Child ProtectionPolicy and Procedure



Purpose:	The purpose of this policy is to provide written processes about –					
	(a) how Westside Christian College (the College) will respond to harm, or allegations of harm, to students under 18 years; and(b) the appropriate conduct of College staff					
	The College is committed to providing education and care to children and young people in an environment that supports their holistic formation and learning journey. The College has a zero tolerance for abuse or other behaviours that might cause harm to a child or young person. The College is committed to acting in the best interests of children and young people attending the College and keeping them safe from harm.					
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at the College, including the kindergarten, and covers information about the reporting of harm and abuse.					
Status:	Approved	Version	1.0			
Drafted by	Matthew Teale HRC Manager	Supersedes:	CompliSpace Child Protection Policy (June 2023)			
			Kindergarten policy QA2.3.1 Child Protection			
Authorised by:	Darren Oliver Board Chairman	Date of Authorisation:	July 2023			
References:	Legislation		Other College Policies/documents			
	 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 2020 (Qld) Criminal Code Act 1899 (sections 229BB and 229BC) 		 Complaints Handling Policy and Procedure Child Risk Management Strategy (for the Working with Children (Risk Management and Screening) Act 2000 (Qld)) Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld)) Child Protection Reporting Form Staff Code of Conduct Behaviour Management Guidelines published in the student handbooks. 			
Review Date:	Annually	Next Review	August 2024			
	The Board					

Definitions

- Under section 9 of the *Child Protection Act 1999* (Qld) "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.
- Under section 10 of the Child Protection Act 1999 (Qld)- 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.
- Under section 364 of the Education (General Provisions) Act 2006 (Qld) "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.
- Under section 9 of the *Civil Liability Act 2003* (Qld) defines a foreseeable risk as a risk of which the person knew or reasonably ought to have known;

A determination that the likelihood of an event occurring is not far-fetched or fanciful.

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).

Responding to Reports of Harm

Information relating to physical or sexual abuse is handled under obligations to report set out in this policy¹. When the College receives any information alleging 'harm'² 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.

In considering how this should best be dealt with by the College, reference should be made to the College's Code of Conduct for Staff, the Student Behaviour Management Guidelines, Anti-bullying and/or anti-harassment policy, and external support agencies depending on who is alleged to have caused the harm and where it is alleged to have occurred.

The Child Protection Reporting form (Appendix 1) should be completed and forwarded to the College Child Protection Officer or Delegate. In the absence of a College Protection Officer or Delegate, the Child Protection

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

² 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)

Reporting Form must be provided to the Principal. However, if the Principal is the person alleged to have caused the harm, the report should be forwarded to the Board Chair or a member of the Board.

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.

Reporting Inappropriate Behaviour

College employees hold a unique position of influence, authority, trust and power in relation to students at the College. It is expected that all employees of the College exercise their responsibilities in a way that maintains professional boundaries with regards to their relationship with students at all times.

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

Campus	Name	Role	Email	
Primary Students	Mr Steven Johnson	Teacher	sjohnson@wcc.qld.edu.au	
	Mrs Taryn Behr	Teacher	tbehr@wcc.qld.edu.au	
	Mrs Lauren Gehrke	Deputy Head of Primary	lgehrke@wcc.qld.edu.au	
	Mrs Kathryn Innes	Head of Primary	kinnes@wcc.qld.edu.au	
Secondary Students	Mr Benjamin Baker	Teacher	bbaker@wcc.qld.edu.au	
	Mrs Karen Pike	Teacher	kpike@wcc.qld.edu.au	
	Mrs Kerrie Anglin	Deputy Head of Secondary	kanglin@wcc.qld.edu.au	
	Mr Joshua Mansfield	Head of Secondary	jmansfield@wcc.qld.edu.au	

or

- Mr Matthew Teale, Human Resource and Compliance Manager (mteale@wcc.qld.edu.au)
- Mr Craig Schmidt, Principal⁴ (cschmidt@wcc.qld.edu.au).

Dealing with a Report of Inappropriate Behaviour

A staff member who is notified or witnesses inappropriate behaviour towards a child 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 Board⁵.

Reports will be dealt with under the College's Complaints Handling Policy, and/or Grievance Policy.

Reporting Sexual Abuse⁶

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.

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)

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)

- b) a kindergarten aged child registered in a kindergarten 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 first person must give a written report about the abuse, or suspected abuse, to the Principal or to a director of the school's governing body (the Board) immediately.

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

If the College Principal is the first person who becomes aware or reasonably suspects sexual abuse, 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 director of the College's governing body (the Board Chair).

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 abuse⁷.

Reporting Likely Sexual Abuse 8

Section 366A of the *Education (General Provisions) Act 2006* (Qld) 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 kindergarten aged child registered in a kindergarten 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 (Board Chair) immediately.

The school's Principal or the Board Chair must immediately give a copy of the report to a police officer.

If the school's Principal is the first person who reasonably suspects likely sexual abuse, the Principal must give a written report about the suspicion to a police officer immediately and must also immediately give a copy of the report to the Board Chair.

A report under this section must include the following particulars:

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

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

- 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:
 - 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 abuse⁹.

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 childhood 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 childhood education and care professional must give a written report to the Chief Executive of the Department of Child Safety, Seniors and Disability Services (or another department administering the *Child Protection Act 1999*).

For teachers and early childhood professionals at the College, this would involve making a report to the Child Safety Regional Intake Service, South West (West Moreton), which is based in Ipswich and open from 9am to 5pm. The contact number for this service is 1800 316 855. Outside of these hours, the Child Safety After Hours Service Centre can be contacted on phone (freecall) 1800 177 135.A copy of the report should also be given to the Principal.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹¹;
- b) the child's name and sex;
- c) the child's age;
- d) details of how to contact the child;
- e) details of the harm to which the reportable suspicion relates;
- f) 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;
- g) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹².

Responsibilities under Criminal Code Act 1899 (Qld)

The Criminal Code Act 1899 includes two offences that pertain to the failure to report a child sexual offence and the failure to protect a child against a child sexual offence. A child sexual offence is an offence of a sexual nature by an adult against a child under 16 years, or a person with an impairment of the mind.

⁹ Education (General Provisions) Regulation 2017 (Qld) s.69

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

¹¹ Child Protection Act 1999 s.13G (2)(a)

¹² See Child Protection Regulation 2011 (Qld) s.10 "Information to be included in report to chief executive"

Failure to Report¹³

Under section 229BC of the Code, <u>all</u> adults must report sexual offences against a child by another adult to police as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed. Failure to make a report, without a reasonable excuse, is a criminal offence. A reasonable excuse not to make a report under the *Criminal Code Act 1899* includes that a report has already been made under the *Education (General Provisions) Act 2006* (reporting sexual abuse or likely sexual abuse) and the *Child Protection Act 1999* (reporting significant harm or risk of significant harm) as per this policy.

Failure to Protect14

Under section 229BB of the Code, all adults in positions of power or responsibility within institutions to reduce or remove the risk of child sexual offences being committed must take reasonable steps to protect children in their care from a child sexual offence. A failure to protect is an offence.

Awareness

The College will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in written communications to them at least twice a year and it will publish these processes on its website¹⁵.

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 administration ¹⁶.

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 annually¹⁷.

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 annually¹⁸.

Complaints Procedure

Suggestions of non-compliance with the school's processes may be submitted as complaints under the Complaints Handling and Grievance Policy and Procedure¹⁹.

Important Contact Details

Queensland Police Service

000 (in emergency) or Goodna Police Station (07) 3436 2999

Department of Child Safety,

Youth and Women 1800 177 135 or (07) 3235 9999

Family and Child Connect 13 32 64 or at https://familychildconnect.org.au/

Queensland College of Teachers (07) 3377 4777

¹³ Criminal Code Act 1899 (Qld) s.229BC

¹⁴ Criminal Code Act 1899 (Qld) s.229BB

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

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

¹⁷ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)

¹⁸ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

¹⁹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)

Report of Suspected Harm or Sexual Abuse



Private and Confidential

Date:						
School: Westside Christian College						
School Phone: (07) 3437 9000						
Principal's Email: cschmidt@wcc.qld.edu.au						
Details of Student/Child harmed or at risk of harm/abu	se					
Legal Name:	Preferred Name:					
DOB:	Gender:					
Year Level:	Cultural Background:					
Aboriginal ☐ Torres Strait Islander ☐	Aboriginal and Torres Strait Islander \Box					
Does the student have a disability verified under EAP: Yes □ No □	Disability Category:					
Student's Residential Address:	Phone:					
	Student's Personal Mobile:					
Person alleged to have caused the harm or abuse						
Adult family member Child family n	nember 🗆 Other Adult 🗆					
Student/other child \square Unknown \square						
PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).						
Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; parenting and protective capacity; behavioral 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. Provide your response below:						

Please indicate the identity of anyone else who may have information about the harm or abuse:								
Additional information provided as an attachment YES \square NO \square								
Reported by								
	X							
Name of staff member making report to the Statutory Agency	Signature		Date					
Position:								
Email address of reporting staff member:								
Action taken								
			Queensland Police Services (QPS)					
Form was emailed to (please tick wh	nich agencies the		Department of Communities,					
form was sent to)			Child Safety and Disability Services					
			Family and Child Connect					

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

Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.