Introduction

This policy document on child protection has been formulated using the model school policy documentation which was provided for this purpose by The Association of Independent Schools of Queensland (AISQ). It is a requirement of the Education (Accreditation of Non-State Schools) Regulation 2001 that schools must have written processes about the appropriate conduct of its staff and students, that accord with legislation applying about the care or protection of children.

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What We Believe

John Paul College is a learning environment in which all members have the opportunity to reach their individual potential for living a contributing and fulfilling life. Our community grows in an environment where Christian ecumenism is foundational; where our values are embraced; where mutual respect demands a hospitality that reaches out and welcomes those of all cultures and faiths; and where excellence in every endeavour is sought and applauded.

Our Values

<table>
<thead>
<tr>
<th>Love</th>
<th>Mutual Respect</th>
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<tr>
<td></td>
<td>Contribution</td>
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<tr>
<td></td>
<td>Loyalty</td>
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<tr>
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<td>Tolerance</td>
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<tr>
<td>Unity</td>
<td>Responsibility</td>
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<td></td>
<td>Truthfulness</td>
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<td>Fairness</td>
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<td>Freedom</td>
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</table>
1. **Purpose of Policy**

1.1. **Purpose**
   The purpose of this policy is to provide written processes about the health and safety of the John Paul College staff and students and about the appropriate conduct of the school’s staff and students.

1.2. **Scope**
   This policy applies to staff, students and volunteers at John Paul College and covers information about the reporting of harm and sexual abuse.

1.3. **Responsibility**
   College Board of Directors

1.4. **Point of Contact**
   Headmaster of the College – Mr Peter Foster

2. **Definitions and Legislation**

2.1. **Harm**
   Harm caused to a student under 18 years, is any detrimental effect of a significant nature on the student’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

2.2. **Sexual abuse**
   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

2.3. **Relevant Legislation**
   
   - Education and Training Legislation Amendment Act 2011
   - Commission for Children and Young People and Child Guardian Act 2000 (Qld)
   - Commission for Children and Young People and Child Guardian Regulation 2001 (Qld)
   - Education (General Provisions) Act 2006 (Qld)
   - Education (General Provisions) Regulation 2006 (Qld)
   - Education (Queensland College of Teachers) Act, 2005 (Qld)
   - Education (Accreditation of Non-State Schools) Act 2001 (Qld)
   - Education (Accreditation of Non-State Schools) Regulation 2001(Qld)
   - Education Services for Overseas Students (ESOS) Act 2000 (Cth)
   - Education (Overseas Students) Act 1996 (Qld)

3. **Health and Safety**
   The College will protect students from harm as far as it is reasonably able. The safety, wellbeing and best interests of our students are of primary importance. The school will ensure the health and safety of staff in accordance with workplace health and safety legislation.
4. **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.

   The school will ensure that staff and volunteers have a positive notice (“blue card”) as required by the *Commission for Children and Young People and Child Guardian Act 2000* or that they are registered teachers.

5. **Inappropriate Behaviour**

   If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to:-

   (a) The appropriate Head of Year, or
   (b) The Headmaster.

6. **Dealing With Information about Inappropriate Behaviour**

   A staff member who receives a report of inappropriate behaviour must report it to the Headmaster. Where the Headmaster is the subject of the report of inappropriate behaviour, the staff member must inform a director of the Board of the College.

7. **Reporting Harm**

   If a staff member is aware or reasonably suspects harm has been caused to a student who, when the harm was caused or is suspected to have been caused, was under 18 years and the harm has not been reported under any other sections of this policy, the staff member must report the harm to the Headmaster.

   If the Headmaster is aware or reasonably suspects the harm has been caused, the Headmaster must report the harm or suspected harm to an authorised officer (eg. child safety officer) in the Department of Communities (or other department administering the Child Protection Act 1999) or to a police officer.

   Health professionals must report harm or suspected harm under s.191 of the Public Health Act 2005.

8. **Reporting Sexual Abuse under Education (General Provisions) Act 2006**

   *Section 366 of the Education (General Provisions) Act 2006* states that if a staff member becomes aware, or reasonably suspects in the course of their employment at the school, that any of the following has been sexually abused by another person:-

   (a) a student under 18 years attending the school;
   (b) a pre-preparatory aged child registered in a pre-preparatory learning program at the school;
   (c) a person with a disability who:-
       (i) under s.420(2) of the *Education (General Provisions) Act 2006* is being provided with special education at the school; and
       (ii) is not enrolled in the preparatory year at the school.

   then the staff member must give a written report about the abuse or suspected abuse to the Headmaster or to a director of the College Board immediately.

   If the staff member who becomes aware or reasonably suspects sexual abuse is the Headmaster, the Headmaster 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 Board.

   A report under this section must include the particulars required by s.68 of the *Education (General Provisions) Regulation 2006* which are currently:-

   (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;
   (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.
9. **Reporting Likely Sexual Abuse under Education (General Provisions) Act 2006**

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 school, that any of the following is **likely to be sexually abused** by another person:

(a) a student under 18 years attending the school;
(b) a pre-preparatory aged child registered in a pre-preparatory learning program at the school;
(c) a person with a disability who:
   (i) under s.420(2) of the Education (General Provisions) Act 2006 is being provided with special education at the school; and
   (ii) is not enrolled in the preparatory year at the school;

then the staff member must give a written report about the suspicion to the Headmaster or to a director of the College Board immediately.

If the staff member who becomes aware or reasonably suspects likely sexual abuse is the Headmaster, the Headmaster 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 Board.

A report under this section must include the particulars required by s.68 of the Education (General Provisions) Regulation 2006 which are currently:

(a) the name of the person giving the report (the first person);
(b) the student's name and sex;
(c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
(d) any of the following information of which the first person is aware:
   (i) the student's age;
   (ii) the identity of the person who is suspected to be likely to abuse the student;
   (iii) the identity of anyone else who may have information about the suspected likelihood of abuse.

10. **Accessibility of Policy**

This policy is accessible on the school website and will be available on request from the school administration. Each new staff member will be made aware of the policy as part of their induction.

11. **Awareness of Policy**

Staff and students will be made aware of the policy by its display on the school website, through the Pastoral Care Program and at appropriate assemblies.

12. **Form for Reporting**

Attached to this policy is a form for reporting.

**Date of Authorisation**

New policy: Updated January 2013
# Report of Suspected Harm or Sexual Abuse

Date: 
School:
School Phone: 
School Fax: 

<table>
<thead>
<tr>
<th>DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:</th>
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| Legal Name: 
Preferred Name: |
| DOB: 
Gender: |
| Year Level: 
Cultural Background: |
| Aboriginal ☐ Torres Strait Islander ☐ 
Aboriginal and Torres Strait Islander ☐ |
| Does the student have a disability verified under EAP: 
Yes ☐ No ☐ |
| Disability Category: |
| Student’s Residential Address: |
| Phone: |
| Student’s Personal Mobile: |

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<tr>
<th>FAMILY DETAILS</th>
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| 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 in out of home care: Yes ☐ No ☐ |

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<tr>
<th>PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE</th>
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| ☐ 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

<table>
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<tr>
<th>Additional information provided as an attachment</th>
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<tr>
<td>YES ☐ NO ☐</td>
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</table>

Name of staff member making report to the 
Statutory Agency if not the Headmaster: 
Signature: 
Date: 
Position: 
Headmaster: 
Signature: 
Date: 
Headmaster’s email address: 
Response requested by school:

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<tr>
<th>ACTION TO BE TAKEN (Tick the Appropriate suspected harm/risk of harm type below)</th>
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<tbody>
<tr>
<td>☐ Sexual abuse</td>
</tr>
<tr>
<td>☐ Physical abuse</td>
</tr>
<tr>
<td>☐ Emotional Abuse</td>
</tr>
<tr>
<td>☐ Harm</td>
</tr>
</tbody>
</table>

Fax or email this form to: 
- Queensland Police Services (QPS) 
- Department of Communities (Child Safety Services)

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.