

3.13 Policy

Student Protection Policy



VICTORY
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COLLEGE



Victory College Student Protection Policy

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|-----------------------|---|--|
| Purpose: | <p>The purpose of this policy is to provide written processes about:</p> <ul style="list-style-type: none"> (a) how the College will respond to harm, or allegations of harm, to students under 18 years; and (b) the appropriate conduct of the College's staff and students to comply with accreditation requirements; and (c) how the College will respond to sexual abuse and suspected sexual abuse. <p>The College has a range of policies which address the safety and wellbeing of students and staff. Where there is any conflict between the Student Protection Policy and other College policies, the Student Protection Policy will prevail.</p> | |
| 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 Victory College. | |
| Status: | Approved | Supersedes: Student Protection Policy |
| Authorised by: | Victory College Committee of Management | Date of Authorisation: February 2026 |
| References: | <ul style="list-style-type: none"> • <i>Child Protection Act 1999 (Qld)</i> • <i>Education (General Provisions) Act 2006 (Qld)</i> • <i>Education (General Provisions) Regulation 2017 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i> • <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i> • <i>Working with Children (Risk Management and Screening) Regulations 2020 (Qld)</i> • <i>Criminal Code Act 1899 (sections 229BB and 229BC)</i> • <i>3.14 Child Risk Management Strategy (for the Working with Children (Risk Management and Screening) Act 2000)</i> • <i>3.19 Community Complaints Handling and Feedback Policy</i> • <i>3.20 Complaints Handling and Feedback Policy (Staff) Policy</i> • <i>3.90 Work Health and Safety Policy (for the Work Health and Safety Act 2011 (Qld))</i> | |
| Review Date: | Biennially | Next Review Date: February 2028 |
| Policy Owner: | Victory College Committee of Management | |

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1. DEFINITIONS

Harm (Section 9 of the Child Protection Act 1999)

Harm to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

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

A child in need of protection (Section 10 of the Child Protection Act 1999)

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.

Sexual abuse (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.

Relevant child

- A student under 18 years attending the College;
- A kindergarten age child registered in a kindergarten learning program at the College;
- A person with a disability who
 - Under section 420(2) of the Education (General Provisions) Act 2006 (Qld) is being provided with special education at the College; and
 - Is not enrolled in the preparatory year at the College.

Student

A student is any person regardless of age who is enrolled at the College.

Teacher

A person employed in the capacity of a registered teacher at Victory College.

Staff

Includes all workers at the College including volunteers.

Governing Body

The National Executive of Christian Outreach Centre trading as International Network of Churches.

Director

A member of the Governing Body.

College Committee of Management

The Committee of Management appointed by the Local Church Committee of Management by authority of the Governing Body to oversee the day-to-day management of the College.

Independent Protection Advisor

A person appointed by the College, and is independent of the College, but available for assessment of complaints. At Victory College, this role is fulfilled by the contact officer at the Department

responsible for child safety, Maroochydore Child Safety Service Centre, or the College's Adopt-a-Cop Police Liaison Officer.

Child Protection Officer

The named and published staff member/s to whom students may refer complaints.

Delegated Appropriately Qualified Individual

A person, other than the College Head of College or member of College staff, who possesses the qualifications, experience or standing appropriate to perform the function of receiving a report and giving a copy of the report to a Police officer under section 366 or 366A of the Education (General Provisions) Act 2006 on behalf of the Governing Body. (Specifically, the person listed in Annexure J Student Protection Policy Contact Details for Reporting).

The Delegated Appropriately Qualified Individual is recommended by the College Committee of Management to the Governing Body, and appointed unanimously by the Governing Body, delegated with the directors' reporting function under section 366B of the Education (General Provisions) Act 2006.

At Victory College this is our Committee of Management member Mr Dennis Tennant.

Neglect

The term Neglect in this policy may be defined as any act or omission causing harm to a "child" by any person. Neglect occurs when a child's basic necessities of life (example: food, housing, health care and medical treatment, adequate clothing, personal hygiene and adequate supervision) are not met, and their health and development are affected.

Inappropriate Behaviour by a staff member towards a student

For the purpose of this policy inappropriate behaviour includes any unwelcome behaviour by a College employee towards a College student with which the student is uncomfortable and breaches the trust implicit in a normal adult-student relationship, as defined by accepted societal values, professional and contractual obligations, current legislation and/or legal precedent. Behaviour which would be regarded by a reasonable person to be inappropriate between an adult and a child will be responded to as such even if the child does not reject it or indicates it is unwelcome.

2. 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)*.

3. 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 policy².

4. CONDUCT OF STAFF AND STUDENTS

All staff, teachers' contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, teachers', contractors and volunteers must not cause harm to students³.

5. REPORTING INAPPROPRIATE BEHAVIOUR

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to any one of the followings designated staff: Child Protection Officer, the Head of

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)

College, Head of Senior College, Head of Middle College, Head of Upper Primary College, Head of Lower Primary College or a College Chaplain⁴.

6. DEALING WITH A REPORT OF INAPPROPRIATE BEHAVIOUR

A staff member who receives a report of inappropriate behaviour must report it to the Head of College.

Where the Head of College is the subject of the report of inappropriate behaviour, the staff member must inform a member of the College's Governing body⁵.

Reports will be dealt with under the College's Complaints Handling and Feedback Policy (Staff) Policy and Community Complaints Handling and Feedback Policy.

7. 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;
- 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 abuse or suspected abuse to the Head of College or to a director of the College's governing body immediately.

The College's Head of College or the director must immediately give a copy of the report to a police officer.

The written report is to be made on the College **Student Protection Report Forms**, included in Annexure A through to Annexure E.

If the first person who becomes aware or reasonably suspects sexual abuse is the College's Head of College, the Head of College 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:

- 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.

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)

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

8. REPORTING LIKELY SEXUAL ABUSE⁸

Section 366A of the *Education (General Provisions) Act 2006* states that if a staff member reasonably suspects in the course of their employment at the College, 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 Head of College or to a director of the College's governing body immediately.

The College's Head of College or the director must immediately give a copy of the report to a police officer.

The written report is to be made on the College **Student Protection Report Forms**, included in Annexure A through to Annexure E. Where State Authorities Interview Students or relevant person at the College, the Student Protection Record in Annexure I must be completed.

If the first person who reasonably suspects likely sexual abuse is the College's Head of College. The Head of College 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 College's governing body immediately.

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 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.

9. REPORTING PHYSICAL AND SEXUAL ABUSE¹⁰

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**¹¹ 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 responsible for child safety. The doctor, nurse, teacher or early childhood education and care professional should give a copy of the report to the Head of College.

A report under this section must include the following particulars:

- a) the basis on which the person has formed the reportable suspicion¹²;
- b) the child's name, age and sex descriptor;

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

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.13E(2)

¹² Child Protection Act 1999 s.13G (2)(a)

- c) details of how to contact the child;
- d) details of the harm to which the reportable suspicion relates;
- e) 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;
- f) particulars of the identity of any other person who may be able to give information about the harm to which the reportable suspicion relates¹³.

The written report is to be made on the College **Student Protection Report Forms**, included in Annexure A through to Annexure E. Where State Authorities Interview Students or relevant person at the College, the Student Protection Record in Annexure I must be completed.

Contact details for the Child Safety Regional Intake Service

During business hours (from 9am to 5pm Monday to Friday):
Sunshine Coast and Central Queensland Regional Intake Service
Phone 1300 703 762

Outside of these hours:
Child Safety After Hours Service Centre
Phone 1800 177 135 (Queensland only)

10. RESPONSIBILITIES UNDER CRIMINAL CODE ACT 1899 (QLD)

The *Criminal Code Act 1899* includes two offences that pertain to the failure to report belief of child sexual offence and the failure to protect child from child sexual offence. A child sexual offence means an offence of a sexual nature committed in relation to a child under 16 years or a person with an impairment of the mind.

Failure to Report¹⁴

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. Failure to make a report, without a reasonable excuse, is a criminal offence. This offence applies to all adults inclusive of students 18 years or older, as well as parents/guardians and volunteers at the College. 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 Protect¹⁵

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.

11. AWARENESS

The College will inform staff, students, parents and guardians of its processes relating to the health, safety and conduct of staff and students in communications to them through College newsletters, staff induction, student assemblies, education programs, and made available from college receptions. It will publish these processes on its website¹⁶ and portals for staff, parents and students. Photos of the Child Protection Officers will also be displayed on notice boards within the College.

12. 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 reception¹⁷.

¹³ See Child Protection Regulation 2023 (Qld) s.4 "Information to be included in reports"

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

¹⁵ Criminal Code Act 1899 (Qld) s.229BB

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

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

13. 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 annually¹⁸.

The governing body acknowledges its commitment to ensuring that the College Committee of Management, teachers and staff members of the College are trained in child protection.

All staff members will receive child protection training at the beginning of each academic year before commencement of term during the annual professional development week. Part of the training will include guidelines for staff about protective behaviours – as per Annexure H.

New staff members who are employed during the year will receive their child protection training as part of the staff induction process.

Throughout the year the Student Protection Officers¹⁹ will host staff meetings to refresh staff on their responsibility to report in relation to child protection. Our Student Protection Officers will also attend annual student protection professional development conducted by external providers and also remain up to date via electronic communication from Independent Schools Queensland and our College's Advisory Barrister.

The College will keep a record of induction and completion of annual training.

14. 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 annually²⁰.

Responsibilities of the Governing Body

- The Governing Body (INC) is responsible for ensuring that health, safety and conduct of staff and student processes are implemented in accordance with the *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s15 & 16* via delegation to the College Committee of Management through the Local Church Committee of Management.
- The Governing Body is responsible for the appointment of a Delegated Appropriately Qualified Individual to receive and report any allegations relating to sexual abuse of a student on behalf of the Governing Body.

Responsibilities of the College Committee of Management

- The College Committee of Management is responsible for compliance with this policy at Victory College.
- The College Committee of Management will make a report to the Governing Body after each formal meeting of the Committee of Management of the Record of Child Protection Issues via the form in Annexure K.

Responsibilities of Staff

- Staff are responsible for complying with this policy.
- Staff will report all complaints, allegations, suspicions, information of inappropriate behaviour, harm or abuse in line with this Policy.
- Staff will make clear and objective written reports of what they suspect and report using the following **Student Protection Report Forms**:-
 - a. Form 1 – Student Protection, for all reporting EXCEPT sexual abuse, known or suspected, by any person (use Form 3 for sexual abuse, known or suspected) shown as Annexure A
 - b. Form 2 – Student Protection, for all reporting shown as Annexure B
 - c. Form 3 – Student Protection, Mandatory Reporting Form for reporting known or suspected sexual abuse to Police shown as Annexure C

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

¹⁹ Student Protection Officers - Annexure K

²⁰ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(d)

- d. Form 4 – Student Protection, Mandatory Reporting for Reportable Suspicion to the Department responsible for child safety shown as Annexure D
- e. Form 5 – Student Protection, Form to be completed by the Head of College shown as Annexure E.

15. COMPLAINTS PROCEDURE

Suggestions of non-compliance with the College's processes may be submitted as complaints under the Victory College Complaints Handling and Feedback Policy (Staff) Policy and Community Complaints Handling and Feedback Policy ²¹.

²¹ Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(5) and s.16(6)



STUDENT PROTECTION FORM 1

For all reporting EXCEPT sexual abuse, known or suspected, by any person (use Form 3 for sexual abuse, known or suspected)

REFERRAL FORM 1 - TO BE GIVEN TO THE STUDENT PROTECTION CONTACT OFFICER

1. Name of person with reasonable concern _____
2. Name of student _____
3. Name of the alleged offender _____
4. Is the problem: External to the College: Parent Relative
Internal to the College: Teacher Student Other
5. Date you became concerned: _____
6. How did you form the reasonable suspicion? _____
7. Disclosure by the victim? _____
8. Disclosure from somebody else? _____
9. Did you observe something? _____
10. Did you have enough information to suspect something? _____
11. Did you take notes? _____
13. Have you spoken of your concern to anyone? _____
NAME _____
14. Describe the "who, what, when and where" of the matter. (Use extra paper if necessary)
15. To whom did you report the concern first?
The Contact Officer
The Head of College
Another
16. Name of the person referring _____ Role _____
17. Time of actual referral _____ Date _____

Confidentiality Declaration

I declare I will respect the requirements of confidentiality in this matter unless as required otherwise by law.

Signature: _____ Date of Reporting _____



STUDENT PROTECTION – FORM 2

For All Reporting - To be Completed by Student Protection Contact Officer and given to Head of College.

Today's Date: _____

1. Name of person reporting concern/information: _____

2. Name of Student: _____

3. Name of alleged offender: _____

Internal

External

Other

4. Please summarise the facts as they are known:

WHO _____

WHEN (Date and Time) _____

WHAT: _____

WHERE _____

5. Name of any likely witnesses:

6. Name of any others who may have information or who may assist:

7. Has the person reporting filled in Form 1? Yes No

CONFIDENTIALITY DECLARATION

I (Name): _____

Declare I will keep this information confidential.

Signed: _____



STUDENT PROTECTION – FORM 3
MANDATORY REPORTING FORM FOR REPORTING KNOWN or SUSPECTED
SEXUAL ABUSE TO POLICE

Reporting of all incidents is **mandatory for staff whether the situation has occurred inside or outside the College.**

This form is to be initiated by the staff member who has become aware of or suspecting of sexual abuse of a relevant person and forwarded to Head of College or the Delegated Appropriately Qualified Individual immediately.

*Name of Student: _____

*Sex Descriptor of Student _____ DOB: ____/____/____

Year Level: _____

*Name of the staff member filling in this Form: _____

Role: _____

I first became aware of/suspected or considered abuse to be likely, (approx date): _____

I became aware of this situation because the student involved:

Spoke to me Other _____

Spoke to another student _____

Spoke to another staff member _____

Staff member/other observation comment _____

*Following is a brief description of what the student said (details of abuse or suspected abuse).

*Student Age _____

*Identity of person suspected/likely to have caused abuse _____

*Identity of anyone else who may have information about abuse _____

I confirm that the details above are to my belief correct. I will maintain the confidentiality of all persons involved, and expect the information passed on, will be acted upon and resolved in accordance with the College Student Protection Policy.

*Signed by staff member initiating process (and full name) _____ Date _____

Referred to Head of College _____

Signed: by Head of College _____ Date Received _____

Referred to Delegated Appropriately Qualified Individual _____

Signed: Delegated Appropriately Qualified Individual _____ Date Received _____

*** IT IS A MANDATORY REQUIREMENT TO PROVIDE THESE DETAILS**



STUDENT PROTECTION – FORM 4 *Annexure D*
MANDATORY REPORTING FORM FOR REPORTABLE SUSPICION – TO DEPARTMENT RESPONSIBLE FOR CHILD SAFETY

Reporting of all incidents is mandatory for staff whether the situation has occurred inside or outside the College.

This form is to be initiated by the staff member who has become aware of or suspecting of sexual abuse of a student and used to make a mandatory report to the Department responsible for child safety. A copy of the form must be forwarded to the Head of College or the Delegated Appropriately Qualified Individual.

| | | | |
|--|--|--|---|
| Does this report concern: | | Sexual Harm? <input type="checkbox"/> | Physical Harm? <input type="checkbox"/> |
| | | Psychological, Emotional Harm, Neglect or Exploitation? <input type="checkbox"/> | |
| Does it pass the significant harm test? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Does it pass the parent test? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| *Name of Student: _____ | | | |
| *Sex Descriptor of Student _____ DOB: ____/____/____ | | | |
| Year Level: _____ | | | |
| *Name of the staff member filling in this Form: | | | |
| Role: _____ | | | |
| I first became aware of/suspected or considered abuse/harm to be likely, (approx date): _____ | | | |
| I became aware of this situation because the student involved: | | | |
| <input type="checkbox"/> | Spoke to me | <input type="checkbox"/> | Other _____ |
| <input type="checkbox"/> | Spoke to another student | _____ | |
| <input type="checkbox"/> | Spoke to another staff member | _____ | |
| <input type="checkbox"/> | Staff member/other observation comment | _____ | |
| *Following is a brief description of what the student said (details of abuse or suspected abuse/ harm). _____ _____ _____ | | | |
| *The child can be contacted at the College: 173 Old Maryborough Road, Gympie Qld 4570 Tel: 5482 8206 | | | |
| *Student Age _____ | | | |
| *Identity of person suspected/likely to have caused abuse/harm _____ | | | |
| *Identity of anyone else who may have information about abuse/harm _____ | | | |
| <i>I confirm that the details above are to my belief correct. I will maintain the confidentiality of all persons involved, and expect the information passed on, will be acted upon and resolved in accordance with the College Student Protection Policy.</i> | | | |
| *Signed by staff member making the report (and full name) | | | _____ |
| The mandatory report was made to the Department responsible for child safety | | | _____ |
| | | | Date |
| OFFICE USE ONLY | | | |
| Referred to Head of College: _____ | | _____ | |
| <i>Signed by Head of College</i> | | <i>Date Received</i> | |
| Referred to Delegated Appropriately Qualified Individual: _____ | | _____ | |
| <i>Signed by Delegated Appropriately Qualified Individual - Date Received</i> | | | |
| *IT IS A MANDATORY REQUIREMENT TO PROVIDE THESE DETAILS | | | |



STUDENT PROTECTION – FORM 5
To be completed by the Head of College

ACTION AND OUTCOME FORM

Referred to Student Contact Office: Yes No Date:

Referred to Head of College: Time: Date:

Referred to: By whom: Date:

Contact with Committee of Management chair/delegated Appropriately Qualified Authority and External Protection Advisor?

- Assessment - Harm
- Neglect
- Grooming
- Sexual abuse of student by staff member
- Inappropriate Behaviour

Action Decided: _____

Who Took Action? _____

TYPE OF ACTION TAKEN:

- Issue dealt with under another College Policy (eg) Bullying
- No Harm or-Sexual Abuse - Issue dealt with internally
- Internal Investigation Needed (but no Criminality.)
- Counselling offered to _____(name)
- Warning / Termination / Expulsion
- Referral to Department responsible for child safety
- Referral to Police
- Standing Aside / Suspension
- Referral To an Outside Agency
- Pastoral Care set in Place
- Other: (Please State)

Other Comments (if applicable):

Head of College's Signature: _____ **Date:** _____



CHILD PROTECTION INFORMATION FOR STUDENTS

Child Protection

Every student has the right to feel safe and free from harm while at Victory College. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust.

Who should I tell if I am not feeling safe at the College or at home?

Anyone, a Student Protection Officer or any teacher who will speak to the Student Protection Officer on your behalf. If you do not feel like talking to a member of staff you may like to send them an email.

The College has staff members for you to speak to who have been appointed to be Student Protection Officers. These people include any members of the Wellbeing Team, Primary and Secondary Chaplains, Pastoral Care Counsellors, Student Support Officers or any adult staff member you feel comfortable to confide in.

What will happen if I report what is happening to a member of staff?

If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Head of College.

What if I don't want the member of staff to tell the Head of College?

The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student of the College then the law says that the matter must be reported to the Head of College and it may have to be reported to the Police. If the staff member has no choice about reporting what you have told them to someone else he or she will explain to you exactly what will happen next.

Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.



CHILD PROTECTION INFORMATION FOR PARENTS AND GUARDIANS

The College recognises that protecting students from harm and inappropriate behaviour is fundamental to their wellbeing and success at Victory College. For this reason the welfare and best interests of students will always be a primary consideration. Just as we expect our students to show respect to staff and volunteers and to comply with safe practices, we expect all employees to reflect high standards in their relationships with students and their behaviour towards them. Staff conduct is expected to be lawful and professional at all times.

The College will respond diligently to a report of harm, suspected harm or risk of harm to a student.

What does the College mean by harm?

As defined under section 9 of *Child Protection Act 1999*, harm is any detrimental effect of a significant nature on a 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, sexual abuse or exploitation.

How does the College protect students from harm?

The Student Protection Policy makes clear how the College will respond to the disclosure of harm, reasonable suspicion of harm or likely harm of any nature, sexual abuse or neglect to a student, whether internal or external to the College.

What to do if you become aware or reasonably suspect that harm has been caused to a student of the College by a member of staff, someone outside of the College or by other students.

You are encouraged to report your concerns to the Head of College or indeed any staff member.

What will happen next?

If you report your concerns to a member of staff other than the Head of College, the member of staff must report it to the Head of College immediately. Or if the subject of the complaint is the Head of College then the member of staff must report to the Chairman of the College Committee of Management.

What will the Head of College or the Chairman of the Committee of Management do?

Mandatory reporting to Police and/or the Department that is responsible for child safety applies in the case of sexual abuse and the suspicion of sexual or physical abuse. Matters relating to other forms of harm, such as physical, psychological and emotional harm, neglect or exploitation also will be reported to the relevant authorities if they meet the thresholds for reporting. Where appropriate, some matters may be dealt with under the College's Complaints Handling and Feedback Policy (Staff) Policy and Community Complaints Handling and Feedback Policy. In some situations, students and families may be referred to outside support agencies and services.

What about confidentiality?

All child protection reports will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Head of College and those directly involved. The Chairman of the College Committee of Management may also need to be informed. It is the College's policy that confidentiality between the College and notifiers will be respected as much as possible.

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. However, the College is unable to promise absolute confidentiality since it may be necessary to disclose details to other people at the College and external to the College. Any staff disciplinary action resulting from an allegation not requiring police intervention will be handled confidentially.

How will the College help my child?

If the Head of College receives a report of harm to your child, they will support the child by:

- Responding rapidly and diligently to the report
- Reassuring the student
- Protecting the child's confidentiality as much as possible
- Offering continuous support; and
- Arranging counselling if requested/required

What should I do if I require more information?

The College's complete Student Protection Policy is available on the College website as well as the parent and student portals. A copy is also readily available on the College's Virtual Interactive Curriculum Interface (ViCi).

If parents and guardians are unable to attain a copy by any of the above means they are able to contact College Reception on 5482 8206 or via email at info@victorycollege.com to request a copy.

What do I do if I wish to make an allegation of non-compliance with the College's stated reporting processes?

If you have an allegation of non-compliance, please refer to the College's Complaints Handling and Feedback Policy (Staff) Policy and Community Complaints Handling and Feedback Policy, also located on the College website as well as the parent and student portals.



PROTECTIVE BEHAVIOURS – GUIDELINES FOR STAFF

- When interviewing, talking to, or tutoring a student, be cautious of never being alone or in a private setting.
- While counselling/advising a student requires a confidential setting – have a place with appropriate safeguards, e.g. a pane of glass in the door so staff personnel (not student) can be seen. Have doors without locks.
- DO NOT choose a place which is too isolated or overly private. Prefer group activities to working with students individually, including doing chores.
- Segregation of staff and student amenities must be observed.
- Be circumspect when supervising amenity blocks, change rooms and toilets. Announce your approach loudly.
- Make sure camps and excursions are authorised by parents and a minimum of 2 adult supervisors attend any overnight camp. A gender balance in the number of adults attending is preferred.
- Never invite a student to your home.
- If responding to a crisis, advise the Head of College immediately.
- Never personally search a student or their property. Prefer they turn out pockets, bags, etc., with a witness in attendance. Make a diary note of persons present.



**Student Protection Record
Where State Authorities Interview Child at the College**

Annexure I

| Record of interview with students for whom there are student protection interviews conducted by Department responsible for child safety and/or Queensland Police Service, at the College. | | | |
|---|---|-----------------------------------|---|
| This form is to be completed by the Head of College (or delegate) and retained confidentially at College level. File the form in a secure location with other student protection documentation. | | | |
| 1. Student interviewed: | | | DOB: |
| 2. Date of request: | | | |
| 3. Time period within which contact is required | <input type="checkbox"/> Immediate / today | <input type="checkbox"/> < 5 days | <input type="checkbox"/> 5 days – 14 days |
| 4. Agency/Agencies intending to interview student | <input type="checkbox"/> Department responsible for child safety <input type="checkbox"/> Queensland Police Service | | |
| 5. Officers who are requesting to interview student | Name | Position | Agency (QPS or DOCYJMA) |
| | | | |
| | | | |
| | | | |
| 6. Parent Notice | Please ✓ relevant boxes (below) <u>after</u> obtaining information from DOCYJMA or QPS about the legal requirements under the Child Protection Act 1999 (Qld) and the Criminal Code 1899 (Qld). information from DOCS or Police about the legal requirements under the Child Protection Act 1989. | | |
| | <input type="checkbox"/> It is in the child's best interests that the officer has contact with the child <u>before</u> the child's parents are told about the investigation and/or <input type="checkbox"/> The child's parents knowing in advance about the proposed interview with the child is likely to adversely affect or otherwise prevent the proper conduct of the investigation. <input type="checkbox"/> Department responsible for child safety <input type="checkbox"/> Queensland Police Service <input type="checkbox"/> Will, as soon as practicable <u>after</u> the officer has had contact with the student, tell at least one (1) of the student's parents that the officer has had contact with the student and the reasons for the contact. NB. The College is not to inform parents of interviews unless requested to do so by the Department responsible for child safety or the Police. The College retains the right to deny requests to inform parents of interviews conducted by the Department responsible for child safety or the Police. | | |
| College support person | Did the College provide the student with a support person during the interview? <input type="checkbox"/> Yes Name of Support Person: _____ Did the State Authority provide support? <input type="checkbox"/> Yes Name of Support Person: _____ <input type="checkbox"/> No | | |

Signature of Head of College: _____ Date: _____
(Delegate)



CONTACT DETAILS FOR REPORTING WITHIN THIS POLICY

Head of College: Mr Alwyn Prinsloo, Victory College, 173 Old Maryborough Road, Gympie Qld 4570. Phone 07 5482 8206.

Delegated Appropriately Qualified Individual: Mr Dennis Tennant. Phone 0478 368 049

Independent Protection Advisor: Mr Dennis Tennant. Phone 0478 368 049

Student Protection Contact Officers for the College are:

- Primary – Racheal Belford
- Secondary – Bruce McAllister
- Secondary – Maurita Dayes

Victory College, 173 Old Maryborough Road, Gympie Qld 4570. Phone 07 5482 8206.

Governing Body: Ps Rebecca Connett, Secretary, C/- 3374 Pacific Highway Springwood, QLD, 4217. Email secretary@inc.org.au. Phone 07 5506 5100.

Queensland Police Services Child Protection and Investigation Unit, Morningside Phone 07 3823 8619 or 07 3364 6430 - <https://www.police.qld.gov.au/units/victims-of-crime/child-protection>

Department responsible for child safety
Phone: 1800 811 810 (from 9am to 5pm Monday to Friday) or
1800 177 135 (outside office hours) or
1300 682 254 (Regional Office)

[About child protection | Department of Families, Seniors, Disability Services and Child Safety](#)



RECORD OF CHILD PROTECTION ISSUES

A Report from the College Committee of Management
For the Governing Body, INC National Executive

Report under the Child Protection Act, 1999

1. Reporting

This report is updated and presented at each College Committee of Management meeting for each meeting of the Governing Body (COC/INC National Executive) in response to the requirements of the *Child Protection Act 1999 (Qld)*, *Education (General Provisions) Act 2006 (Qld)* and *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*.

The Governing Body accepts the legal obligations under the amendments, especially detailed in the *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s16*.

Knowledge of child protection issues and actions taken requires College Committee of Management members and members of the Governing Body (in particular) to be familiar with the Student Protection Policy and with the requirements of the *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s16 (4a-d)*.

2. Responsibilities of the College Committee of Management under the Policy and Legislation

The College Committee of Management:

- will discharge their duties in accordance with Regulation s16 (4a-d);
- will receive regular reports from the Head of College at College Committee of Management and Governing Body Meetings;
- will ensure the Victory College Complaints Handling and Feedback Policy (Staff) Policy and Community Complaints Handling and Feedback Policy covers child protection complaints;
- will appoint a Delegated Appropriately Qualified Individual (a member of the local College Committee of Management).

College Committee of Management Members will be proactive to meet their responsibilities by:

- Seeking professional development relevant to child protection. This to take place annually or more frequently if required by changes to policy or law.
- Including a review of the Student Protection Policy.
- Receiving annually, a completed and current copy of the Child Protection Checklist.
- Maintaining currency with all updates to legislation and regulations.
- Receiving a report at each College Committee of Management meeting which will provide a summary in number form only of reports received by the Head of College.

3. Documentation

A. Reporting period for this Report:

B. Types of Protection Issues raised:

- Inappropriate Behaviour
- Harm Known or Suspected
- Neglect
- Sexual Abuse
- Other

C. Number of notifications to the Police (Mandatory Reporting or Otherwise):

D. Number of referrals to Child Safety (Mandatory Reporting or Otherwise):

E. Number of referrals to an agency:

| SIGNATORIES | | |
|---|------------------|-------------|
| Position | Signature | Date |
| Head of Victory College: | | |
| Delegated Appropriately Qualified Individual (College Committee of Management): | | |
| Chairperson (College Committee of Management): | | |
| Chairperson (Governing Body COC/INC National Executive): | | |



Every student at Victory College has the right to feel safe and free from harm. You need to tell somebody if you, or another student, are being harmed or are afraid of being harmed from somebody at home, at the College, or in the community. If you or others are feeling unsafe, it is very important that you tell somebody immediately.

The staff members pictured below are specifically delegated Student Protection Contact Officers available to help you whenever you need to discuss a concern. You may also talk with any member of the wellbeing team.

Primary



Mrs Racheal Belford

Secondary



Mr Bruce McAllister

Secondary



Mrs Maurita Dayes