



Citipointe Christian College

Student Protection Policy

Approved by INC National Executive (the Governing Body)
Reviewed and Current as of 18 February 2020
(previously versions 11.1 / 2016, accredited by NSSAB on 11 Nov 2016)

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Student Protection Policy

Board and College Policy 7.1	First Issued	January 2006
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	Next Review Due	February 2021

1. INTRODUCTION

Citipointe Christian 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 Legislation¹ including Part 2, Division 5 of the Education (Accreditation of Non-State Schools) Regulation 2017 (QLD)..

2. PURPOSE

There are several written policies at Citipointe Christian College which address the safety and wellbeing of students and staff. The purpose of this policy is to make clear the reporting and response process when inappropriate behaviour or harm, sexual abuse or neglect to a student, whether internal or external to the College, is disclosed or suspected.

Where there is any conflict between the Student Protection Policy and other College policies, the former will prevail.

3. 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 (including Citipointe Christian College International)

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.

¹ Child Protection Act 1999 (Qld), Working with Children (Risk Management and Screening) Act 2000 (Qld), Education (General Provisions) Act 2006 (Qld) and Work Health and Safety Act 2011 (Qld),

Board Member

A member of the College Board.

Harm²

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.

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 way some offenders form relationships and build trust with parents, carers, teachers and other children in order to get close to a child and create the opportunity for sexual abuse. Grooming can be difficult to identify as the behaviour itself may not be abusive or sexual. It is also important to note that not all offenders use grooming techniques.³)

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:

² Harm as defined under section 9 of Child Protection Act 1999

³ <https://www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/child-sexual-abuse/child-sexual-abuse-protect>

- (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 Citipointe Christian College, and includes full time, part time, casual and re-appointments.

General Staff

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

Staff

Includes all workers at the College including volunteers.

Citipointe Christian College

Includes Citipointe Christian College International.

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 Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) S16, 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 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.

4. THE LAW⁴

- Anti-Discrimination Act 1991(Qld)
- Child Protection Act 1999 (Qld)
- Criminal Code Act 1899 (Qld)
- Common Law – Contract and Duty of Care
- Education (General Provisions) Act 2006 (Qld)
- Education (General Provisions) Regulation 2017 (Qld)
- Education (Queensland College of Teachers) Act 2005 (Qld)
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- Education (Accreditation of Non-State Schools) Regulation 2017(Qld)
- Education and Training Amendment Act 2011(Qld)
- Work Health & Safety Act 2011 (Qld)
- Education Services for Overseas Students Act 2000 (Com) – referred to as the ESOS Act 2018, hereafter.
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Com)

5. 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.

⁴ All references to legislation include amendments as of 01/01/2020

- 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.

6. 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 2018 . It applies to all staff, students and the relevant child.

7. 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 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, disputes and/or complaints arising from the processing or outcomes of this policy may be engaged by accessing the College's Board Policy 11.4 Grievance, Disputes and Complaints located on the College's network storage platform and accessible to parents, students and staff from the College website.

8. 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 (Qld), S16(4) (6) via delegation to the College Board through the Local Church Committee of Management.
- The Governing Body is responsible for the development of and compliance with this policy.
- The Governing Body is responsible for the appointment of an 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 for compliance with this policy at the individual College level as delegated by the Governing Body whose responsibility is outlined in accordance with the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld), S16(4)
- Establishing and maintaining the College formal complaints policy (11.4 Grievance and Disputes) which covers complaints arising out of this Policy.

c) The Principal is responsible for:

- Ensuring he is conversant with relevant legislation (including the ESOS Act 2018) 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 Citipointe Christian 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 Citipointe Christian College to the Queensland Police Service.
- Receiving any complaint/allegation made whether directly, through a Student Protection Contact Officer
- Assessing the complaint/allegation and, in cases regarding inappropriate behaviour, 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.

c) Independent Protection Advisor:

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

d) Staff are Responsible for:

- Complying with this policy and procedures;
- Reporting complaints/allegations/suspicions/information of inappropriate behaviour, harm or abuse (which are not sexual abuse) to the appropriate Student Protection Contact Officer and/or the Principal (*Annexure A & D*);
- Reporting of all sexual abuse, suspected sexual abuse or likely sexual abuse to the Principal or 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 2018 when dealing with International Students.

NB: 2015 Child protection legislation names 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. The Principal will work within the Citipointe Christian Worldview when consulted with concerning all student protection issues.

e) Student Protection Contact Officers

- Will be appointed by the Principal in each of the sub-schools;
- 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.

f) 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.

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

A) SEXUAL ABUSE

- (a) The following outlines the procedures for reporting of known, suspected or likely sexual abuse which will apply in Citipointe Christian College.

Where a reference is made to **PROVIDING A WRITTEN REPORT** in the below procedures, the following matters are to be included in the written report. (required under S68 & 68a Education (General Provisions) Regulations 2017 (Qld)⁵,):

- (ii) Name of the person giving the Report (the first person);
- (iii) The student or relevant child's name and sex;
- (iv) Details of the basis for the first person becoming aware, or reasonably suspecting, that the student or relevant child has been sexually abused by another person;
- (v) Any of the following information of which the first person is aware
 - a. the student or relevant child's age;
 - b. The identity of the person who has abused , or is suspected to have abused , the student or relevant child;
 - c. the identity of anyone else who may have information about the abuse or suspected abuse.

⁵ Annexure A and Annexure D - Student Protection Form 3

If a staff member is aware or reasonably suspects that a student or relevant child has been sexually abused or is likely to be sexually abused, a written report must be given to either the Principal or the delegated Appropriately Qualified Individual immediately.⁶

The Principal or delegated Appropriately Qualified Individual must immediately contact the Police and provide them with a copy of the report (Student Protection Form 3) and Student Protection Record. (Where State Authorities Interview Student or Relevant child at the College);

The Principal or the Delegated Appropriately Qualified Individual must also provide a copy of the report to the governing body (i.e. "INC" – International Network of Churches).

If the Principal is the first person who is aware or reasonably suspects that a student or relevant child has been sexually abused or is likely to be sexually abused, the Principal must immediately provide a written report to a police officer and also provide a copy of the report to the governing body (i.e. "INC" – International Network of Churches).

If the delegated Appropriately Qualified Individual is the first person who is aware or reasonably suspects that a student or relevant child has been sexually abused or is likely to be sexually abused the delegated Appropriately Qualified Individual must immediately provide a written report to the Principal and a police officer and also provide a copy of the report to the governing body (i.e. "INC" – International Network of Churches).

B) REPORTABLE SUSPICION

Reporting harm as a result of Sexual and Physical abuse under Sections 13E and 13G of the Child Protection Act 1999 (Qld).

Staff Obligations:

If:

- You are a teacher/staff member (the obligation to report is extended to all staff under this Policy); **and**
- You have a "reportable suspicion", i.e. a reasonable suspicion that a student—
 - 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 student or relevant child from the harm.

Then:

1. Complete the College's reporting forms⁷;
2. Consult/discuss your concerns with the Principal or the delegated appropriately qualified individual;
3. The teacher/staff member will make the report to Child Safety as the "first person";
4. The Principal will acknowledge the receipt from teacher/staff member of a copy of the report;

Or

1. If you suspect the Principal is involved in the abuse, directly inform a Director of the Governing Body or the delegated Appropriately Qualified Individual (refer to the contact details on the first page of the policy) prior to making a report (as a mandatory reporter)

⁶ Annexure B- E, Student Protection Forms 1 -5

⁷ Annexure B – Student Protection Form 1 and Annexure D – Student Protection Form 4

- to Child Safety (and providing a copy of the report to a Director of the Governing Body or the delegated Appropriately Qualified Individual) ;
2. Keep appropriate records of your decisions and actions.

Note: If a staff member is suspected of having inappropriate behaviour or harm towards a student It is the prerogative of the Principal/Governing Body to require the teacher or staff member be relieved of all duties that have student contact whilst the suspicion is investigated. The duration of this variation of duty should not be longer than 20 days.

Principal's, Directors' of the Governing Body, delegated Appropriately Qualified Individual's Obligations:

If:

- You are the Principal, Director, delegated Appropriately Qualified Individual; **and**
- A staff member (other than a staff member required to make a mandatory report e.g. teacher or registered nurse) under College Policy reports a "reportable suspicion" to you; **and**
- You are aware or reasonably suspect the harm to have been caused **and** you are aware or reasonably suspect that the student may not have a parent willing and able to protect them.

Then:

1. Ensure that the College's reporting forms are completed;
2. If a report has not already been made by a teacher, make a report to Child Safety;
3. Inform the Governing Body through the delegated appropriately qualified individual of the staff member's report;
4. Keep appropriate records of your decisions and actions.

C) 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**.⁸
- (ii) The Contact Officer must inform and consult with the Principal or his delegate (Head of School) in the absence of the Principal
- (iii) The Contact Officer, in order to establish there are reasonable grounds for suspicion, may consult with the Independent Protection Advisor.
- (iv) The Principal will, at his discretion:
 - Still 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 Contact Officer is not an investigative one and the 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

⁸ Annexure A, Annexure B - Student Protection Form 1 and Annexure D – Student Protection Form 4

of harm. The Contact Officer is not obliged to obtain proof, establish the cause of harm or assess its severity.

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

D) INAPPROPRIATE BEHAVIOUR

- i) Students are encouraged, and staff are required to report any inappropriate behaviours of staff to a Student Protection Contact Officer.
- ii) The Student Protection Contact Officer will report the matter to the Principal.
- iii) The Principal will meet with the alleged offender to inform him/her of the allegation and to hear the alleged offender's response to the allegation. The Principal will initiate the investigation ask questions concerning the particularized allegations.
- (vi) An outside investigator will conduct an investigation process and present a report to the Principal to assist with decision making.
- v) If there is unacceptable risk, the Principal will stand down the alleged offender (in extreme cases, dismiss them summarily).

The Principal will:

- Put in place any disciplinary consequences.
- Offer support to the student and the respondent.
- Inform the student's parents.
- Inform the College's governing body.
- Inform the College's insurers.

N.B. Where a complaint/allegation is found to have no substance, every effort will be made to reinstate the alleged offender's status and reputation.

10. 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.
- Do not choose a place which is too isolated or overly private. Prefer group activities to working with students individually.
- 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.

11. 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.

12. INVESTIGATION

- a) The College does not investigate mandatory reporting matters or an alleged criminal offence. That is a matter for the appropriate state or commonwealth authorities. The College will cooperate with any government authority investigating a mandatory reporting matter.
- 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.

13. 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 of employment

14. 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 or 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 or a secure section of the College's network storage platform.

15. 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.

16. 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 at Grace House. 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.

17. 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 sub-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 and the college advisory barrister.

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

18. REVIEW OF POLICY

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

19. 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 Citipointe Christian College environment, the Principal should contact and document the contact with either the:

- Queensland Police Services Child Protection and Investigation Unit, Morningside, Phone 07 3823 8619 or
- Sexual Crimes Investigation Unit (http://www.ncsmc.org.au/wsas/resources/res_qld.htm), Phone 07 3364 6430 and
- Department of Communities (Child Safety Services) (<http://www.childsafety.qld.gov.au/>), Phone: 1800 811 810 (Queensland only) or 07 3224 8045 and
- The Senior Pastor of Citipointe Church Tel: 3343 8888

Annexure A

STUDENT PROTECTION - ACTION SUMMARY

(CBIR REFERS TO – *Community Based Intake & Referral*;

FCC REFERS TO – *Family and Child Connect*;

IFSS REFERS TO – *Intensive Family Support Services*)

Conduct	Who Must Report	Report to	Action Required	Relevant Legislation
<p>1. Sexual Abuse</p> <p>Awareness, or reasonable suspicion, or likely</p> <p>this overlaps with 2 below</p>	All Staff	<p>MUST REPORT*⁹</p> <p>To Principal or Delegated Appropriately Qualified Individual</p>	<p>MUST REPORT*</p> <p>Principal, Governing Body NOTIFICATION report to Police</p>	<p>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld), S16</p> <p>Education (General Provisions) Act 2006 (Qld) S366, S366A</p>
<p>2. Reportable Suspicion of Sexual or Physical Abuse</p> <p>But must fit 2 criteria:</p> <p>a. Significant Harm AND</p> <p>b. Parent may not be able or willing to protect the child</p>	Teacher (All Staff)	<p>MUST REPORT*</p> <p>To the department of Child Safety with consultation of the Principal</p>	<p>MUST REPORT*</p> <p>Provide a copy of the report to the Principal, Governing Body</p> <p>NOTIFICATION report to Child Safety</p>	<p>Child Protection Act 1999 (Qld) S13E</p>
<p>3. Harm or Reasonable Suspicion of Harm or Other Concerns</p> <ul style="list-style-type: none"> Any Concerns /Harm where parents are supportive / in partnership with the College but which DO NOT fit both criteria of 2a & 2b above Any Concerns/Harm where parents are not supportive / in partnership with the College and which DO NOT fit both criteria of 2a & 2b above 	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	<p>MUST REPORT*</p> <p>to Child Protection Officers/Middle Management and Principal</p> <p>MUST REPORT*</p> <p>to Child Protection Officers/Middle Management and Principal</p> <p>MUST REPORT*</p> <p>to Child Protection Officers/Middle Management and Principal</p>	<p>Principal/Delegate</p> <p>3(a) MAY NOTIFY Child Safety</p> <p>subject to criteria 2a and 2b, OR</p> <p>3(b) MAY NOTIFY Police</p> <p>Principal/Delegate</p> <p>3(c) MAY REFER (with consent) to CBIR...FCC...IFSS</p> <p>Principal/Delegate</p> <p>3(d) MAY REFER (without consent) to CBIR...FCC...IFSS</p>	<p>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld), S16</p> <p>Child Protection Act 1999 (Qld) S9</p> <p>Child Protection Act 1999 (Qld) S9</p> <p>Child Protection Act 1999 (Qld) S9</p>
<p>4. Inappropriate Behaviour (staff and students)</p>	<p>Inappropriate behaviour will continue to be managed internally by the College, via internal investigation and remedy, including by referral of students / families to FCC for support.</p>			

MUST REPORT*⁹

All reporting will be carried out in consultation with the Principal and/or the delegated Appropriately Qualified Individual

UNDER LEGISLATION THE PATHWAYS FOR REPORTING AND ACTION ARE:

- Mandatory reporting (**IN RED ABOVE**) to Police or the Department of Child Safety as in 1 and 2 above, sometimes to both, of sexual and/or physical abuse.
- Reporting of Harm (that is not sexual or physical), as in 3 (a), (b), (c) and (d) above.
- Referral to support agencies CBIR, FCC or IFSS, as appropriate.
- Dealing with inappropriate behaviour, as in 4 above.

COMMON LAW DUTY OF CARE, THE CONTRACT AND THE BEST INTERESTS OF THE STUDENT OR RELEVANT CHILD WILL ALSO DIRECT YOUR THINKING AND RESPONSES.

Adapted from table prepared by Suzanne Brooks, Barrister
Liability limited by a scheme approved under
Professional Standards Legislation



ANNEXURE B

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 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 Principal
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 _____



ANNEXURE C

STUDENT PROTECTION – FORM 2

For All Reporting - To be Completed by Student 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

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: _____



ANNEXURE D

STUDENT PROTECTION – FORM 3

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:

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 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**



ANNEXURE D

STUDENT PROTECTION – 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:		<input type="checkbox"/> Sexual Harm
		<input type="checkbox"/> Physical Harm
		<input type="checkbox"/> Psychological, Emotional Harm Neglect or Exploitation
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:		
<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 school: 322, Wecker Road Carindale, Qld 4152 Tel:07 3347 5899		
Student's 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) _____		_____ Date
The mandatory report was made to Department of Communities on _____		
Date		
OFFICE USE ONLY		
Referred to Principal	_____	_____
	Signed: by Principal	Date Received
Referred to Delegated Appropriately Qualified Individual	_____	_____
	Signed: Appropriately Qualified Individual	Date Received
* IT IS A MANDATORY REQUIREMENT TO PROVIDE THESE DETAILS		



ANNEXURE E

STUDENT PROTECTION – FORM 5

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: _____



ANNEXURE F

RECORD OF STUDENT PROTECTION ISSUES

CITIPOINTE CHRISTIAN 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 and 2017

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 10(6)(a-d);
 - 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:

Principal of College _____ Date _____
(Citipointe Christian College)

Delegated Appropriately Qualified Individual _____ Date _____
(Citipointe Christian College Board)

Chairperson _____ Date _____
(Citipointe Christian College Board)

Chairperson _____ Date _____
(Governing Body COC/INC National Chairperson)



ANNEXURE G

STUDENT PROTECTION

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 a 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 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.



ANNEXURE H

STUDENT PROTECTION 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 Chairman of the College Board.

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

The Principal or Chairman of the 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 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 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 Grievance and Disputes policy which is located on the college website.



ANNEXURE I

Student Protection Record

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.			
<i>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.</i>			
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)



ADDENDUM

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) Section 197A 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, in accordance with College's Board Policy 11.9 Reporter Protection Policy, 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.

Citipointe Christian 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 Chairman of the Citipointe Christian College Board and the Senior Pastor of Citipointe Church.

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 Citipointe Christian College, are provided with an environment in which they can feel and be safe.
- (e) Organise and conduct professional development on personal safety for Citipointe Christian 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 Citipointe Christian 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.