</sup>. Reports will be dealt with under the school's Complaints Handling Policy.

## Reporting Sexual Abuse<sup>5</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 student under 18 years attending the school;
- a kindergarten aged child registered in a kindergarten learning program at the school;
- 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 give a written report about the abuse or suspected abuse 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.

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 immediately give a copy of the report to a director of the school's governing body.

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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)*

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



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>6</sup>.

## **Reporting Likely Sexual Abuse**<sup>7</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 kindergarten aged 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.

then the staff member must give a written report about the suspicion 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.

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 immediately 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;

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<sup>6</sup> *Education (General Provisions) Regulation 2017 (Qld) s.68*

<sup>7</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*



- 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>8</sup>.

## **Reporting Physical and Sexual Abuse** <sup>9</sup>

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

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

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

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

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

- a) state the basis on which the person has formed the reportable suspicion; and
- b) include the information prescribed by regulation, to the extent of the person's knowledge<sup>10</sup>.

Regional Intake Service Brisbane      1300 682 254 (during business hours)

Child Safety After Hours Service Centre   1800 177 135 (Outside of business hours)

## **Awareness**

The school will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its website<sup>11</sup>, available from the school office, staff induction, and student diaries.

## **Accessibility of Processes**

Processes relating to the health, safety and conduct of staff and students are accessible on the school website and are be available on request from the school administration<sup>12</sup>.

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<sup>8</sup> *Education (General Provisions) Regulation 2017 (Qld) s.69*

<sup>9</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)*

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

<sup>11</sup> *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(a)*

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



## **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<sup>13</sup>. The school will maintain attendance register from staff induction annual training, discussion at staff meetings with printed staff meeting agendas, and review of handling of complaints.

## **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>.

## **Complaints Procedure**

Suggestions of non-compliance with the school's processes may be submitted as complaints under 'Complaints Handling Policy'.

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<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)*



## CHILD PROTECTION REPORTING FORM

### RESPONDING TO AN INCIDENT, DISCLOSURE OR SUSPICION OF CHILD ABUSE

#### STAFF MEMBER MAKING THE RESPONSE

Name:

Position:

#### CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT

If anyone is in immediate danger school staff should report immediately to Queensland Police on 000.

#### RESPONDING TO AN EMERGENCY

Did the child require first aid? Provide details if 'Yes'

Who administered this?

Did the child require further immediate medical assistance?

Current location and safety status:

Eg: Are all impacted students safe and not in any immediate danger?



## CHILD PROTECTION REPORTING FORM

### RESPONDING TO AN INCIDENT, DISCLOSURE OR SUSPICION OF CHILD ABUSE

#### CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT

#### CHILD'S INFORMATION

Personal Details
Name:
Gender:
Year/Class:
Date of birth:
Residential address:
Parent/Carer's Name/s:
Parent/Carer's contact details
Language/s spoken by child:
Does the child identify as aboriginal or Torres Strait islander:
Disabilities, mental or physical health issues:
Other:





## DETAILS OF INCIDENT, DISCLOSURE OR SUSPENSION

### Grounds for your belief that a child has been, or is at risk of abuse

*Indicators or instances which led you to believe a child/children are subject to child abuse, or at risk of abuse:*

*Detail any disclosures or incidents or suspicions (including names, times and dates documenting a child's exact words as far as possible). Include specific detail here on what led you to form a reasonable belief that a child has been, or is at risk of being abused*



Any physical abuse:

Any behavioural indicators of abuse:

Any patterns of behaviour or prior concerns leading up to an incident, disclosure or suspension:

Names of anyone else who may have information about suspected likelihood of abuse:

## Details of person alleged to have committed the abuse (if known)

Name:

Relationship to child:

Address:

Contact details:



## ADDITIONAL INFORMATION (IF KNOWN)

Family composition
Parenting arrangements
Siblings and ages
Other people living with the child
Disability, mental or physical health issues in family
Other:



## CRITICAL ACTION 2: REPORTING

### Reporting to authorities

- School Governing Body
- School Principal
- Police
- Department of Child Safety
- Decision not to report

If you have decided not to report, list your reasons here. Also include any follow-up actions undertaken by you:

### Provide details of your report

Date:

Name:

Signature:

### Planned Actions

Follow up actions: