

3.13 Policy

Student Protection Policy



VICTORY
EST
1980
COLLEGE



Victory College Student Protection Policy

Purpose:	<p>There are several written policies at Victory College which address the safety and wellbeing of students and staff. The purpose of this policy is to provide written processes about –</p> <ul style="list-style-type: none"> a) how the school will respond to harm, or allegations of harm, to students under 18 years; and b) the appropriate conduct of the school's staff and students to comply with accreditation requirements. <p>Where there is any conflict between the Student Protection Policy and other College policies, the former will prevail.</p>	
Scope:	<p>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 and covers information about the reporting of harm and abuse</p>	
Status:	Approved	Supersedes: Student Protection Policy
Authorised by:	Victory College Board	Date of Authorisation: June 2021
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2017 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulations 2011 (Qld) • Criminal Code Act 1899 • Education Services For Overseas Students Act 2000 • 3.20 Victory College Complaints Handling Policy • 2.70Victory College Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>) • 3.90 Victory College Work Health and Safety Policy (for the <i>Work Health and Safety Act 2011 (Qld)</i>) • Victory College Child Protection Reporting Form 	
Review Date:	Annually	Next Review Date: July 2022
Policy Owner:	Victory College Board	



CONTACT DETAILS FOR REPORTING WITHIN THIS POLICY

Principal: Mr Brett Costin, 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 – Josh Walker

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

Governing Body: Mrs Suellen Holmes, Secretary of International Network of Churches ("INC") (Christian Outreach Centre), 56 Caloola Drive, Tweed Heads NSW 2485.
Phone 07 5506 5100.

Queensland Police Service's Child Protection Investigation Unit, Gympie. Phone 07 5480 1111.

Sexual Crimes Investigation Unit (http://www.ncsmc.org.au/wsas/resources/res_qld.htm),
Phone 07 3364 6430.

Department of Communities (Child Safety Services), Gympie, ([Online child protection guide](#)).
Phone 07 5489 4000.



CONTENTS

- 1. INTRODUCTION**
- 2. DEFINITIONS**
- 3. THE LAW**
- 4. PRINCIPLES**
- 5. SCOPE**
- 6. POLICY STATEMENT**
- 7. RESPONSIBILITIES**
- 8. DEALING WITH ALLEGATIONS OF HARM, SEXUAL ABUSE INAPPROPRIATE CONDUCT AND SELF INJURY**
- 9. PROTECTIVE BEHAVIOURS – GUIDELINES FOR STAFF**
- 10. TIMELY RESPONSE**
- 11. INVESTIGATION**
- 12. CONSEQUENCES of BREACH of POLICY**
- 13. RECORD KEEPING**
- 14. LENGTH OF TIME RECORDS WILL BE KEPT**
- 15. PUBLICATION**
- 16. TRAINING AND PD**
- 17. REVIEW OF POLICY**
- 18. CONTACT INFORMATION**



1. INTRODUCTION

Victory College is committed to preventing harm to students and staff by providing a safe and supportive learning environment for all students and College staff. Any behaviour which jeopardizes such an environment will not be tolerated. This Policy conforms with relevant Child Safety Legislation including Regulation 16 of the Education (Accreditation of Non-State Schools) Regulation 2017 as amended.

2. DEFINITIONS

Relevant child

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

Student

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

Governing Body

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

Director

A member of the Governing Body.

College Board

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

Board Member

A member of the College Board.

Harm¹

Harm 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 single act, omission or circumstance; or
- A series or combination of acts, omissions or circumstances.
- Physical, psychological or emotional abuse or neglect;
- Sexual abuse or exploitation.

Child in need of Protection

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.

¹ Harm as defined under section 9 of Child Protection Act 1999



Sexual abuse is (as defined in Education (General Provisions) Act 2006 s.364

Sexual Abuse, in relation to a relevant person (termed as "relevant child" in this policy), includes sexual behaviour involving the relevant person ("relevant child") and another person in the following circumstances:

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

Grooming

Grooming refers to the process by which some people who are responsible for the sexual abuse of children groom people in the community, such as parents, carers, teachers and children to establish trust and gain access to a child.

(Reference: <https://www.communities.qld.gov.au/childsafety/protecting-children/what-is-child-abuse/child-sexual-abuse>)

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:

Inappropriate Behaviour is NOT defined by law.

For the purpose of this policy inappropriate behaviour includes any unwelcome behaviour by a College employee towards a College student that the student is uncomfortable with 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.

Reportable Suspicion

A Reportable suspicion is one where a staff member:

- (a) has a reasonable suspicion that a student has suffered, is suffering, or is at an 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 student from harm.

Teacher

A person employed in the capacity of a registered teacher at Victory College, and includes full time, part time, casual and re-appointments.

General Staff

Includes those involved in administration, teaching assistants, groundsman, cleaners, coaches, bus drivers, referees and volunteers, paid and unpaid, working in any capacity within the College.

Staff

Includes all workers at the College including volunteers.



Victory College

Victory College P-12. 173 Old Maryborough Road, Gympie 4570.

Notifier

A person who brings notice of significant harm to the attention of the College.

Student Protection Contact Officer

The named and published staff member (as required under the Accreditation Regulation 2017) to whom students may refer complaints.

Appropriately Qualified Individual

A person, not being the College Principal, nor a 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.

Delegated Appropriately Qualified Individual

The person appointed unanimously by the Governing Body, delegated with the directors' reporting function under section 366B of the Education (General Provisions) Act 2006. (Specifically the person listed in the contact details on the initial page of this policy).

Employee (of the College)

A person engaged to carry out work at the College for financial reward.

Independent Protection Advisor

A person appointed by the College, and is independent of the College, but available for assessment of complaints.

Vexatious Complaint

A complaint which has no substance and which may be brought with ill intent. Vexatious complaints may have serious consequences under the College policy and legislation.

Unacceptable Risk

If the report of alleged abuse is of such concern that in the reasonable view of the Principal (with consultation) the person implicated would be a danger – that person can be stood down or suspended in the interim.



3. THE LAW

- Anti-Discrimination Act 1991
- Child Protection Act 1999 as amended
- Criminal Code of Queensland
- Common Law – Contract and Duty of Care
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2017
- Education (Queensland College of Teachers) Act 2005
- Education (Accreditation of Non-State Schools) Act 2017 (Regulation 16)
- Education and Training Amendment Act 2011
- Work Health & Safety Act 2011
- Education Services for Overseas Students (ESOS) Act 2018

4. PRINCIPLES

This policy is founded on the following principles:

- Every child has a right to protection from harm. Protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential.
- The welfare and best interests of the child will always be a primary consideration.
- Families have the primary responsibility for the upbringing, protection and development of their children.
- In all actions taken by the College, the best interests of the child will always be a primary consideration and include the reporting of any harmful behaviour, regardless of family issues.
- As part of its pastoral care commitments, the College will provide appropriate support to the child and family when an alleged abuse or inappropriate harm has taken place.
- The College will screen new staff/volunteers in relation to the suitability to work with children.
- The College will not tolerate harmful behaviours. Such behaviours will result in penalties being imposed by the College.
- The College will provide pastoral care to alleged offenders if they are students or employees of the College.
- The confidentiality of all parties will be respected.

Natural Justice

The principle of natural justice will apply to processes and decisions under this policy.

The principles of *Natural Justice* are that:

- A person alleged to have behaved improperly has a right to particulars of what has been allegedly done.
- The right to respond to the allegations.
- The person has a right to be heard in an unbiased forum.



Note: In instances where the alleged person is involved with or suspected of physical and/or sexual harm of a student or relevant child, it may not be appropriate or permissible to inform the alleged perpetrator. Instead the Police need to be informed and the authorities will make the necessary contact.

Confidentiality

It is important when handling complaints information that the confidentiality of all parties concerned is respected. Information will be regarded as confidential if:

- The information has the 'necessary qualities of confidence' in that any unauthorized use would be detrimental to a party and that;
- It was shared or confided under circumstances where there was a special need for trust, i.e. between the harassment officer and the complainant, or between the Principal and the alleged offender.
- Information will be shared only if it is necessary to comply with the requirements of this policy (delegated persons) or as required by law.

5. SCOPE

This policy and the procedures contained herein will apply to all concerns/complaints/allegations of inappropriate conduct, harm or sexual abuse caused to a student or relevant child at the College, whether they occur internally or externally. This policy is to be read in conjunction also with the ESOS Act. It applies to all staff, students and the relevant child.

6. POLICY STATEMENT

Under this policy:

1. The College will adhere to the mandatory reporting process imposed by law – to Police and Child Safety.
2. All staff who become aware of allegations of sexual abuse, suspected sexual abuse or likely sexual abuse, harm, inappropriate behaviour or reasonable suspected harm towards a student or relevant child must report to College delegates/the Principal as required by this Policy.
3. The College will work with State Authorities and in community partnership with Agencies and parents to manage student protection issues.
4. The College may report at the discretion of the Principal other matters of harm, abuse and criminality which are not mandatory to State Authorities.
5. The College has internal processes in place to address matters (i.e. not physical or sexual harm) that are not reported/referred externally.
6. Failure to follow this policy will result in College disciplinary measures additional to any penalties which may apply at Law.
7. Formal grievances and disputes arising from the processing or outcomes of this policy may be engaged by accessing the College's Policy 3.20 Complaints located on the College common drive and accessible to parents, students and staff from the College website



7. RESPONSIBILITIES

a) The Governing Body

- The Governing Body is responsible for ensuring that Health, safety and conduct of staff and students processes are implemented in accordance with the Education (Accreditation of Non-State Schools) Regulation 2017, s10 (6) via delegation to the College Board through the Local Church Committee of Management.
- The Governing Body is accountable for the development of and compliance with this policy.
- 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.

b) The College Board

- The College Board is responsible to develop the Policy and responsible for compliance with this policy at the individual College level as delegated by the Governing Body whose responsibility is outlined in accordance with Regulation 16 of the Constitution of Christian Outreach Centre version December 2020.
- Establishing and maintaining the College formal complaints policy (3.20 Complaints) which covers complaints arising out of this Policy.

c) The Principal is responsible for:

- Ensuring he is conversant with relevant legislation (including ESOS Act) and this policy;
- Ensuring that his own behaviour neither encourages nor supports behaviour in others which may undermine the intention of this policy;
- Ensuring that all staff, for whom he is responsible, understand and fulfil their responsibilities within this policy;
- Appointing the College Independent Student Protection Adviser and Student Protection Contact Officers;
- Ensuring that all staff know that they must not, in any circumstances, engage in sexual conduct of any nature with a student who is enrolled at Victory College, or any harmful or inappropriate behaviours. It is irrelevant whether the sexual conduct is consensual or non-consensual, or condoned by parents or caregivers. The ages of the student or employee involved are also irrelevant.
- Making it clear that victimization of students or others making a complaint will not be tolerated;
- Ensuring that student management practices are administered in a manner which maintains the student's dignity;
- Reporting, if assessed as appropriate, particulars of allegations made against Victory College to the Queensland Police Service;
- Receiving any complaint/allegation made whether directly or through a Student Protection Contact Officer
- Assessing the complaint/allegation regarding inappropriate behaviour, details of abuse or suspected abuse ensuring that assistance is sought from the College Independent Protection Advisor to decide upon the response; and
- Working with the Delegated Appropriately Qualified Individual in all matters concerning responding to and reporting sexual abuse.

d) Independent Protection Advisor:

- Will be available to advise on the safety of students, as required.

**e) Staff are Responsible for:**

- Complying with this policy and procedures;
- Reporting in writing all sexual abuse, suspected sexual abuse or likely sexual abuse to the Principal. If the Principal is the subject of the allegation then staff must report to the Delegated Appropriately Qualified Individual
- Making clear, short, objective notes of what they suspect or have been told. (See *Student Protection Forms – Annexure B – D*);
- Protecting confidentiality; and
- Complying with the ESOS Act when dealing with International Students.

NB: In 2015 Child protection legislation was amended to name teachers as mandatory reporters of any significant harm to Child Safety. Under this Policy that obligation is placed upon all staff with consultation with the Principal or the Delegated Appropriately Qualified Individual.

f) Student Protection Contact Officers

- Will be appointed by the Principal;
- Will undertake training in the requirements of the role;
- Will be known to staff and students, and should be persons that will be accessible;
- Will follow the procedures set out in this policy; and
- Must inform the Principal of all incidents brought to their attention.

g) Students

All students are expected to contribute to the care and wellbeing of other students by complying with all College policies, rules and directions.

Students are encouraged to report any behaviour of staff that they consider inappropriate to a Student Protection Contact Officer.

8. DEALING WITH ALLEGATIONS OF HARM, SEXUAL ABUSE INAPPROPRIATE CONDUCT AND SELF INJURY

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the Principal (Student Protection Form 2). Where the Principal is the subject of the report of inappropriate behaviour, the staff member must report to the Delegated Appropriately Qualified Individual. Reports will be dealt with under the school's Complaints Handling Policy.

Reporting Sexual Abuse

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

- a student under 18 years attending the school;
- a kindergarten aged child registered in a kindergarten learning program at the school;
- a person with a disability who:
 - under section 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 give a written report about the abuse or suspected abuse to the Principal immediately. If the Principal is the subject of the allegation then staff must report to the Delegated Appropriately Qualified Individual.

The Principal or the Delegated Appropriately Qualified Individual must immediately give a copy of the report to a Police Officer and a copy of the report to the College's Committee of Management and Governing Body.

If the first person who becomes aware or reasonably suspects sexual abuse is the College's Principal, the Principal must give a written report about the abuse, or suspected abuse to a Police Officer immediately and must also give a copy of the report to the school'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 abuse .

Reporting Likely Sexual Abuse

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 Principal or to the Delegated Appropriately Qualified Individual immediately.

The College's Principal or the Delegated Appropriately Qualified Individual must immediately give a copy of the report to a Police Officer and a copy of the report to the College's Committee of Management and Governing Body.

If the first person who reasonably suspects likely sexual abuse is the College's Principal, the Principal must give a written report about the suspicion to a Police Officer immediately and must also give a copy of the report to the College's Committee of Management and Governing Body immediately i.e. "INC" – International Network of Churches).

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 abuse.

Reporting Physical and Sexual Abuse

Under Section 13E (3) of the Child Protection Act 1999, if a doctor, a registered nurse, a teacher or an early childhood education and care professional forms a 'reportable suspicion' about a child "in the course of their engagement in their profession", they must make a written report.

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

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

The doctor, nurse, teacher or early childhood education and care professional must give a written report to the Chief Executive of the Department of Child Safety, Youth and Woman (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: -

- a) the child's name and sex;
- b) the child's age;
- 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 relates .

Department of Communities (Child Safety Services), Gympie, Phone 07 5489 4000.

Reporting Psychological, Emotional Harm Neglect or Exploitation

- (i) Should a staff member form a suspicion, observe harmful conduct or have harm disclosed to them, that staff member must inform the appropriate Student Protection Contact Officer by **providing a written report**. (See Annexure A)
- (ii) The Student Protection Contact Officer must inform and consult with the Principal or his delegate (Head of School) in the absence of the Principal.
- (iii) The Principal, in order to establish there are reasonable grounds for suspicion, may consult with the Independent Protection Advisor.
- (iv) The Principal will, at his discretion:
 - Report to Police or Child Safety
 - Adopt internal supports and remedies including:
 - Contacting parents to discuss partnership actions under contract,
 - Investigating
 - Referral to Family and Child Support Services
 - Pastoral Initiatives.

N.B. In cases of actual or suspected harm, the role of the Student Protection Contact Officer is not an investigative one and the Student Protection Contact Officer will not undertake investigations beyond satisfying him/herself that s/he has reasonable grounds to suspect that a student has been, or is at risk of harm. The Student Protection Contact Officer is not obliged to obtain proof, establish the cause of harm or assess its severity.

The Student Protection Contact Officer will document the action taken and report to the Principal or his delegate in the absence of the Principal.



9. 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 School immediately.
- Never **personally** search a student or his property. Prefer they turn out pockets, bags, etc., with a witness in attendance. Make a diary note of persons present.

10. TIMELY RESPONSE

Matters of abuse will be handled as a priority taking into account the complexity and implications of such accusations. The Principal will ensure a timely response to the allegations which will serve the best interests of all parties.

11. INVESTIGATION

- a) The College does not investigate mandatory reporting matters or an alleged criminal offence. That is a matter for State Authorities. It will cooperate with the State Authority.
- b) For an action falling short of mandatory reporting to a student, the College may decide on a number of responses including investigating the matter internally or with the assistance of an external investigator.

12. CONSEQUENCES of BREACH of POLICY

- a) Causing abuse to students or relevant children may attract criminal penalties as decided by legal process; Employment penalties will follow state investigations.

In criminal cases the Principal will stand down a staff member pending the results of an investigation by the Police.

- b) Breaches of inappropriate conduct, which may not result in reporting or external penalties, will result in consequences imposed by the Principal and may include:
 - apology
 - counselling
 - warning
 - demotion
 - suspension
 - standing aside
 - termination

13. RECORD KEEPING

Any staff member who has concerns about harm to a student or relevant child (including physical and sexual harm), either suspicious or disclosed, **MUST**



- a. Keep anecdotal records of observations, focusing on the persistence of indicators over time and the severity of effects;
- b. If speaking to a student or relevant child, keep questions to what/where/when
- c. Take only short notes – must not investigate;
- d. Present physical and sexual harm documentation to the Principal. If the Principal is the subject of the allegation then staff must report to the Delegated Appropriately Qualified Individual;
- e. Present other forms of harm (which are not mandatory reporting) to the Student Protection Contact Officer (Annexure B).

Should the Principal need to interview the student or relevant child further, the same procedures must be followed – this is not an investigation. Records must be kept in a locked file.

14. LENGTH OF TIME RECORDS WILL BE KEPT

In all cases of possible 'negligent issues' the College will keep all events for three (3) years beyond the student's or relevant child's 18th birthday.

15. PUBLICATION

The Board will ensure that this policy is published:

- to staff members generally, at least once a year
- onto the College website
- to each new staff member, on induction

The Principal will ensure that a copy of the policy is always available from reception. A copy of the Student and Parent Information Leaflets are provided to parent(s)/guardian(s) via the college website and within the parent handbooks.

16. TRAINING AND PD

The governing body acknowledges its commitment to and will ensure that the College Board, teachers and staff members of the College are trained in Child Safety obligations.

All staff members will receive student protection professional development at the beginning of each academic year before commencement of term during the annual professional development week.

New staff members who are employed during the course of the year will receive their student protection training in the staff induction process.

Additionally, each of the school teachers/staff members will receive student protection training conducted by the student protection officers for the respective schools to address specifics to the different age groups.

Student protection officers are required to attend annual student protection professional development conducted by external providers and they are updated regularly via ISQ news update.

College Board members will receive regular student protection professional development and updates as legislation requires.

17. REVIEW OF POLICY

This policy will be reviewed annually or as required by legislation.

18. CONTACT INFORMATION



If, on receiving advice from an employee that he/she suspects a student is in need of protection from a situation outside of the immediate Victory College environment, the Principal should contact and document the contact with either the:

- Queensland Police Service's Gympie Child Protection Investigation Unit.
Tel: 07 54894000, or
- Sexual Crimes Investigation Unit (http://www.ncsmc.org.au/wsas/resources/res_qld.htm),
Tel: 3364 4298, and
- Department of Communities (Child Safety Services)
<http://www.childsafety.qld.gov.au/> Tel: 3224 8045, and
- The Executive Chairman of Victory Church Tel: 5482 7248

Reviewed and Approved by:

(Name/Designation)

(Signature/Date)



STUDENT PROTECTION – Reporting by Legislation

Legislation	If	Then	Offence
Reporting of sexual abuse or likely sexual abuse under sections 366 and 366A of the Education (General Provisions) Act 2006.	<ul style="list-style-type: none"> You are a school staff member, including a teacher; and You are aware or reasonably suspect that a student under 18 has been, or is likely to be, sexually abused by another person 	<ul style="list-style-type: none"> Complete the school's reporting Form 3 and 4 Give the report to your principal immediately The principal will make a report to the Police <ul style="list-style-type: none"> As an alternative, the Act allows for giving your report to a Director of the Governing Body, who will forward it to the Police Keep appropriate records 	Maximum penalty— 20 penalty units. (No penalty for likely sexual abuse)
	<ul style="list-style-type: none"> You are a principal or a director of the Governing Body; and A staff member, including a teacher, reports a concern that a student under 18 has been, or is likely to be, sexually abused by another person 	<ul style="list-style-type: none"> Receive the school's reporting Form 3 and 4 Make a report to the Police immediately Keep appropriate records of your decisions and actions 	Maximum penalty— 20 penalty units. (No penalty for likely sexual abuse)
	<ul style="list-style-type: none"> You are a principal; and You are the first person to be aware or reasonably suspect a student under 18 has been, or is likely to be, sexually abused by another person 	<ul style="list-style-type: none"> Complete the school's reporting Form 5 Make a report to the Police immediately Give the Governing Body a copy of the report immediately Keep appropriate records of your decisions and actions 	Maximum penalty— 20 penalty units. (No penalty for likely sexual abuse)
Reporting of sexual and physical abuse under sections 13E and 13G of the Child Protection Act 1999	<ul style="list-style-type: none"> You are a teacher, nurse or early childhood education and care professional; and You have a "reportable suspicion", i.e. a reasonable suspicion that a child— <ul style="list-style-type: none"> has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by sexual or physical abuse; and may not have a parent able and willing to protect the child from the harm You are a principal; and A teacher confers with you regarding a reportable suspicion 	<ul style="list-style-type: none"> Complete the school's reporting Form 3 and 4 Confer with the principal regarding your concerns Work through the online Child Protection Guide with the principal Report to Child Safety Keep appropriate records of your decisions and actions <ul style="list-style-type: none"> Receive the school's reporting Form 3 and 4 Make a report to the Police immediately Keep appropriate records of your decisions and actions 	Nil s.13G(5) To remove any doubt, it is declared that a person does not commit an offence against this or another Act only because the person omits to do an act required under section 13E(3) or 13F(3) or this section



<p>Referral of a concern about harm under section Chapter 5A of the Child Protection Act 1999</p>	<ul style="list-style-type: none"> You are a school staff member, including a teacher; and You have a concern about harm to a child, caused by any type of abuse, that does not reach the level of reporting to Child Safety 	<ul style="list-style-type: none"> Complete the school's reporting Form 3 and 4 Discuss your concerns with your principal Work through the online Child Protection Guide with the principal Principal may decide to: <ul style="list-style-type: none"> Offer support at the school level Seek parental consent to refer to Family and Child Connect (FCC) and then make the referral Refer a family to FCC without consent (a principal-only power) Keep appropriate records of your decisions and actions 	<p>Nil</p>
	<ul style="list-style-type: none"> You are a principal; and A staff member, including a teacher, reports a concern about harm to a child, caused by any type of abuse, that does not reach the level of reporting to Child Safety 	<ul style="list-style-type: none"> Receive the school's reporting Form 3 and 4 Work through the online Guide with the staff member Decide to: <ul style="list-style-type: none"> Offer support at the school level Seek parental consent to refer to FCC and then make the referral Refer a family to FCC without consent (a principal-only power) Keep appropriate records of your decisions and actions 	<p>Nil</p>
<p>Reporting of harm (other than sexual abuse) under section 16 of the Education (Accreditation of Non-State Schools) Regulations 2017</p>	<ul style="list-style-type: none"> You are a staff member; and You are aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by any type of abuse (see below); and You are aware or reasonably suspect that a student may not have a parent able and willing to protect the child from the harm Note, if the harm fits the EGPA or CPA processes identified above, follow that process/es as the priority 	<ul style="list-style-type: none"> Complete the school's reporting Form 1 Discuss your concerns with your principal and Student Protection Contact Officer who completes a Form 2 Work through the online Child Protection Guide with the Principal and Student Protection Contact Officer The principal will make a report to Child Safety Keep appropriate records of your decisions and actions 	<p>Nil</p>



	<ul style="list-style-type: none"> You are a principal; and A staff member has reported a concern that a student has suffered, is suffering, or is at unacceptable risk of suffering, significant harm and the student that may not have a parent willing and able to protect them Note, if the harm fits the EGPA or CPA processes identified above, follow that process/es as the priority 	<ul style="list-style-type: none"> Receive the school's reporting Form 1 Work through the online Child Protection Guide with the staff member Make a report to Child Safety Keep appropriate records of your decisions and actions 	<p>Nil</p>
<p>Reporting of inappropriate behaviour under section 16 of the Education (Accreditation of Non-State Schools) Regulations 2017</p>	<ul style="list-style-type: none"> You are a student; and A staff member at the school has behaved in a way you consider is inappropriate 	<ul style="list-style-type: none"> Report the behaviour to a stated staff member (in their Child Protection Policy schools must state at least 2 staff members to whom a student may report the behaviour) 	<p>Nil</p>
	<ul style="list-style-type: none"> You are a staff member; and A student has reported to you behaviour of another staff member that the student considers is inappropriate Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority 	<ul style="list-style-type: none"> Complete the school's reporting Form 1. If it is sexual inappropriate behaviour then Form 3 and 4 must be completed. Discuss the student's report with your principal and Student Protection Contact Officer who completes Form 2 The principal will take appropriate action in the circumstances Keep appropriate records of your decisions and actions 	<p>Potential penalty under the Criminal Code 1899 s.229BB and 229BC</p>



	<ul style="list-style-type: none"> You are a principal; and A staff member has reported to you a student's report of the inappropriate behaviour of another staff member Note, if the inappropriate behaviour fits one of the types of harm identified above, follow that process as the priority 	<ul style="list-style-type: none"> Receive the school's reporting Form 1 and 2 (if sexual 3 and 4) Interview the student reporting the behaviour Interview the staff member named in the report as engaging in inappropriate behaviour Interview any other person who may be able to provide useful information Take appropriate action on the basis of your investigation Keep appropriate records of your decisions and actions 	<p>Potential penalty under the Criminal Code 1899 s.229BB and 229BC</p>
<p>Reporting investigation of harm under section 76 and 77 of the Education (Queensland College of Teachers) Act 2005</p>	<ul style="list-style-type: none"> You are a principal; and The school is investigating an allegation of harm caused, or likely to be caused, to a child because of the conduct of a teacher 	<ul style="list-style-type: none"> As soon as practicable after the investigation starts, give notice to the Queensland College of Teachers The notice must include the following— <ul style="list-style-type: none"> the name of the principal; the name of the school; the name of the relevant teacher; the day the investigation started; and the allegation, particulars of the allegation and any other relevant information See the Employing Authority Guidelines for more information 	<p>Section 76</p> <p>Maximum penalty—40 penalty units.</p> <p>Section 77</p> <p>Maximum penalty—40 penalty units.</p>
<p>Reporting belief of child sexual offence under section 229BC of the Criminal Code Act 1899</p>	<ul style="list-style-type: none"> You are an adult; and You gain information that causes you to believe on reasonable grounds, or ought reasonably to cause you to believe, that a child sexual offence is being or has been committed against a child under 16 by an adult 	<ul style="list-style-type: none"> Disclose the information to a police officer as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed; OR Report via your Child Protection policy. An adult has a reasonable excuse if — the adult has already reported the information under any of the following provisions, or believes on reasonable grounds that another person has done or will do so— <ul style="list-style-type: none"> the Child Protection Act 1999, chapter 2, part 1AA; the Education (General Provisions) 	<p>Maximum penalty—3 years imprisonment.</p> <p>(5) An adult who, in good faith, discloses information mentioned in subsection (1)(a) to a police officer is not liable civilly, criminally or under an administrative process for making the disclosure.</p>



		Act 2006, chapter 12, part 10	
<p>Protecting a child from child sexual offence under section 229BB of the Criminal Code Act 1899</p>	<ul style="list-style-type: none"> • You are an accountable person; and • you know there is a significant risk that another adult (the alleged offender) will commit a child sexual offence in relation to a child under 16; and • The alleged offender is associated with an institution or a regulated volunteer; and • the child is under the care, supervision or control of an institution; and • You have the power or responsibility to reduce or remove the risk 	<ul style="list-style-type: none"> • Take actions to reduce or remove the risk • Keep appropriate records of your decisions and actions 	<p>Maximum penalty—5 years imprisonment.</p>



STUDENT PROTECTION FORM 1

For all reporting EXCEPT sexual abuse or likely sexual abuse by any person – use Form 3

REFERRAL FORM 1 - TO BE GIVEN TO THE STUDENT PROTECTION 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
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 clues 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 | <input type="checkbox"/> |
| The Principal | <input type="checkbox"/> |
| Another | <input type="checkbox"/> |

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

ANNEXURE C

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

Today's Date: _____

1. Name of person reporting concern/information: _____

2. Name of Student: _____

3. Name of alleged offender: _____

Internal

External

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 **ANNEXURE D**
MANDATORY REPORTING FORM FOR REPORTING KNOWN/SUSPECTED/LIKELY
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 student and forwarded to Principal or the delegated Appropriately Qualified Individual immediately.

*Name of Student: _____
*Gender 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:
<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).

Student Age _____
Identity of person suspected/likely to have caused abuse _____
Identity of anyone else who may have information about abuse _____

<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 initiating process (and full name)	Date
Referred to Principal _____	_____
Signed: by Principal	Date Received
Referred to Appropriately Qualified Individual _____	_____
Signed: Appropriately Qualified Individual	Date Received
* IT IS A MANDATORY REQUIREMENT TO PROVIDE THESE DETAILS	

Form 4: MANDATORY REPORTING FORM FOR REPORTABLE SUSPICION – TO 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 Child Safety. A copy of the form must be forwarded to the Principal or the delegated Appropriately Qualified Individual.

Does this report concern:	Sexual Harm? <input type="checkbox"/>	Physical Harm? <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: _____

*Gender 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:

- 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/ harm).

The child can be contacted at the school: 173 Old Maryborough Road, Gympie Qld 4570

Tel: 07 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 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 making the report (and full name) _____ Date

The mandatory report was made to Department of Communities on _____

 Date

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



To be completed by the Principal

ACTION AND OUTCOME FORM

Referred to Student Contact Office: Yes No Date:

Referred to Principal: Time: Date:

Referred to: By whom: Date:

Contact with Board chair/delegated Appropriately Qualified Authority and External Protection Advisor?

- Assessment - Harm
- 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 of 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):

Principal's Signature: _____ Date: _____

**VICTORY COLLEGE****RECORD OF STUDENT PROTECTION ISSUES
A Report from the COLLEGE BOARD
For COC/INC National Executive (the Governing Body)****Report from the Head of College to****Meeting of Directors (via the College Board) _____**

Report under the Child Protection Act, 1999 as amended in 2014

Definitions:

'College Board' means the local College Board appointed by the local church Committee of Management under the College Board Charter outlined in the COC Colleges Governance Policies and Procedures Manual.

'Governing Body' means the National Executive of Christian Outreach Centre (COC) trading as International Network of Churches (INC).

1. This report is updated and presented at each College Board meeting for each meeting of the Governing Body (COC/INC National Executive) in response to the requirements of the Child Protection Act, 1999, The General Provisions Act 2006 and the Accreditation (Non-State Schools) Regulation 2011 (all as amended in 2014). The amendment came into effect on 19 January, 2015 and places a number of obligations on directors of the Company. The Governing Body accepts the legal obligations under the amendments, especially detailed in Regulation 10 (b) of the Accreditation Regulation. Knowledge of child protections issues and actions taken requires College Board members and members of the Governing Body (in particular) to be familiar with the Child Protection Policy and with the requirements of Regulation 10(6)(a-d).

2. RESPONSIBILITIES OF THE COLLEGE BOARD AND THE GOVERNING BODY UNDER THE POLICY AND LEGISLATION

The College Board and the Governing Body:

- will discharge their duties in accordance with Regulation 16);
- will receive regular reports from the Principal at College Board and Governing Body Meetings;
- will ensure the College Formal Complaints Policy covers Child Protection complaints;
- will appoint a Delegated Appropriately Qualified Individual (a member of the local College Board) to receive and report (to external authorities) any allegations relating to sexual abuse, including likely sexual abuse on behalf of the Governing Body (this relates to the Governing Body ONLY).

3. College Board Members and members of the Governing Body will be proactive to meet their responsibilities by:

- Seeking professional development relevant to the area of Child Protection. This to take place annually or more frequently if required by changes to policy or law.
- Including a review of the Child 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 Board and Governing Body meeting which will provide a summary in number form only of reports received by the Head of College.

•

4. DOCUMENTATION

a. REPORTING PERIOD FOR THIS REPORT _____

b. TYPES OF PROTECTION ISSUES RAISED:

- (i) Inappropriate Behaviour (ii) Harm Known or Suspected (iii) Neglect
(iv) Sexual Abuse (v) Other

c. Notifications to the Police
(Mandatory Reporting or Otherwise)

d. Referrals to the Dept of Communities
(Mandatory Reporting or Otherwise)

e. Those which required referral to an agency

Signatures:

Head of College _____
(Victory College)

Date _____

Delegated Appropriately Qualified Individual _____
(Victory College Board)

Date _____

Chairperson _____
(Victory College Board)

Date _____

Chairperson _____
(Governing Body COC/INC National Chairperson)

Date _____



STUDENT INFORMATION LEAFLET

Every student at the College has the right to feel safe and free from harm. 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 College or at home?

There are delegated Student Protection Contact Officers. However, you may report to any teacher on staff. If you do not feel like talking to a member of staff, you may like to write him or her a letter.

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 there is inappropriate behaviour or you are being harmed or in danger of being harmed, he or she will report it to the Student Protection Contact Officer or Principal.

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

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 inappropriate behaviour or harm being caused to a student of the College, then College Policy and the law says that the matter must be reported to the Principal 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 need to tell someone if you are being harmed or afraid that you will be harmed.

**PARENT INFORMATION LEAFLET****STUDENT PROTECTION INFORMATION**

The College recognises that protecting students from harm and in-appropriate behaviour is fundamental to maximising their potential. For this reason the welfare and best interests of the students within our College will always be a primary consideration. We expect our students to show respect to our staff and volunteers and to comply with safe practices, and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unprofessional or unlawful. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student. It is the intent of the College to provide the students with a safe learning environment within the College grounds and during College related activities. However, any activities outside of College hours and scope of activities will be the responsibility and care of the individual. The College will not have the capacity to provide the extended duty of care outside of College activities.

What does the College mean by harm? (defined under section 9 of Child Protection Act 1999)

Recent Queensland legislation defines harm as:

Any detrimental effect of a significant nature on the student's or relevant 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 College has a comprehensive Student Protection Policy. This covers the actions to be taken if a member of staff or a parent of the College becomes aware of, or reasonably suspects that a student has been harmed by other staff, people outside the College or by other students.

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 a Student Protection Contact Officer or Principal or to any other member of the teaching staff.

What will happen next?

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

What will the Principal or the Executive Chairman of the College Board do?

The Principal or Executive Chairman of the College Board receives a report of harm or suspected harm to a student of the College; and he/she becomes aware of the harm/sexual abuse having been caused or reasonably suspects the harm to have been caused then it will be reported to the relevant State Authorities handling child protection issues. Or it may be dealt with internally if the matter does not require mandatory reporting to an outside body.

What about confidentiality?

Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Executive Chairman of the College Board 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 and any concerns raised will not rebound adversely on their children.

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 the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State Authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party.

Any action which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention would be handled confidentially within the College.

How will the College help my child?

The Principal will ensure that the following things are done to reduce the chance of harm occurring:

- Ensure that each staff member understands and fulfils their obligations under this Policy and the Policy for reporting abuse;
- Ensure that there are acceptable references for each staff member engaged since the commencement of this protocol, from his or her previous employers;
- Ensure that each staff member and volunteer who has contact with children has a current positive suitability notice issued by the Commissioner for Children and Young People;
- Ensure the students of the College understand the policy is in place and are encouraged to report any inappropriate behaviours;

If the College receives a report of harm to your child, he/she 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
- May refer the matter to Family and Child Support Services (FCC), Community Based Intake and Referral Services (CBIR) or the Intensive Family Support Services (IFSS)

What should I do if I require more information?

The College's complete Student Protection Policy is available at the College administration. Parents and students may have access to this policy at any time.

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 3.20 Complaints Policy Grievance which is located on the college website.



Where State Authorities Interview Child at the College

Record of interview with students for whom there are student protection interviews conducted by Department of Communities and/or Police, at the College.			
This form is to be completed by the Principal (or delegate) and retained confidentially at College level. File the form in a secure location with other student protection documentation.			
1. College: Dept. or Police wish to interview			
2. Student Department (DOCS) or Police wish to interview:			DOB:
3. Date of request:			
4. Time period within which contact is required	<input type="checkbox"/> Immediate / today	<input type="checkbox"/> < 5 days	<input type="checkbox"/> 5 days – 14 days
5. Agency/Agencies intending to interview student	<input type="checkbox"/> Department of Child Safety <input type="checkbox"/> Police Service		
6. Officers who are requesting to interview student	Name	Position	Agency (Police or DOCS)
7. Parent Notice	Please <input checked="" type="checkbox"/> relevant boxes (below) <u>after</u> obtaining 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 of 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 DOCS or 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: _____ <input type="checkbox"/> Did the State Authority provide support?		

Signature of Principal: _____ Date: _____
(Delegate)



GENERAL INFORMATION

PROTECTION FOR NOTIFIERS

- a) The Child Protection Act 1999 provides for the confidentiality of information supplied by the person making a notification.
- b) Also Section 22 of the Act provides for the protection from civil liability for persons, whom, acting honestly, notify or give information about suspected harm to a child. It states that merely because the person gives the notification or information, the person cannot be held to have breached any code of professional etiquette or ethics, or departed from accepted standards of professional conduct.
In accordance with this Act the College will protect the identity of the notifier of information – unless required otherwise by Law.

ROLE OF CHILD PROTECTION AGENCIES AND FAMILY AND CHILD SUPPORT SERVICES

As part of the co-ordinated interdepartmental approach to child abuse, officers of the Queensland Police Service and the Department of Families, Youth and Community Care are responsible for investigating and assessing any report of suspected harm or neglect from any source and to ensure the well-being and safety of the child.

It may arise that the person making the complaint or harmed by the behaviours (or parents) do not want to take the matter further. In circumstances of criminality or where the College assesses it appropriate, the matter will be taken further, irrespective of wishes to the contrary. Referrals may be made by the College to Family and Child Support Services.

ANONYMOUS COMPLAINTS

Such complaints by their very nature provide difficulties; however, the College will investigate the validity of each one to the extent possible.

EVIDENCE

The investigation of situations of harm is a complex and sensitive process. In the course of an investigation, officers from the child protection agencies may request permission to interview the student concerned. In most cases, in order to ensure the interests of the child are protected, the student may be interviewed before the matter is discussed with the parent/caregiver.

The responsibility for informing parents/caregivers of notifications and any interviews rests with the investigating child protection agency officers, not with the Principal. For this reason, any person making an inquiry or complaint concerning an investigation or an interview must be promptly referred to the Principal who will refer the enquirer to the appropriate department, with the explanation that it is the responsibility of that department to answer such enquiries or complaints.

POLICE INVESTIGATION

After the police have commenced investigations, and contacted the person against whom the allegations are made, the Principal may provide/arrange support and/or counselling for the person concerned, and the student/s and other employees affected by the situation.

Victory College personnel should cooperate with the police in conducting their investigations. The aim of the College and the police is to respond quickly, efficiently and sensitively to establish the facts of the matter and affect its resolution.

Following an investigation, the Principal should also transmit the outcomes of any police actions to the College Board and Governing Body.

SUGGESTED COLLEGE MANAGEMENT APPROACHES AND STRATEGIES TO ENSURE CHILD PROTECTION

Reporting of a criminal offence has no statute of limitations.

It is advisable that the College:

- (a) Monitors the teaching and learning environment to ensure that the behaviour of students, employees and others who work at the College supports its aims and employment policies.
- (b) Provide ongoing opportunities for employees to develop skills and understanding in how to protect students in their care.
- (c) Ensure that staff have access to, and are informed of, resources available to assist them such as training, advice and relevant literature.
- (d) Support the implementation at the classroom level of all protection programs and harm prevention curriculum which may be developed and ensure that students, while at Victory College, are provided with an environment in which they can feel and be safe.
- (e) Organise in-service on personal safety for Victory College personnel in order to avoid potentially compromising situations.
- (f) Arrange counselling and reallocate duties, if required.
- (g) Disseminate information to the total educational community and workplace that these behaviours will not be tolerated under any circumstances.
- (h) Monitor Victory College to ensure that high standards of behaviour are maintained and the desired behaviours modelled by adults.
- (i) Publicise procedures for resolving complaints to all employees, students and voluntary workers.
- (j) Develop an awareness and professional expertise in the area.
- (k) Take immediate action on complaints of this nature, in accordance with the procedures set out in this document.
- (l) Make it clear that victimisation of students making a complaint will not be tolerated.
- (m) Respond supportively to any student who makes a complaint of harassment.
- (n) Arrange appropriate in-servicing of employees, students and others.