

Child Protection Policy

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1. Rationale

The purpose of this policy is to provide written processes about the health and safety of The Lakes College staff and students and about the appropriate conduct of the school's staff and students that accord with legislation applying in Queensland about the care and protection of children.

2. Purpose and Scope

Applies to staff, students, contractors, volunteers and visitors at The Lakes College and covers information about the reporting of inappropriate behaviour of staff member, significant harm inclusive of sexual abuse, suspected sexual abuse and likely sexual abuse.

3. Responsibility

The Board Chair of The Lakes College has been delegated the director's reporting function by the Uniting Church of Australia Property Trust (Q.) as stated under section 366B of the Education (General Provisions) Act 2006.

4. Definitions

- **Student:** A student is any person regardless of age who is enrolled at the College
- **Staff:** Any person who is employed at the school to perform services for the College.
- **Volunteer:** Any person who is formally acknowledged as a volunteer at the College.
- **Contractor:** Any individual or member of an organisation who is contracted by the College to provide services.
- **Visitor:** Any person who is a visitor to the College and may include parents, guardians, other family members, and other members of the public.
- **Directors of Schools Governing Body:** Members of The Uniting Church in Australia Property Trust (Q.)
- **What is harm?:**

Harm to a child is defined in section 9 of the Child Protection Act 1999 ("the Act") as:

- Any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
- It is immaterial how the harm is caused. It can be caused by:
 - a) A single act, omission or circumstance; or
 - b) A series or combination of acts, omissions or circumstances.

Harm means damage or injury caused by abuse to a child's body, to a child's emotional state or to a child's psychological state. Abuse may be physical abuse, sexual abuse, emotional abuse or neglect. Harm is the effect or impact on the child of the abuse. Abuse can be defined as an action such as: hitting; punching; fondling; and exposure to domestic violence or scapegoating; or it can be inaction such as failure to provide medical care; or failure to provide appropriate stimulation.

- **The "Significant Harm Test":**

When considering the significance of harm under mandatory reporting obligations, the Act provides guidance under section 13C.

The matters that the person may consider include:

- a) Whether there are detrimental effects on the child's body or the child's psychological or emotional state—
 - i. That are evident to the person; or
 - ii. That the person considers are likely to become evident in the future
- b) In relation to any detrimental effects to the child the reporter may consider:
 - i. Their nature and severity; and
 - ii. The likelihood that they will continue, and
- c) The child's age.

The person's consideration may be informed by an observation of the child, other knowledge about the child or any other relevant knowledge, training or experience that the person may have. This recognises that a school staff member may detect an impact of harm for a child that the ordinary person may not identify.

- **What is Sexual abuse?**

Under the Education (General Provisions) Act 2006 s364, sexual abuse 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.

- **What is physical abuse?**

According to Child Safety, physical abuse occurs when a child has suffered, or is at risk of suffering, non-accidental physical trauma or injury. Physical abuse can include:

- Hitting
- Shaking
- Throwing
- Burning
- Biting
- Poisoning

Physical abuse is not determined by how bad the mark or injury is, but rather by the act itself that causes injury or trauma to the child.

- **What is psychological emotional abuse?**

According to Child Safety, psychological or emotional abuse occurs when a child's social, emotional, cognitive or intellectual development is impaired or threatened. It can include emotional deprivation due to persistent:

Rejection

- Rejection
- Hostility
- Teasing/bullying
- Yelling
- Criticism
- Exposure of a child to domestic and family
- Violence

- **What is neglect?**

According to Child Safety, neglect occurs when a child's basic necessities of life are not met, and their health and development are affected. Basic needs include:

- Food
- Housing
- Health care
- Adequate clothing
- Personal hygiene
- Hygienic living conditions
- Timely provision of medical treatment
- Adequate supervision

- **Who is a parent?**

The parent of a child generally means the child's birth mother or father, or adoptive parents. Under the Act:

1. A parent of a child is the child's mother, father or someone else having or exercising parental responsibility for the child.
2. However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child.

3. A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child.

4. A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child.

- **What is Family and Child Connect?**

Family and Child Connect (FCC) is a service which provides an identifiable and easily accessible central referral point for families and professionals to access family services.

- **What is a referrer?**

A referrer is anyone who contacts FCC to refer a child or family for support and assistance. For schools, this person will most commonly be the Principal.

- **What is a Reportable Suspicion?**

A reportable suspicion is one where a **teacher** or a **nurse** has a reasonable suspicion that a student has suffered, is suffering, or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse; and may not have a parent able and willing to protect the student from harm.

- **What are the two tests to be used when forming a reportable suspicion?**

The key tests when forming a “reportable suspicion” are as follows:

1. The student must have suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by the physical or sexual abuse (known as the “Significant Harm Test”); and
2. The student may not have a parent able and willing to protect them from the harm (known as the “Parent Test”).

- **The “Parent Test”**

A parent may be willing to protect a child, but not have capacity to do so and therefore they are not considered “able”. This includes situations such as where the parent’s inability is due to factors such as intellectual impairment or ill health.

Alternatively, a parent may have the capacity to protect a child (able), but may choose not to do so (not willing). This might include situations where parents choose an ongoing relationship with a person who is abusing their child and are thus “unwilling” to protect the child.

If there is considered to be at least one parent “able” and “willing” to protect the child, the child is considered to not be in “need of protection”.

These definitions are intended to provide guidance about circumstances in which sexual behaviour should be reported.

The following additional advice is offered to assist staff members:

- Sexual abuse can be physical, verbal or emotional. It may involve physical contact with another person, but not necessarily so;
- Activity between peers may also be abusive, especially if the relationship is coercive, forceful, degrading or threatening;
- The involvement of any staff member, or volunteer, within a school in sexual activity with, or exploitation of, a student attending the school, is always to be regarded as sexual abuse.

5. Relevant Legislation

Child Protection Reform Amendment Act 2014 (“The CPRA Act”)

Education and Training Legislation Amendment Act 2011

Working with Children (Risk Management and Screening) Act 2000

Working with Children (Risk Management and Screening) Regulation 2011

Education (General Provisions) Act 2006 (Qld)

Education (General Provisions) Regulation 2006 (Qld)

Education (Queensland College of Teachers) Act, 2005 (Qld)

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

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

Education Services for Overseas Students (ESOS) Act 2000 (Cth)

Education (Overseas Students) Act 1996 (Qld)

6. Principles

The Lakes College will uphold the following principles under this Policy:

- At The Lakes College, the welfare and best interests of the child will always be a primary consideration;
- Protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential;
- The Lakes College recognises that people who are subjected to abuse are harmed by it;
- The Lakes College expects students to show respect to staff, other students and volunteers and to comply with safe practices;
- Sexual acts by an adult employee or volunteer with a student who is a child will always be sexual abuse;
- The Lakes College will respond diligently to a report of suspected or actual harm, or risk of harm to a student;
- Reprisals against students or others making a complaint will not be tolerated;
- Student management practices will be administered with respect and in a manner which maintains the student's dignity;
- The Lakes College will act fairly and reasonably towards an employee or volunteer who is the subject of allegations of improper conduct;
- The Lakes College will support an employee or volunteer who is the subject of a proven false allegation of causing harm to a student;
- Anybody within The Lakes College who becomes aware or reasonably suspects that a student is being harmed must report it to the College in accordance with the Legislation and the College's Procedures for Reporting Harm;
- The Lakes College will take disciplinary action against employees who harm others, and appropriate action against volunteers who harm others;
- The Lakes College will not permit people to work in a position if the College believes on the basis of all information available that, if the allegations against them were wholly or partly true, there would be an unacceptable risk that others might be harmed;
- The Lakes College will cooperate with state authorities in resolving allegations of harm;
- Employees of The Lakes College must not, under any circumstances, engage in physical or emotional abuse or engage in sexual conduct of any nature with a student of the College. It is irrelevant whether the conduct is consensual or non-consensual, or condoned by parents or caregivers. The age of the student is also irrelevant.
- Non-reportable harm is dealt with by referral through the Student Services Committee and then identifying appropriate responses, support plans and/or referrals. This harm may also be reported to the relevant Heads of Schools. (See Inappropriate Behaviour - below)

7. Health and safety

The school will protect students from harm as far as it is reasonably able. The safety, wellbeing and best interests of our students are of primary importance.

8. Conduct of staff and students

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

The College will ensure that staff and volunteers have a positive notice ("blue card") as required by the Working with Children (Risk Management and Screening) Act 2000 or that they are registered teachers.

9. Inappropriate behaviour of staff member, student, contractor or visitor identified by student

If a student considers the behaviour of a staff member, other student, contractor or visitor to be inappropriate, the student should report the behaviour to one of the following -

- a) Head of Primary – Sharon Lollback
- b) Head of Secondary – Shane Bowden
- c) Deputy Head of Primary – John Richardson
- d) Deputy Head of Secondary – Scott Francis
- e) College Chaplain – Rev. Ben Webb
- f) Principal – Simon Armstrong

10. Dealing with information about inappropriate behaviour of staff member, contractor or visitor.

A staff member who receives a report of inappropriate behaviour by another staff member, contractor or visitor must report it to the principal. Where the principal is the subject of the report of inappropriate behaviour, the staff member must inform the Chair of The Lakes College Board immediately. This will be by email to tlcboard@thelakes.qld.edu.au. Further to this, the person making the report needs to keep a copy of the report and satisfy themselves that the email has been received.

The Principal or Board Chair should refer to the staff Code of Conduct, Performance Management, Complaints Procedure and/or other related school policies or procedures if a child protection report does not meet threshold for reporting.

11. Reporting harm

If a staff member is aware or reasonably suspects harm has been caused to a student who, when the harm was caused or is suspected to have been caused, was under 18 years and the harm has not been reported under any other sections of this policy, the staff member must report the harm to the school's Principal.

If the Principal is aware or reasonably suspects the harm has been caused, the Principal must report the harm or suspected harm to Department of Communities, Child Safety and Disability Services – Regional Intake Service (or other department administering the Child Protection Act 1999).

Health professionals must report harm or suspected harm under s.191 of the *Public Health Act 2005*.

12. Mandatory reporting by teachers and nurses of reasonable suspicion of physical and/or sexual abuse

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

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

- c) state the basis on which the person has formed the reportable suspicion
- d) include the information prescribed by regulation, to the extent of the person's knowledge:
 - the name of the person giving the report (the **first person**);
 - the student's name and sex;

- details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused;
- details of the abuse or suspected abuse;
- any of the following information of which the first person is aware:-
- the student's age;
- the identity of the person who has abused, or is suspected to have abused, the student;
- the identity of anyone else who may have information about the abuse or suspected abuse.

The doctor, nurse or teacher 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 or teacher should give a copy of the report first to the Principal who must send the report immediately to the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*).

The Principal will confirm in writing that the report has been forwarded. If the teacher or nurse has not received such confirmation within 24 hours, the teacher or nurse should forward the report directly and inform the Principal and Board Chair that they have done so, attaching a copy of the report. The Board Chair will ensure the report has been submitted as required and communicate this to the teacher or nurse. If the reportable suspicion concerns the Principal, then the teacher or nurse should forward the report to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the *Child Protection Act 1999*) through the Board Chair. The Board Chair will ensure the report has been submitted as required and communicate this to the teacher or nurse.

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;
- (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.

13. Reporting of Psychological harm, emotional abuse, neglect, self-harm

A staff member who becomes aware of harm or allegations of harm such as psychological or emotional abuse, neglect or self-harm should make a written referral to the Student Services Committee (the Chair of the Student Services and/or College Counsellor) and provide a copy of the report to the relevant Head of Primary or Head of Secondary.

The Chair of the Student Services Committee or College Counsellor will determine if it meets the threshold for reporting, what response needs to be made and what support and referrals need to be made.

If it is not required to report to external authorities, the Head of Health and Well-being, in consultation with the Principal will determine whether a report should be made to Child Safety or to Child and Family Connect.

14. Reporting sexual abuse under Education (General Provisions Act 2006 Section 366)

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 s.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.

The staff member must then give a written report about the abuse or suspected abuse to the principal immediately. The Principal may be the first person to become aware of or suspects abuse or sexual abuse. In this case, the Principal of The Lakes College must give a written report about the abuse, or suspected abuse to Queensland Police Service and the Child Protection Investigation Unit Intake Officer immediately and must also give a copy of the report to the Chair of the The Lakes College Board.

The Principal of The Lakes College must give a written report about the abuse, or suspected abuse to Queensland Police Service and the Child Protection Investigation Unit Intake Officer immediately and must also give a copy of the report to the Chair of The Lakes College Board.

If the abuse or suspected abuse is seen to be done by the Principal, then it must be reported to the Chair of The Lakes College Board, having the directors' reporting obligation as delegated by the Uniting Church in Australia Property Trust (Q.). This will be by email to tlcboard@thelakes.qld.edu.au. Further to this, the person making the report needs to keep a copy of the report and satisfy themselves that the email has been received.

The Board Chair must forward the report immediately to the Queensland Police Service and the Child Protection Investigation Unit Intake Officer. The Board Chair will notify the Uniting Church in Australia Property Trust (Q.) through the Executive Officer of the Schools and Residential Colleges Commission.

The Principal (or Board Chair) will confirm in writing to the staff member who reported the abuse that the report has been forward to the Queensland Police Service and the Child Protection Investigation Unit Intake Officer. If they have not received written confirmation (within 24hrs of providing the report) that the report has been made to the Queensland Police Service and the Child Protection Investigation Unit Intake Officer, they must make the report to Child Safety Services themselves and notify the Principal or Board Chair that they have done so.

A report under this section must include the particulars required by s.68 of the Education (General Provisions) Regulation 2006 which are currently:-

- (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;
- (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.

15. Reporting likely sexual abuse under Education (General Provisions) Act 2006

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 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 s.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.

The staff member must then give a written report about the suspicion to the Principal, immediately. The Principal may be the first person to become aware of or suspects abuse or sexual abuse. In this case, the Principal of The Lakes College must give a written report about the abuse, or suspected abuse to Queensland Police Service and the Child Protection Investigation Unit Intake Officer immediately and must also give a copy of the report to the Chair of The Lakes College Board.

If the suspicion relates to the Principal, then it must be reported to the Chair of The Lakes College Board immediately. This will be by email to tlcboard@thelakes.qld.edu.au. Further to this, the person making the report needs to keep a copy of the report and satisfy themselves that the email has been received.

The Principal of The Lakes College must give a written report about the suspicion of likely abuse, to Queensland Police Service and the Child Protection Investigation Unit Intake Officer immediately and must also give a copy of the report to the Chair of The Lakes College Board. This will be by email to tlcboard@thelakes.qld.edu.au.

The Principal (or Board Chair) will confirm in writing to the staff member who reported the suspicion of likely abuse that the report has been forwarded to the Queensland Police Service and the Child Protection Investigation Unit Intake Officer.

If the staff member who becomes aware or reasonably suspects likely sexual abuse, sexual abuse or physical harm is a teacher, psychologist, counsellor or nurse, they must apply the threshold tests to determine if they must report to Child Safety Services and have a mandatory obligation to report and must ensure they receive written confirmation from the Principal (or Board Chair) that their report has been submitted to the Queensland Police Service and Child Protection Investigation Unit Intake Officer. If timely confirmation is not received from the Principal, then the teacher, psychologist, counsellor or nurse must send the report to Child Safety Services to satisfy their reporting obligations.

In the case of the alleged abuser being the Principal:

- the Board Chair will give a written report about the suspicion of likely abuse to Queensland Police Service and the Child Protection Investigation Unit Intake Officer immediately.
- the Board Chair will confirm in writing to the staff member that the report has been submitted.
- the Board Chair will notify the Executive Officer of the Schools and Residential Colleges Commission.

If the Board Chair has been notified and the staff member does not receive confirmation within 24hrs. the staff member should contact the Executive Officer of Schools and Residential Colleges Commission by phoning the Queensland Synod Office on (07) 3377 9777.

A report under this section must include the particulars required by s.68 of the Education (General Provisions) Regulation 2006 which are currently:-

- (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 abuse the student;
 - (iii) the identity of anyone else who may have information about the suspected likelihood of abuse.

16. Referring to Family & Child Connect

If a College staff member (teaching or non-teaching) has a concern about a student that does not meet the "threshold" required to report to Child Safety, a referral to Family and Child Connect may be made through the Principal.

This is also the case if the College considers that a student is likely to become in need of protection if no preventative support is provided to the student or student's family.

Staff members should first share their concern with their direct reports or Student Services Committee members.

Staff members can only refer to Family and Child Connect with parent's consent.

The Principal may make such referrals without parental consent.

17. Accessibility of policy

This policy is accessible on the College website and will be available on request from the College administration. Each new staff member will be made aware of the policy as part of their induction.

Contractors and visitors will be provided with a fact sheet when they register as being on site.

Staff will be provided with training to understand and apply the child protection policy and procedures at least annually or when there is any change to legislation or to The Lakes College Board approved Policy on Child Protection.

18. Awareness of policy

All staff will be made aware of this policy at yearly in-service workshops, at staff meetings, on the College intranet and the College website.

Students will be made aware of this policy at the beginning of each term through pastoral care classes.

Parents and other community members will be made aware of the policy by its display on the school website, and a letter will be sent home to parents/carers by the Principal once their child has received information about the child protection policy by their pastoral care or class teacher.

As part of their orientation to the College, contractors and visitors are required to sign a register on arrival at the College confirming that they have read and understood The Lakes College Child Protection Policy and Procedure Fact Sheet.

19. Staff Training

All staff are required to undertake training in Child Protection Policy and Procedures at least once per year. In addition, staff will be required to attend scenario training when offered. The Principal will report monthly to The Lakes College Board regarding the uptake of staff training. All new staff will be trained as part of their induction program.

20. Form for Reporting

A standard form for reporting purposes is included in Appendix 1 of this document.

21. Non-Compliance with Child Protection Policy and Procedures

All College employees hold a position of trust and are accountable for their actions.

Should a student, family/community member or staff member believe the management of an incident is not compliant with legislation or is in breach of The Lakes College Child Protection Policy and procedures they should follow the College Complaints Policy and associated procedures under the Colleges Grievance Policy and Procedures,

Employees should initially report possible breaches by colleagues to their supervisor or the **Principal**. If the possible breach is by their supervisor then it should be reported to the **Principal**. If the breach is by the Principal then it should be reported to the Chair of The Lakes College Board by email to tlcoard@thelakes.qld.edu.au.

The consequences of inappropriate behaviour and breaches of this Child Protection Policy and procedures will depend on the nature of the breach.

Factors The Lakes College may consider when deciding what action to take may include:

- (a) the seriousness of the breach;
- (b) the likelihood of the breach occurring again;
- (c) whether the employee has committed the breach more than once;
- (d) the risk the breach poses to employees, students or any others; and
- (e) whether the breach would be serious enough to warrant formal disciplinary action.

Actions that may be taken by The Lakes College in respect of a breach of the Child Protection Policy and Procedures include performance management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The Lakes College will reserve the right to determine in its entirety the response to any breach of this policy and associated procedures.

22. Policy Release Details

Date of Policy

January 2015

Reviewed January 2016

Updated April 2017

Approved by

The Lakes College Board

Chairman Craig Mercer

Date 26 April, 2017

Review Date:

Annually or with a change in legislation



Private and Confidential Report of Suspected Harm or Sexual Abuse

Date:		
School:		
School Phone:		
School Fax:		

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).
<p>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.</p>
<p>Please indicate the identity of anyone else who may have information about the harm or abuse</p>
<p>Additional information provided as an attachment YES <input type="checkbox"/> NO <input type="checkbox"/></p>

Name of staff member making report to the Statutory Agency if not the Principal: 	Signature:	Date:
Position:		
Principal:	Signature:	Date:
Principal's email address:		
Response requested by school:		

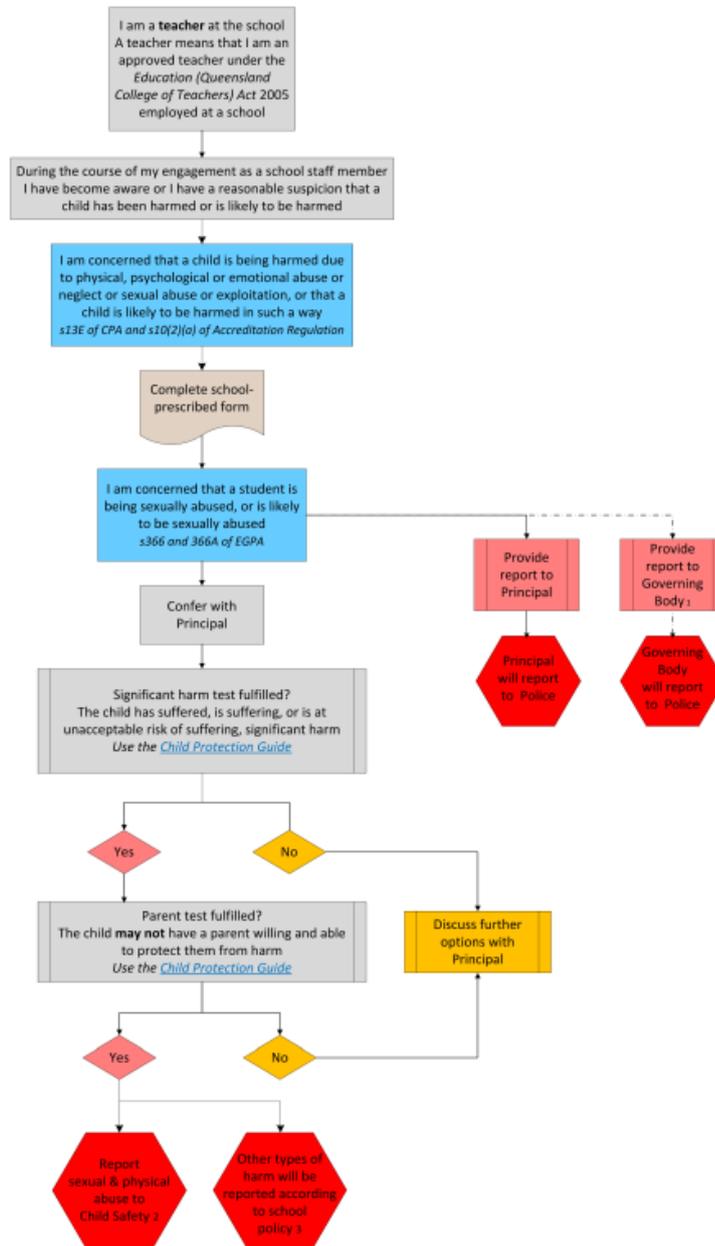
ACTION TAKEN		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Policelink Ph: 131 444
	<input type="checkbox"/>	Department of Communities, Child Safety and Disability Services – Regional Intake Officer Ph. 1300 682 254
	<input type="checkbox"/>	Child Safety After Hours Service Centre Ph. 1800 177 135
	<input type="checkbox"/>	Chermside Child Safety Service Centre Ph. 07 3513 3700
	<input type="checkbox"/>	Family and Child Connect (Brisbane) Ph: 13 32 64
	<input type="checkbox"/>	Parentline Ph. 1300 30 1300
Signature:	Date:	

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. When submitting this form by email ensure you click on options – delivery receipt & read receipt to track submission of this form to DCS/CPIU Intake.

Appendix 2 – Matrix

Who	What abuse	Test	Report To	Legislation
All staff	Sexual	Awareness or a reasonable suspicion Sexually abused or likely to be sexually abused	Principal, through to Police	EGPA sections 366 and 366A U
Teacher	Sexual and physical	Significant harm Parent may not be willing and able	Confer with Principal, report to Child Safety	CPA sections 13E and 13G
All staff	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations, section 10
All staff,	Any	Not of a level that is otherwise reportable to Child Safety	refer with consent Principal, through to Family and Child Connect	CPA, sections 13B and 159M
Principal	Any	Not of a level that is otherwise reportable to Child Safety	refer without consent Family and Child Connect	CPA, sections 13B and 159M
Any member of the public	Any	Significant harm Parent may not be willing and able	Child Safety	CPA, section 13A

Child Protection Decision Support Tree for Teachers

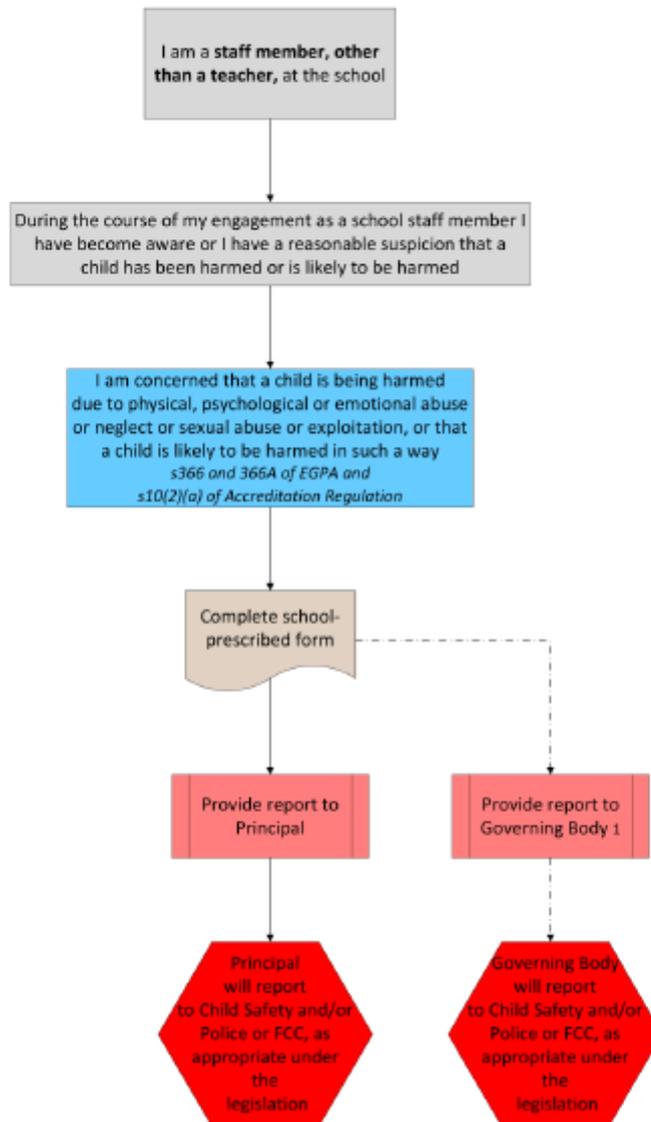


1. Under s366 and 366A of the *Education (General Provisions) Act 2006*, a school staff member may provide a report about sexual abuse or likely sexual abuse to a director of the school's governing body rather than to the Principal.

2. Under s13G(3)(b) of the *Child Protection Act 1999*, a teacher's personal responsibility to report sexual and physical abuse to Child Safety is discharged if they know, or reasonably suppose, that Child Safety is aware of the matter.

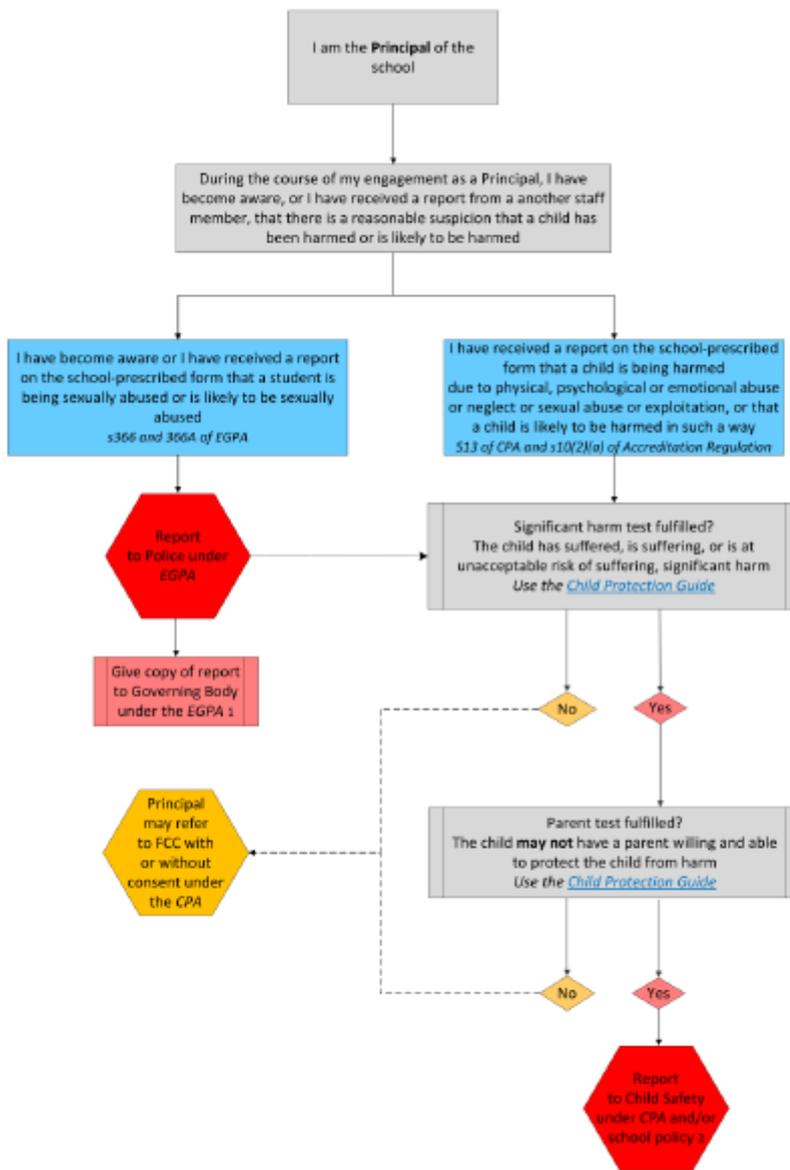
3. Under s10(2)(a) of the *Education (Accreditation of Non-State Schools) Regulation 2001*, the school must have processes for responding to allegations or incidents of emotional or psychological abuse or neglect. Most schools' policies will nominate the Principal as the person who will make reports to Child Safety; however, you must refer to your school's own policy.

Child Protection Decision Support Tree for Non-Teaching Staff



1. Under s366 and 366A of the Education (General Provisions) Act 2006, a school staff member may provide a report about sexual abuse or likely sexual abuse to a director of the school's governing body rather than to the Principal.

Child Protection Decision Support Tree for Principals



1. Under s366 and 366A of the Education (General Provisions) Act 2006, if the Principal is the first person to become aware that a student is being sexually abused or is likely to be sexually abused, they must give a report to the Police and a copy the report to a director of the school's governing body.

2. Under s10(2)(a) of the Education (Accreditation of Non-State Schools) Regulation 2001, the school must have processes for responding to allegations or incidents of emotional or psychological abuse or neglect. Most schools' policies will nominate the Principal as the person who will make reports to Child Safety; however, you must refer to your school's own policy.