



Child Protection Policy

Approved by:
Review Date:

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Policy

The purpose of this policy is to provide written processes about the health and safety of the staff and students and about the appropriate conduct of Suncoast Christian College, 'the College', staff and students to comply with accreditation requirements.

Scope

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 the College and covers information about the reporting of harm and abuse.

Status

This policy is approved by the College Board and supersedes any the Child Protection Policy approved by Leadership Team 1 August 2007, last reviewed 28/05/2012. The approval date of this policy is 27 February 2015. Annual review of this policy is recommended.

References

Child Protection Act 1999 (Qld)

Education (General Provisions) Act 2006 (Qld)

Education (General Provisions) Regulation 2006 (Qld)

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

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

Working with Children (Risk Management and Screening) Act 2000 (Qld)

Working with Children (Risk Management and Screening) Regulations 2011 (Qld)

Related College policies

College Concerns and complaints policy

Child risk management policy (for the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*)

Work health and safety policy (for the *Work Health and Safety Act 2011 (Qld)*)

Definitions

“Harm”

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.

“Child in need of protection”

Section 10 of the *Child Protection Act 1999* - A “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.

“Sexual abuse”

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; and
- (c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

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.

Responding to reports of harm

When the College receives any information alleging 'harm' 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 College’s Child Risk Management Policy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy.

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.

Reporting inappropriate behaviour

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

Mrs Lynne Camilleri

Mr David Ensinger

Mrs Frances McLaren

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 College board.

Reporting sexual abuse

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 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 complete the **Report of Abuse – College Form** and email it to the Principal immediately.

If the staff member who becomes aware or reasonably suspects sexual abuse is by the College Principal, the staff member must give a written report about the abuse to a police officer immediately and must also give a copy of the report to Governing Body's Delegate on the College Board.

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 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.

Reporting likely sexual abuse

Section 366A 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 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 complete the '**Report of Abuse – College Form**' and email it to the Principal immediately.

If the staff member who becomes aware or reasonably suspects likely sexual abuse is by the College Principal, the staff member must give a written report about the abuse, or likely abuse to a police officer immediately and must also give a copy of the report to the Governing Body's Delegate on the College Board

The Governing Body's Delegate on the College Board will then forward the report to the Police.

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 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.

Reporting suspicion about physical and sexual abuse

Under Section 13E (3) of the *Child Protection Act 1999*, if a nurse or teacher 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.

then the staff member must complete the College Reporting form and email it to the Principal immediately.

The Principal will then forward the report to the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*). The nurse or teacher 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.

If the staff member has a reasonable suspicion that sexual abuse is by the College Principal, the staff member must give a written report about the reasonable suspicion of the abuse to a police officer immediately and must also give a copy of and must also give a copy of the report to the Governing Body's Delegate on the College Board.

The Governing Body's Delegate on the College Board will then forward the report to the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*). The nurse or teacher should give a copy of the report to the Governing Body's Delegate on the College Board.

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.

Reporting to the Governing Body:

In accordance with Section 22.1 of the COC Governance Manual 2013,

- a) the College Board will report to the Governing Body through the local church Committee of Management their written processes for reporting sexual abuse, reasonable suspicion of sexual abuse or likely sexual abuse to the Governing Body for adoption (Prior to accreditation and at anytime the policies are revised).
- b) The College will immediately inform the Governing Body and its delegated representative of sexual abuse or suspected sexual abuse. The College must also report such cases to the Senior Pastor of the associated COC. The College, the Governing Body and its delegated representative must report such cases as per this policy.

Awareness

The College 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.

Training

The College will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training at least every two years.

Implementing the processes



The College will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually.

Accessibility of processes

Processes relating to the health, safety and conduct of staff and students are accessible on the College website and will be available on request from the College Business Office.

Complaints procedure

Suggestions of non-compliance with the College processes may be submitted as complaints under Concerns and Complaints Policy.

Summary of reporting harm

Who	What abuse	Test	Report to
All staff	Sexual	Awareness or a reasonable suspicion Sexually abused or likely to be sexually abused	Principal, using the College form
	Physical, psychological, emotional, neglect, exploitation	Significant harm & parent not willing and able to protect	Principal, using the College form
Teacher	Sexual and physical	Significant harm & Parent not willing and able to protect	Principal, using the College form
Principal	Any	Not of a level that is otherwise reportable to Child Safety, refer without parent consent	Principal to refer to Family and Child Connect
All staff	Any	Not of a level that is otherwise reportable to Child Safety, refer with parent consent	Primary Chaplain / Sec Life Coach who may refer to Family and Child Connect

Private and Confidential

Report of Abuse – College Form

Date:
Suncoast Christian College
College Phone: 07 5451 3614
College Fax: 07 5442 2212

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE	
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:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
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"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<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	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary)

Details of any harm and/or sexual abuse to the student – 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.

Please indicate the identity of anyone else who may have information about the harm or abuse

Additional information provided as an attachment YES NO

Name of staff member making report to the Statutory Agency if not the Principal: Position:	Signature:	Date:
Principal: Mark Ash	Signature:	Date:
Principal's email address: principal@suncoastcc.qld.edu.au		
Response requested by College: Yes		

ACTION TAKEN BY PRINCIPAL			
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	All staff: Sexual abuse or likely to be sexually abused (awareness or reasonable suspicion) Physical, psychological, emotional, neglect, exploitation - Significant harm & parent not willing and able to protect	Queensland Police Services (QPS) Nambour Police Station 1-3 Mitchell St Nambour 54590200 or 131444 Department of Communities (Child Safety Services) Phone: 1300 703 921 Fax: 07 5420 9049 After hours: 1800 177 135 or 07 3235 9999.
	<input type="checkbox"/>	Teacher: Sexual and Physical abuse Significant harm and parent not willing and able to protect	
<input type="checkbox"/>	All staff: Concern not at a level that is reportable, - refer to Principal and Principal to refer with parent consent Principal: Concern not at a level that is reportable, -Principal can refer without consent	Family and Child Connect 133264 Use referral form at: https://secure.communities.qld.gov.au/CBIR	

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other