



**CHILD PROTECTION RISK MANAGEMENT STRATEGY AND PROCEDURE  
FOR EDUCATION SERVICES**

<b>Governing Body</b>	The Baptist Union of Queensland Carinity	
<b>Points of Contact</b>	Chief Executive Officer Executive Manager Education Services	
<b>Establishment Date</b>	12/03/2012	<b>Review Cycle:</b> Annual
<b>Approval</b>	26/07/2021	

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## **1 PURPOSE**

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This purpose of this strategy and procedure is to:

- Eliminate and minimise risk to student safety to ensure the safety and wellbeing of all students;
- Create a safe and supportive school environment for students attending a Carinity School;
- Set out written accountabilities and processes to be undertaken for the purpose of student protection;
- Protect sensitive information in relation to students; and
- Comply with legislative requirements.

## **2 SCOPE**

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This strategy and procedure applies to students, staff members, volunteers, contractors and people undertaking work or vocational placements at a Carinity School and visitors.

This strategy and procedure should be read in conjunction with the *Carinity Child Protection Policy, Code of Conduct, Employee Guidelines, Volunteer Guidelines* and *Appropriate Interactions with Young People Procedure*.

### 3 DEFINITIONS

**Allegation:** Means a claim or assertion, without definitive proof that a wrongdoing (i.e. abuse or grooming of a child) has happened or is likely to happen.

**Child:** (Section 8 of the *Child Protection Act 1999*) A person under 18 years of age.

**Child Protection** is an activity or strategy for the purpose of preventing or responding to a specific incident of child abuse.

**Child in Need of Protection:** A “child in need of protection” is a child who:

- has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
- does not have a parent able and willing to protect the child from the harm.

A parent may be unable to protect the child from harm due to ill health or being a victim of domestic violence.

A parent may be unwilling to protect the child from harm due to choosing an ongoing relationship with a person who is harming their child.

**Child sexual abuse:** Occurs when an adult or stronger child uses their power or authority to involve a child in a sexual activity. Sexual abuse can be physical, verbal, or emotional and can include but is not limited to the following:

- kissing or holding a child in a sexual manner
- exposing a sexual body part to a child
- having sexual relations with a child
- talking in a sexually explicit way that is not age or developmentally appropriate
- making obscene phone calls or remarks to a child
- sending obscene mobile text messages or emails to a child
- fondling a child in a sexual manner
- persistently intruding on a child's privacy
- penetrating the child's vagina or anus
- oral sex
- rape
- incest
- showing pornographic films, magazines, internet sites or photographs to a child
- having a child pose or perform in a sexual manner
- forcing a child to watch a sexual act
- child prostitution

Child sexual abuse may also be suspected based on a child displaying sexualised behaviour which is considered outside the range of age-appropriate sexualised behaviours.

Section 364 of the *Education (General Provisions) Act 2006*, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances:

- the other person bribes, coerces, exploits, threatens, or is violent toward the relevant person;
- the relevant person has less power than the other person;
- there is significant disparity between the relevant person and the other person in intellectual capacity or maturity.

**Disclosure:** When someone, including a child, tells another person about child abuse that has happened or is likely to happen.

**First Person:** The staff member who reasonably suspects, in the course of the staff member's employment at the school, that a student under 18 years attending the school has been sexually abused by another person or is likely to be sexually abused by another person.

**Harm:** (Section 9 of the *Child Protection Act 1999*) to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm can be caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances. Harm may include physical abuse, sexual abuse, emotional / psychological abuse, neglect, grooming, inappropriate behaviour of a child.

For a detrimental effect to be of a significant nature, it must have more than a minor impact on the child. It must be substantial, serious and demonstrable – that is measurable and observable on the child's body, in the child's functioning or behaviour. A detrimental effect of a significant nature may also be indicated by the likelihood of the detrimental effect being long term, or adversely affecting the child's health or wellbeing to an extent that would be considered by the general public to be unacceptable.

**Immediately:** Without unreasonable delay.

**Inappropriate behaviour:** includes but is not limited to any behaviour of an unacceptable or unprofessional nature, between students and staff or volunteers, including words, that is contrary to what is required by the Carinity Code of Conduct and contractual obligations.

**Mandatory Reporter:** Sections 13E of the *Child Protection Act 1999 (Qld)* specify certain professionals who must report a reasonable suspicion that a child may be in need of protection as a result of significant physical or sexual abuse. Mandatory reporters include approved teachers under the *Education (Queensland College of Teachers) Act 2005*.

**Parent of a child:** Means each of the following persons:

- (a) the child's mother or father;
- (b) a person in whose favour a residence order or contact order for the child is in operation under the *Family Law Act 1975 (Cwlth)*;
- (c) a person, other than the chief executive, having custody or guardianship of the child under—
  - (i) a law of the State, other than this Act; or
  - (ii) a law of another State;
- (d) a long-term guardian of the child;
- (e) a permanent guardian of the child. (*Child Protection Act 1999*).

**Reasonable Suspicion:** Means a suspicion that would be formed by a reasonable person based on evidence (specific facts or circumstances) available to them. Child abuse may be reasonably suspected if:

- observations or reports of behaviour of another person, or material related to another person, are consistent with the definition of child abuse; and/or
- observations of the behaviour of a particular child, or knowledge of the child, generally lead them to suspect that abuse may be occurring; and/or
- physical injuries are observed, which could be reasonably attributed to abuse.

**Reportable Suspicion:** (Section 13E of the *Child Protection Act 1999*) about a child is a reasonable suspicion that the child:

- has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- may not have a parent able and willing to protect the child from the harm.

**Respondent:** is a staff member, volunteer, other member of the school community or student who is the subject of an allegation or reasonable suspicion of causing harm to a student.

**Sexual Abuse:** (Section 364 of the Education (General Provisions) Act (2006) in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances:

1. The other person bribes, coerces, exploits, threatens or is violent toward the relevant person.
2. The relevant person has less power than the other person.
3. There is significant disparity between the relevant person and the other person in intellectual capacity or maturity.

**Staff Member:** A Carinity employee.

**Student:** Is any person who is enrolled at a Carinity School and includes a “relevant person” for the purposes of mandatory reporting under sections 366 and 366A of the Education (General Provisions) Act 2006.

**Student Protection Contact (SPC):** Person nominated in each school in compliance with the Education (Accreditation of Non-State Schools) Regulation 2017 (section 16[3]) to whom a student can report behaviour by a staff member that the student considers inappropriate.

**Teacher:** means an approved teacher under the Education (Queensland College of Teachers Act 2005 employed at a Carinity School.

**Visitor:** Any person other than a staff member or student, who, on a one-off or regular basis visits a Carinity school or has contact with students off-site or online to provide services to a Carinity School (e.g. volunteers, external contractors, guest speakers).

## **4 RESPONSIBILITIES**

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### **4.1. The Baptist Union of Queensland**

Is responsible for:

- Delegation of functions in relation to this strategy and procedure.

### **4.2. Carinity Chief Executive Officer and Executive Manager Education Services**

Is responsible for:

- Development, implementation, compliance and undertaking reporting in relation to this strategy and procedure.

### **4.3. Schools Principals**

Are responsible for:

- Day to day implementation of this strategy and procedure;
- Collaborate with other agencies where this is in the best interests of the student; and
- Advise staff members affected by their involvement in a child protection matter that they can access the Employee Assistance Program.

### **4.4. Students, staff members, volunteers, contractors, people undertaking work or vocational placement at the School and visitors**

Are responsible for:

- Creating and maintaining a student safe environment; and
- Acting in compliance with this strategy and procedure and related policies and procedures.

## 5 PROCEDURE: IMPLEMENTATION

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### 5.1. Code of Conduct

In practice, Carinity's commitment to act in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* to ensure the safety and wellbeing of students means that it will implement the control measures outlined below.

At Carinity School staff members are expected to always behave in ways that promotes the safety, welfare and well-being of students. They must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Staff members should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, staff members must exercise caution to ensure that the contact is appropriate and acceptable.
- When physical contact is required, staff members must always advise the student of what they intend doing and seek their consent prior to initiating contact, unless physical restraint is essential for safety and TCI restraints are being employed. .
- For guidance of incidental or other types of physical contact, staff members are required to comply with Carinity's *Appropriate Interactions with Young People Procedure*.
- Staff members must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. Students should not be 'friends' on personal social media sites.
- Staff members must not have a romantic or sexual relationship with a student.

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

### 5.2. Recruitment , selection, training and management

Carinity recognises that risk management for child protection begins with the recruiting, screening and selection of the right people to work in Schools, and continues by having consistent procedures in place for staff members and others to follow, with adequate management and supervision to ensure they comply with these procedures.

Carinity, therefore, has written policy, procedure and processes on the recruitment, selection, training and management of staff members. Refer to:

- Recruitment and Selection Policy
- Recruitment and Selection Procedure
- Position Descriptions
- General Employment Policy
- Appropriate Interactions with Young People Procedure
- Carinity Criminal History and Screening Checks Procedure
- Blue Card Services Application Procedure
- Disciplinary Procedure
- Employee Performance Review and Future Development Procedure
- Learning and Development Procedure
- Maintaining Professional Boundaries Procedure
- Volunteer Management Policy
- Volunteer Management Procedure

### Induction

Carinity has a written induction process which applies to all staff members during the first twelve months following their appointment, and includes procedures for making staff members aware of the legislation on child protection and the *Carinity Code of Conduct*.

The induction process for new staff members includes, but is not limited to:

- working through policies and procedures related to student protection;
- identifying, assessing and minimising risk to students;
- identifying and reporting harm or suspected harm and sexual abuse; and
- making staff members aware of the processes in place for the protection of students.

### Professional Development

All staff members are required, on an annual basis, to:

- undertake professional development in relation to child protection; and
- read and acknowledge they have understood Carinity's Child Protection Policy and the Carinity Child Protection Risk Management Strategy and Procedure for Education Services by signing a register.

A record of student protection training provided to staff members, and successful completion of this training, is maintained.

At least one staff meeting per term includes discussion of a child protection case study.

These undertakings evidence fulfilment of the requirements of section 3(1)(c) of the Regulation.

### **5.3. Handling disclosures or suspicions of harm**

Any of the types of concerns or reports below should be reported and managed under the *Carinity Child Protection Policy* the *Carinity Child Protection Risk Management for Education Services Strategy and Procedure*, as follows:

- all staff with concerns about sexual abuse or likely sexual abuse
- teachers with concerns of sexual or physical abuse
- all staff who have received a report of inappropriate behaviour by another staff member.

To report any type of harm, all staff members should use the *Child Protection Reporting Form Education Services*. See Appendix 2. of this document.

Furthermore, and in accordance with section 76 of the *Education (Queensland College of Teachers) Act 2005*, the Principal of a Carinity School will report to the Queensland College of Teachers any investigations into allegations of harm caused, or likely to be caused, to a student because of the conduct of a relevant teacher at the School.

These undertakings evidence Carinity's fulfilment of the requirements of the Regulations 3(1)(d).

### **5.4. Managing breaches of this Child Protection Risk Management Strategy and Procedure for Education Services**

Carinity is committed to appropriately managing breaches of this *Child Protection Risk Management Strategy and Procedure for Education Services* in accordance with its other relevant policies as appropriate in the circumstances, such as its *Child Protection Policy*, *Employee Code of Conduct*, *Feedback and Complaints Handling Policy and Procedure* and *Enterprise Bargaining Agreement* or equivalent, and this is evidence of fulfilment of the requirements of the Regulations S3(1)(e).

### **5.5. Implementing and reviewing the Child Protection Risk Management Strategy and Procedure for Education Services**

This strategy and procedure in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to implementation.

The introduction to this *Child Protection Risk Management for Education Services Strategy and Procedure* and *Section 5.9: Compliance and Monitoring* state Carinity's commitment to reviewing the Strategy and Procedure annually and are evidence of fulfilment of the requirements of the Regulations S3(1)(f)(i) relating to review.

### **5.6. Blue Card policy and procedures**

In accordance with the *Carinity Criminal History and Screening Checks Procedure* and *Carinity Blue Card Services Application Procedure* all staff members, Board members, volunteers, and people undertaking work or vocational placements must have current prescribed notices (Blue Card) where required by legislation.

Each School maintains a register of:

- all teacher registration numbers; and
- all Blue Card numbers and Exemption Notices and dates of expiry of non-registered teacher staff members and the dates for renewal.

Head Office maintains a register of:

- all Blue Card numbers and dates of expiry of Board members.

These undertakings evidence fulfilment of the requirements of the Regulations S3(1)(f)(ii).

### **5.7. High risk management plans**

Carinity will;

- identify risks, assess risks, eliminate and minimise risks and the monitoring of risk to the safety of students on an ongoing basis;
- utilise various risk management tools to assist it in this process;
- keep appropriate records of decisions made and actions taken in relation to risks to children.

These undertakings evidence fulfilment of the requirements of the Regulations S3(1)(g).

### **5.8. Strategies of communication and support**

The Principal will ensure that the *Carinity Child Protection Policy* and this document are made available:

- to staff members via the Carinity intranet;
- to each new staff member, on induction;
- to students and parents by its display on the School website, via the enrolment package, School newsletters and through training;
- to agreed contractors, volunteers, people undertaking work or vocational placement at the School; and
- on request, to staff members, students, parents and visitors from the School reception.

The Principal will ensure that all staff members acknowledges that they have received training in the *Carinity Child Protection Policy* and *Child Protection Risk Management Strategy and Procedure for Education Services* (refer to Agreement to Comply with Child Protection Risk Management Strategy and Procedure for Education Services).

The Principal of each School will appoint at least two School staff members (Student Protection Contacts) to whom students may report inappropriate conduct. The photographs of these staff members with names identifying them will be displayed in the respective



School's main reception area and in each classroom. Students and parents will be made aware of the names of these staff members during the initial enrolment interview and at least annually via the School newsletter, also.

Carinity's policy, strategy and attitude towards child protection is conveyed via the School newsletter on a regular basis, including details about how to report harm or suspected harm. Students are also informed at assembly and in regular classroom meetings about how to protect themselves and who to report to if they are concerned about their safety.

### **5.9. Compliance and Monitoring**

Carinity is committed to the annual review of this Strategy and Procedure.

Carinity schools will also record, monitor and report to, the Executive Manager Education Services or Chief Executive Officer and others as appropriate regarding any breaches of the Strategy and Procedure.

In addition, Carinity is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.

### **5.10. Confidentiality**

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. Carinity is unable to promise absolute confidentiality since applicable legislation and its policies will require disclosing, internally and externally, certain details involved in responding to disclosures.

### **5.11. Criminal law**

Where there are allegations of criminal misconduct, the allegations should be referred to the police.

### **5.12. Defamation**

A person providing information about harm in good faith to a person who needs to know that information is generally excused from liability.

### **5.13. Delegation**

The Baptist Union of Queensland Board, by unanimous resolution, have delegated the Directors' functions outlined in the Education (General Provisions Act) 2006 Section 366b to the Executive Manager Education Services and the Chief Executive Officer of Carinity obligations.

### **5.14. Feedback and complaints**

Concerns or suspicions of non-compliance with the School's processes may be submitted as complaints under the *Carinity Feedback and Complaint Management Policy and Procedure*.

### **5.15. Harassment, discrimination and victimisation**

Carinity has processes in place to assist in the management of an appropriate learning environment.

### **5.16. Helpful Link**

[QLD Child Protection Guide \(communities.qld.gov.au\)](http://communities.qld.gov.au)

To assist professionals' decision- making process if concerns arise about a child who appears to have experienced, or is likely to experience significant harm, and may not have a parent willing and able to protect them from harm.

### 5.17. Police action and internal investigations

It will usually be necessary to wait until the police have decided whether to charge the respondent before taking any internal disciplinary proceedings. If the police do charge the respondent, it will be necessary to wait until the charges have been dealt with in the courts before commencing an internal investigation or disciplinary proceedings.

This does not preclude the Executive Manager Education Services or the Chief Executive Officer or the Principal (where the Principal is not the subject of an allegation) from seeking advice from police regarding the duty of care to existing students which may involve the standing down of a staff member during a police investigation. The police are not required to inform the School about their investigation.

## 6 PROCEDURE: REPORTING PROCESS

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### 6.1. Overview

The staff member who receives any information alleging harm to a student will:

- report the concerns according to the processes outlined;
- seek guidance and support (if necessary) to determine whether there is a reasonable suspicion of abuse, harm or inappropriate behaviour; and
- focus on the support needs of the student.

### 6.2. Requirement to report sexual abuse or likely sexual abuse to the Queensland Police Service

Section 366 and 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 a student has been sexually abused or is likely to be sexually abused by another person and the student is:

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

then the staff member must immediately provide a written report using the *Carinity Child Protection Reporting Form – Education Services* to the Principal or Executive Manager Education Services.

On receipt of this report from a staff member the Principal or Executive Manager Education Services acting in accordance with the *Education (General Provisions) Act 2006 Sections 366(4) and 366A (6)* must immediately provide a copy of this report to the Queensland Police Service.

Where the reasonable suspicion of sexual abuse or likely sexual abuse is against the Principal then the staff member must immediately submit this report to the Executive Manager Education Services or Chief Executive Officer, not the Principal.

On receipt of this report from a staff member the Executive Manager Education Services or Chief Executive Officer acting in accordance with the *Education (General Provisions) Act 2006 [sections 366(4) and 366A (6)]* must immediately submit a copy of this report to the Queensland Police Service and will provide overall case management.

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 the anyone else who may have information about suspected likelihood of abuse.

Note:

If a reasonable suspicion of sexual abuse or likely sexual abuse is formed, a report to the Queensland Police Service is to be made even if there is a parent able and willing to protect the child from harm.

Whilst the legislation relating to mandatory reporting of sexual abuse and likely sexual abuse of a student relates to students under the age of 18, these processes are extended to all students.

### **6.3. Requirement to report significant harm or risk of significant harm where there may not be a parent willing and able to protect the student from harm**

Mandatory reporting requirements for approved teachers under the *Education (Queensland College of Teachers) Act 2005*.

Under Section 13E (3) of the *Child Protection Act 1999*, an approved teacher has a mandatory reporting obligation to make a report to the 'Department of Children, Youth Justice and Multicultural Affairs' where they form a reasonable suspicion that a child has suffered, is suffering or is at unacceptable risk of suffering significant harm caused by physical or sexual abuse, and may not have a parent able and willing to protect them.

A reportable suspicion about a child is a reasonable suspicion that the child:

- has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- may not have a parent able and willing to protect the child from the harm.

Teachers may access the Queensland 'Child Protection Guide' online tool and confer with colleagues when making decisions about whether suspicions of harm reach the reporting threshold for reporting or where to refer or report child protection concerns.

The teacher must give a written report to the 'Department of Children, Youth Justice and Multicultural Affairs' (or other department administering the *Child Protection Act 1999*). The teacher should give a copy of the report to the Principal.

A report under this section must include the following particulars:

- state the basis on which the teacher has formed the reportable suspicion; and
- include the information prescribed by regulation, to the extent of the teacher's knowledge using Carinity's *Child Protection Reporting Form – Education Services*.

Non- mandatory reporting

Under s.13A of the *Child Protection Act 1999(Qld)*, any person including mandatory reporters may make a report when they reasonably suspect:

- a child may be in need of protection because the child has suffered, is suffering or is at unacceptable risk of suffering significant harm, and may not have a parent able and willing to protect them; or
- an unborn child may be in need of protection after he or she is born because the child will be at risk of suffering significant harm after birth and may not have a parent able and willing to protect the child from harm.

#### **6.4. Requirement to report allegations of inappropriate behaviour of a staff member**

How a student reports inappropriate behaviour of a staff member.

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

- The School Principal; or
- School Counsellor; or
- Health and Well Being Coordinator; or
- nominated staff members (Student Protection Contacts) whose photos and names appear the School's main reception area; or
- any other member of staff.

Allegations of sexual abuse or likely sexual abuse against a staff member must be reported in accordance with *Section 6.2: Requirement to sexual abuse or likely sexual abuse to the Queensland Police* and *Section 6.3: Requirement to report significant harm or risk of significant harm where there may not be a parent willing and able to protect the student from harm.*

The staff member who receives information about inappropriate behaviour towards a student by a staff member must complete a report using the *Allegation of Inappropriate Behaviour by an Employee Form* and provide this form to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must provide this form to the Executive Manager Education Services and/or Chief Executive Officer, not the Principal (*refer to Allegation of Inappropriate Behaviour by an Employee Form*).

How the Principal must report inappropriate behaviour.

The Principal must:

- consult as appropriate to decide on the investigation process;
- establish that the matter is inappropriate behaviour and not harm or sexual abuse:
  - if inappropriate behaviour is suspected commence an investigation and notify the Executive Manager Education Services,
  - take appropriate action based on findings.

#### **6.5. Responding to self-harm by students**

Self-Harm by Students

During their schooling, some students may be at risk of harming themselves. This harm may occur with or without suicidal intent; or may be symptomatic of, or associated with, a known medical condition or intellectual disability.

Staff members who suspect or discover that a student has self-harmed or is at risk of self-harming must ensure the student's immediate safety and arrange first aid in the first instance then report the incident to the Principal.

Not all cases of self-harm relate to suicidal intent. Students may engage in a variety of high risk behaviours, such as: alcohol/substance abuse; drug-taking; unsafe promiscuity; or cutting/burning oneself.

The School provides educational programmes to assist students to make appropriate choices in relation to drug and alcohol use and sexual activity.

#### **6.6. Recording and Reporting**

Each School keeps a register in the Principal's office of all incidents related to sexual abuse, harm or inappropriate behaviour (*refer to Child Protection Register located at each*

school). In addition the Executive Manager Education Services maintains a master child protection register.

Where legislation requires, incidents of harm or suspected harm are reported to the relevant state authorities immediately, and the incident is noted in the register.

## **7 LEGISLATIVE OBLIGATIONS**

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Carinity is committed to complying with the obligations imposed under all Commonwealth and State legislation including but not limited to:

- *Child Protection Act 1999 (Qld)*
- *Criminal Code Act 1899 (Qld)*
- *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*
- *Education (General Provisions) Act 2006 (Qld)*
- *Education (General Provisions) Regulation 2017 (Qld)*
- *Education (Queensland College of Teachers) Act 2005 (Qld)*
- *Education and Care Services National Law ACT 2011 (Qld)*
- *Education and Care Services National Regulation 2011 (Qld)*
- *Evidence Act 1977 (Qld)*
- *Working with Children (Risk Management and Screening) Act 2000 (Qld)*
- *Working with Children (Risk Management and Screening) Regulation 2011 (Qld)*

## **8 RELATED DOCUMENTATION**

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### **8.1. Policies**

- (a) Child Protection Policy
- (b) Feedback and Complaints Management Policy
- (c) General Employment Policy
- (d) Incident Management Policy
- (e) Privacy Policy
- (f) Recruitment and Selection Policy
- (g) Volunteer Policy

### **8.2. Procedures**

- (a) Appropriate Interactions with Young people Procedure
- (b) Blue Card Services Procedure
- (c) Conflict of Interest Procedure
- (d) Criminal History and Screening Checks Procedure
- (e) Disability Discrimination for Education Services Policy and Procedure
- (f) Disciplinary Procedure
- (g) Employee Performance Review and Future Development Procedure
- (h) Incident Management Procedure
- (i) Learning and Development Procedure
- (j) Maintaining Professional Boundaries Procedure
- (k) Privacy Procedure
- (l) Recruitment and Selection Procedure

(m) Volunteer Procedure

**8.3. Forms**

- (a) Agreement to Comply with Child Protection Risk Management Strategy and Procedure for Education Services
- (b) Carinity Incident Report Form
- (c) Child Protection Reporting Form Education Services
- (d) Allegation of Inappropriate Behaviour by an Employee Form

**8.4. Internal Documents**

- (a) Carinity Code of Conduct
- (b) Employee Guidelines for Education and Training Centres
- (c) Position Descriptions
- (d) Volunteer Guidelines

**8.5. External Documents**

- (a) The Queensland 'Child Protection Guide' (Online Tool)
- (b) Child and Youth Risk Management Strategy Toolkit

## APPENDIX 1: Summary of Reporting Harm

Who	What abuse	Test	Report to	Legislation
<b>All staff</b>	Sexual	Awareness or a suspicion Sexually abused or likely to be sexually abused	Principal, through to police	EGPA sections 366 and 366A
<b>Teacher</b>	Sexual and physical	Significant harm Parent may not be willing and able	Confer with principal, report to Child Safety	CPA sections 13E and 13G
<b>All staff</b>	Physical, psychological, emotional, neglect, exploitation	Significant harm Parent may not be willing and able	Principal, through to Child Safety	Accreditation Regulations section 16
<b>All staff</b>	Any	Not a level that is otherwise reportable to Child Safety, refer with consent	Principal, through to Family and Child Connect	CPA Sections 13B and 159M
<b>Principal</b>	Any	Not a level that is otherwise reportable to Child Safety, refer without consent	Family and Child Connect	CPA Sections 13B and 159M
<b>Any member of the public</b>	Any	Significant harm Parent may not be willing and able	Child Safety	CPA section 13A

## APPENDIX 2: Child Protection Reporting Form

### Child Protection Reporting Form Education Services

Date:		
School:		
School Phone:		
School Fax:		
<b>DETAILS OF STUDENT HARMED OR AT RISK OF HARM/ABUSE:</b>		
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:	
<b>FAMILY DETAILS</b>		
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"/>		
<b>COURT ORDERS IN PLACE</b> (e.g. Child Protection, Domestic Violence, Family Court)		
Family Court Order	Please specify details:	
Domestic Violence Order	Please specify details:	
Child Protection Order	Please specify details:	
<b>PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE</b>		
<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	



<b>PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE</b> (Attach extra pages if necessary).		
<b>Details of any harm and/or sexual abuse to the student</b> – 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.		
Please indicate the identity of anyone else who may have information about harmful abuse:		
ADDITIONAL INFORMATION PROVIDED AS AN ATTACHMENT    YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Name of staff member making report to the Statutory Agency if not the Principal:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Position:</b>		
<b>Principal:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal's email address:</b>		
<b>Response requested by school:</b>		

<b>ACTION TAKEN</b>		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	Queensland Police Services (QPS)
	<input type="checkbox"/>	Department of Communities (Child Safety Services)
	<input type="checkbox"/>	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.**

If applicable, and if you are aware, please indicate any injuries on the diagram.

