

**PARKLANDS CHRISTIAN COLLEGE**  
**POLICIES, INFORMATION AND PROCEDURES HANDBOOK**



SECTION	3 – STAFF INFORMATION AND PROCEDURES				
ITEM:	STUDENT PROTECTION POLICY			ITEM No:	3.27
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Authorised by:	David Baskerville				
Policy Owner:	David Baskerville				
Supersedes:	Previous & 4.15 Suspected Harm				
Next Review:	Annually				
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## 1. PURPOSE

Parklands Christian College has as its basis for philosophy and operations, the values and beliefs which are found in the Bible, which is the revealed written word of the one, true and living God. This basis underpins all policy related to child wellbeing, education and the family. The College believes that every child has a right to feel safe and free from the threat of harm.

The purpose of this policy is to provide a policy as part of Parklands Christian College’s written processes about how the school will respond to harm, or allegations or harm, to students under 18 years old, and the appropriate conduct of the school’s staff and students, to comply with accreditation requirements.

## 2. 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 Parklands Christian College and covers information about the reporting of harm and abuse.

## 3. INTRODUCTION

1. Parklands Christian College is committed to the safety and well-being of all children and young people who access its educational services.
2. All students have a right to protection from harm.
3. Because the wellbeing and interests of our students are paramount in the learning process, Parklands Christian College will act to ensure that its students have a secure and nurturing environment, in which to grow and learn.
4. Parklands Christian College supports the rights and well-being of its staff and volunteers and encourages their active participation in building and maintaining a secure environment for all participants.

## 4. REFERENCES

- [Child Protection Act 1999 \(Old\)](#)
- [Education \(General Provisions\) Act 2006 \(Old\)](#)
- [Education \(General Provisions\) Regulation 2006 \(Old\)](#)
- [Education \(Accreditation of Non-State Schools\) Act 2001 \(Old\)](#)
- [Education \(Accreditation of Non-State Schools\) Regulation 2001 \(Old\)](#)
- [Working with Children \(Risk Management and Screening\) Act 2000 \(Old\)](#)
- [Working with Children \(Risk Management and Screening\) Regulations 2011 \(Old\)](#)

## 5. RELATED POLICIES

- 3.25 Child Risk Management Strategy (for the Working with Children (Risk Management and Screening ) Act 2000 (Qld))
- 3.06 Dispute Resolution Policy
- 3.07 Dispute Resolution Procedure
- 3.05 Workplace Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))
- 3.28 Student Protection Summary Page

## 6. DEFINITIONS

- **Section 9 of the *Child Protection Act 1999* - “Harm”,** to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.
  1. It is immaterial how the harm is caused.
  2. Harm can be caused by—
    - a) physical, psychological or emotional abuse or neglect; or
    - b) sexual abuse or exploitation.
  3. Harm can be caused by—
    - a) a single act, omission or circumstance; or
    - b) a series or combination of acts, omissions or circumstances.
- **Section 10 of the *Child Protection Act 1999* - A “child in need of protection”** is a 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.
- **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

Further definitions may be found in the ISQ document Child Protection – Useful Definitions for schools.

<http://www.isq.qld.edu.au/child-protection>

## 7. HEALTH AND SAFETY

The school has written policies in place about the health and safety of its staff and students in accordance with relevant workplace health and safety legislation<sup>1</sup>.

## 8. RESPONDING TO REPORTS OF HARM

When the school receives any information alleging 'harm'<sup>2</sup> to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the school’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy<sup>3</sup>.

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<sup>1</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(1)*

<sup>2</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(8)*: the definition of 'harm' for this regulation is the same as in section 9 of the *Child Protection Act 1999 (Qld)*

<sup>3</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(2)*

## 9. 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>4</sup>.

## 10. REPORTING INAPPROPRIATE BEHAVIOUR

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

- (a) Head of Secondary, Ms Jess Grounds
- (b) Head of Primary, Mr Grant Jakins
- (b) Social Workers, Mrs Bernii Elvery or Miss Laura Robinson<sup>5</sup>.

## 11. DEALING WITH REPORT OF INAPPROPRIATE BEHAVIOUR

A staff member who receives a report of inappropriate behaviour must report it to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the school's board<sup>6</sup>. Reports will be dealt with under the school's Dispute Resolution Policy and Procedures.

## 12. REPORTING SEXUAL ABUSE<sup>7</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 a director of the school's board immediately.

*(Under section 366B of the Education (General Provisions) Act 2006, the directors of a school's governing body may delegate the directors' function under section 366 to an appropriately qualified individual (this cannot be the Principal or any other staff member of the school). Directors should ensure they are well briefed about the requirements of section 366B before delegating this function.)*

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

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

- a) the name of the person giving the report (the **first person**);
- b) the student's name and sex;
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- d) details of the abuse or suspected abuse;
- e) any of the following information of which the first person is aware:-

<sup>4</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(2)*

<sup>5</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(3) and s.10(4)*

<sup>6</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(3)*

<sup>7</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(5)(a)*

- 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>8</sup>.

### **13. REPORTING LIKELY SEXUAL ABUSE**<sup>9</sup>

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 section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
  - ii. is not enrolled in the preparatory year at the school

then the staff member must give a written report about the suspicion to the Principal or to a director of the school's governing body immediately.

*(Under section 366B of the Education (General Provisions) Act 2006, the directors of a school's governing body may delegate the directors' function under section 366A to an appropriately qualified individual (this cannot be the Principal or any other staff member of the school). Directors should ensure they are well briefed about the requirements of section 366B before delegating this function.)*

If the staff member who becomes aware or 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 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<sup>10</sup>.

### **14. REPORTING PHYSICAL AND SEXUAL ABUSE**

Under Section 13E (3) 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; and
- b) may not have a parent able and willing to protect the child from the harm.

<sup>8</sup> *Education (General Provisions) Regulation 2006 (Qld) s.68*

<sup>9</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(5)(a)*

<sup>10</sup> *Education (General Provisions) Regulation 2006 (Qld) s.68A*

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 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>.

## **15. 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>. In addition information on Student Protection can be located via the staff intranet, brochures, hard copies in Student Services and the RTC and links in the school newsletter.

## **16. TRAINING**

The school will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually<sup>13</sup>. Training includes a face-to-face Student Protection Summary session and mandatory participation ISQ online Child Protection Training Course.

## **17. IMPLEMENTATION**

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

- Parklands Christian College is committed to raising awareness of the process for resolving disputes at the school, including by the development and implementation of this policy and related procedures, and via the clear support and promotion of the policy and procedures.
- Parklands Christian College is also committed to appropriately training relevant employees (especially senior staff) on how to resolve disputes in line with this policy and the related procedures.
- Parklands Christian College will keep appropriate records of disputes, will monitor disputes and their resolution and will report on a high-level basis to the school Board on dispute resolution at the school.
- Parklands Christian College will act to encourage students, parents and employees to contribute to a healthy school culture where disputes are resolved with as little formality and disruption as possible.

## **18. ACCESSIBILITY OF PROCESSES**

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

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<sup>11</sup> *Child Protection Act 1999 (Qld) s.13G (2)*. There is no such regulation at 12 December 2014.

<sup>12</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)*

<sup>13</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)*

<sup>14</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(7) and s.10(7A)*

<sup>15</sup> *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)*

## 19. COMPLAINTS PROCEDURE

Suggestions of non-compliance with the school's processes may be submitted as complaints under Parklands Christian College Dispute Resolution Policy and Procedures<sup>16</sup>.

## 20. APPROVAL

This policy was approved by the Board of the Parklands Christian College at its meeting held on .			
Signed: .....		.....	
Chairman		Secretary	
Name: .....		Name: .....	
Date: .....		Date: .....	

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<sup>16</sup> Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(7) and s.10(7A)