



Parklands
CHRISTIAN COLLEGE
Foundations for life

Student Protection Policy

Approved by the Board of Parklands Christian College

Reviewed and current as of 22 March 2018

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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 written processes about how the school will respond to harm, or allegations of harm, to students under 18 years; 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

Parklands Christian College is committed to the safety and well-being of all children and young people who access its educational services.

All students have a right to protection from harm.

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.

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 \(Qld\)](#)
- [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 \(Qld\)](#)

5. DEFINITIONS

1. 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.
 - a. It is immaterial how the harm is caused.
 - b. Harm can be caused by
 - i. physical, psychological or emotional abuse or neglect; or
 - ii. sexual abuse or exploitation.
 - c. Harm can be caused by
 - i. a single act, omission or circumstance; or
 - ii. a series or combination of acts, omissions or circumstances.
2. 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.
3. 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

6. HEALTH AND SAFETY

The school has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011* (Qld) and the *Working with Children (Risk Management and Screening) Act 2000* (Qld).

7. RESPONDING TO REPORTS OF HARM

When the school receives any information alleging 'harm'¹ 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 policy².

8. 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 students³.

9. REPORTING INAPPROPRIATE BEHAVIOUR

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

- Miss Jess Grounds, Head of Secondary; or
- Mr Grant Jakins, Head of Primary; or
- Miss Laura Robinson, RTP Facilitator; or
- Mr Justin Crawford, RTP Facilitator; or
- Miss Bernii Godwin, Student Wellbeing Coordinator⁴.

¹ *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)*

² *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

³ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(1)*

⁴ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2) and s.16(3)*



10. 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 board⁵. Reports will be dealt with under the school's Dispute Resolution Policy and Procedures.

11. REPORTING SEXUAL ABUSE ⁶

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:

1. a student under 18 years attending the school;
2. a pre-preparatory aged child registered in a pre-preparatory learning program at the school;
3. a person with a disability who:-
 - a. under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
 - b. 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.

The school's Principal or the director of the school's governing body must immediately give a copy of the report to a police officer.

(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, including identifying the delegation in this policy and informing the school community of the delegate/s name/s their contacts, and their role in the school's processes.)

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 a director of the school's governing body.

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

1. the name of the person giving the report (the **first person**);
2. the student's name and sex;
3. details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
4. details of the abuse or suspected abuse;
5. any of the following information of which the first person is aware:-
 - a. the student's age;
 - b. the identity of the person who has abused, or is suspected to have abused, the student;
 - c. the identity of anyone else who may have information about the abuse or suspected abuse⁷.

⁵ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)*

⁶ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

⁷ *Education (General Provisions) Regulation 2017 (Qld) s.68*



12. REPORTING LIKELY SEXUAL ABUSE ⁸

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:-

1. a student under 18 years attending the school;
2. a pre-preparatory aged child registered in a pre-preparatory learning program at the school;
3. a person with a disability who:-
 - a. under section 420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
 - b. is not enrolled in the preparatory year at the school

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

The school's Principal or the director of the school's governing body must immediately give a copy of the report to a police officer.

(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, including identifying the delegation in this policy and informing the school community of the delegate/s name/s, their contacts and their role in the school's processes.)

If the first person 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:

1. the name of the person giving the report (the **first person**);
2. the student's name and sex;
3. details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
4. any of the following information of which the first person is aware:-
 - a. the student's age;
 - b. the identity of the person who has abused, or is suspected to be likely to abuse, the student;
 - c. the identity of anyone else who may have information about suspected likelihood of abuse⁹.

13. REPORTING PHYSICAL AND SEXUAL ABUSE ¹⁰

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:

⁸ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(2)(c)*

⁹ *Education (General Provisions) Regulation 2017 (Qld) s.68*

¹⁰ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)*



1. has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
2. 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:

1. state the basis on which the person has formed the reportable suspicion
2. include the information prescribed by regulation, to the extent of the person's knowledge¹¹.

14. 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 website¹². In addition, the College will ensure that staff, students and parents are made aware of the school's child protection processes through the staff intranet, brochures within the enrolment pack, hard copies in Student Services and the RTC and links in the school newsletter.

15. 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 annually¹³.

Staff training includes an annual face-to-face Student Protection session and mandatory participation of all staff in the ISQ online Child Protection Training Course.

16. 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 annually¹⁴.

17. 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 administration¹⁵.

18. COMPLAINTS PROCEDURE

Suggestions of non-compliance with the school's processes may be submitted as complaints under Parklands Christian College Dispute Resolution Policy and Procedures¹⁶.

¹¹ See *Child Protection Regulation 2011 (Qld) s.10 "Information to be included in report to chief executive"*

¹² *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s. 16(4)(a)*

¹³ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s. 16(4)(c)*

¹⁴ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s. 16(4)(d)*

¹⁵ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s. 16(4)(b)*

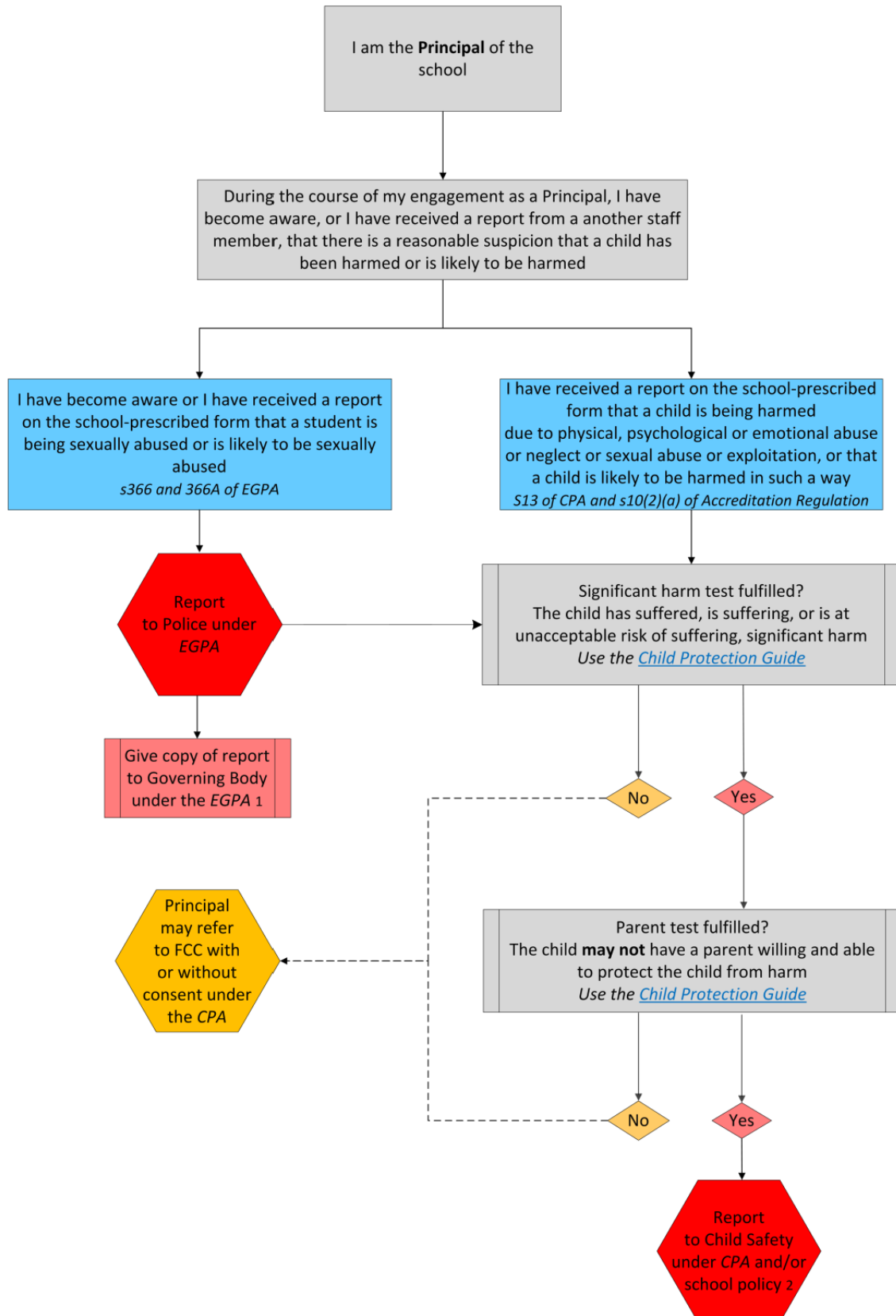
¹⁶ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s. 16(5) and s. 16(6)*



19. APPENDICES

Appendix 1

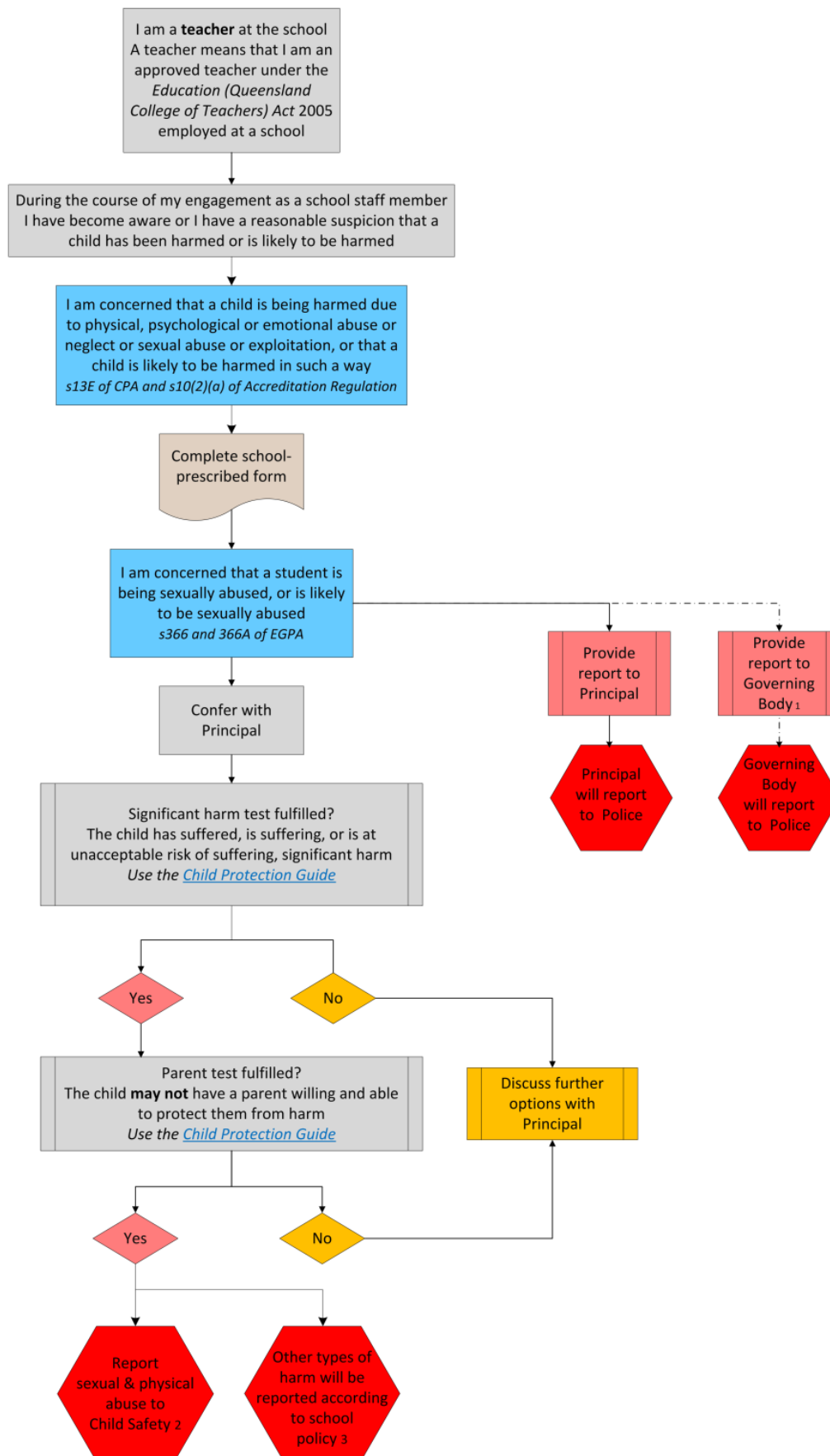
Principal Decision Tree





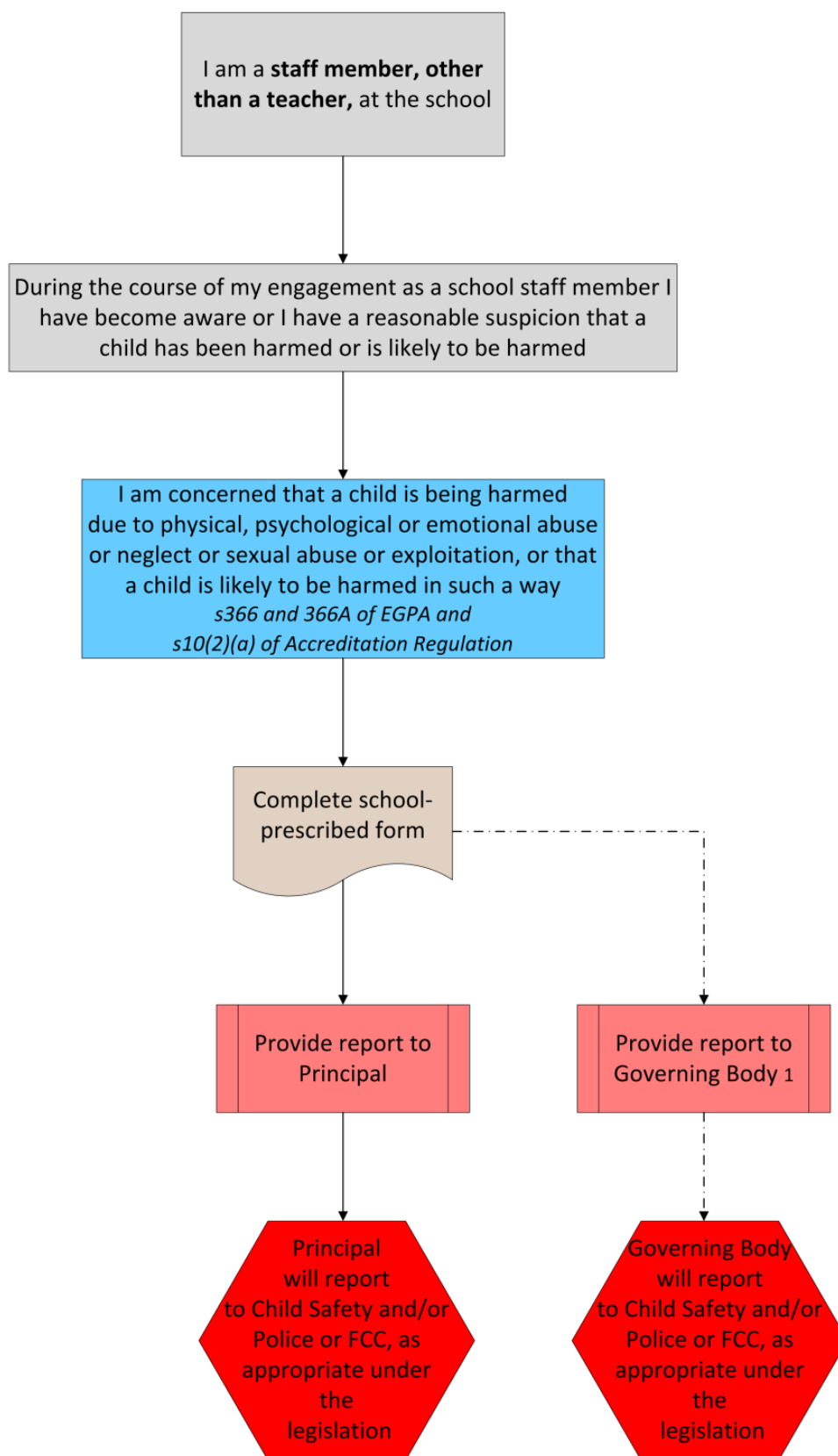
Appendix 2

Teacher Decision Tree





Appendix 3

Non-Teaching Staff Decision Tree



Appendix 4

Reporting by legislation (Page 1)

Legislation	If	Then
Reporting of sexual abuse or likely sexual abuse under sections 366 and 366B of the <i>Education (General Provisions) Act 2006</i>	<ul style="list-style-type: none"> You are a school staff member, including a teacher; and You are aware or reasonably suspect that a student has been, or is likely to be, sexually abused by another person 	<ol style="list-style-type: none"> Complete the school's reporting form Give the report to your principal The principal will make a report to the Police <ul style="list-style-type: none"> As an alternative, the Act allows for giving your report to a Director of the Governing Body, who will forward it to the Police Keep appropriate records of your decisions and actions
	<ul style="list-style-type: none"> You are a principal or a member of the Governing Body; and A staff member, including a teacher, reports a concern that a student has been, or is likely to be, sexually abused by another person 	<ol style="list-style-type: none"> Receive the school's reporting form Make a report to the Police Keep appropriate records of your decisions and actions
	<ul style="list-style-type: none"> You are a principal; and You are the first person to be aware or reasonably suspect a student has been, or is likely to be, sexually abused by another person 	<ol style="list-style-type: none"> Complete the school's reporting form Make a report to the Police Give the Governing Body a copy of the report Keep appropriate records of your decisions and actions
Reporting of sexual and physical abuse under sections 13E and 13G of the <i>Child Protection Act 1999</i>	<ul style="list-style-type: none"> You are a teacher; and You have a "reportable suspicion", i.e. a reasonable suspicion that a child— <ol style="list-style-type: none"> has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by sexual or physical abuse; and may not have a parent able and willing to protect the child from the harm 	<ol style="list-style-type: none"> Complete the school's reporting form Confer with the principal regarding your concerns Work through the Child Protection Guide with the principal Report to Child Safety Keep appropriate records of your decisions and actions
	<ul style="list-style-type: none"> You are a principal; and A teacher confers with you regarding a reportable suspicion 	<ol style="list-style-type: none"> Confer with the teacher regarding their concerns Work through the Child Protection Guide with the teacher Report to Child Safety Keep appropriate records of your decisions and actions



Reporting by legislation (Page 2)

Legislation	If	Then
Referral of a concern about harm under section Chapter 5A of the Child Protection Act 1999	<ul style="list-style-type: none"> You are a school staff member, including a teacher; and You have a concern about harm to a child, caused by any type of abuse, that does not reach the level of reporting to Child Safety 	<ol style="list-style-type: none"> Complete the school's reporting form Discuss your concerns with your principal Work through the Child Protection Guide with the principal Principal may decide to: <ol style="list-style-type: none"> Offer support at the school level Seek parental consent to refer to Family and Child Connect (FCC) and then make the referral Refer a family to FCC without consent (a principal-only power) Keep appropriate records of your decisions and actions
	<ul style="list-style-type: none"> You are a principal; and A staff member, including a teacher, reports a concern about harm to a child, caused by any type of abuse, that does not reach the level of reporting to Child Safety 	<ol style="list-style-type: none"> Receive the school's reporting form Work through the Child Protection Guide with the staff member Decide to: <ol style="list-style-type: none"> Offer support at the school level Seek parental consent to refer to FCC and then make the referral Refer a family to FCC without consent (a principal-only power) Keep appropriate records of your decisions and actions
Reporting of harm (other than sexual abuse) under section 10 of the Education (Accreditation of Non-State Schools) Regulations 2001	<ul style="list-style-type: none"> You are a staff member; and You are aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by any type of abuse (see below); and You are aware or reasonably suspect that a student may not have a parent able and willing to protect the child from the harm <ul style="list-style-type: none"> Note, if the harm fits the EGPA or CPA processes identified above, follow that process/es as the priority 	<ol style="list-style-type: none"> Complete the school's reporting form Discuss your concerns with your principal Work through the Child Protection Guide with the principal The principal will make a report to Child Safety Keep appropriate records of your decisions and actions
	<ul style="list-style-type: none"> You are a principal; and A staff member has reported a concern that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm and the student that may not have a parent willing and able to protect them <ul style="list-style-type: none"> Note, if the harm fits the EGPA or CPA processes identified above, follow that process/es as the priority 	<ol style="list-style-type: none"> Receive the school's reporting form Work through the Child Protection Guide with the staff member Make a report to Child Safety Keep appropriate records of your decisions and actions

**Reporting by legislation (Page 3)**

Legislation	If	Then
Reporting of inappropriate behaviour under section 10 of the <i>Education (Accreditation of Non-State Schools) Regulations 2001</i>	<ul style="list-style-type: none"> You are a student; and A staff member at the school has behaved in a way you consider is inappropriate 	1. Report the behaviour to a stated staff member (in their Child Protection Policy schools must state at least 2 staff members to whom a student may report the behaviour)
	<ul style="list-style-type: none"> You are a staff member; and A student has reported to you behaviour of another staff member that the student considers is inappropriate <ul style="list-style-type: none"> ➤ Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority 	1. Complete the school's reporting form 2. Discuss the student's report with your principal 3. The principal will take appropriate action in the circumstances 4. Keep appropriate records of your decisions and actions
	<ul style="list-style-type: none"> You are a principal; and A staff member has reported to you a student's report of the inappropriate behaviour of another staff member <ul style="list-style-type: none"> ➤ Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority 	1. Receive the school's reporting form 2. Interview the student reporting the behaviour 3. Interview the staff member named in the report as engaging in inappropriate behaviour 4. Interview any other person who may be able to provide useful information 5. Take appropriate action on the basis of your investigation 6. Keep appropriate records of your decisions and actions
Reporting investigation of harm under section 76 and 77 of the <i>Education (Queensland College of Teachers) Act 2005</i>	<ul style="list-style-type: none"> You are a principal; and The school is investigating an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher 	1. As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers 2. The notice must include the following— <ol style="list-style-type: none"> the name of the principal; the name of the school; the name of the relevant teacher; the day the investigation started; and the allegation, particulars of the allegation and any other relevant information <ul style="list-style-type: none"> ➤ See the Employing Authority Guidelines for more information