

CHILD PROTECTION POLICY

Christian Rationale:	<p>The mission of Annandale Christian College is to provide quality Christ-Centred education through partnership with parents, teachers and students which recognises the Lordship of Christ and the integrity of the Scripture. In such an environment students will feel secure and be encouraged to reach their God-given potential and become mature, servant-hearted members of society.</p> <p>All children are precious in the sight of God. The Bible indicates that the nurture of children is a high priority in the community with specific responsibility being given to parents (Ephesians 6:4; Deuteronomy 4:9). It is the responsibility of all members of Annandale Christian College Community to love, and therefore protect, all students in their care. This love, as described in 1 Corinthians 13, must guide the words and actions of staff members as they partner with parents.</p> <p>As a Christian community we all have a responsibility to ensure the safety of every child in our care that God has formed in their mother's womb: 'For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.' (Psalm 139:13 – 14). In honouring children this way, we too honour our Lord and His creations.</p>	
Statement	Annandale Christian College is committed to creating and maintaining a child safe environment for every student in our College. The safety of each student is everyone's responsibility.	
Purpose:	<p>The purpose of this policy is to provide written processes about</p> <ul style="list-style-type: none"> • how the College will respond to harm, or allegations of harm, to students under 18 years; and • the appropriate conduct of the College's staff and students to comply with accreditation requirements. 	
Scope:	Students and employees, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers, Board members, P & F Executive as well as people undertaking work experience or vocational placements at Annandale Christian College and covers information about the reporting of harm and abuse.	
Status:	Approved	Supersedes: Version 6
Authorised by:	College Board	Date of Authorisation: 17 March 2024

References:	<ul style="list-style-type: none"> • ACC Complaints Policy & Complaints Handling Procedure • <i>Child Risk Management Strategy (for the Working with Children (Risk Management and Screening) Act 2000 (Qld))</i> • <i>Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))</i> • <i>Annandale Christian College Child Protection Reporting Form</i> <p><i>Other related legislation</i></p> <ul style="list-style-type: none"> • <u>Child Protection Act 1999 (Qld)</u> • <u>Education (General Provisions) Act 2006 (Qld)</u> • <u>Education (General Provisions) Regulation 2017 (Qld)</u> • <u>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</u> • <u>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</u> • <u>Working with Children (Risk Management and Screening) Act 2000 (Qld)</u> • <u>Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</u> • <u>Criminal Code Act 1899 (sections 229BB and 229BC)</u> 	
Review Date:	Annually	Next Review Date: 17 March 2025
Policy Owner:	College Board	

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.
 - It is immaterial how the harm is caused.
 - Harm can be caused by:
 - a) Physical, psychological or emotional abuse or neglect; or
 - b) Sexual abuse or exploitation
 - 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 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.
- 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:
 - 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 a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

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

When the College 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 College’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy.²

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

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to one of the College Child Protection Officers (CPO):

- Student Wellbeing Counsellor – ext 219
- HOC Primary – ext 159
- Chaplains – ext 169
- Director of Wellbeing – ext 252
- Principal – ext 112

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 College’s governing body⁴. Reports will be dealt with under the College’s Complaints Handling Policy.

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)

REPORTING SEXUAL & LIKELY SEXUAL ABUSE⁵

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 College, that any of the following has been sexually abused by another person:

- a student under 18 years attending the College;
- a kindergarten aged child registered in a kindergarten learning program at the College;

The staff member must then give a written report about the abuse or suspected abuse to the Principal or to a director of the College's governing body immediately. The College's Principal or the director must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual or likely sexual abuse is the College 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 College's governing body immediately.

A report under this section must include the following particulars:

- the name of the person giving the report (*the first person*);
- the student's name and sex;
- details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- details of the abuse or suspected abuse;
- any of the following information of which the first person is aware:
 - the student's age;
 - the identity of the person who has abused, or is suspected to have abused, the student;
 - the identity of anyone else who may have information about the abuse or suspected abuse⁶.

REPORTING PHYSICAL AND SEXUAL ABUSE⁷

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:

- has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and

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

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

⁷ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16 (2)(d)

- 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). The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the Principal.

A report under this section must include the following particulars:

- the basis on which the person has formed the reportable suspicion⁸;
- the child's name, age and sex descriptor;
- details of how to contact the child;
- details of the harm to which the reportable suspicion relates;
- 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;
- particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates⁹.

Child Safety Services Enquiry Unit: 1800 811 810

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.

FAILURE TO REPORT ¹⁰

Under section 229BC of the Code, all 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. All adults include students 18 years or over, parents/guardians and volunteers. 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 PROTECT ¹¹

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.

⁸ Child Protection Act 1999 s.13G (2)(a)

⁹ See Child Protection Regulation 2023 (Qld) S.4 "Information to be included in reports"

¹⁰ Criminal Code Act 1899 (Qld) s.229BC

¹¹ Criminal Code Act 1899 (Qld) s.229BB

AWARENESS

The College 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.

Communication Planning – Child Protection (Summary Table)

Who	What	When	Evidence
All Staff and Volunteers	<ul style="list-style-type: none"> • ISQ Mandatory Child Protection Training 	January	<ul style="list-style-type: none"> • Certificates of completion on file
College Board	<ul style="list-style-type: none"> • Awareness of Child Protection Policy • Summary Child Protection Reports • Full Child Protection Reports (to Board Chair) 	February Monthly As they arise	<ul style="list-style-type: none"> • Board meeting minutes • Summary Monthly reports • Child Protection reports (in full) as reported to Child Safety Services.
Principal	<ul style="list-style-type: none"> • Child Protection Reports • Information to parents 	Principal's Report to the Board	<ul style="list-style-type: none"> • College Website • Newsletters (each term) • Staff/ Contractor Inductions • Student Assemblies • Available College Office
Staff (Whole Staff)	Child Protection Policy Review	Annually	<ul style="list-style-type: none"> • Meeting minutes and PowerPoint on Canvas
Students	Care teachers to notify students of Child Protection Officers	Once a term	<ul style="list-style-type: none"> • Care teacher talks
Parents	Child Protection Policy & Risk Management Procedure	Once a term	<ul style="list-style-type: none"> • Emails to parents • Parent Newsletter

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 administration¹³.

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 annually¹⁴.

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)(b)

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

- Mandatory Child Protection Training undertaken annually in Student Free Days at the commencement of Term 1.

(Modules available for: Principals & Board Members, Teachers, Non-teaching staff)

- Presentations at Whole Staff Meetings

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 annually.¹⁵

COMPLAINTS PROCEDURE

Suggestions of non-compliance with the College's processes may be submitted as complaints under the Annandale Christian College Complaints Procedure¹⁶.

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

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

FORM 1

PRIVATE & CONFIDENTIAL
REPORT OF SUSPECTED HARM OR SEXUAL ABUSE

Date:		School:	Annandale Christian College
School Phone:	47 252 082	School Email:	principal@acc.qld.edu.au

REPORTER'S DETAILS			
Name:		Signature:	
Position:		Date:	
Telephone:		Email:	
Agency:	Educational Facility	Agency Address:	Annandale Christian College 148 Yolanda Drive Annandale Qld 4814
Alternate Contact name:		Alternate contact phone:	
Alternate contact email:			

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE (REFERRED CHILDREN DETAILS)	
Are any of these children subject to departmental intervention?	
Are any of these children in departmental out of home care?	

SUBJECT PERSON 1

Family Name:		Given Name:	
Preferred Name:		DOB:	
Place of Birth:		Is Unborn:	No
Gender:		ATSI Status:	
Cultural Background:		Street Address:	
Contact Number: (student mobile)		Education/Childcare:	Annandale Christian College
Has Disability:	Yes / no	Disability:	
Primary Language:		Interpreter Required:	Yes / no

FAMILY DETAILS (RELEVANT PEOPLE DETAILS)

SUBJECT PERSON 1		Relationship to Child:	
Family Name:		Given name:	
Alias:		Estimated age (if DOB not known):	

Allegedly responsible for significant harm to the child?			Yes / No
Place of Birth:		Gender:	
ATSI Status:		Cultural Background:	
Street Address:		Contact number:	
Has Disability:	Yes / No	Primary language:	
Interpreter required:	Yes / No		
SUBJECT PERSON 2		Relationship to Child:	
Family Name:		Given name:	
Alias:		Estimated age (if DOB not known):	
Allegedly responsible for significant harm to the child?			Yes / No
Place of Birth:		Gender:	
ATSI Status:		Cultural Background:	
Street Address:		Contact number:	
Has Disability:	Yes / No	Primary language:	

Interpreter required:	Yes / No		
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HOUSEHOLD DETAILS

(Where the child/ren reside in multiple households, outline current care arrangements (if known)?:

Household Members:		Street address:	
Does the Child reside here?			Yes / No
Person alleged to have caused the harm or abuse:			<input type="checkbox"/> Adult family member <input type="checkbox"/> Child family member <input type="checkbox"/> Student/other child <input type="checkbox"/> Other adult <input type="checkbox"/> unknown
Particulars of person alleged to have caused the harm or abuse:			Name:
			Age:
			Gender:

SUSPECTED CHILD IN NEED OF PROTECTION CONCERNS

Types of abuse involved:

What concerns have led you to reasonably suspect that the subject child/ren and/or young person/s has been significantly harmed or at risk of significant harm?

When did the incident/s of significant harm or risk of significant harm concerns occur (if known)?

Where did the incident/s of significant harm or risk of significant harm occur (if known)?

What have you noticed about the child/ren and/or young person's appearance?

What have you noticed about the child/ren and/or young person's behaviour?

Does the child/ren have a current physical injury or experienced a previous physical injury as the result of the incident/s?

Are there any factors which may be impacting negatively on parents/caregiver's functioning?

Is the parent/caregiver aware of the incident/s involving significant harm or risk of significant harm?

Are there any Family Law Court Orders in place?

Are there any Domestic Violence Orders (DVOs) in place?

What is the nature of your ongoing professional role, if any, with the child/ren, young person/s and their parents/carers, and the frequency, duration and type (if applicable)?

Have you referred or attempted to refer the family to a service?

Yes / No

What other services or supports are currently in place to support the child/ren, young person/s and their parents/carers (if known)?

Please indicate the identity and particulars of anyone else who may have information about the harm or abuse:

Additional Relevant Information (not covered in above sections?)

Documents attached: ☐ Yes ☐ No

FORM 2

PRIVATE & CONFIDENTIAL
INAPPROPRIATE BEHAVIOUR REPORT FORM under POLICY
REPORTING ALLEGATION OR INCIDENT INVOLVING A STAFF MEMBER OR VOLUNTEER

Date: _____

School: Annandale Christian College

Phone Number:

0747252082

School Address: 148 Yolanda Drive

Suburb: Annandale

State: QLD

Postcode: 4814

Principal's name: _____ Contact Phone: _____ Email Address: _____

Reporter's name: _____ Position: _____

Contact Phone: _____ Email Address: _____

Dates concerns identified: _____

DETAILS OF STUDENT SEXUALLY ABUSED OR LIKELY SEXUAL ABUSE**Student 1:**

Surname: _____ Given Names _____ Alias/es (last name, first name)

Date of Birth: _____ ☐ Male ☐ Female Year Level: _____ Phone Number : _____

Student's Personal Mobile: _____

Is there another student for this report? ☐ Yes ☐ No**PERSON ALLEGATION IS MADE AGAINST**☐ Teacher ☐ Other member of staff (not a teacher) ☐ Volunteer

Surname: _____ Given Names: _____

School: _____ Position/Role: _____

Work Number: _____ Mobile Number: _____

Do the allegations relate to another person? ☐ Yes ☐ No**Allegation Details:** Time and date of incident/s, outline the allegation, any disclosures made by the student, any previous incidents of inappropriate behaviour.

Parent/Carer's knowledge of incident and their response if known.

Details of anyone else who may have information about the inappropriate behaviour. Include name/s and contact details of other persons who may have information.

Details of action taken.

Has the school appointed a person to investigate this complaint? ☐ Yes ☐ No

Any additional information or comments?

Additional information provided as an attachment? ☐ Yes ☐ No

Reporter's Name: _____ Reporter's Signature: _____ Date: _____

ACTION TO BE TAKEN

Report to Director of Professional Standards: Date Emailed: _____

Copy to Chair of School/College Council or delegate: Name _____ Date Emailed: _____