Purpose: The purpose of this strategy and policy is to eliminate and minimise risk to child safety, to ensure the safety and wellbeing of all students and to provide written processes about the health and safety and appropriate conduct of the College staff and students to comply with accreditation requirements.

Scope: Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Status: Approved

Authorised by: College Board Chairperson
Date of Authorisation: 26/02/2016

References:
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Working with Children (Risk Management and Screening) Regulation 2011 (Qld)
- Child Protection Act 1999 (Qld)
- Education (Accreditation of Non-State Schools) Act 2001 (Qld)
- Education (Accreditation of Non-State Schools) Regulation 2001 (Qld)
- Education (General Provisions) Act 2006 (Qld)
- Education (General Provisions) Regulation 2006 (Qld)
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- Education (Overseas Students) Regulation 1998 (Qld)
- Education (Queensland College of Teachers) Act 2005 (Qld)
- Education and Care Services National Law (Queensland) Act 2011 (Qld)
- Education and Care Services National Regulation 2011 (Qld)
- Child and Youth Risk Management Strategy Toolkit

Review Date: Annually

Next Review Date: February 2017

Policy Owner: College Board

Definitions

“The College” refers to Dalby Christian College.
Policy Statement and a Statement about Commitment

The College is committed to the safety and wellbeing of enrolled students. In accordance with sections 171 and 172 of the Working with Children (Risk Management and Screening) Act 2000 (Qld), the College is dedicated to eliminating and minimising risks to child safety through this Strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the College’s care.

This Child Risk Management Strategy is evidence of the College’s commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld).

Implementation

In practice, The College’s commitment to acting in accordance to the Working with Children (Risk Management and Screening) Act (“the Act”) to ensure the safety and wellbeing of students means that it will implement the measures outlined below in points 1 - 8.

1. Conduct Expectations

College employees are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

Specifically:

- Employees should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable. Employees must always advise the student of what they intend doing and seek their consent.
- Employees must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Employees must not have a romantic or sexual relationship with a student.

This commitment is evidence of the College’s fulfilment of the requirements of section 3(1)(b) of the Regulation.

2. Recruitment, Selection, Training and Management Procedures

The College is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children. In particular, the College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:
  - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the
nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant
- Advertising the position with a clear statement identifying whether candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification etc.
- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description
- A probationary period of employment, which allows the College to further assess the suitability of the new employee and to act as a check on the selection process

- Ensure that its training and management procedures act to reduce the risk of harm to children from employees via:
  - Management processes that are consistent, fair and supportive
  - Performance management processes to help employees to improve their performance in a positive manner
  - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services
  - An induction program which thoroughly addresses the College’s policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children
  - Training new and existing staff on an ongoing basis in the following areas to enhance skills and knowledge and to reduce exposure to risks:
    - The College’s policies and procedures
    - Identifying, assessing and minimising risks to children
    - Handling a disclosure or suspicion of harm to a child
  - Keeping a record of the training provided to employees
  - Exit interviews to assist the College to identify broader issues of concern that may impact on the safety and wellbeing of children at the College

This commitment is evidence of the College’s fulfilment of the requirements of section 3(1)(c) of the Regulation.

3. Handling Disclosures or Suspicions of Harm

Any of the following types of concerns or reports regarding students under the age of 18:
- Staff with concerns about a case of sexual abuse or likely sexual abuse;
- Staff with concerns about a case of sexual or physical abuse; and
- Staff who have received a report of inappropriate behaviour by another staff member towards a student of any age

shall be reported and managed under the Child Protection Policy and the Child Protection Procedure. If the College receives a report of inappropriate behaviour by a staff member towards a student, the behaviour not only needs to be reported under this policy, but the matter needs to be dealt with as a reported breach of the Staff Code of Conduct. The College will most likely have reporting obligations for this to the Queensland College of Teachers.
In accordance with the Child Protection Act 1999, if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to the College’s Principal. The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

If the Principal is aware or reasonably suspects the harm has been caused and that the student is in need of protection, the Principal must report the harm or suspected harm to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the Child Protection Act 1999). In assessing whether a student is in need of protection, the Principal will consider the “Significant Harm Test” and the “Parent Willing and Able Test” as detailed in the College Child Protection Procedure, as well as utilise the Department of Communities, Child Safety and Disability Services’ Child Protection Guide resource.

Please refer to the College Child Protection Procedure as well as to Independent Schools Queensland’s Child Protection Decision Support Trees for information on the process for reporting all types of harm, including sexual abuse.

To report any type of harm, all staff members should use the Report of Suspected Harm or Sexual Abuse Form in Appendix 2 of this Strategy (or equivalent).

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

This commitment is evidence of the College’s fulfilment of the requirements of section 3(1)(d) of the Regulation.

4. Managing Breaches of this Child Risk Management Strategy

The College is committed to appropriately managing breaches of this Child Risk Management Strategy in accordance with its other relevant policies as appropriate in the circumstances, such as its Child Protection Policy, Employee Code of Conduct, Dispute Resolution Policy and Procedures and Enterprise Bargaining Agreement or equivalent, and this is evidence of fulfilment of the requirements of section 3(1)(e) of the Regulation.

5. Implementing and Reviewing the Child Risk Management Strategy

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulations relating to implementation.

The introduction to this Child Risk Management Strategy and the “Compliance and Monitoring” section below state the College’s commitment to reviewing the Strategy annually and are evidence of fulfilment of the requirements of section 3(1)(f)(i) of the Regulation relating to review.
6. **Blue Card Policies and Procedures**

The College is committed to acting in accordance with chapter 8 of the Act relating to the screening of employees in such a way that limits risks to children. In particular, the College will:

- Require relevant prospective or current employees, volunteers, trainee students and school board members to apply for a Blue Card or Exemption Notice, and check the validity and appropriateness of any currently held notices as appropriate, in accordance with the College’s position descriptions and the Act
- Complete an *Authorisation to confirm a valid card* application when necessary
- Submit a *Change in police notification* form when notified by employee that such a change has occurred
- Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received after a change of police information
- Submit a *No longer with organisation* form when appropriate
- Appoint a College contact person who will be responsible for managing the screening process and all related documentation and records
- Keep written records of all the above actions, decisions and outcomes, including the dates of expiry of Blue Cards and Exemption Notices
- Ensure that all information in relation to Blue Cards and Exemption Notices is kept confidential
- Act to remind employees to keep their Blue Card or Exemption Notice up to date

This commitment is evidence of the College’s fulfilment of the requirements of section 3(1)(f)(ii) of the Regulation.

7. **High Risk Management Plans**

The College is committed to identifying risks, assessing risks, eliminating and minimising risks and the monitoring of risk to the safety of children on an ongoing basis. The College will utilise various risk management tools to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to children.

This commitment is evidence of the College’s fulfilment of the requirements of section 3(1)(g) of the Regulation.

8. **Strategies of Communication and Support**

The College’s commitment to making this Child Risk Management Strategy available to students, parents and employees via its website is evidence of fulfilment of the requirements of section 3(1)(h)(i) of the Regulation.

The College is committed to training employees in relation to risks to children and will conduct this training regularly via annual formal training events, informal updates at staff meetings and regular discussions between managers and their staff, and this is evidence of fulfilment of the requirements of section 3(1)(h)(ii) of the Regulation.
Responsibilities

The College is responsible for developing and implementing College-based procedures to ensure it fulfils its obligations under this policy.

All employees at the College are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

Compliance and Monitoring

The College is committed to the annual review of this Strategy. The College will also record, monitor and report to the Senior Management Team and Board (via CCM central office) any breaches of the Policy or Strategy.

Helpful Links

- Independent Schools Queensland’s [Child Protection Decision Support Trees](#)
- Department of Communities, Child Safety and Disability Services’ [Child Protection Guide](#) resource

Appendices

- Appendix 1 - Summary of Reporting Harm
- Appendix 2 – Report of Suspected Harm or Sexual Abuse Form
## Summary of Reporting Harm

<table>
<thead>
<tr>
<th>Who</th>
<th>What abuse</th>
<th>Test</th>
<th>Report to</th>
<th>Legislation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff</td>
<td>Sexual</td>
<td>Awareness or a reasonable suspicion</td>
<td>Principal, through to Police</td>
<td>EGPA, sections 366 and 366A</td>
<td>Unchanged</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sexually abused or likely to be sexually abused</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher</td>
<td>Sexual and physical</td>
<td>Significant harm</td>
<td>Confer with Principal, report to Child Safety</td>
<td>CPA, sections 13E and 13G</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent may not be willing and able</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All staff</td>
<td>Physical, psychological, emotional, neglect, exploitation</td>
<td>Significant harm</td>
<td>Principal, through to Child Safety</td>
<td>Accreditation Regulations, section 10</td>
<td>Amended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parent may not be willing and able</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All staff</td>
<td>Any</td>
<td>Not of a level that is otherwise reportable to Child Safety, refer with consent</td>
<td>Principal, through to Family and Child Connect</td>
<td>CPA, sections 15B and 159M</td>
<td>New</td>
</tr>
<tr>
<td>Any member of the public</td>
<td>Any</td>
<td>Not of a level that is otherwise reportable to Child Safety, refer without consent</td>
<td>Family and Child Connect</td>
<td>CPA, sections 15B and 159M</td>
<td>New</td>
</tr>
</tbody>
</table>
Appendix 2

Private and Confidential
Report of Suspected Harm or Sexual Abuse

Date:    
College:   
College Phone:  College Fax:  
College Principal:  Person Submitting Report:  

**DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:**

<table>
<thead>
<tr>
<th>Legal Name:</th>
<th>Preferred Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB:</td>
<td>Gender:</td>
</tr>
<tr>
<td>Year Level:</td>
<td>Cultural Background:</td>
</tr>
<tr>
<td>Aboriginal ☐ Torres Strait Islander ☐</td>
<td>Aboriginal and Torres Strait Islander ☐</td>
</tr>
<tr>
<td>Does the student have a disability verified under EAP: Yes ☐ No ☐</td>
<td>Disability Category:</td>
</tr>
<tr>
<td>Student’s Residential Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Student’s Personal Mobile:</td>
<td></td>
</tr>
</tbody>
</table>

**FAMILY DETAILS**

Parent/caregiver 1:  Relationship to Student:  
Address (if different from student):  
Phone:  (H):  (W):  (M):
Parent/caregiver 2:  Relationship to Student:  
Address (if different from student):  
Phone:  (H):  (W):  (M):
Is the student living in out of home care: Yes ☐ No ☐  
Custodial Information: (details if relevant)

**TYPE OF SUSPECTED HARM OR RISK OF HARM:** (more than one can be ticked)

<table>
<thead>
<tr>
<th>Suspected Harm</th>
<th>Suspected Risk of Harm</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Physical Abuse</td>
<td>☐ Physical Abuse</td>
</tr>
<tr>
<td>☐ Sexual Abuse</td>
<td>☐ Sexual Abuse</td>
</tr>
<tr>
<td>☐ Emotional Abuse</td>
<td>☐ Emotional Abuse</td>
</tr>
<tr>
<td>☐ Neglect</td>
<td>☐ Neglect</td>
</tr>
<tr>
<td>☐ Self-harm &amp; parents not acting protectively</td>
<td>☐ Self-harm &amp; parents not acting protectively</td>
</tr>
<tr>
<td>☐ Substance abuse &amp; parent not acting protectively</td>
<td>☐ Substance abuse &amp; parent not acting protectively</td>
</tr>
</tbody>
</table>

Is there suspected harm or risk of harm to an unborn Child? Yes ☐ ☘ Not Applicable

**PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE**

| ☐ Adult family member | ☐ Child family member | ☐ Other adult |
| ☐ Student/other child | ☐ Unknown |
PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).

Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

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

Additional information provided as an attachment  YES ☐ NO ☐

Name of staff member making report to the Statutory Agency if not the Principal:  Signature:  Date:

Principal:  Signature:  Date:

Principal’s email address:
Response requested by College:

ACTION TAKEN

Form was faxed or emailed to (please tick which agencies the form was sent to):

☐ Queensland Police Service
   Dalby Police
   Ph: 46692222

☐ Department of Child Safety – Toowoomba
   Regional Intake Office – Southwest
   Phone: 46161800
   Fax: 07 46161810

☐ Family and Child Connect
   Toowoomba - 46177600

(Adapted from EQ SP-4 Report of Suspected Harm or Risk of Harm)

Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.
Child Protection Policy

The care and safety of children - particularly those at our College - is fundamental to our ministry.

We believe that children are of great value to God, that their intellectual, physical, spiritual and social development is also of great importance and that we are responsible to provide an environment for them that is safe and conducive to their ongoing development.

All members of the staff have an important contribution to make towards the ministry of the College. They have a responsibility to meet the requirements of legislation in terms of child safety and to ensure that all students can learn in a safe and fair environment. Children are responsible for their own behaviour and actions which facilitate learning.

Likewise, staff members are responsible for their own actions and they have the right to work in a safe and fair environment.

The development of staff is an important component of the care the College has for its staff. Jesus is the Master Teacher and is the perfect model of servant leadership. Teachers need to strive to be like Jesus by precept and example.

Definitions

- **Section 9 of the Child Protection Act 1999 - “Harm”**, to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.
  1. It is immaterial how the harm is caused.
  2. Harm can be caused by—
     a) physical, psychological or emotional abuse or neglect; or
     b) sexual abuse or exploitation.
  3. Harm can be caused by—
     a) a single act, omission or circumstance; or
     b) a series or combination of acts, omissions or circumstances.

- **Section 10 of the Child Protection Act 1999 - A “child in need of protection”** is a student 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.

- **Section 364 of the Education (General Provisions) Act 2006 - “Sexual abuse”**, in relation to a relevant person, includes sexual behaviour involving the relevant person and another person in the following circumstances –
  a) the other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
(b) the relevant person has less power than the other person;
(c) there is a significant disparity between the relevant person and the other person in intellectual capacity or maturity

**Health and Safety**

The College has written policies in place about the health and safety of its staff and students in accordance with relevant workplace health and safety legislation\(^1\).

**Responding to Reports of Harm**

When the College receives any information alleging 'harm'\(^2\) to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. This is set out in the College’s Child Risk Management Strategy. Information relating to physical or sexual abuse is handled under obligations to report set out in this policy\(^3\).

**Conduct of Staff and Students**

All staff, contractors and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students\(^4\).

**Reporting Inappropriate Behaviour**

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to the College Child Protection Officer (see Appendix A)\(^5\).

**Dealing with Report of Inappropriate Behaviour**

A staff member who receives a report of inappropriate behaviour must report it to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform a member of the College’s board\(^6\).

If the College receives a report of inappropriate behaviour by a staff member towards a student, the behaviour not only needs to be reported under this policy, but the matter needs to be dealt with as a reported breach of the Staff Code of Conduct. The College will most likely have reporting obligations for this to the Queensland College of Teachers.

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\(^1\) *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(1)*

\(^2\) *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(8): the definition of 'harm' for this regulation is the same as in section 9 of the Child Protection Act 1999 (Qld)*

\(^3\) *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(2)*

\(^4\) *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(2)*

\(^5\) *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(3) and s.10(4)*

\(^6\) *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(3)*
**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) a student under 18 years attending the College;
- b) a pre-preparatory aged child registered in a pre-preparatory learning program at the College;
- 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 College; and
  - ii. is not enrolled in the preparatory year at the College

then the staff member must give a written report about the abuse or suspected abuse to the Principal or to a director of the College’s board immediately.

If the staff member 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 a director of the College’s governing body.

The school’s Principal or the director of the school’s governing body must immediately give a copy of the report to a police officer.

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 becomes aware, or 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:-

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7 *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld)* s.10(5)(a)
8 *Education (General Provisions) Regulation 2006 (Qld)* s.68
9 *Education (Accreditation of Non-State Schools) Regulation 2001 (Qld)* s.10(5)(a)
a) a student under 18 years attending the College;
b) a pre-preparatory aged child registered in a pre-preparatory learning program at the College;
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 College; and
   ii. is not enrolled in the preparatory year at the College

then the staff member must give a written report about the suspicion to the Principal or to a director of the College’s governing body immediately.

The school’s Principal or the director of the school’s governing body must immediately give a copy of the report to a police officer.

If the staff member who becomes aware or 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 a director of the College’s governing body.

A report under this section must include the following particulars:

- a) the name of the person giving the report (the first person);
- b) the student’s name and sex;
- c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- d) any of the following information of which the first person is aware:
  i. the student’s age;
  ii. the identity of the person who has abused, or is suspected to be likely to abuse, the student;
  iii. the identity of 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 or a teacher 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 or teacher must give a written report to the Chief Executive of the Department of Communities, Child Safety and Disability Services (or other department administering the Child Protection Act 1999). The doctor, nurse or teacher should give a copy of the report to the Principal.

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10 Education (General Provisions) Regulation 2006 (Qld) s.68A
A report under this section must include the following particulars:-

a) state the basis on which the person has formed the reportable suspicion; and 

b) include the information prescribed by regulation, to the extent of the person’s knowledge. 

- Prescribed information per Section 10 of the Child Protection Regulation 2011 is:
  
  (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

Awareness

The College will inform staff, students and parents of its processes relating to the health, safety and conduct of staff and students in communications to them and it will publish these processes on its website.

Training

The College will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training at least every two years but preferably annually.

Implementing the Processes

The College will ensure it is implementing processes relating to the health, safety and conduct of staff and students by auditing compliance with the processes annually.

Accessibility of Processes

Processes relating to the health, safety and conduct of staff and students are accessible on the College website and will be available on request from the College administration.

Complaints Procedure

Suggestions of non-compliance with the College’s processes may be submitted as complaints under the College’s Grievance and Complaints Procedure.

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11 Child Protection Act 1999 (Qld) s.13G (2). Child Protection Regulation 2011 (Qld) s.10 details information to be included in a report to the Chief Executive of the Department administering the Child Protection Act 1999.  
12 Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)  
13 Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)  
14 Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)  
15 Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(6)  
16 Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) s.10(7) and s.10(7A)
Appendix A – Child Protection Procedure

The Principal will annually review details of internal Child Protection Procedure at their College and provide the following to the CCM Central Office (on behalf of the College Board).

<table>
<thead>
<tr>
<th>College Name</th>
<th>Dalby Christian College</th>
</tr>
</thead>
</table>
| Child Protection Officers | 1. Stephen Wilson  
2. Jeromy Wainwright  
3. Marie Skerman |
| Date of last staff training on the Child Protection Policy. | 1st February, 2016 |
Current Procedure for Reporting Harm [sample below]

<table>
<thead>
<tr>
<th>Subject</th>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting harm or suspected harm (Accreditation Regulation, Public Health Act S191)</td>
<td>You as a <strong>student</strong> are aware or reasonably suspect that harm has been caused by anyone to a student of the College who was under 18 at the time</td>
<td>Report it to any staff member.</td>
</tr>
<tr>
<td></td>
<td>You as a <strong>staff member</strong> are aware or reasonably suspect that harm has been caused by anyone to a student of the College who was under 18 at the time</td>
<td>Report it to a Child Protection Officer or the Principal.</td>
</tr>
<tr>
<td></td>
<td>You as a trained <strong>Child Protection Officer</strong>, a Deputy Principal or the Principal receive a report of harm or suspected harm to a student of the College; <strong>and</strong> you are aware of the harm having been caused or you reasonably suspect the harm to have been caused,</td>
<td>Report it to the Police or the Department of Child Safety using the endorsed CPO Risk of Harm forms</td>
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<td>Keep a written record of your actions.</td>
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<tr>
<td>Reporting Inappropriate Behaviour (Accreditation Regulation)</td>
<td>You as a student wish to report behaviour by a staff member / volunteer / other person that you consider inappropriate,</td>
<td>Report the behaviour to one of the College Child Protection Officers or the Principal.</td>
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<td>You, as a Child Protection Officer or the Principal receive the report under the preceding step,</td>
<td>Interview the student</td>
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<td>Interview the staff member / volunteer / other person named in the report.</td>
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<td>interview any other person who may be able to provide useful information.</td>
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<td>If CPO, report your findings to the Principal, with your recommendation for action to be taken.</td>
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<td>The Principal takes action on the basis of the report.</td>
</tr>
<tr>
<td>Reporting Sexual Abuse, Suspected or Likely Sexual Abuse, Education (General Provisions) Act S366) Education (Accreditation of Non-State Schools) Regulation 2001 s10</td>
<td>You are: - a <strong>staff member</strong>; and aware or you reasonably suspect that an employee / volunteer / other person has sexually abused a student of the College who was under 18 at the time,</td>
<td>Give a written report about the abuse to the Principal or a member of the College Board. Contents of the written report are prescribed by regulation made under the Education (General Provisions) Act 2006.</td>
</tr>
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<td></td>
<td>You, the Principal, or a member of the Board of directors receive a report under the preceding step</td>
<td>If the staff member who becomes aware or reasonably suspects likely sexual abuse is the College’s principal, the staff member must give a written report about the suspicion to a police officer immediately and must also give a copy of the report to a director of the College’s governing body.</td>
</tr>
</tbody>
</table>