

*Faith Diligence Love*

# Child Protection Policy

**SUNCOAST**  
CHRISTIAN COLLEGE



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## Contact details for key people regarding child protection

### Principal

Mr Greg Mattiske

[principal@suncoastcc.qld.edu.au](mailto:principal@suncoastcc.qld.edu.au)

Ph: 0411 968 298

### Child Protection Officers

Mr Garth Reid, Director of Student Development

[greid@suncoastcc.qld.edu.au](mailto:greid@suncoastcc.qld.edu.au)

Ph: 0488 619 971

Mrs Mel Wolter, Primary Chaplain

[mwolter@suncoastcc.qld.edu.au](mailto:mwolter@suncoastcc.qld.edu.au)

Phone: 0423 965 574

### Year Level Coordinators – Years 7-12

Contact via Secondary Reception

Ph: 07 5451 3628

### Governing Body

Mrs Suellen Holmes, Secretary,

[sholmes@inc.org.au](mailto:sholmes@inc.org.au)

Ph: 07 5506 5100

### Delegated Appropriately Qualified Individual

Mr Andrew Ryan, Chairperson of the College Board

Email: [andrew.ryan.au@gmail.com](mailto:andrew.ryan.au@gmail.com)

Phone: 0417 006 365

### Independent Protection Advisors

#### North Coast Regional Intake Services

During normal business hours: 1300 703 921

After hours and weekends: 1800 177 135

#### Maroochydore Child Safety Service Centre

Ph: 5376 9500

### Adopt-a-Cop Police Liaison Officer

Contact via Secondary Reception

## Purpose

There are several written policies which address the safety and wellbeing of students and staff. Where there is any conflict between the Child Protection Policy and other College policies, the Child Protection Policy will prevail.

The purpose of this policy is to make clear how Suncoast Christian College (the College) will respond to disclosure of harm, reasonable suspicion of harm or likely harm of any nature, sexual abuse or neglect to a student, whether internal or external to the College.

## Scope

This policy applies to all 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.

## References

- [Child Protection Act 1999 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Education \(Accreditation of Non-State Schools\) Act 2017 \(Qld\)](#)
- [Education \(Accreditation of Non-State Schools\) Regulation 2017 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Regulations 2011 \(Qld\)](#)
- Suncoast Christian College Concerns and Complaints Policy
- Suncoast Christian College Child Risk Management Strategy (for the Working with Children (Risk Management and Screening) Act 2000 (Qld))
- Suncoast Christian College Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))

## Policy Owner

College Board

## 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.

### **A child in need of protection (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.

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

### **Relevant child**

- A student under 18 years attending the College;
- A preparatory age child registered in a preparatory learning program at the College;
- A person with a disability who
  - Under section 420(2) of the Education (General Provisions) Act 2006 (Qld) is being provided with special education at the College; and
  - Is not enrolled in the preparatory year at the College.

### **Student**

A student is any person regardless of age who is enrolled at the College.

### **Teacher**

A person employed in the capacity of a registered teacher at Suncoast Christian College, and includes full time, part time, casual and re-appointments.

### **Staff**

Includes all workers at the College including volunteers.

### **General Staff**

Includes those involved in administration, teaching assistants, groundsman, cleaners, coaches, bus drivers, referees and volunteers, paid and unpaid, working in any capacity within the College.

### **Governing Body**

The National Executive of Christian Outreach Centre trading as International Network of Churches.

**Director**

A member of the Governing Body.

**College Board**

The Board appointed by the Local Church Committee of Management by authority of the Governing Body to oversee the day to day management of the College.

**Board Member**

A member of the College Board.

**Independent Protection Advisor**

A person appointed by the College, and is independent of the College, but available for assessment of complaints. At Suncoast Christian College, this role is fulfilled by the contact officer at Child Safety services, Maroochydoore Child Safety Service Centre, or the College's Adopt-a-Cop Police Liaison Officer.

**Child Protection Officer**

The named and published staff member/s to whom students may refer complaints.

**Delegated Appropriately Qualified Individual**

A person, other than the College Principal or member of College staff, who possesses the qualifications, experience or standing appropriate to perform the function of receiving a report and giving a copy of the report to a Police officer under section 366 or 366A of the Education (General Provisions) Act 2006 on behalf of the Governing Body.

The Delegated Appropriately Qualified Individual is recommended by the College Board to the Governing Body, and appointed unanimously by the Governing Body, delegated with the directors' reporting function under section 366B of the Education (General Provisions) Act 2006.

At Suncoast Christian College in most circumstances this would be the Chairperson of the College Board.

**Grooming**

Grooming refers to the way some offenders form relationships and build trust with parents, carers, teachers and other children in order to get close to a child and create the opportunity for sexual abuse. Grooming can be difficult to identify as the behaviour itself may not be abusive or sexual. Not all offenders use grooming techniques.

**Neglect**

The term neglect in this policy may be defined as any act or omission causing harm to a "child" by any person. Neglect occurs when a child's basic necessities of life (example: food, housing, health care and medical treatment, adequate clothing, personal hygiene and adequate supervision) are not met, and their health and development are affected.

**Inappropriate Behaviour by a staff member towards a student**

For the purpose of this policy inappropriate behaviour includes any unwelcome behaviour by a College employee towards a College student with which the student is uncomfortable and breaches the trust implicit in a normal adult-student relationship, as defined by 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 indicates it is unwelcome.

## Health and safety

The College 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).

## Principles

This policy is founded on the following principles:

- Every child has a right to protection from harm. Protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential.
- The welfare and best interests of the child will always be a primary consideration.
- Families have the primary responsibility for the upbringing, protection and development of their children.
- In all actions taken by the College, the best interests of the child will always be a primary consideration and include the reporting of any harmful behaviour, regardless of family issues.
- The College will provide appropriate support to the child and family when an alleged abuse or inappropriate harm has taken place.
- The College will screen new staff/volunteers in relation to the suitability to work with children.
- The College will not tolerate harmful behaviours. Such behaviours will result in penalties being imposed by the College.
- The College will provide pastoral care to alleged offenders if they are students or employees of the College.
- The confidentiality of all parties will be respected.

### Natural Justice

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

The principles of *Natural Justice* are that the person alleged to have behaved improperly:

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

**Note:** In instances where the alleged person is involved with or suspected of physical and/or sexual harm of a student or relevant child, it may not be appropriate or permissible to inform the alleged perpetrator. Instead the police need to be informed and the authorities will make the necessary contact.

### Confidentiality

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

- The information has the 'necessary qualities of confidence' in that any unauthorized use would be detrimental to a party and that;
- It was shared or confided under circumstances where there was a special need for trust, i.e. between the harassment officer and the complainant, or between the Principal and the alleged offender.
- Information will be shared only if it is necessary to comply with the requirements of this policy (delegated persons) or as required by law.

## Policy statement

Under this policy:

- The College will adhere to the mandatory reporting process imposed by law – to Police and Child Safety.
- All staff who become aware of allegations of harm, inappropriate behaviour or reasonable suspicion of harm towards a student or relevant child must report to College Principal or delegates as required by this Policy.
- The College will work with State Authorities and in community partnership with Agencies and parents to manage Child Protection issues.
- The College may report at the discretion of the Principal other matters of harm, abuse and criminality which are not mandatory to State Authorities.
- The College has internal processes in place to address matters (i.e. not physical or sexual harm) that are not reported/referred externally.
- Failure to follow this policy will result in College disciplinary measures additional to any penalties which may apply at Law.
- Formal grievances and disputes arising from the processing or outcomes of this policy may be addressed through the College's Concerns and Complaints policy located on the College's portals and accessible to parents, students and staff from the College website.

## Responsibilities

### The Governing Body

- The Governing Body is responsible for ensuring that health, safety and conduct of staff and students processes are implemented in accordance with the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s15 & 16 via delegation to the College Board through the Local Church Committee of Management.
- The Governing Body is responsible for the development of and compliance with this policy.
- The Governing Body is responsible for the appointment of a Delegated Appropriately Qualified Individual to receive and report any allegations relating to sexual abuse of a student on behalf of the Governing Body.

### The College Board

- The College Board is responsible for compliance with this policy at Suncoast Christian College as delegated by the Governing Body whose responsibility is outlined in accordance with the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s16 (4).
- Establishing and maintaining the College's Concerns and Complaints policy which covers complaints arising out of this Policy.
- The College Board will make a report to the Governing Body after each formal meeting of the Board of the Record of Child Protection Issues via the form in Attachment B.

### The Principal is responsible for:

- Ensuring they are conversant with relevant legislation and this policy;
- Ensuring that their own behaviour neither encourages nor supports behaviour in others which may undermine the intention of this policy;

- Ensuring that all staff, for whom they are responsible, understand and fulfil their responsibilities within this policy;
- Appointing the College Independent Child Protection Adviser and Child Protection Contact Officers;
- Ensuring that all staff know that they must not, in any circumstances, engage in sexual conduct of any nature with a student who is enrolled at the College, or any harmful or inappropriate behaviours. It is irrelevant whether the sexual conduct is consensual or non-consensual, or condoned by parents or caregivers. The ages of the student or employee involved are also irrelevant;
- Making it clear that victimization of students or others making a complaint will not be tolerated;
- Ensuring that student management practices are administered in a manner which maintains the student's dignity;
- Reporting, if assessed as appropriate, particulars of allegations made against the College to the Queensland Police Service;
- Receiving any complaint/allegation made whether directly or through a Child Protection Officer
- Assessing the complaint/allegation and, in cases regarding inappropriate behaviour, ensuring that assistance is sought from the College Independent Protection Advisor to decide upon the response; and
- Working with the Delegated Appropriately Qualified Individual in all matters concerning responding to and reporting sexual abuse.

### **Independent Protection Advisor:**

- Will be available to advise on the safety of students, as required.

### **Staff are responsible for:**

- Complying with this policy and procedures;
- Reporting complaints/allegations/suspicions/information of inappropriate behaviour, harm or abuse (other than sexual abuse) to the appropriate Child Protection Officer or Principal;
- Reporting of all sexual abuse, suspected sexual abuse or likely sexual abuse to the Principal or Delegated Appropriately Qualified Individual;
- Making clear, short, objective notes of what they suspect or have been told; and
- Protecting confidentiality.

While legislation names teachers as mandatory reporters of any significant harm to Child Safety, under this policy that obligation is placed upon all staff with consultation with the Principal or the Delegated Appropriately Qualified Individual.

### **Child Protection Officers**

- Will be appointed by the Principal in each of the sub-schools;
- Will undertake training in the requirements of the role;
- Will be known to staff and students, and should be persons who are accessible;
- Will follow the procedures set out in this policy; and
- Must inform the Principal of all incidents brought to their attention.

### Students

- All students are expected to contribute to the care and wellbeing of other students by complying with all College policies, rules and directions.
- Students are encouraged to report any behaviour of staff that they consider inappropriate to a Child Protection Officer.

## Responding to Reports of Harm

When the College 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 College'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>.

## 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 the Principal, Deputy Principal, Head of School or a Child Protection Officer.<sup>4</sup>

## Dealing with a 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 the College's Governing body through the Delegated Appropriately Qualified Individual.<sup>5</sup>

Reports will be dealt with under the College's Concerns and Complaints Policy.

An outside investigator may conduct an investigation process and present a report to the Principal to assist with decision making. If there is unacceptable risk, the Principal will stand down the alleged offender or dismiss them summarily in extreme cases.

The Principal will:

- Put in place any disciplinary consequences.
- Offer support to the student and the respondent.
- Inform the student's parents.
- Inform the College's governing body.
- Inform the College's insurers.

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

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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)

<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)

## 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: -
  - 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 abuse or suspected abuse to the principal or to the Delegated Appropriately Qualified Individual of the school's governing body immediately. The written report is to be made on the **College Child Protection Report Form**, included in Attachment A.

The school's principal or the Delegated Appropriately Qualified Individual 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 the Delegated Appropriately Qualified Individual 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>.

If a staff member becomes aware or reasonably suspects sexual abuse by the College Principal, the staff member 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 the Delegated Appropriately Qualified Individual, who must also provide a copy of the Child Protection Report Form to the governing body.

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

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

## 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 give a written report about the suspicion to the principal or to the Delegated Appropriately Qualified Individual of the school's governing body immediately.

The written report is to be made on the **College Child Protection Report Form**, included in Attachment A.

The school's principal or the Delegated Appropriately Qualified Individual 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 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>.

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

<sup>9</sup> Education (General Provisions) Regulation 2017 (Qld) s.69

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

Under Section 13E (3) of the Child Protection Act 1999, if a doctor, a registered nurse, 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; and
- b) may not have a parent able and willing to protect the child from the harm.

The doctor, nurse, teacher or early education and care professional 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). The doctor, nurse, 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; and
- b) include the information prescribed by regulation, to the extent of the person's knowledge<sup>11</sup>.

The following information must be included as prescribed:

- a) the child's name and sex;
- b) the child's age;
- c) details of how to contact the child;  
*Examples—*
  - the address at which the child usually lives
  - the name and address of the school the child attends
- d) details of the harm to which the reportable suspicion relates;
- e) particulars of the identity of the person suspected of causing the child to have suffered, suffer, or be at risk of suffering, the harm to which the reportable suspicion relates;
- f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates.

The written report is to be made on the **College Child Protection Report Form**, included in Attachment A.

The obligation to report is extended to all staff under this Policy. It is the responsibility of staff to report concerns about student welfare and safety to authorities and not to investigate these matters themselves.

If you suspect the Principal is involved in the abuse, directly inform a Director of the Governing Body or the Delegated Appropriately Qualified Individual prior to making a report as a mandatory reporter to Child Safety. Keep appropriate records of your decisions and actions and provide a copy of the Child Protection Report form to a Director of the Governing Body or the Delegated Appropriately Qualified Individual.

If a staff member is suspected of having inappropriate behaviour or harm towards a student, it is the prerogative of the Principal and/or Governing Body to require the teacher or staff member be relieved of all duties that have student contact whilst the suspicion is investigated. The duration of this variation of duty should not be longer than 20 days.

<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"

## Reporting Psychological or Emotional Harm, Neglect or Exploitation

Should a staff member form a suspicion, observe harmful conduct or have harm disclosed to them, that staff member must inform the Principal or his/her delegate by providing a written report.

The written report is to be made on the **College Child Protection Report Form**, included in Attachment A.

The Principal or their delegate, in order to establish there are reasonable grounds for suspicion, may consult with the Independent Protection Advisor.

The Principal will, at their discretion:

- Still report to Police or Child Safety
- Adopt internal supports and remedies including:
  - Contacting parents to discuss partnership actions under contract
  - Investigating
  - Referral to Family and Child Support Services or agencies
  - Pastoral Initiatives.

In cases of actual or suspected harm, the role of staff is not an investigative one. Staff will not undertake investigations beyond satisfying themselves that they have reasonable grounds to suspect that a student has been, or is at risk of harm. The staff member is not obliged to obtain proof, establish the cause of harm or assess its severity. The staff member will document the action taken and report to the Principal or their delegate.

## 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>12</sup> and portals for staff, parents and students (Attachments C & D).

## 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 annually<sup>13</sup>.

The governing body acknowledges its commitment to ensuring that the College Board, teachers and staff members of the College are trained in Child Protection.

All staff members will receive Child Protection professional development at the beginning of each academic year before commencement of term during the annual professional development week.

New staff members who are employed during the course of the year will receive their Child Protection training as part of the staff induction process.

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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)

## Protective Behaviours – Guidelines for Staff

- When interviewing, talking to, or tutoring a student, be cautious of never being alone or in a private setting.
- While counselling/advising a student requires a confidential setting – have a place with appropriate safeguards, e.g. a pane of glass in the door so staff personnel (not student) can be seen. Have doors without locks.
- DO NOT choose a place which is too isolated or overly private. Prefer group activities to working with students individually, including doing chores.
- Segregation of staff and student amenities must be observed.
- Be circumspect when supervising amenity blocks, change rooms and toilets. Announce your approach loudly.
- Make sure camps and excursions are authorised by parents and a minimum of 2 adult supervisors attend any overnight camp. A gender balance in the number of adults attending is preferred.
- Never invite a student to your home.
- If responding to a crisis, advise the Head of School immediately.
- Never personally search a student or his property. Prefer they turn out pockets, bags, etc., with a witness in attendance. Make a diary note of persons present.

## Record Keeping

Any staff member who has concerns about harm to a student or relevant child (including physical and sexual harm), either suspicious or disclosed, **MUST**

- a. Keep anecdotal records of observations, focusing on the persistence of indicators over time and the severity of effects;
- b. If speaking to a student or relevant child, keep questions to what/where/when
- c. Take only short notes – must not investigate;
- d. Present physical and sexual harm documentation to the Principal or Delegated Appropriately Qualified Individual;
- e. Present documentation for other forms of harm (which are not mandatory reporting) to the Child Protection Officer.

Should the Principal need to interview the student or relevant child further, the same procedures must be followed – this is not an investigation. Records must be kept securely.

In cases of possible negligence the College will keep records for events for three (3) years beyond the student's or relevant child's 18<sup>th</sup> birthday.

## 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<sup>14</sup>.

## 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<sup>15</sup>.

## Complaints procedure

Suggestions of non-compliance with the College processes may be submitted as complaints under the Suncoast Christian College Concerns and Complaints Policy<sup>16</sup>.

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<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)

## Summary of reporting harm

FORM OF HARM	WHO	TEST	REPORT TO	ACTION REQUIRED
Sexual abuse	All staff	Awareness of, or reasonable suspicion of sexual abuse or likely sexual abuse	Written report to be given immediately to the Principal or Delegated Appropriately Qualified Individual using the Child Protection Report form (Attachment A)	<b>MANDATORY REPORTING</b> Principal or Delegated Appropriately Qualified Individual must immediately make a NOTIFICATION report to Police
Reportable Suspicion of Sexual or Physical Abuse	All staff	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, <b>significant harm</b> caused by physical or sexual abuse; and b) may not have a parent able and willing to protect the child from the harm.	Report to Child Safety in consultation with the Principal or Delegated Appropriately Qualified Individual after completing the Child Protection Report form (Attachment A)	<b>MANDATORY REPORTING</b> The "first person" must make a report to child safety.  Provide a copy of the report to the Principal and Governing Body.
Psychological or emotional harm, neglect or exploitation.	All staff	Awareness of, or reasonable suspicion of harm or likely harm.	Written report to be given to the Principal or Director of Student Development using the Child Protection Report form (Attachment A)	Principal or delegate may seek advice from or notify child safety or police.  Principal/delegate may refer, with or without parent consent, to support agencies or services
Inappropriate Behaviour by staff or students	All staff	Awareness of, or reasonable suspicion or inappropriate behaviour	Staff are required, and students are encouraged, to report any inappropriate behaviours to the Principal, Deputy Principal, Head of School or a Child Protection Officer. Staff receiving such a report will inform the Principal or their delegate.	Inappropriate behaviour will be managed internally by the College, via internal investigation and remedy, including the referral of students and families to support.

Private and Confidential

ATTACHMENT A

## Child Protection Report Form

College contact details	Ph: 07 5451 3600 Email: <a href="mailto:info@suncoastcc.qld.edu.au">info@suncoastcc.qld.edu.au</a>
Principal: Greg Mattiske	Ph: +61 411 968 298 Email: <a href="mailto:principal@suncoastcc.qld.edu.au">principal@suncoastcc.qld.edu.au</a>

DETAILS OF PERSON MAKING THIS REPORT
Date:
Name of person making this report:
Position:

DETAILS OF CHILD OR STUDENT AT RISK	
Legal Name:	Preferred Name:
Age:	Gender:
DOB:	
Year Level:	Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/>
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"/>

Identity of person alleged or suspected to have caused harm, or who has abused, is suspected to have abused, or who is suspected to be likely to sexually abuse the student

Name:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Adult family member     | <input type="checkbox"/> Child family member | <input type="checkbox"/> Other adult |
| <input type="checkbox"/> Teacher or staff member | <input type="checkbox"/> Student/other child | <input type="checkbox"/> Unknown     |

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE ALLEGATION OR SUSPICION OF HARM OR ABUSE

Please include (check the box for the applicable details):

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> date when the reporter first became concerned</li> <li><input type="checkbox"/> details of the basis for the responsible person becoming aware, or reasonably suspecting, that harm has been caused to the child;</li> <li><input type="checkbox"/> details of the harm or suspected harm</li> <li><input type="checkbox"/> particulars of the identity of the person who caused, or is reasonably suspected of causing, the harm, if known by the responsible person;</li> <li><input type="checkbox"/> details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been, or is likely to be, sexually abused by another person.</li> <li><input type="checkbox"/> details of the abuse or suspected abuse</li> <li><input type="checkbox"/> the identity of the person who has abused, is suspected to have abused, or is likely to abuse the student</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> the basis on which the person has formed the reportable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse.</li> <li><input type="checkbox"/> physical appearance of any injury</li> <li><input type="checkbox"/> physical appearance of any injury</li> <li><input type="checkbox"/> immediate and ongoing safety concerns</li> <li><input type="checkbox"/> any disclosures made by student any previous incidents of harm</li> <li><input type="checkbox"/> behavioural indicators of harm</li> <li><input type="checkbox"/> presence of any medical needs or developmental delays</li> <li><input type="checkbox"/> if the information relates to an unborn child, the alleged risk to the unborn child.</li> </ul> |
|---|--|

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

Indicate the identity of anyone else who may have information about the harm, abuse, suspected abuse or suspected likelihood of abuse.

Is any additional information provided as an attachment? YES  NO

**SIGNATURES**

Name of person making this report:	Signature:	Date:
Principal: Greg Mattiske	Signature:	Date:

**ACTIONS AND OUTCOMES**

TYPE OF ACTION TAKEN:

- Referral to Police
- Referral to Child Safety
- Referral to outside support agencies or services
- Issue dealt with under College Policy
- Internal Investigation required
- Counselling offered to student
- Counselling offered to parent/s
- Pastoral Care plan set in place
- Other – please state:

Description of steps taken and resultant outcome/s, including names and dates:

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.

## RECORD OF CHILD PROTECTION ISSUES

ATTACHMENT B

A Report from the College Board  
For the Governing Body, INC National Executive

Report under the Child Protection Act, 1999

### 1. Reporting

This report is updated and presented at each College Board meeting for each meeting of the Governing Body (COC/INC National Executive) in response to the requirements of the Child Protection Act 1999 (Qld), Education (General Provisions) Act 2006 (Qld) and Education (Accreditation of Non-State Schools) Regulation 2017 (Qld).

The Governing Body accepts the legal obligations under the amendments, especially detailed in the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s16.

Knowledge of child protection issues and actions taken requires College Board members and members of the Governing Body (in particular) to be familiar with the Child Protection Policy and with the requirements of the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s16 (4a-d).

### 2. Responsibilities of the College Board under the Policy and Legislation

The College Board:

- will discharge their duties in accordance with Regulation s16 (4a-d);
- will receive regular reports from the Principal at College Board and Governing Body Meetings;
- will ensure the College Concerns & Complaints Policy covers Child Protection complaints;
- will appoint a Delegated Appropriately Qualified Individual (a member of the local College Board).

College Board Members will be proactive to meet their responsibilities by:

- Seeking professional development relevant to Child Protection. This to take place annually or more frequently if required by changes to policy or law.
- Including a review of the Child Protection Policy.
- Receiving annually, a completed and current copy of the Child Protection Checklist.
- Maintaining currency with all updates to legislation and regulations.
- Receiving a report at each College Board meeting which will provide a summary in number form only of reports received by the Principal.

3. Documentation

A. Reporting period for this Report:

B. Types of Protection Issues raised:

- Inappropriate Behaviour
- Harm Known or Suspected
- Neglect
- Sexual Abuse
- Other

C. Number of notifications to the Police (Mandatory Reporting or Otherwise):

D. Number of referrals to Child Safety (Mandatory Reporting or Otherwise):

E. Number of referrals to an agency:

Signatories		
Position	Signature	Date
Principal Suncoast Christian College		
Delegated Appropriately Qualified Individual (College Board):		
Chairperson (College Board):		
Chairperson (Governing Body COC/INC National)		

## CHILD PROTECTION INFORMATION FOR STUDENTS

ATTACHMENT C

### **Child Protection**

Every student has the right to feel safe and free from harm while at Suncoast Christian College. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust.

### **Who should I tell if I am not feeling safe at school or at home?**

Anyone, a child protection officer or any teacher who will speak to the child protection officer on your behalf. If you do not feel like talking to a member of staff you may like to send them an email, a note or a letter.

The College has staff members for you to speak to who have been appointed to be Child Protection Officers. They are Pastor Mel Wolter in the Primary School, and Mr Garth Reid and Year Level Coordinators in the Secondary School.

### **What will happen if I report what is happening to a member of staff?**

If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Principal.

### **What if I don't want the member of staff to tell the Principal?**

The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student of the College then the law says that the matter must be reported to the Principal and it may have to be reported to the Police. If the staff member has no choice about reporting what you have told them to someone else he or she will explain to you exactly what will happen next.

Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.

## CHILD PROTECTION INFORMATION FOR PARENTS AND GUARDIANS

ATTACHMENT D

The College recognises that protecting students from harm and inappropriate behaviour is fundamental to their wellbeing and success at school. For this reason the welfare and best interests of students will always be a primary consideration. Just as we expect our students to show respect to staff and volunteers and to comply with safe practices, we expect all employees to reflect high standards in their relationships with students and their behaviour towards them. Staff conduct is expected to be lawful and professional at all times.

The College will respond diligently to a report of harm, suspected harm or risk of harm to a student.

### **What does the College mean by harm?**

As defined under section 9 of Child Protection Act 1999, harm is any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect, sexual abuse or exploitation.

### **How does the College protect students from harm?**

The Child Protection Policy makes clear how the College will respond to the disclosure of harm, reasonable suspicion of harm or likely harm of any nature, sexual abuse or neglect to a student, whether internal or external to the College.

### **What to do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students.**

You are encouraged to report your concerns to the Principal or indeed any staff member.

### **What will happen next?**

If you report your concerns to a member of staff other than the Principal, the member of staff must report it to the Principal immediately. Or if the subject of the complaint is the Principal then the member of staff must report to the Chairman of the College Board.

### **What will the Principal or the Chairman of the Board do?**

Mandatory reporting to Police and/or the Department of Child Safety applies in the case of sexual abuse and the suspicion of sexual or physical abuse. Matters relating to other forms of harm, such as physical, psychological and emotional harm, neglect or exploitation also will be reported to the relevant authorities if they meet the thresholds for reporting. Where appropriate, some matters may be dealt with under the College's Concerns and Complaints Policy. In some situations, students and families may be referred to outside support agencies and services.

### **What about confidentiality?**

All child protection reports will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of the College Board may also need to be informed. It is the College's policy that confidentiality between the College and notifiers will be respected as much as possible.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since it may be necessary to disclose details to other people at the College and external to the College. Any staff disciplinary action resulting from an allegation not requiring police intervention will be handled confidentially.

**How will the College help my child?**

If the Principal receives a report of harm to your child, they will support the child by:

- Responding rapidly and diligently to the report
- Reassuring the student
- Protecting the child's confidentiality as much as possible
- Offering continuous support; and
- Arranging counselling if requested/required

**What should I do if I require more information?**

The College's complete Child Protection Policy is available on the College website as well as the parent and student portals. A hard copy may be requested from Main Reception.

What do I do if I wish to make an allegation of non-compliance with the College's stated reporting processes? If you have an allegation of non-compliance, please refer to the College's Concerns and Complaints Policy, also located on the College website as well as the parent and student portals.



**SUNCOAST**  
CHRISTIAN COLLEGE



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